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# Document template in Word for dissertations at Stockholm University

Stockholm University Library offers a Word template to anyone who is writing a doctoral dissertation or other major work. The template is a regular Word document and consists of only a few pages, The Table of Contents and a first chapter heading. However, the template is customized so it has the right page size S5, the right margins, automatic page numbering and contains custom stylesheets such as the different heading levels from 1-9 and the body text Normal.

## Why use the template?

The advantage of using the template is that you get an automatically updated table of contents, automatic page numbering and you do not have to think about the layout. Everything is customized and designed to look good in S5 format. There is no requirement to use the template but it is a service. If you would rather do the layout yourself, you will do well. You can then make your own in S5 format or in A4. If you write in A4, make sure the pages look good in about 80% of A4. A4 pages are shrunk to S5 if you select S5 in the production plant.

If you have already started writing in A4 and want to copy and paste the text into the template, be sure to select "*Merge formatting*" instead of "*Preserve source formatting*" or any of the other options as you may get wrong formatting from the previous document.

## Production tool

The word template starts with the Table of Contents, all previous pages like half title page<sup>1</sup>, title page, print site page and dedication page you create in the university's production tools. It is a simple and self-instructing tool where you also create the cover of the book. Link to the Production Tool: <https://su.powerinit.com/>

You log into the production tool with your SU account and this is also where you upload your completed pdf and, when you feel ready, first request approval of the dissertation support and then order your proofs from the printing office.

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<sup>1</sup> Half title page is the page in a book that precedes the main title page and contains only author name and book title

# The word template

A tip that makes using Word a little easier and clearer is to use the Navigation menu on the left in the picture below. It gives you a good overview of the entire document in different views such as Headings and Pages. There is also a good search function. Open the Navigation window by checking the box "Navigation window" under the "View" tab.

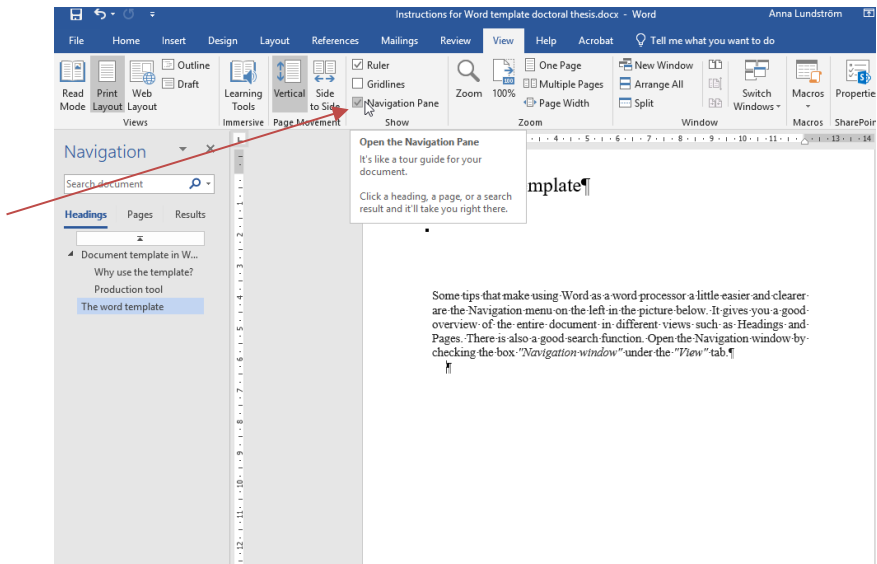


Figure 1 Navigation window

Another tip is to use "Show/Hide" to see all hidden formatting characters in the document, e.g. page breaks, paragraph breaks, and paragraph characters. It does not have to be turned on all the time but can be good for troubleshooting if something looks strange in the document.

