

Bachelor's Thesis Structure Template

CHAPTER OUTLINE + READY-TO-ADAPT SENTENCE FORMULATIONS

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How to use this template

This template gives you two things:

1. **A complete chapter-by-chapter structure** for a standard bachelor's thesis (30–50 pages), with target lengths and required components.
2. **Sentence formulations** — copy-and-adapt openers, transitions, and framings for each section. Replace the bracketed placeholders (e.g. [research topic], [author, year]) with your specifics. Treat them as scaffolding, not finished text.

Compared to a master's thesis, your bachelor's thesis is shorter (30–50 pages vs 60–120), draws on fewer sources (30–60 vs 60+), and demonstrates *application* of existing methods rather than producing an original contribution.

Complete structure

#	SECTION	TARGET LENGTH
—	Title page	1 page
—	Abstract	150–250 words
—	Table of contents, lists	1–2 pages
1	Introduction	10–15% (3–6 pages)
2	Theoretical background / literature	20–25% (8–12 pages)
3	Methodology	10–15% (4–6 pages)
4	Results / analysis	25–30% (10–15 pages)
5	Discussion	10–15% (4–6 pages)
6	Conclusion	5–10% (2–4 pages)
—	References	—
—	Appendices	—
—	Declaration of authorship	1 page

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1. Introduction (3–6 pages)

Purpose. Briefly establish the topic, explain its relevance, narrow to a specific question, and signpost the structure.

Required components.

- Topic and context
- Research problem and relevance
- Research question and objectives
- Scope and delimitations
- Thesis outline

Sentence formulations — opening the topic

- "[Topic] plays an increasingly important role in [field / industry / society], particularly since [event / development]."
- "Recent developments in [area] have brought [phenomenon] to the forefront of [discipline]."
- "Although [topic] is widely discussed in public debate, scholarly understanding of [specific aspect] remains limited."

Sentence formulations — establishing relevance

- "The relevance of this topic is twofold. From a practical perspective, ... From an academic perspective, ..."
- "[Phenomenon] affects [stakeholders] in concrete ways: [examples]. This makes a closer examination both timely and worthwhile."

Sentence formulations — stating the gap and question

- "Existing studies have examined [aspect A] and [aspect B], but the question of [specific gap] has received less attention."
- "This thesis addresses the following research question: *How does [X] affect [Y] in [context]?*"
- "To answer this question, the thesis pursues three objectives: (1) ...; (2) ...; (3) ..."

Sentence formulations — defining the scope

- "This thesis focuses on [specific context / population / period]. It does not address [related but excluded area], which would require [different approach]."

Sentence formulations — outlining the thesis

- "The thesis is structured as follows. Chapter 2 reviews the relevant literature and develops the conceptual basis. Chapter 3 describes the methodology. Chapter 4 presents the analysis. Chapter 5 discusses the findings. Chapter 6 concludes."

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2. Theoretical Background / Literature (8–12 pages)

Purpose. Define key concepts and summarise what is already known. For a bachelor's thesis, depth matters less than clarity and relevance to your research question.

Required components.

- Definitions of key concepts
- Overview of relevant prior research
- The conceptual basis you will use in your own analysis

Sentence formulations — defining concepts

- "Throughout this thesis, [concept] refers to [definition], following [author, year]."
- "[Concept] has been defined in several ways. This thesis follows [author, year], who define it as [definition], because [reason]."

Sentence formulations — reviewing prior work

- "Research on [topic] has developed along two main lines: [line 1] and [line 2]."
- "[Author, year] found that [finding]. A more recent study by [author, year] confirmed this pattern and added that [extension]."
- "While [author, year] argue that [position A], [author, year] take a different view, suggesting that [position B]."
- "Across these studies, [consistent finding] emerges as a recurring observation."

Sentence formulations — connecting literature to your research

- "Although these studies offer valuable insights, none has directly examined [your specific angle]."
- "Building on the work of [author, year], this thesis adopts [concept / framework] to analyse [your topic]."

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3. Methodology (4–6 pages)

Purpose. Explain how you collected and analysed the material that supports your findings. Brief but precise.

Required components.

- Research design (qualitative, quantitative, literature-based, case study, etc.)
- Data sources
- Procedure
- Analytical approach
- Limitations

Sentence formulations — describing the design

- "A [qualitative / quantitative / case-study / document-analysis] approach was chosen because it best suits the research question, which requires [type of evidence]."
- "This thesis follows a [comparative / descriptive / exploratory] design."

