Karolinska Institutet, Stockholm, Sweden

INSTRUCTIONS
HOW TO USE THE THESIS
TEMPLATE IN WORD 2011
FOR MAC

Stockholm 2014

ABSTRACT

Since the end of the 1990s, Karolinska Institutet has supplied a template in Word to make it easier to formulate a doctoral thesis. The idea is for the printed theses to have a uniform appearance and for all formatting to adhere to the existing regulations on writing theses.

This manual is intended to provide assistance when you use the thesis templates *Thesis in Word 2011 for Mac*. The manual contains descriptions on how to use the template and to make it easy to fill in text and add objects.

This is not a manual on how to use every function in Word, but it contains a few tips on how to make working with Word a little easier. The manual does not include any examples – you will have to practice on your own documents.

The Thesis template comprises 11 pages, with the Front page, Back of front page, Information about supervisors, examination board and opponents (former "spikblad" or "nail page"), followed by the headings ABSTRACT, LIST OF SCIENTIFIC PAPERS, CONTENTS, LIST OF ABBREVIATIONS, THESIS TEXT, CHAPTER 1, CHAPTER 2, CHAPTERE 3 (this is the main section where you should enter your own headings), ACKNOWLEDGEMENTS and REFERENCES.

The thesis template is double-sided in four separate sections, and includes a table of contents. The page numbering is set to start on the Abstract page, formatted as small roman characters (i, ii, iii…). In the main section, page numbering restarts from 1, in Arabic (1, 2, 3…) format. There are also tables for filling in the List of Scientific Papers and List of Abbreviations. There are fields that instruct the user what to fill in.

CONTENTS

1. DOWNLOAD AND SAVE TEMPLATE

1. Go to kib.ki.se/publicera-analysera/publicera-i-ki-open-archive
2. Click the link to the template that you want to use, and the template starts to download.
3. You can now right click and choose to open it or show the file in Finder, to be able to move it to another folder.

1.1. WHERE TO SAVE THE TEMPLATE?

You can always use the template from a folder of your own choice and just **double click** on it. Then make sure that your new document is saved as a document (.docx), if you want to keep the template for the future.

To protect the template from being edited by mistake though, you should place it in the folder that is set for templates. Do like this to find the path:

1. Open Finder and select Go > Home
2. The templates are usually placed in Library/Application Support/Microsoft/Office/User Templates

Place the template in the same folder and you will find your template easier when creating a "new document from template"

2. USING THE THESIS TEMPLATE

This template contains:
- fixed texts and fields for the user to fill in
- Styles for Headings, Numbered lists, Bullet lists Normal text etc.

Order of pages in the template:

1. Front page
2. Back of front page, with information about the publisher, printing, copywright etc.
3. Information about supervisors, examination board and opponents (former "spikblad" or "nail page"), followed by a blank page
4. Abstract
5. List of Scientific Papers
6. Table of Contents
7. List of Abbreviations
8. Thesis text, Chapter 1 (the main section with headings in different levels)
9. Thesis text, Chapter 2
10. Thesis text, Chapter 3 (and so on)
11. Acknowledgements: Heading and field for text
12. References

2.1. CREATE A NEW DOCUMENT FROM THE THESIS TEMPLATE

If your template is placed in a folder of your own choice, you can **double click** on the template to create a document based on the template, otherwise, if the template is placed in the template folder
or
Start Word and choose your template folder from the Document Gallery
**or**
if you are already working in Word

1. Click on the File tab
13. Click File > New from Template
14. Choose your template from the folder in the Document Gallery. A new document will now appear on the screen, based on the thesis template

2.2. USEFUL INFORMATION ABOUT WORD SETTINGS AND FUNCTIONS

2.2.1. Word settings
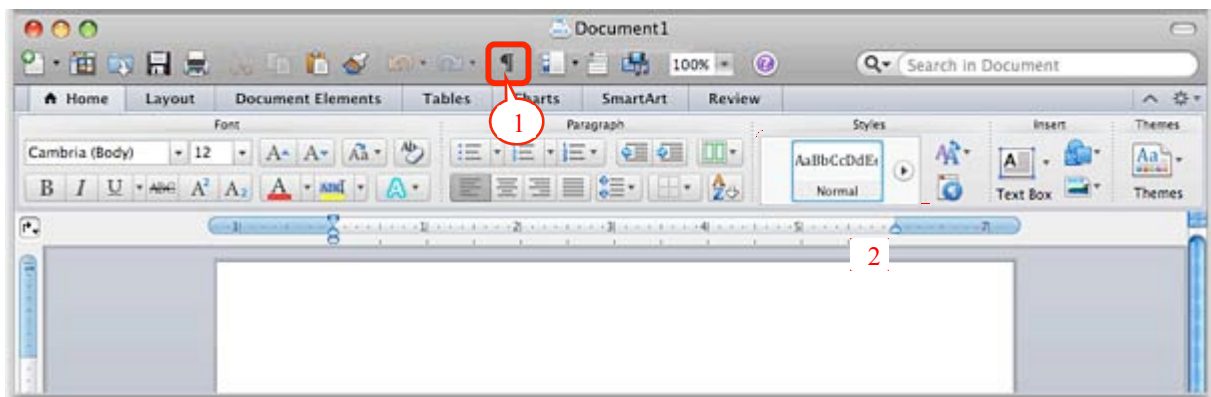
Press the "Show format symbols"-button **(1)** to see line-, page- and section breaks etc. This will also prevent you to accidently remove the important section breaks:
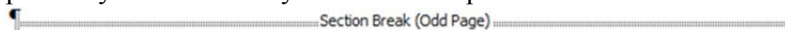
Use the styles from the Quick Style Gallery **(2)** to format your text.

