

# The Word template for doctoral theses

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Halmstad University Press offer a Word Template to researchers who are about to write a doctoral or licentiate thesis. You find the template *HH-thesis template* at <http://...>

The template is based on the thesis template used at Stockholm University, and we are grateful for the permission to build upon their work.

## Template format

The template is in docx format. This means that you work with it as with a regular word document. The formatting is embedded the styles in the document itself.

Word adopts the appearance of the operating system for each platform and therefore the menus may not look exactly the same on your computer as shown below.

### Typography

The page format is S5 (165\*242 mm), and the fonts used are Times New Roman and Arial. The body text type size is 11 points.

## Contents of the template

The template contains certain pre-formatted pages, like an Optional dedication page, Contents, Abbreviations, and Introduction.

Title page, Half-title page, as well as the front and back cover, are produced separately and are not included in the template.

The first parts are preformatted and your start using the formats from the template where the main text begins (Introduction).

## Outline

The disposition of the thesis differs between Monographs and Comprehensive Summaries. The different parts should be arranged as follows:

Table 1 Outline

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<b>Comprehensive Summary</b>	<b>Monograph</b>
	Optional Half-title page <sup>1</sup>
Optional dedication page	Optional dedication page
Blank page	Blank page
List of papers	
Optional blank page	
Contents (right-hand page)	Contents (right-hand page)
Chapter 2...N	Chapter 2...N
Summary in another language <sup>2</sup>	Summary in another language <sup>2</sup>
Acknowledgements	Acknowledgements
References/Bibliography	References/Bibliography

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### Pagination

The title page is never paginated. The sequence of pages preceding Chapter 1 can be paginated using Roman numerals (this is not obligatory), and the sequence from Chapter 1 up to References/Bibliography will be paginated with Arabic numerals. The page number for the first page of Chapter 1 has to be an odd number (so that the chapter will begin on a right-hand page), and preceding pages will be included in the pagination (so that the chapter begins on for example page 5, 7, 9, or 11, depending on the number of preceding pages). The default setting is that the page numbering starts on the first page of the first chapter. The page numbers are placed on the outer edge of the papers.

The first page counts as page 3, to compensate for the Title page/printing information page.

### Printing

When printing on A4 paper the text will be larger than normal. If you want to print in actual size choose not to customize the content when printing.

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<sup>1</sup> The Half-title page is the page that comes before the title page and contains only the name of the author and the title of the publication.

<sup>2</sup> Within certain disciplines it is customary to add a longer summary in another language (Swedish or English) than the one in which the thesis was originally written. This summary is usually placed at the end of the thesis, but can also be placed directly after the table of contents.

## Using the styles

The template contains a number of styles which you can choose between to format headings and different parts of the main text. The styles are placed in the tools section of the Home Tab.

To view all included styles, click the expand arrow under "Change Format".

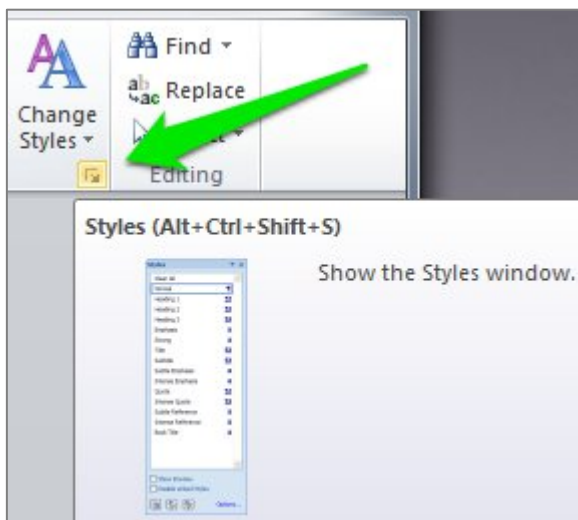


Figure 1 Show the Styles window

By using the formats you let the program take care of the typography. It is important to use styles and not your own formatting. To apply a style to, for example, a chapter heading, choose *Heading 1 (Rubrik 1)* and then type the heading. (Alternatively you can type the heading first and then, with the text marker in the text, choose *Heading 1* from the menu.) The text will then automatically receive the correct formatting – the correct font, size, and amount of space above and below the text, and also the correct style name so that the heading will show in the Table of Contents. The same goes for the other formats.

