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**<Title>**

<Subtitle (if applicable)>

<Authors name>

Final thesis for a <XX>-degree

Icelandic Academy of the Arts

Department of <Xxx>

<Semester/month> <Year>

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**Abstract**

All final thesis for a BA/MA-degree include an abstract. It is a summary of your thesis. It gives readers a chance to discover the key consepts, central argument of each chapter of the thesis, its methodology and results part. The abstract will be published along with the title in *Skemman* or other repository of academic documents. The words used in the abstract as well as in the title will be included in internet search results.

It is very important that the abstract is exact and well composed so that it helps the reader to decide weather to read the thesis or not.

A typical abstract is written in one whole paragraph, but is usually divided into three parts:

1. Main topic of the thesis, theoretical or practical context.
2. Research methodology, collection of data, sources and interviews.
3. The most important conclusions put forth as briefly, excactly and univocally as possible.

The abstract should be approx. 200 - 300 words.

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Introduction

This template is especially designed for those writing a final thesis at the Iceland University of the Arts. The point of using this template for thesis is to facilitate the finishing according to the demands made by the IUA. Remember that an introduction is about 10-15% of the thesis’ length. It usually starts “open” and provokes the reader’s interest before delving deeper into the matter at hand. An introduction features a research question, it is usually introduced around the middle of the introduction or by the end. It is good to reflect on the question: why did you choose this topic? Write a few words about the highlights of the thesis’ body and possibly enclose some of the conclusions.

1. Titles and chapter headings

Observe the *Styles* above, you can use these to make chapters and subchapters so it will be easier to update the table of contents. *Title 1* is for a main title and always on the top of a new page. *Title 2* is a subtitle. Main chapters and subchapters are numbered, subchapters follow the running numbering of the main chapter.

*Title without number* are all the other chapters including introduction and bibliography and are the titles placed in the middle of the page. There is also styles for the main text, direct quotation and bibliography.

If you enter the table of contents at the beginning you can choose it and right-click *Update Field* and *Update Entire Table* – the Word software will find these chapters and link the corresponding page numbers.

1. Chapter title/name

Main chapter font style is Times New Roman 16pt bold.

2.1 Title/name of first subchapter

You can use subtitles in the chapters if you need to divide the work/chapter into sections.

Subchapter font style is Times New Roman 13pt bold.

Main text font style: Times New Roman 12pt

2.2 Title/name of second subchapter

There can be many subtitles under every main title.

1. How to use this template

The best way to use this template is the following: Write your own text or copy it in the first chapters of the template and erase the text that is there already. Erase the instructions in this chapter and put your thesis in instead.

Conclusion/final remarks (choose either conclusion or final remarks)

Some helpful introductions:

Be sure that you have written all the sources cited in the bibliography and be also sure that there are no sources that are not cited in the text.

Remember to check that the bibliography is in correct alphabetical order.

Remember to use correct quotation marks when writing in English. They look like “this”. Push shift+2 before the word for “ and after the word for ”.

Bibliography

Sources are cited in all departments, except in Arts Education, according to a simplified version of the Chicago Manual of Style, see instructions on the website of the Library of LHÍ <https://www.lhi.is/en/library-and-information-services-0> under **Citations** or here: <https://www.chicagomanualofstyle.org/home.html>.

In Arts Education are sources cited in APA Style: <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html>

The style is Bibliography (in Styles above). Lines are indented if the citation exceeds one line (the entry).

List sources alphabetically (using authors’ names). Icelandic authors are: first name last name 🡪 Jón Jónsson. International authors are last name, first name 🡪 Smith, John. Make sure that you italicize all titles, i.a. book titles, titles of works, films, newspapers, journals, websites and other such sources. The titles of articles are written with “English” quotation marks.

To make a bibliography easier to read you can devide it in chapters according to form and character of the source.

**Printed sources:**

**Web sources (if applicable):**

**Interviews (if applicable):**

**Other (if applicable):**

List of images

Image 1: Author‘s name. *Title.* Form. Accessed date from website / doi.

Image 2: ...

Appendix

If an appendix is included it will be placed at the end of the thesis.