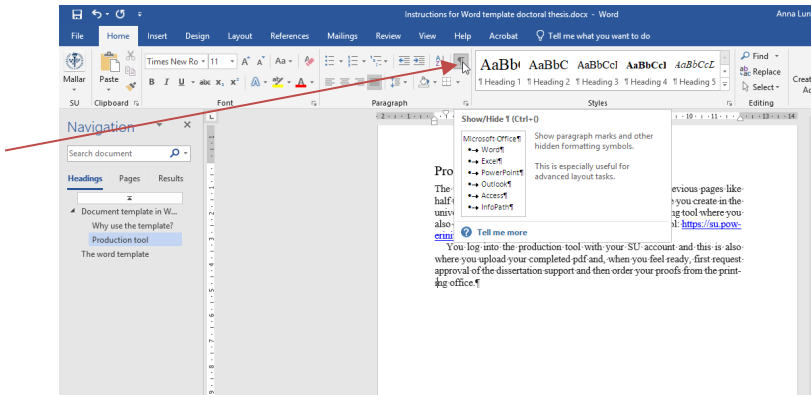


Figure 2 Show/Hide

## Page size and font

The template page size is S5, i.e. 24.2 cm x 16.5 cm and the font is Times New Roman in the body text and Arial in the Table of Contents. The font size is 11 points and the line spacing is at least 13 points.

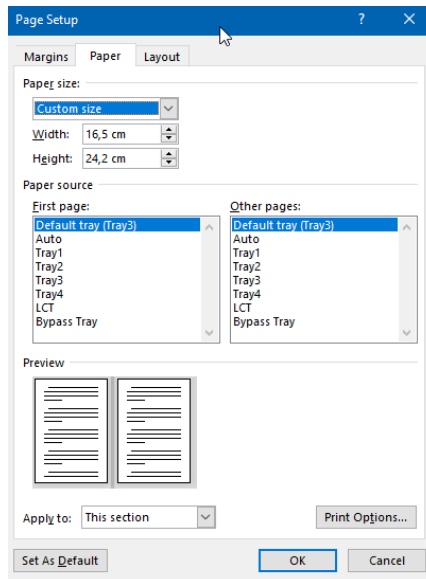


Figure 3 The template page size

The margins are 1.8 cm at the top, 2.2 cm at the bottom and 2.25 at the right and left edges.

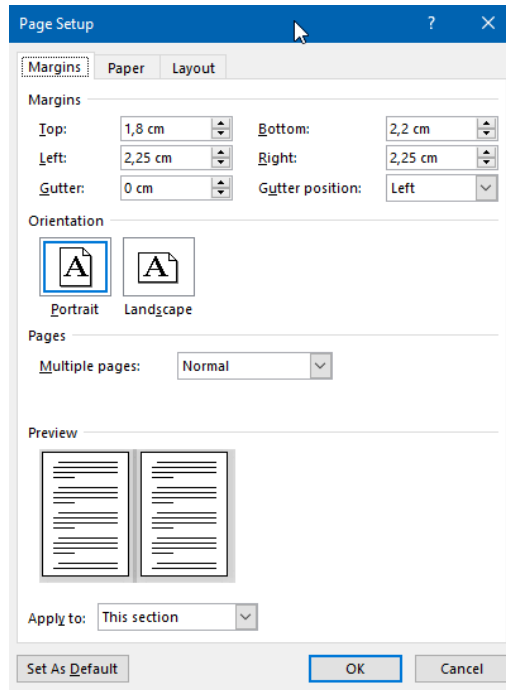


Figure 4 The template margins

You will find this information under the tab "Layout - Print Size - Size - More Paper Sizes".

## The styles

Styles are predefined formats for text such as font, size, line spacing, etc. If you use style sheets consistently, the text will be formatted uniformly and the header format will automatically update the table of contents. There are a number of custom styles to choose from for different sections of your text. Heading levels 1-9, body text format Normal and Normal with indentation and Image format eg.

For a complete list of styles, click on the Expand arrow under "Change Style":

