

The Word template for doctoral theses at Stockholm University library

Stockholm University Library offers a MS Word Template to researchers who are writing a doctoral thesis. You can find the template at <http://su.se/english/library/publish/dissertation-support/templates-and-visual-identity-for-dissertation-1.260919>

It is not an actual template in the technical sense, but a standard Word document with custom formatting built into it.

Typography

The page size is S5 (165 x 242 mm), and the font used throughout is Times New Roman and Verdana. The body text type size is 11 points and the left and right margins are 22,5 mm, and the top and bottom margins are 17,5 mm.

The contents of the template

The template contains certain pre-formatted pages, like Half-title page¹, Title page, Optional dedication page, Contents, Abbreviations, and Introduction.

Replace the text in these pages with your own and use the existing formatting for the various instances. Delete the instances you don't use, for example if you don't have any abbreviations, dedication, etc.

¹ 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.

Outline

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

Table 1: Differences in disposition

Comprehensive Summary	Monograph
Title page	Half-title page
Printing information page	Blank page
Optional dedication page	Title page
Blank page	Printing information page
List of papers	Optional dedication page
Optional blank page	Blank page
Contents (right-hand page)	Contents
Abbreviations	Optional blank page
Introduction (Chapter 1, right-hand page)	Introduction (Chapter 1, right-hand page)
Chapter 2...N	Chapter 2...N
Summary in Swedish	Summary in Swedish, English, German or French
Acknowledgements	Acknowledgements
References/Bibliography	References/Bibliography

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 first page of Chapter 1 should be on an odd numbered page (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 template's 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 pages (adjusted to the right on odd-numbered pages, and to the left on even numbered pages in the document).

A dedication page is often followed by a blank page. List of papers, Contents and the first page of the first chapter, have to be right-hand pages. Enter blank pages to compensate.

The general recommendation is that the pagination should start after the Table of Contents.

Using the styles

To use the styles in the template, go via the **Home tab** - the **Styles** menu and click on the small arrow underneath “**Change styles**”. All the custom styles needed are found here, along with the standard styles.

