Instruction
Completion of master thesis reports at the department of Industrial economics and management

1. The very last version – after approval of report by supervisor or examiner

Student/students:
- Create the first pages, i.e. cover page etc. (see below).
- Get a serial number: Contact Linda Larsson (see below).
- Boxes "Commissioner" and "Contact person":
  If there is no commissioner (i.e. external company) for the thesis, leave these empty.
- Box "Approved" on Abstract pages:
  Date when the very last version was submitted to supervisor/examiner.
- Submission of final report should be done on LMS platform (i.e. Canvas, Bilda etc.) unless otherwise agreed with supervisor/examiner.
- Report format: pdf

Supervisor/examiner:
- Checks that all information provided is correct and that the layout of cover page and first pages are correct according to template (see below).
- Sends final report and info about grade to Linda Larsson for archiving and Ladok reporting.

Linda Larsson:
- Checks serial number and archives report (electronically).
- Report grades in Ladok.
- Publishes report on Diva (if approved by the students).

2. Cover page and first pages of report

Cover page (i.e. very first page):
- Cover page is automatically created here: https://intra.kth.se/kth-cover?l=en
- Make sure to select correct cycle, number of credits, and degree.
- Main field of subject for CINEK and TINEM students: Industrial Engineering and Management and/or Industrial Management.
- Main field of subject for TEINM students:
  Technology and Economics
- Do not upload image unless agreed upon with supervisor/examiner.
- School: Industrial Engineering and Management
- Leave fields for ISSN, TRITA and ISRN blank unless otherwise agreed with supervisor/examiner.
- The system creates a cover page and a back page. The back page is only needed if the report is printed (which normally is not the case).

First pages (see example in appendix):
- Template for the first pages after the cover page is found on Indek's web (Thesis page, right column):

- Report in English:
  1. Cover page (English – created at kth.se, see above)
  2. Blank page
  3. Title page (English – template on Indek’s web, see above)
  4. Title page (Swedish – template on Indek’s web, see above)
  5. Abstract (English – with header containing serial number, date, name etc. according to template on Indek’s web, see above)
  6. Abstract (Swedish – with header containing serial number, date, name etc. according to template on Indek’s web, see above)

- Report in Swedish:
  1. Cover page (Swedish – created at kth.se, see above)
  2. Blank page
  3. Title page (Swedish – template on Indek’s web, see above)
  4. Title page (English – template on Indek’s web, see above)
  5. Abstract (Swedish – with header containing serial number, date, name etc. according to template on Indek’s web, see above)
  6. Abstract (English – with header containing serial number, date, name etc. according to template on Indek’s web, see above)

- Pages following Abstract pages:
  Contents
  List of figures (if applicable)
  List of tables (if applicable)
  Foreword

Contact details

For Ladok reporting, archiving etc.: linda.larsson@indek.kth.se
For general questions about thesis work at Indek: bo.karlson@indek.kth.se