## Available formats

### Brief description

#### Heading (Rubrik)

- Heading 1 (Chapter heading, which is always preceded by a page break.)
- Heading 2...5 (Headings in hierarchical order.)
- HeadingWithList (Headings used in connection with different types of lists.)

#### Text

- Normal
- NormalIndented (Same as Normal, but with a first line indent of 4.5 mm.)
- NormalSpaceAbove (Normal text preceded by a spacing of one line.)
- CaptionTable (Used as a caption for tables.)

- CaptionImage (Used as a caption for illustrations.)
- Quote (Used for long stand-alone quotes longer than 3 lines.)
- QuoteIndented (Same as Quote, but with a first-line indent.)
- Footnote Text (Footnote format. Usually applied automatically by Word.)
- FootnoteReference (Footnote reference format. Usually applied automatically by Word.)
- FootnotesForTables (Use this format when inserting a footnote within a table.)
- Footnote ReferenceForTables (Use this format when inserting a footnote reference for a table footnote.)

#### More formats

- Abbreviations (The same formatting as Heading 1, but only used for the Abbreviations heading. (Not included in the Table of Contents.))
- TableOfContents (The same formatting as Heading 1, but only used for the Table of Contents heading. (Not included in the Table of Contents.))
- HeadingUnnumbered (Used for Heading 1-type headings used before Chapter 1, for example in List of Papers. (Not included in the Table of Contents.))
- Page Number (The page number format.)
- CellTextSmall (Used for text formatting in table cells.)

#### Extended description

More information about the formats available in the template and how to work with them.

#### Headings (Rubrik)

The styles *Heading 1-5* are available for headings used in the text. *Heading 1*, which is used for every new chapter, is preceded by a page break. Depending on your needs it might not be necessary to use all the heading levels, often you can make do with just three or four levels. Please note that you should never type a full stop after a heading.

If you need to put a heading above a list of some sort you can use the format *HeadingWithList*, which is formatted in italics.

#### Text

There are two styles for the body text: *Normal* and *NormalIndented*.

*Normal* is always used directly after a heading, and therefore has no indent in the first line. This style is automatically inserted after *Heading 1-5* when you press *Enter*.

*NormalIndented* is used for all paragraphs following *Normal*, and therefore has a first-line indent to mark the new paragraph. This style is automatically inserted after *Normal* when you press *Enter*. Note that a new paragraph should only be marked in this fashion, and not with an empty line between paragraphs.

#### Captions for illustrations and tables

The styles *CaptionImage* and *CaptionTable* are used for captions for illustrations and tables.

## Quotations

When you write a quote that is longer than three lines, the text is usually separated from the body text. The left-hand side of the quote is formatted with an indentation throughout, as well as a spacing of one line both above and below the paragraph.

There are two styles available: *Quote* is used for the first paragraph, and is preceded by a spacing of one line, but no indent in the first line; *QuoteIndented* is used for all subsequent paragraphs, and has an indent in the first line, but no spacing. To create spacing after the quote, press *Enter*.

Shorter quotations are shown in quotation marks. The default setting for the template is “quote” for primary, and ‘quote within a quote’ for secondary quotations. This setting can, if need be, be changed to for example Swedish quotation marks (”quote” and ’quote within a quote’).

## Footnote text and footnote references

Footnote style is applied automatically. The styles *Footnote text* and *Footnote Reference* are used to format footnote text that for some reason has lost its formatting. In case you need to insert footnotes in a table, you can use the styles *FootnotesForTables* and *Footnote ReferenceForTables*. These styles have to be applied manually.

## Lists

There are several styles for different lists: *ListSimple* (without bullets or numbers), *ListNumbered*, *ListRoman*, and *ListBulleted*; all of them with or without a first line indent. There is no spacing either before or after these styles, so you should insert an empty line before the list, and start the first paragraph after the list with *NormalSpaceAbove*.