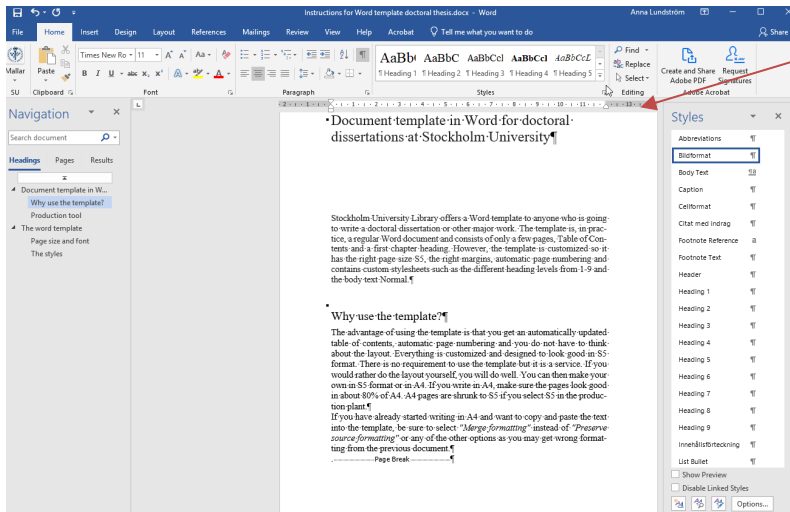


Figure 5 Styles

To use a style sheet such as a chapter heading, place the cursor in the document where the heading is to be written and select the Heading level you want in the style sheet list. You can also type the heading first, select the text, and then click the heading in the stylesheet list. The text will automatically receive the correct formatting: the right font, the right size, the right amount of air above and below the text. The same goes for the other formats and the headings will appear in the table of contents.

## Headings

In the document template, use the styles headings Headings 1–5 for headings in the regular body text. Heading level 1 used in the new chapter is preceded by a page break. You may not need to use all the title levels in your dissertation. Many times you can do with three or four heading levels. Never put a point after the heading. For lists and enumerations, the heading “Rubrik vid lista”, which has italic style, is used if necessary.

### Automatic numbering of headings

The headings are not numbered by default, but you can change to automatic numbering if you want.



Place the marker on the first heading 1. In the Start menu: go to the "Paragraph" block and click on "Multilevel list". In the list library: select 1. Heading 1, 1.1 Heading 2, 1.1.1. Box 3...

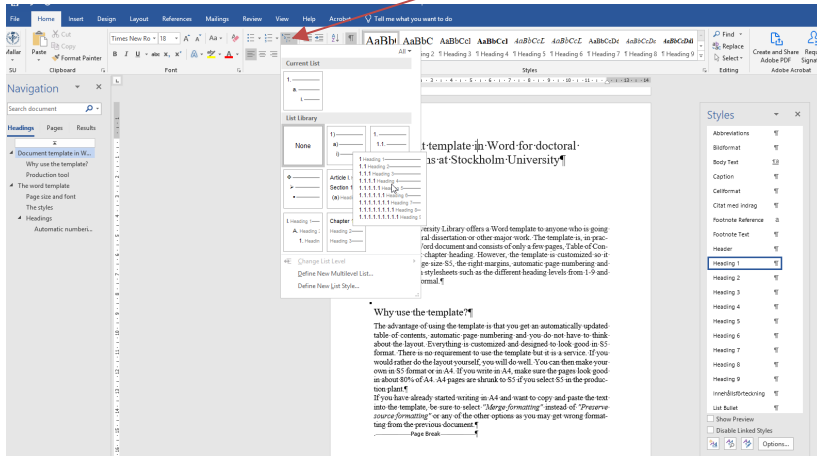


Figure 6 Automatic numbering of headings

# Table of Contents

The table of contents is included in the template from the beginning. It is updated by selecting the table of contents, right-clicking and then selecting "Update field". You can then select "Update page numbers only" or "Update entire table" depending on whether only page numbers have changed or new headings have been added.

