

**Title of the thesis**

Student´s First name Surname

Haaga-Helia University of Applied Sciences

Bachelor’s Thesis

2021

Bachelor of Xxxx

**This template may not work well in the Online version of Word. Open the file as a desktop version of Word.**

|  |
| --- |
| **Author(s)**  Indicate the author(s) here, first name before surname, alphabetized according to surname. |
| **Degree**  E.g. Bachelor of Business Administration, Bachelor of Hospitality Management Bachelor of Sports Studies, Bachelor of Journalism and Media (remove unnecessary ones). |
| **Report/thesis title**  Write the main title of your report/thesis here**.** |
| **Number of pages and appendix pages**  22 + 2 |
| The abstract presents the key issues of a thesis in such a way that the reader gets a good understanding of the main points that the report covers. The abstract presents the background of the thesis, the goals, scope, implementation, methods, timing, as well as results and conclusions of the study. The abstract follows the same order as the report.  The abstract must not be longer than one page. The language should be matter-of-fact, succinct, to the point and grammatically correct. Use complete clauses and sentences. Divide your text into paragraphs of a few sentences and separate the paragraphs with an extra line break. Start a new paragraph for each new topic. The abstract must not contain references to outside sources.  Never use subjective 1st person pronoun as “I” or “we” or adress a reader as “you” in an abstract, but address yourself as 3rd person “the author, the researcher, he, she” etc. or use passive voice.  Use the past tense when referring to earlier research results, and when reporting on the implementation details and results of your thesis project. Write in the present tense when you present a generalizable research result or discuss the use of a thesis product (outcome).  In brief, the abstract is a nutshell overview of the entire thesis. The abstract must form an independent whole that can be understood without reading the actual thesis report. |
| **Keywords**  The abstract ends with a list of keywords, 3–6 words that best describe the contents of your thesis. Place the words in order of importance. http://finto.fi/yso/en |

**Abstract**

**Table of contents**

[1 Introduction 1](#_Toc71186941)

[2 Headline 2](#_Toc71186942)

[2.1 Subtitle 2](#_Toc71186943)

[2.2 Subtitle 2](#_Toc71186944)

[3 Headline 3](#_Toc71186945)

[References 4](#_Toc71186946)

[Appendices 5](#_Toc71186947)

[Appendix 1. Name of the appendix 5](#_Toc71186948)

[Appendix 2. Name of the appendix 6](#_Toc71186949)

# Introduction

The introduction begins here.

.

# Headline

Writing a thesis is easy.

## Subtitle

Enter more text here.

## Subtitle

Enter more text here.

# Headline

­

References

Appendices

## Appendix 1. Name of the appendix

## Appendix 2. Name of the appendix