WORD PROCESSING GUIDE FOR
THESIS WRITING

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Study option (if applicable)

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1 WRITING A THESIS – GENERAL ISSUES

1.1 Background

Both the hospitality and catering and business administration unit www-sites offer a ready-made base document for creating a thesis in Word format. These base documents automatically have the settings required for creating a thesis. Also the page numbering and the table of contents are provided. Furthermore, the base document has ready-set styles (Heading1, Heading2, Heading3, Thesis, Table of contents1, Table of contents 2, Table of contents 3). In Word the styles are document-bound, i.e. they are preserved in the document even when it is edited with various computers.

Whenever working on the thesis at school it is recommended to use the Z-drive for the document storage, and, correspondingly, when editing the document at home, the use of the hard drive is recommended (usually C but may vary if more drives are present). An USB memory stick is recommended for backup copies and transferring the data between locations (home to school and vice versa).

1.2 Copy the base document

**Hospitality and catering**

Open the browser and enter the URL [http://www.savonia-amk.fi/savonia](http://www.savonia-amk.fi/savonia). On the menu on the left, find the link *Tutkimus- ja kehitystyö* (research and development) and under that, the Thesis link *Opinnäytetyöt*. Item 5 is a link to the base file: *Opinnäytetyön pohjatiedosto* (Word). Save the file on your computer by clicking the link with the mouse and selecting *Save* on the dialog that appears. Save the file on your computer. If you are working at school, save to your own Z drive.

On school terminals the file is also accessible on the U drive *Resto\Opinnäytetyöt* folder. Open the file from the U drive and save to your Z drive (Save as). This is an alternative to copying the file off the www pages.

N.B! Do NOT copy the file with the windows file manager, because the file is marked read only.
Business and Administration

Business and Administration website [http://www.savonia-amk.fi/liku](http://www.savonia-amk.fi/liku) offers the thesis base document in two places. Both are on the left-hand side menu.
1) Select the *Opiskelijapalvelut* (student services) link and under it the *Opinnäytetyö* (thesis) link and find the *Opinnäytetyön pohjatiedosto (Word)* link on the page that appears.

2) Select the *Tutkimus- ja kehittävä (R&D)* link and under it the *Opinnäytetyöt* link and find the *Opinnäytetyön pohjatiedosto (Word)* link on the page that appears.

Save the base document on your computer by clicking on the link and selecting the *Save* option from the dialog that appears.

The direct URL to the thesis work pages is

http://www.savonia-amk.fi/liku/amk/koulutus/liiketal/opinayte.html

1.3 Backup copies

In creating the thesis it is imperative that

1) you always work on the latest version of the document

2) you have a backup copy of the latest version of the document.

**On school computers**

When you start working on your thesis at school, open the file from the Z drive and do the editing you wish to do. Once you stop working, save the document to the Z drive by clicking on Save.

After that, make a backup copy of the document on your memory stick by selecting File/Save as. It is recommended that the name is the same in both locations. The drive letter of the memory stick varies according to the machine used, but is most often E or F.

The next time you work on your thesis, again open the file on the Z drive, edit and finally backup to your memory stick.

**At home**

At home it is recommended that you use the C drive (hard drive) as you edit the document. When you finish working, save to C drive by clicking on Save. After that,
make a backup copy of the document on your memory stick by selecting File/Save as. It is recommended that the name is the same in both locations.

The next time you work on your thesis, again open the file on the C drive, edit and finally backup to your memory stick.

1.4 Transporting the data

There are several options to transferring the thesis document data between school and home.

1) Backup the files on your memory stick at school and then at home copy the data to your hard drive, for instance C drive, and edit/save from there. When you arrive to school again, right away copy the file you worked with at home to Z drive. This way you will always have 3 copies of your files.

2) With remote access you can copy the file directly from your machine’s C drive to the school network on your personal Z drive or vice versa.

3) It is also possible to use email to transfer the file(s) between Z and your home computer by emailing yourself and attaching the file with the email. You can then open the mail at home and save the file(s) to C. Always remember to delete the old messages form your inbox, because otherwise they will unnecessarily reserve space on the server.
2 DETAILED INSTRUCTIONS FOR CREATING THESIS SECTIONS

In the following there are instructions for creating the various thesis sections after the ready-made base file is copied as per the instructions given in the previous chapter.

2.1 Title page

The ready-made base document includes a title page.
Add the following information by selecting the appropriate line with the mouse and replacing it with your own information.

NAME OF THE THESIS
Author’s name
Degree programme of the student
Study option of the student
Month / year

Figure 1. Title page
2.2 Abstract

An abstract must fit on one page. The text is inserted by clicking on the grey box in the table.