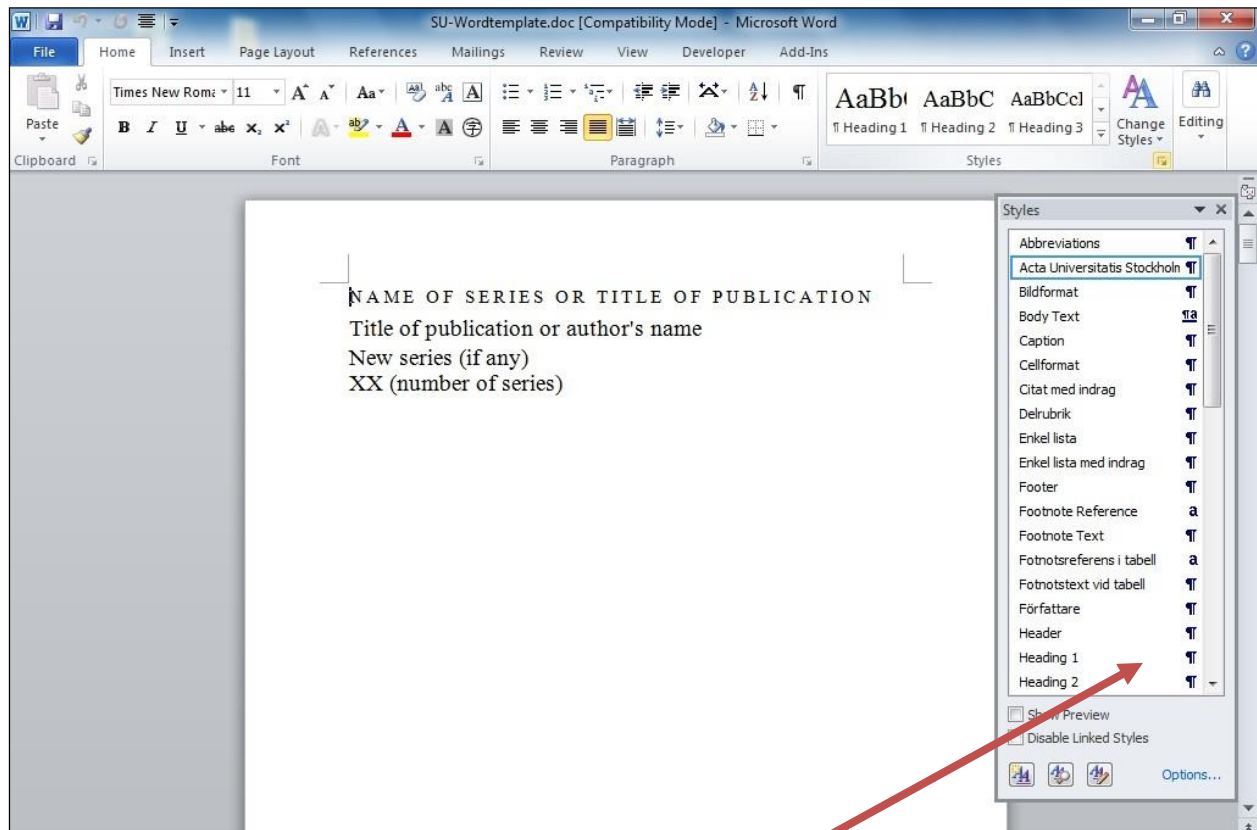


Figure 1: List of styles

Available formats

Here is a short summary of the available formats in the toolbar:

Rubrik (Heading)

- **Delrubrik** (Heading used if the dissertation is divided into parts or sections)
- **Rubrik 1** (Chapter heading which is always preceded by a page break.)
- **Rubrik 2...5** (Headings in hierarchical order.)
- **Rubrik vid lista** (Headings used in connection with different types of lists.)

Text

- **Standard** (Standard text. Corresponding to Normal text.)
- **Standard med indrag** (Same as Standard, but with a first line indent of 4,5 mm.)
- **Standard med luft** (Standard text preceded by a spacing of one line.)
- **Tabelltext** (Used as a caption for tables.)
- **Bildtext** (Used as a caption for illustrations.)
- **Citat** (Used for long stand-alone quotes longer than 3 lines.)
- **Citat med indrag** (Same as Citat, but with a first-line indent.)
- **Fotnotstext** (Footnote format. Usually applied automatically by Word.)
- **Fotnotsreferens** (Footnote reference format. Usually applied automatically by Word.)
- **Fotnotstext vid tabell** (Use this format when inserting a footnote within a table.)
- **Fotnotsreferens vid tabell** (Use this format when inserting a footnote reference for a table footnote.)

Lista (Lists)

- **Enkel lista** (List without bullets or numbers.)
- **Enkel lista med indrag** (Same as **Enkel lista**, but with an indent.)
- **Numrerad lista** (Numbered list using Arabic numerals.)
- **Numrerad lista med indrag** (Same as **Numrerad lista**, but with an indent.)
- **Romersk lista** (Numbered list using Roman numerals.)
- **Romersk lista med indrag** (Same as **Romersk lista**, but with an indent.)
- **Punktlista** (Bullet list.)
- **Punktlista med indrag** (Same as **Punktlista**, but with an indent.)
- **Litteraturlista med siffror** (Unnumbered list, used for references.)
- **Litteraturlista utan siffror** (Numbered list, used for references.)

A few specialized formats in the template.

- **Abbreviations** – The same formatting as **Rubrik 1**, but only used for the Abbreviations heading. (Not included in the Table of Contents.)
- **Innehållsförteckning** – The same formatting as **Rubrik 1**, but only used for the Table of Contents heading. (Not included in the Table of Contents.)
- **Onumrerad rubrik** – Used for **Rubrik 1**-type headings used before Chapter 1, for example in List of Papers. Can also be used for headings in the document which are not to be included in the Table of Contents.
- **Sidnummer** – The page number format.
- **Normal** – The MS Word standard text format.
- **Celltext** – Used for text formatting in table cells.

These are the formats included in the comprehensive summary template. Depending on if you also have other document templates linked to your document, other formats may be visible in the list as well.

Headings

Delrubrik is a style which is used if the dissertation is divided into parts or sections. It is used on the pages that mark the beginning of the partition. The heading can be followed by a short paragraph of text. A page which marks a new partition is always placed as a right-hand page, and is followed by a blank page (so that the first chapter of the partition also becomes a right-hand page).

In the document template the styles **Rubrik 1-5** are available for headings used in the text. **Rubrik 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 in your text, 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 **Rubrik vid lista**, which is formatted in italics.

The default settings for the table of contents is three levels of headings, i.e. **Rubrik 1- 3**.

Text

There are three styles for the body text: **Standard**, **Standard med indrag**, and **Standard med luft**. These styles are designed for body text, text with indents, and text that needs spacing.

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

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

Standard med luft is used after lists, quotes, graphs, illustrations, equations, and tables. It provides space between the illustration, table etc., and the following text.

Captions for illustrations and tables

The styles **Bildtext** and **Tabelltext** are used for captions for illustrations and tables. The easiest way to apply them is to mark the illustration or table and then in the **References** tab, the **Captions** group, click **Insert Caption**, then choose which label to use. This ensures that the right formatting will be applied.