## Bibliographic references

For bibliographic references there are the styles *BibliographyNumbered* (Numbered reference list) and *BibliographyNoNumber* (Unnumbered reference list). The unnumbered list has a hanging indent (every first line of a paragraph starts at the left-hand margin, while the following rows are indented). The numbered list has a hanging indent as well, but is numbered with Arabic numerals.

Both of these formats work perfectly with bibliographic programs such as EndNote and Refworks. You should first insert the references, then mark them and apply the appropriate style. Any numbering that is included in the entries, from for example EndNote, will accompany the references to form a numbered list. In that case you should use the style *BibliographyNoNumber*.

## Table of Contents

The table of contents is included in the template from the start. You update it by placing the text marker somewhere in a Table of Contents entry, right clicking, and selecting the alternative *Update Field*. The style is called *TableOfContents*.

## Illustrations and tables

Illustrations should be inserted by selecting *Insert* → *Picture*.

It is not uncommon that illustrations that are pasted into the document are degraded in quality during the process – therefore we strongly recommend that you impart all your illustrations as files. Note that illustrations created in PowerPoint often are inadvertently modified during the subsequent creating of printable PDF documents, and therefore we advise against using the PowerPoint format when creating illustrations.

When you insert an illustration, only as much of the illustration as can be fitted onto one line will be shown. To show the whole picture you should apply the style *ImageFormat* to the paragraph. This format deletes the 13 point leading used in *Normal*, which allows for the whole of the illustration to be shown. Furthermore one extra line of space is put above the picture (to separate it from the preceding paragraph), at the same time as the picture is centred on the page. You can insert a caption underneath the illustration via the option *Insert Caption* (*Infoga bildbeskrivning*). Alternatively you can right-click the picture and choose *Insert Caption*".

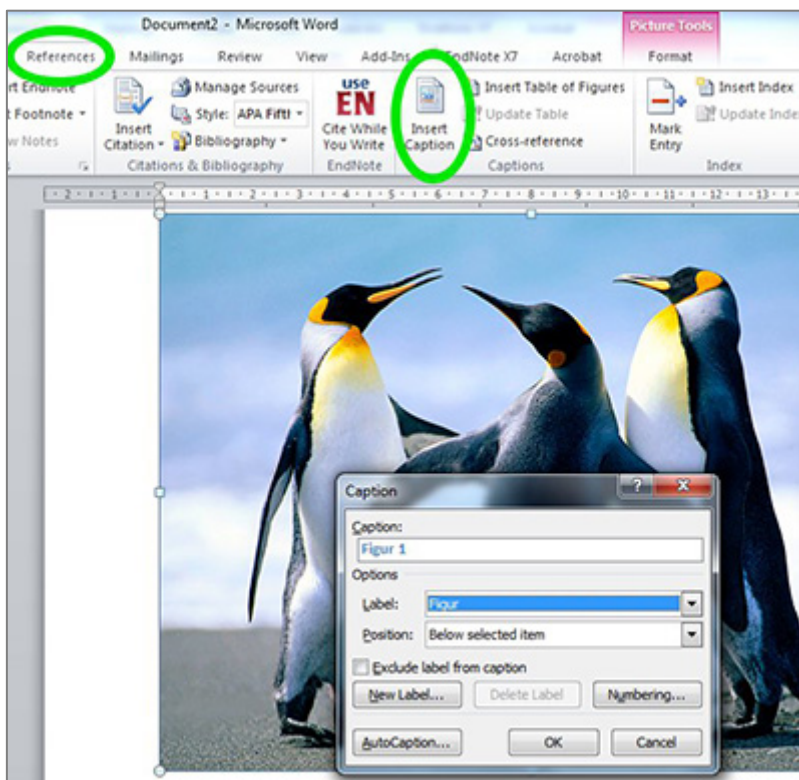


Figure 2 Insert Caption

## Tips and tricks

Here are some tips and tricks regarding basic word processing in MS Word.