- **Degree programme, option**
- **Author(s)**
- **Title of study**
- **Date** means the date of completion of the work
- **Pages** item: on the left of the plus sign the total number of pages in your thesis including the references and on the right side of the + sign the number of pages in the appendix.
- **Supervisor(s) of the study** is to include the position of the supervisor, academic title and name(s), for instance Lecturer, Lic.ESc Kristina Laitinen.
- In case the work has been commissioned or the work is a part of a project, the necessary information is supplied in the **Executive organization** field.
- **Abstract** is written with line spacing 1.
- **Key words**
- **NOTES** may include a notification in case the work includes, for instance, a CD or a video.

2.3 Abstract in foreign language

Write the foreign language abstract (page 3) similarly to the first language abstract.

2.4 Page of explanations

The work may include a page of explanations in case it entails a large number of abbreviations, symbols or concepts requiring clarification. A page of explanations, titled for instance ABBREVIATIONS AND SYMBOLS is inserted in the base document before the table of contents.

Adding a page of explanations:
1) Take the cursor in front of the word *Contents*.
2) From the Word Insert menu select *Break* and then *Page break* and click *OK*.
3) Write the page of explanations as per instructions in the reporting guide.
ABBRÉVIATIONS AND WORD EXPLANATIONS

 ASIAK  Arvo: asiakkaat
 EETTIS  Arvo: eettisyys ja lain noudattaminen
 HENK  Arvo: henkilökunta
 LIIKTOS  Arvo: liiketoimintaosaaaminen
 PERHE  Arvo: perhe ja perinteet
 VÄTI  Arvo: välineet ja tilat
 YHTYMUN  Arvo: yhteiskunta, ympäristö ja universalismi
 FBG  Family Business Governance. Perheyrityksen omistajaohjaus
 OML  Jatkuvuus: omistaja ja luopuminen
 JP  Jatkuvuus: seuraaja/jatkaja ja perhe
 TJV  Jatkuvuus: taloudelliset järjestelyt ja verotus
 KPS  Jatkuvuus: keskustelu perheen sisällä
 PJRT  Jatkuvuus: perheenjäsenten rooli ja työskenteleminen yrityksessä
 PYY  Jatkuvuus: perheen päämäärit ja ympäristö
 PU  Jatkuvuus: perheen ulkopuoliset

Figure 2. An example of a page of explanations (Niemelä 2006, 7-10)

2.5 Contents

The base document includes a ready-made mock table of contents. Its settings are all ready-set. Do NOT change the titles or page numbers on the list directly! Word automatically updates the items if you act according to the instructions that follow. The headings of the table of contents are all links within the document, meaning that you can jump to a chapter by pressing CTRL key and clicking on the heading.

You can update the table of contents to correspond to the current chapter titles and page numbering:
1) Click with the right mouse button anywhere on the table of contents.
2) In the dialog box that appears, select Update Field.
3) Select Update entire table and click OK.

In the bottom of the table of contents, after the heading APPENDICES a list of appendices may be inserted. The instructions are given in this document under APPENDICES.
2.6 List of figures

In case the thesis includes a large number of figures and tables, a list of those may be inserted before the table of contents page, named as TABLES AND FIGURES. Figures and tables must be titled according to the following instructions in the order of appearance in the text. Figures and tables but be listed separately according to type. I.e. if the work includes both figures and tables, first list the figures as per instructions and then list the tables in the same manner. This in effect creates separate lists of figures and tables on the page preceding the table of contents.

Naming figures and/or tables:
1) Take the cursor below the first figure. With tables, take the cursor over the table.
2) Select Caption in Word’s Insert top menu.
3) In the Options box select the appropriate title Figure or Table and click OK. Word will add a number after the title type automatically.
4) Write the caption title after the number.
5) Repeat for all the figures and tables in the work.

Then add the figure- and/or table lists on the TABLES AND FIGURES page:
1) Bring the cursor to the top of the page preceding the page of contents.
2) In the Insert top menu select Index and tables.
3) Click the Table of figures tab.
4) Select the appropriate caption label Figure and click OK.
Repeat the process for the tables.

2.7 Introduction

Introduction is the first actual text chapter. On the introduction-page the Thesis style is used, which includes the ready-made settings for thesis text body (left margin 4,3 cm / line spacing: 1,5 / justification).
Take the cursor below the 1 INTRODUCTION title and check the formatting line in Word (next to the font name) that the style selected is Opinnäytetyö (thesis), see Figure 3 below.