Sentence formulations — describing data sources

- "The empirical basis consists of [N] [interviews / survey responses / documents / cases] collected between [date] and [date]."
- "Sources were selected based on the following criteria: (1) ...; (2) ...; (3) ..."

Sentence formulations — describing the procedure

- "Data collection proceeded in three steps. First, ... Second, ... Third, ..."
- "Each [interview / observation / document review] followed the same protocol to ensure consistency."

Sentence formulations — describing the analysis

- "The data were analysed using [qualitative content analysis / descriptive statistics / a coding scheme adapted from author, year]."
- "Coding was carried out manually using [software / spreadsheet] and reviewed in two passes."

Sentence formulations — acknowledging limitations

- "Two methodological limitations should be noted. First, ... Second, ..."

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4. Results / Analysis (10–15 pages)

Purpose. Present what you found, clearly and without interpretation.

Required components.

- Descriptive overview of the data / sources
- Findings organised by research question or theme
- Tables and figures, properly numbered and captioned

Sentence formulations — opening the chapter

- "This chapter presents the findings in three sections, each corresponding to one of the research objectives stated in Chapter 1."
- "Table [X] provides an overview of the analysed [cases / sources / responses]."

Sentence formulations — presenting findings

- "The analysis revealed three main patterns: [pattern 1], [pattern 2], and [pattern 3]."
- "Across the sample, [X]% of [units] showed [outcome]."
- "A clear difference emerged between [group A] and [group B]: while the former [observation], the latter [contrasting observation]."

Sentence formulations — referencing tables and figures

- "As shown in Table [X], ..."
- "Figure [X] visualises the distribution of [variable]."

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5. Discussion (4–6 pages)

Purpose. Interpret the findings in the light of the literature and the research question.

Required components.

- Summary of key findings
- Interpretation against the literature
- Implications
- Limitations
- Suggestions for further research

Sentence formulations — summarising findings

- "The analysis produced three central findings. First, ... Second, ... Third, ..."
- "Returning to the research question, the results suggest that [answer]."

Sentence formulations — comparing with literature

- "This finding aligns with [author, year], who observed a similar pattern in [context]."
- "Unlike [author, year], who reported [contrary finding], this thesis finds that [your finding]. A possible reason is [explanation]."

Sentence formulations — implications

- "The findings suggest that [stakeholders / theory / practice] should consider [implication]."

Sentence formulations — limitations and further research

- "Two limitations qualify these findings: [limitation 1] and [limitation 2]."
- "Future research could extend this work by [direction 1] or by [direction 2]."

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6. Conclusion (2–4 pages)

Purpose. Recap what you did, what you found, and why it matters. No new evidence, no new arguments.

Sentence formulations

- "This thesis set out to examine [research question]. Drawing on [data / sources] and using [method], it found that [headline result]."
- "Three main contributions can be highlighted: ..."
- "The findings have implications for [audience / field]: ..."
- "While the analysis has answered the research question, it has also raised new ones — particularly around [open issue]."

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Formal elements

Abstract (150–250 words)

A complete abstract typically follows this five-sentence skeleton:

1. **Context:** "[Topic] has become increasingly relevant because ..."
2. **Gap:** "However, [aspect] has received little systematic attention."
3. **Aim:** "This thesis investigates ..."
4. **Method:** "Drawing on [data] and using [method], ..."

5. **Findings & implication:** "The analysis shows that ... These findings contribute to ... by ..."

Declaration of authorship (template)

I hereby declare that this bachelor's thesis has been written by me without any external unauthorised help, that it has been neither presented to any institution for evaluation nor previously published. Any parts, words, or ideas of the thesis, however limited, including tables, graphs, maps etc., which are quoted from or based on other sources have been acknowledged as such without exception.

[Place], [Date] — [Signature]

Final checklist

- Title page complete: thesis title, your name, programme, supervisor, university, date
- Abstract under 250 words, no citations, contains aim / method / finding
- Each chapter opens with a short roadmap and ends with a brief summary
- Every table and figure is numbered, captioned, and referenced in the text
- All borrowed claims, figures, and quotations are cited
- The research question from Chapter 1 is explicitly answered in the Conclusion
- Limitations are clearly stated
- Declaration of authorship signed and dated
- Formatting (page numbers, margins, font, headers) matches your university's guidelines

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