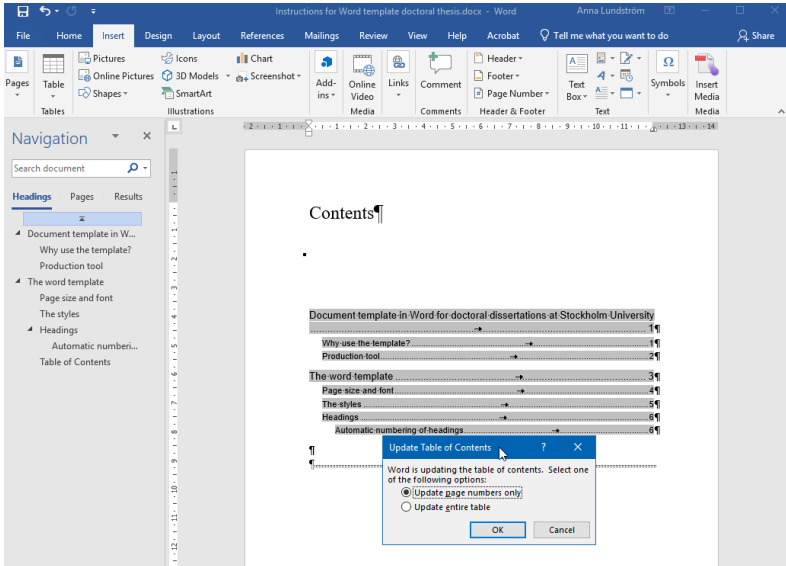


Figure 7 Update Table of contents

To make settings in the table of contents such as how many heading levels to include can be done by selecting the tab "References - Table of Contents - Custom Table of Contents".

## Page numbering

For the page numbers to be on the outer edge and not in the fold of the book, odd page numbers should be to the right and even to the left. In the template this is preset and the page numbering starts with page number 1 in the first chapter.

### Adjust page numbering

The template is set so that the first chapter page gets page number 1. If you need to adjust the page numbering, e.g. to start with a later page number, do the following: Open the footer on the first chapter page by double-clicking the footer. Select "Page Number" in the menu and then "Format Page Number" to change the number format or page numbering in any way.

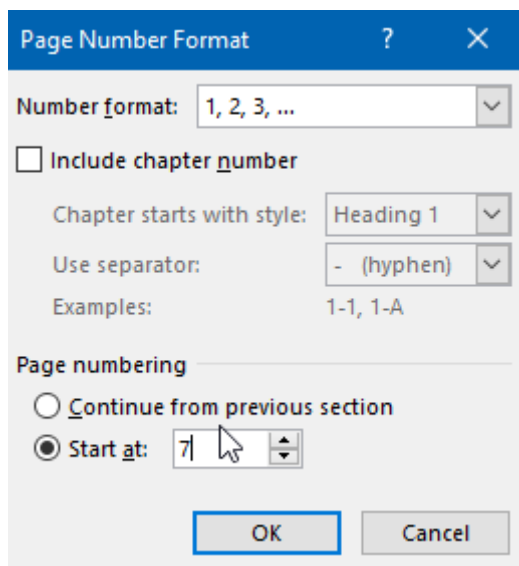


Figure 8 Adjust page numbering

### Insert other numbering

If you have inserted pages before the table of contents and want them to be numbered with Roman numerals, you first need to insert a paragraph break before the table of contents (it usually should not be numbered) and then go into the footer where you want page numbers and choose to insert page numbers. number, in the right place and formatting the page number.

You will find "Insert section breaks" under the "Layout" tab - "Breaks" - "Section breaks". Usually you choose to start the paragraph break on "Next Page".