Quotations

When you write a quote that's 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 at your disposal: **Citat** is used for the first paragraph, and is preceded by a spacing of one line, but no indent in the first line; **Citat med indrag** is used for all subsequent paragraphs, and has an indent in the first line, but no spacing.

To create spacing after the quote you should always use **Standard med luft** for the first paragraph of the following body text.

Shorter quotations are shown in quotation marks, with the same style as the paragraph in question. The default setting for the template is that curved citation marks ("word") are used instead of straight quotation marks ("word"). Furthermore, since comprehensive summaries are written in English, the English way of writing quotation marks, with the first mark inverted, is also used ("quote" and 'quote within a quote').

This setting can, if needed, be changed to for example the Swedish way of writing quotation marks ("quote" and 'quote within a quote') by going to the **Office Button – Word Options – Language Settings**. Choose **Primary Editing Language** then click OK.

Footnote text and footnote references

Footnotes are inserted through the tab **References**→**Insert footnote**. The footnote style is applied automatically. The styles **Fotnotstext** and **Fotnotsreferens** are used to format footnote text that for some reason has lost its formatting, for example when cutting and pasting text.

In case you need to insert footnotes in a table, you can use the styles **Fotnotstext vid tabell** and **Fotnotsreferens i tabell**. These are not used automatically, but have to be applied manually.

Lists

There are eight styles for different lists: *Enkel lista* (without bullets or numbers), *Numrerad lista*, *Romersk lista*, and *Punktlista*; 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 (by pressing *Enter*), and start the first paragraph after the list with *Standard med luft*.

Bibliographic references

For bibliographic references there are the styles *Litteraturlista utan siffror* (Unnumbered reference list) and *Litteraturlista med siffror* (Numbered reference list). The unnumbered list has a so-called hanging indent, which means that 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 *Litteraturlista utan siffror*.

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*.

Note that the Table of Contents has three levels of Headers (**Rubrik 1-3**.) If you want more than three levels to be visible in the Table of Contents, then go to the **References** tab - **Table of Contents - Custom Table of Contents**. In the Table of Contents dialog box, in the Show levels list, choose the number of levels that you want, and then click OK.

Illustrations and tables

Illustrations should be inserted by selecting *Insert* → *Picture*. It is not uncommon that illustrations that are pasted into the document, as opposed to an imported file, are degraded in quality during the process – therefore we strongly recommend that you import all your illustrations as files. Note that illustrations created in PowerPoint often are inadvertently modified during the subsequent creation of printable PDF documents, and therefore we advise against using the PowerPoint format when creating illustrations.

If you insert an illustration in the style *Standard*, only as much of the illustration that can be fitted onto one line will be shown. To show the whole picture you should apply the style *Bildformat* to the paragraph. This format deletes the 13 point leading used in *Standard*, 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 centered on the page.

You can insert a caption underneath the illustration via the option **Insert Caption**. Captions for illustrations and tables differ, and therefore it is advisable to insert these via the **References** tab, in the **Captions** group, click **Insert Caption**, then choose which label to use. By doing this you automatically apply the correct formatting to both the caption and the following text. Table headings (descriptions) are placed above the tables, and captions below.

Tables are usually formatted using three rows. You create these very simply by going to the *Insert* tab → *Table* (where you also have the option of adding or subtracting rows and columns). You can of course also create other types of tables in your thesis using the MS Word options: *Insert* tab → *Table* → *Insert Table* or *Draw Table*

Tips

Here are some tips, regarding basic word processing in Microsoft Word.

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 connexion 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 in 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 can also use a dash when inserting subordinate clauses; in which case you should insert a space 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’ve used the summary template correctly all headings should now appear in the Table of Contents. You can decide the number of heading levels to be shown via the **References** tab - **Table of Contents - Custom Table of Contents**. In the Table of Contents dialog box, in the Show levels list, choose the number of levels that you want, and then click OK.