### Pasting text

Of course you can paste text from another document into the template. The important thing to consider is to delete the formatting from the original document. Otherwise the formatting of the document will be copied to the template, which can create problems. To clear the formatting of text, highlight the text you want to copy, and then use the button *Clear Formatting* on the *Home tab*. Then, copy the text and paste the text into the template.

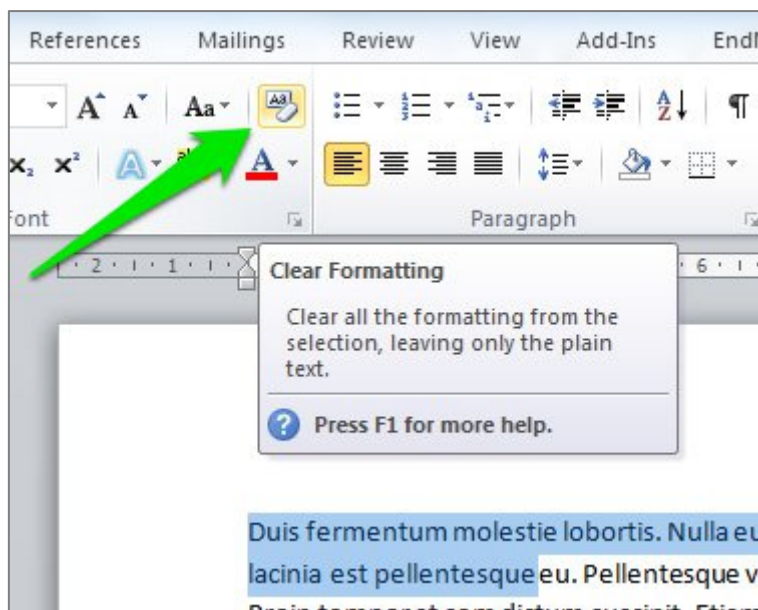


Figure 3 Clear formatting

### Dashes and hyphens

Please mind how you use a dash or a hyphen. A hyphen is the shorter of the two, and is used among other things for hyphenation, some compound words, and in connection with numbers and abbreviations (for example: “Swedish-English glossary”, “25-year span”, “UN-ambassador”). Dashes are used in the context “to” and “from”, as between place-names and intervals of numbers and time (for example: “Stockholm–Gothenburg”, “30–40 students”, “3–5 p.m.”) In this instance a space is not inserted before and after the dash.

You insert a dash through the tab *Insert* → *Symbol* → *More symbols...* → *Special Characters* or via the key combination *Ctrl* (Macintosh: *Command Key*) + “minus” (on the numerical keyboard).

### Updating the Table of Contents (ToC)

You update the ToC by right-clicking on the ToC and selecting *Update Field*. If you have used the template correctly all headings should now appear in the Table of Contents.



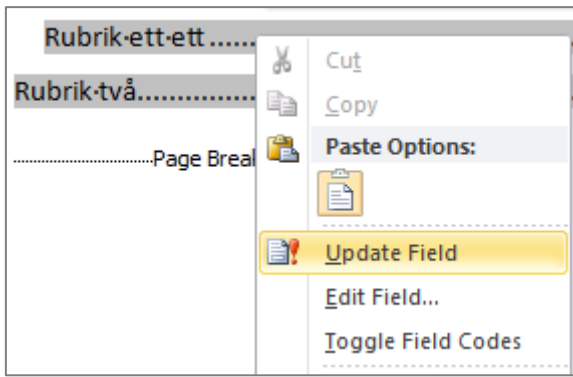


Figure 4 Updating the ToC

You can decide the number of heading levels to be shown via the tab *References* → *Table of Contents* → *Insert Table of Contents* you will find the options you can change.