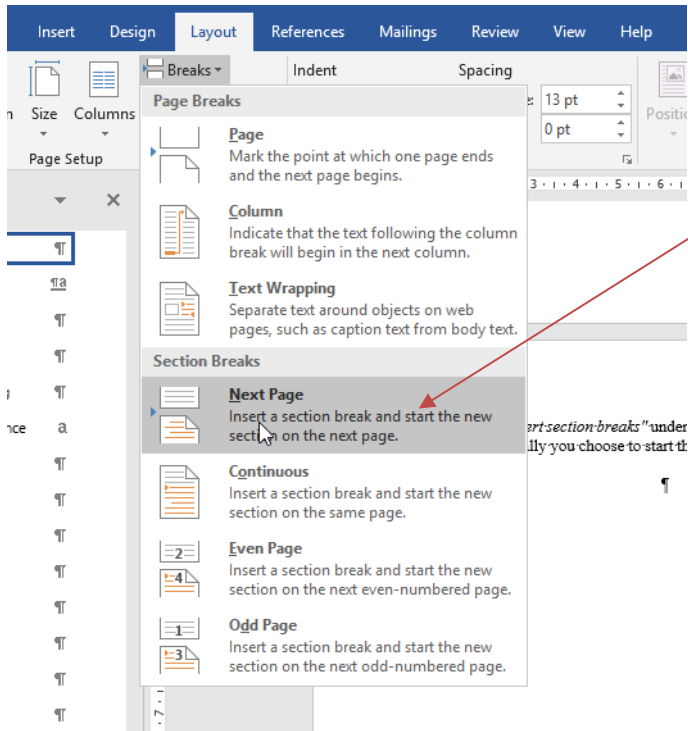


Figure 9 Insert section breaks

## Body text

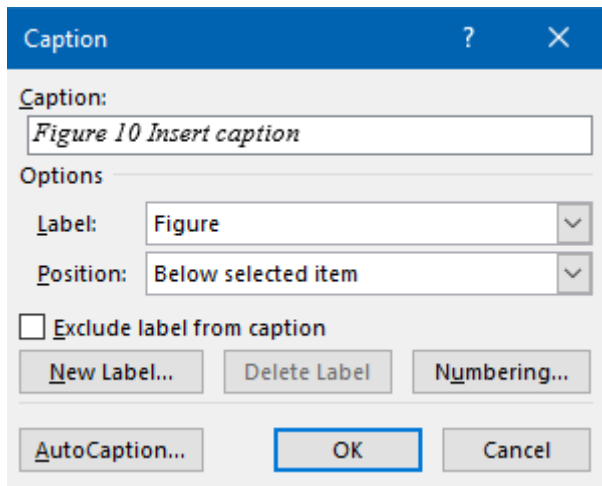
Normal and Normal indentation is used for the running text. These are made for a running text and indented text.

Normal is always used immediately after a heading and therefore has no first line indent. This format automatically follows Headings 1–5 when you press the Return key.

Normal indentation is used for all subsequent paragraphs and therefore has a first-line indentation to mark the new paragraph. This format automatically follows Normal when you press the Return key. Note that paragraphs should not have a blank row in between.

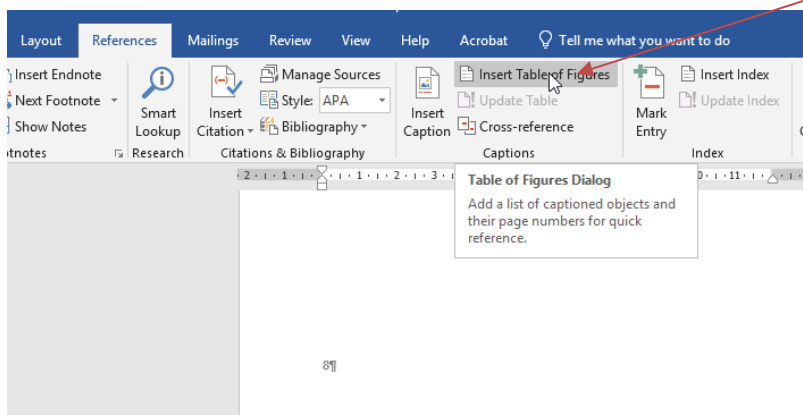
## Pictures and tables with description

Images should be inserted using the *"Insert - Pictures"* feature. By using the Format "Bildformat", the image is centered on the page and in addition an extra line of air is placed above the image (to separate it from the previous paragraph). In the image you can insert an image description with *"Insert caption"* from the *"References"* tab in the menu or by right-clicking on the image and selecting *"Insert caption"*.



*Figure 10 Insert caption*

The pictures and tables will then automatically be numbered correctly and you can also create a Table of Contents of your pictures and tables in the same way as the Table of Contents of the chapters. You do this by *"Insert figure chart"*. Insert figure / table list here under *"References"* - *"Insert table of figures"*



*Figure 11 Insert table of figures*

## Quotes

When writing longer quotes (longer than about three rows), the quotation text is usually broken out of the body text by an indentation along the entire left and right edges and a blank space above and below the retracted paragraph. For this purpose, there are two different styles.

Quotes are used for the first paragraph of the block quote and have air before and no indentation on the first line. Quotes with indentations are used for all subsequent paragraphs and have indentations on the first line but not air before. To get a blank space after the quote, press the return key.

“When writing shorter quotes, quotation marks are used instead of block quotes. Then the same format is used as in the paragraph. ”

## Footnote text and footnote reference

Footnotes are automatically inserted under the tab "References" - "Insert footnotes". The footnotes text and Footnote reference styles are used to format text that for some reason has lost its formatting, e.g. when cutting and pasting text.

