Name of author/authors (First name, Surname)

**THESIS TITLE**

Thesis

Kajaani University of Applied Sciences

School of Business

Degree Programme

Date

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|  | | **THESIS**  **ABSTRACT** |
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# INTRODUCTION

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# HEADING OF SECOND MAIN CHAPTER

The headings of main chapters should always be in the style of Heading 1 so that pages change automatically and the letters change to capitals.

All heading numbering and numbering of different level headings is automatic..

The body of the text style is Basic text, using the Garamond font, size 12, gap between lines 1,5.

* Lists can be made using the list style..
  + Here is a list from the next level.

Page numbering is automatic and starts from the introduction and finishes with the list of sources.

Picture 1. The picture text should be underneath the picture (style Basic text)

Table 1. The table text should be above the table(Style Basic text)

## Second level subheading

The style Heading 2 is always used for second level subheadings.

### Third level subheading

The style Heading 3 is always used for third level subheadings.

### The following third level subheading.

## New second level subheading

#### Guiding heading

The style Heading 4 is always used for the guiding heading.

# MAIN HEADING/ HEADING 1

## heading 2

### Heading 3

### Heading 3

## Heading 2

#### Guiding heading / heading 4

The body of the text should be here. (Basic text)

# SOURCES

The sources should be here.

LIST OF APPENDICES

There is a ready-made style for appendices headings: APPENDIX HEADING.

The list of appendices is in this part and after that come the appendices themselves. Each appendix has its own page number and a top heading stating the number of the appendix and then the page number.

Example of appendix page number: APPENDIX 1/5. (Font Garamond, SIZE 12 , on the right hand side. Spacing after each paragraph 36, space between lines 1.)

At the end of each appendix an invisible part change mark should added. (Add -> Change… -> Part change / Next page.) In this way it is possible to edit the top headers of the appendices separately.

In order to see the top header click Show -> Top and bottom header. Check that the menu Link to previous has been removed. When you start a new appendix check that the first number is 1 when you go to Edit page numbers -> page numbers.

Within the appendix itself use the usual CTRL+ENTER or Add -> Change… -> Page change.

This is appendix 1.

This is appendix 2.