Figure 3. Thesis style on an empty line following a chapter title

The page numbering is visible from the page following the introduction page onwards. Thus, if the introduction is two pages long, the page numbering starts at the second page of the introduction. Should the introduction consist of one page, the numbering begins from the next chapter, with the heading number 2.

N.B! In case the introduction is two pages long, follow these instructions while you are still writing the first page of the introduction:

1) Take the cursor to the left of the title 2 CHAPTER TITLE (before the number 2).
2) Press CTRL + Enter (= forced page break)
Continue writing the introduction on the first and the following page. The page numbers will appear starting on the 2. page.

The page numbers are set to top right corner. Page numbering also includes the list of references and the appendices at the end of the document.

2.8 Chapter titles

As the introduction is the first chapter, the following chapter gets the number 2. It is recommended that there is a maximum of three levels of chapter titles.

The first level chapter titles are main headings, which are marked with a single number, such as 1 INTRODUCTION. The first level chapter titles are written in all capital letters. All the first-level chapter titles start on a new, empty page. The second level
subchapter titles have two digits, for instance 2.1 Title. On the third level the chapter
titles have three digits, such as 2.1.1 Title. The second- and third level subchapter ti-
tles are written in small letters except for the initial letter and proper names.

The ready-set base document includes styles defined for each of these three levels of
headings:

- *First level* chapter title style is *Otsikko1*.
- *Second level* subchapter title style is *Otsikko2*.
- *Third level* subchapter title style is *Otsikko3*.

The ready-made base document includes model level chapter title headings. As you
start working on your own thesis, you may freely edit the titles. Simply replace the
model title 2 CHAPTER TITLE with your own title.

In case the model includes too many chapter titles you may remove them by taking the
cursor to the left of the title line and pressing Delete on the keyboard.

If you need to add titles, press the tab key after the chapter title number, write the de-
sired new title and change the style to reflect the level of the new title.

1) Take the cursor to the title line.
2) Select the *Style* appropriately; Otsikko1, Otsikko2 or Otsikko3.

Figure 4. *For the first level chapter titles the style Otsikko1 is selected*  

Figure 5. *For the second level subchapter titles the style Otsikko2 is selected*
Once you have edited the chapter titles, you may at any time update the page of contents to correspond to the current titles and page numbers:

1) Click with the right mouse button anywhere on the list of contents.
2) In the menu that appears, select *Update field*.
3) Select *Update entire table* and click *OK*.

2.9 Main text body of the thesis

The thesis base document has a style called Opinnäytetyö (thesis). This style includes ready-made settings for the body of the thesis (left margin 4,3 cm / line spacing: 1,5 / justification). The ready-made document has the Opinnäytetyö (thesis) style applied on the empty lines following the list of contents.

If, for some reason, should you "lose" the Opinnäytetyö style in the text body, do as follows:

1) Take the cursor to anywhere within the chapter where the Opinnäytetyö style should be applied.
2) In the *Format* toolbox *Styles* list select *Opinnäytetyö*. See figure 3.

If you should require the same style for several consecutive chapters, select the entire chapters by dragging with the mouse and then set the Opinnäytetyö style from the list.

2.10 References

On the pages of references the Word *Normaali* (normal) style is used, including a left hanging indent at 2,3 cm.
Source references always include a minimum of two pages. The first line normally included the author of the source and the date. After these a single space is inserted. On the second line more information on the source, such as the book name and the publisher location. The first page begins from the left margin of the page. On the second line of the reference, always press the tab key once. If there are more than two pages, press the tab also in the beginning of each line. Leave a single empty line between each reference.

For more information on creating a list of references, please consult the project reporting guide for thesis writing.

2.11 Appendices

On the appendix pages the Word Normaali (normal) style is used, again ready-set in the base document.

Add the references as necessary.

You may use the automatic numbering for the references:

1) Take the cursor on the first, APPENDIX 1 page.
2) In the Insert top menu select Caption.
3) In the options select the label APPENDIX and click OK. If not available, create a New label and name it APPENDIX.
4) A text APPENDIX 1 appears on the page.
5) After that write the desired name for the appendix.
6) Repeat the process for all the appendices.

Once that is accomplished you may add the list of appendices on the table of contents page:

1) Take the cursor to the line following the APPENDICES heading on the table of contents page.
2) Select Insert top menu item Index and tables.
3) Click on the Table of figures tab.
4) Select the caption label APPENDIX and click OK.
You can update the list of appendices field similarly to the updating of the table of contents as explained previously in this document.
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APPENDIX 1 Appendix 1 title
APPENDIX 2 Appendix 2 title