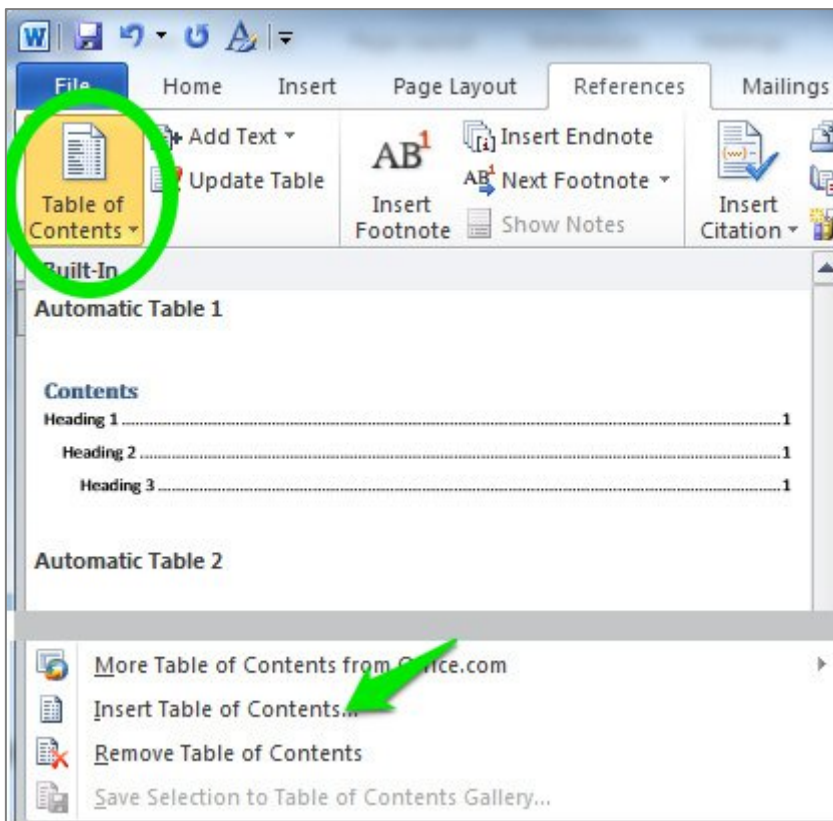


Figure 5 Formatting the ToC

### Adjusting the pagination

All numbered pages (from Chapter 1 and onward) should display the page number on the outside of the page, which is the default setting in the template. If you need to adjust this, do the following: Open the footer on the first chapter by double-clicking it. Remove the existing page number, in any, with *Delete*. Insert a new page number by choosing the tab *Insert* → *Page number* → *Bottom of page*. Choose the page number location the puts the page number at the outside of the page (to the right on an odd page number and to the left



on an even page number). Choose *Page Number* → *Format Page Numbers*, choose Arabian numerals and the choose *Continue from previous section*).

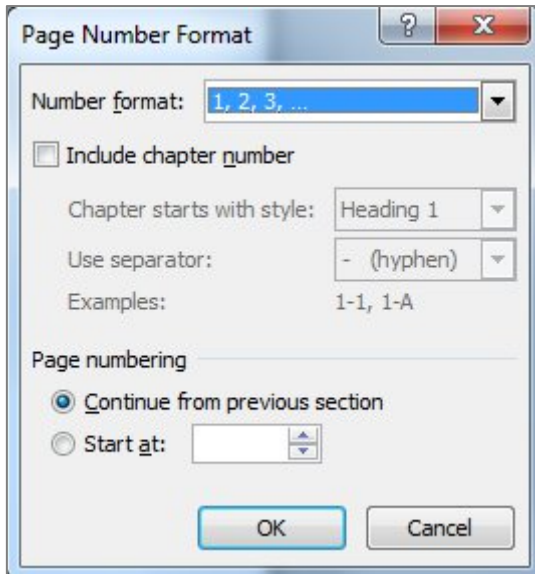


Figure 6 Page number format

### Deleting page numbers

If you have a List of Papers, a dedication page etc., at the beginning of your document, these, as well as the Table of Contents, shouldn't be paginated. You delete these page numbers by double-clicking the document footer for the page in question, highlighting the page number and the shaded box around it and pressing *Delete*.

### Deleting “front matter” from the Table of contents

“Front matter” is the term given to all pages before the Table of Contents – for example a dedication page, a List of Papers, etc. If the headings for these pages are formatted with the style *Heading 1*, they will show in the Table of Contents. To delete them from the ToC, you should format them with the format *HeadingUnnumbered*. The formatting will stay the same, but they will disappear from the ToC when you update it. (See *Updating the Table of Contents*.)