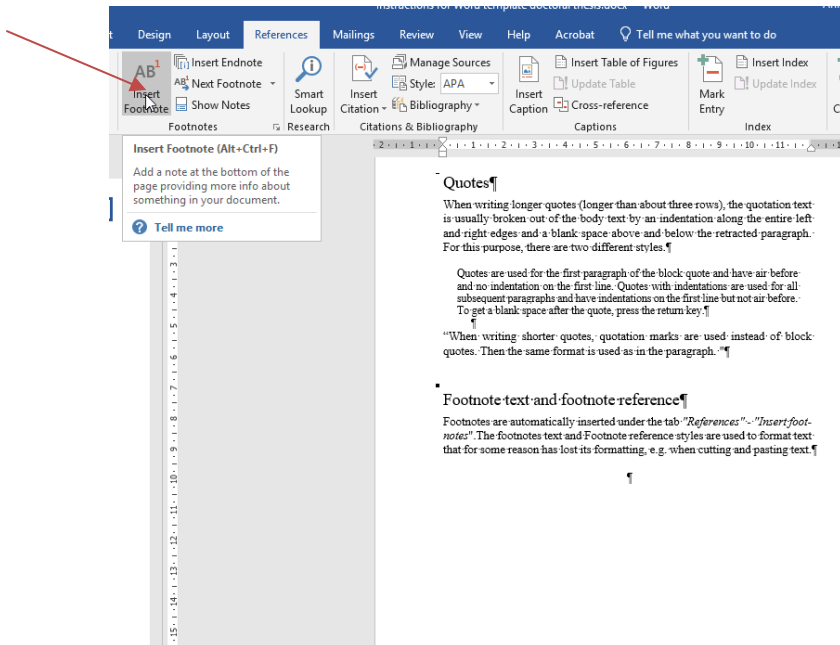


Figure 12 Insert Footnote

## Lists

For enumeration, there are different styles: simple list (without dots or numbers),

1. Numbered list
- I Roman list
- Bullet list

All are available with or without indentation on the left edge. The format templates for the lists do not have air either before or after. Therefore, create a blank line before the first enumeration and start the next paragraph with the format “Standard med luft”.

## Bibliography

Literature lists are made using the format “littteraturlista med siffror” (literature list with numbers) and “litteraturlista utan siffror” (literature list without numbers). The literature list without numbers has so-called hanging indents, ie. the first row of each piece starts out in the left edge and the subsequent rows are indented. The literature list of numbers is instead numbered with Arabic numerals.

Both formats work just fine with different reference management programs such as Zotero or EndNote. Insert the references first and then select them and select one of the formats. Numbering that comes with the entries can be maintained to create a numbered reference list. Then use Literature list without numbers.

## To copy and paste text into the template

You can of course copy and paste a finished text into the template. What is important to keep in mind when pasting the text is to right-click where the text is to be selected and select either “Merge formatting” or “Use target theme” (if that option is available) at least not select “Preserve source formatting” because then you get wrong formatting from your previous document.

# Attachments

## Examples of styles in the template

<b>Heading 1</b>	Chapter heading that always inserts a page break before the heading
<b>Heading 2-5</b>	Headings in hierarchical order
<b>Rubrik vid lista</b>	Used for different types of lists
<b>Onumrerad rubrik</b>	Used for headings prior to Chapter 1, e.g. List of Papers. Headings that have this format will not be included in the table of contents
<b>Normal</b>	Used for body text
<b>Normal indent</b>	Used in subsequent sections of a chapter
<b>Quote</b>	Used for long standalone quotes that are longer than 3 rows
<b>Quote indent</b>	Provides new paragraph in quotation for very long quotes
<b>Footnote text</b>	Formats on footnotes are normally set automatically
<b>Footnote References</b>	The format of footnote references is normally set
<b>Abbreviations</b>	Used only for the abbreviation heading
<b>Innehållsförteckning</b>	Used only for the heading of the table of contents
<b>Page number</b>	The format of the page number is normally set automatically
<b>Caption</b>	Used to describe images and tables, set automatically
<b>Litteraturlistor med och utan siffror</b>	Formats bibliographies
<b>Listor/Lists</b>	Formats lists