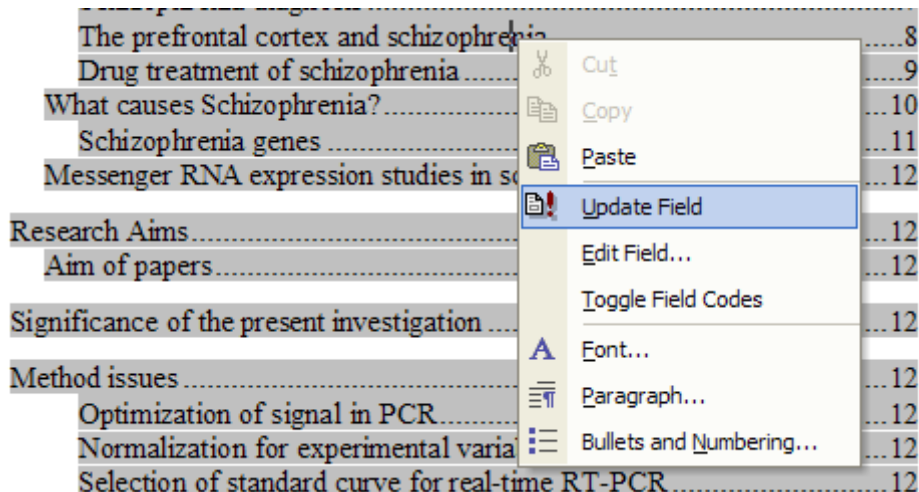


Figure 2: Updating the Table of Contents.

Adjusting the pagination

All numbered pages (from Chapter 1 and onwards) should display the page numbers 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 page by double-clicking it. Remove existing page number, if any, with *Delete*. Insert a new page number by choosing the tab *Insert* → *Page number* → *Bottom of page* → Choose the *alternative* that puts the page number to either the left or the right of the page (**to the right on an odd page number and to the left on an even page number**). This in order to place the page number on outside of the page when in print. Then click on the footer so that the Design-tab appears. There you choose *Different odd & even pages*. Click *OK*.

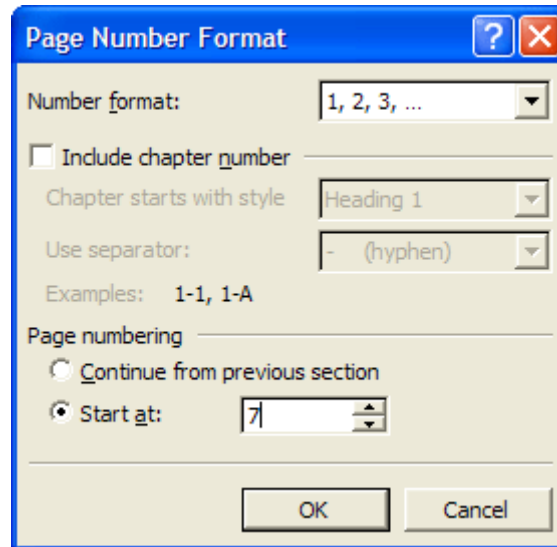


Figure 3: Page number format.

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 *Rubrik 1*, they will show in the Table of Contents. To delete them from the ToC, you should format them with the format *Onumrerad rubrik* (Unnumbered heading). The formatting for the headings in question 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 Start tab, choose *Multilevel list* and choose the list you prefer.

Creating an index

It is easy to create an index in Word 2007:

First you have to mark the words in your index. Go to the tab **References** and the **Index** group. 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 to where you want to have the Index, and click *Insert Index*.

Further reading

Using this template is like using a standard Word document. A lot of issues can be solved by searching Microsoft's own well written and illustrated support pages: <https://support.office.com/>

For further support & questions, please contact diva@sub.su.se

Troubleshooting

Table 2: Troubleshooting

Problem	Cause	Solution
Every time I open the document the heading numbering disappears.	The style is set not to show numbering.	Choose <i>Tools</i> → <i>Templates and Add-Ins...</i> and deselect <i>Automatically update document styles</i> .
I can only see a small part of the illustration I inserted, the rest of it is hidden.	The line spacing for the Standard format is set to 13 points. In other words only 13 points (4,5 mm) of the illustration is shown.	Choose the style <i>Bildformat</i> for the line where you place the illustration. <i>Bildformat</i> has single line spacing instead of exact line spacing.
Why are my illustrations displayed as empty squares? Why can't I edit the illustration?	The option <i>Picture placeholder</i> is selected to simplify the handling of the document. Illustrations can't be edited if you use <i>Picture placeholder</i> instead of displaying the picture.	Choose <i>Tools</i> → <i>Options...</i> → <i>View</i> and de-select <i>Picture placeholder</i> . Choose <i>Tools</i> → <i>Options...</i> → <i>View</i> and de-select <i>Picture placeholder</i> .
When I transfer text from another document the footnote references change from numbers to symbols. How do I get the numbers back?		Choose either <i>Insert</i> → <i>Reference</i> → <i>Footnotes and Tables...</i> or <i>Insert</i> → <i>Footnotes and Tables...</i> Change <i>Number format</i> from symbols to numbers. Click <i>Apply</i> .

Examples

The following pages show examples of how the styles are applied.