## Automatic numbering of headings

- Put the pointer at the start of Heading 1.
- At the Home Tab, choose *Multilevel list* and choose the list you prefer.

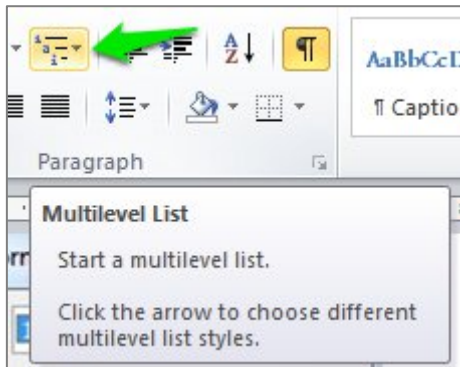


Figure 7 Automatic numbering of headings

## Creating an index

First you have to mark the words in your index. Go to the tab References and the Index Block. Mark your first word in the text and then click on *Mark Entry*. Repeat until you have marked all the words you need in your index. Then go where you want to have the title Index, and click *Insert Index*.

## Examples

The following pages show examples of how the styles are applied. At the end is a short description of the most common styles.



*Heading 5 (Rubrik 5)*

Normal, normal.

*HeadingWithList*

ListSimple  
ListSimple  
ListSimple

*HeadingWithList*

ListSimpleIndented  
ListSimpleIndented  
ListSimpleIndented

*HeadingWithList*

1. ListNumbered  
2. ListNumbered  
3. ListNumbered

*HeadingWithList*

1. ListNumberedIndented  
2. ListNumberedIndented  
3. ListNumberedIndented

*HeadingWithList*

I ListRoman  
II ListRoman  
III ListRoman  
IV ListRoman

*HeadingWithList*

I ListRomanIndented  
II ListRomanIndented

*HeadingWithList*

• List Bulleted  
• List Bulleted

*HeadingWithList*

• ListBulletedIndented  
• ListBulletedIndented

1. BibliographyNumbered, BibliographyNumbered, BibliographyNumbered BibliographyNumbered, BibliographyNumbered BibliographyNumbered, BibliographyNumbered BibliographyNumbered, BibliographyNumbered, BibliographyNumbered, BibliographyNumbered, BibliographyNumbered  
2. BibliographyNumbered, BibliographyNumbered, BibliographyNumbered, BibliographyNumbered, BibliographyNumbered, BibliographyNumbered, BibliographyNumbered

BibliographyNoNumber, BibliographyNoNumber, BibliographyNoNumber, BibliographyNoNumber BibliographyNoNumber, BibliographyNoNumber, BibliographyNoNumber.

BibliographyNoNumber, BibliographyNoNumber, BibliographyNoNumber, BibliographyNoNumber BibliographyNoNumber, BibliographyNoNumber, BibliographyNoNumber.

## Common styles

Normal	Times New Roman 11 pt; Justified; Line spacing 13 pt
NormalIndented	Normal + Indentation: First line: 0,45 cm
NormalSpaceAbove	Normal + Before: 13 pt
Quote	Times New Roman 10 pt; Indentation: Left: 0,45 cm; Right: 0,45 cm; Before: 13 pt
QuoteIndented	Quote + Indentation: First line: 0,45 cm; Before: 0 pt
CaptionImage	Times New Roman 10 pt; Italic; Alignment: Left; Line spacing: 11 pt; Before: 6 pt; After: 6 pt
CaptionTable	Times New Roman 10 pt, Italic; Alignment: Left; Line spacing: 11 pt; Before: 10 pt; After: 3 pt
HeadingWithList	Times New Roman Italic; Before: 13 pt
Heading 1	Arial 18 pt; After: 84 pt; Page break before
Heading 2	Times New Roman 15 pt; Before: 30 pt; After: 5 pt
Heading 3	Times New Roman 13 pt; Before: 20 pt; After: 4 pt
Heading 4	Normal + Bold; Before: 11 pt; After: 2 pt
Heading 5	Normal + Italic; Before: 11 pt; After: 2 pt