2.2.2. Pasting text from other documents

1. After cutting text from another document, please paste the text either by right clicking or via Edit:
15. Choose Paste Special… > Unformatted text
    You will now avoid to paste formats from the source document into your new document.

2.2.3. Headings

1. NOTE! The first letter in a heading must be in upper case, even where the text is displayed in upper case. If it is not in upper case, the table of contents will not be correct.
4. Use the styles from the **Quick Style Gallery** to format the headings and other text.
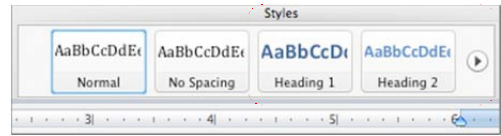
Please note that a new **Heading 1** will automatically insert a **page break** before the heading. To insert a manual page break, hold down **Fn+Shift** while pressing **Enter**. The settings and page numbers will be applied on the new page, depending on where your cursor is placed.

2.2.4. Printing

As the template (and the document) is in a smaller page size than A4, please think about this when printing. Maybe you will have to change how the page is adapted to an A4 paper.

2.2.5. Update Table of Contents

The Table of Contents (TOC) should be updated when the document is filled with text and headings. To update, right click in the TOC and then click on **Update field**
In the dialog box, choose **Update entire table**
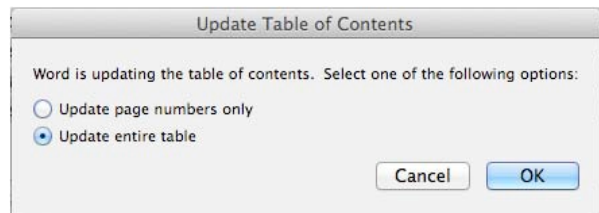
2.2.6. Paragraph- and line breaks

A general function in Word when writing text is that **Enter** in the end of the line creates a **new paragraph**. Sometimes an **automatic space** above or below the paragraph is set in the style format and for numbered lists, a new number will appear for each paragraph.

You don't have to make line breaks within a chapter, just write the text and there will be line breaks automatically when you reach the right margin. If you want to force a **line break**, but stay in the paragraph, you must press **Shift+Enter**.

You can see by the format mark what kind of break that's been used:

Paragraph·break¶

Paragraph·break·no·2¶

Line·break↵
Line·break·no·2↵

2.3. START WRITING YOUR THESIS

2.3.1. About fields - filling in, tabbing, deleting

The fields are meant to be a help for you to know where to write text and what to fill in. As this is not a write protected form, in mac tabbing between fields does not work very well. It is easier to click in each field and fill them with text. You can delete fields at any time.

2.3.2. Front page and back of front page

1. Click on the first field and enter Department (in CAPS)
2. Continue to click on each field and write the appropriate text: TITLE, Author, Year (4 digits)
3. Continue on the next page and fill in the text for Printer, Author, Year and ISBN.

2.3.3. Information about supervisors, examination board and opponents (former "spikblad" or "nail page")

1. Click on the first field and enter Title of Thesis
2. Click on the second field and enter Your name
3. Continue to click on each field and write the appropriate text.
4. When all fields are filled in, move to the next page.

Please don't delete the blank page between the pages "Information about supervisors, examination board and opponents" and "Abstract"!

2.3.4. Abstract

Click into the text field and write your text.

2.3.5. List of Scientific Papers

1. Click into the text field and add your text.
2. Press Tab from the end of the last table cell to add new lines in the bottom of the table.
3. You will automatically get the next line number, but you have to click in the next column to write your text.

2.3.6. Contents

The Table of Contents (TOC) should be updated when the document is filled with text and headings.

1. To update, right click in the TOC and then click on **Update field**
2. In the dialog box, choose **Update entire table**

2.3.7. List of Abbreviations

1. Click into the field for the "abbrevation" and add your text.
2. Click into the next field "explanation" and add your text.
3. Press Tab to go to the next line and field.
4. Press Tab from the last table cell to add new lines in the bottom of the table.

2.3.8. Thesis text, Chapter 1, Chapter 2, Chapter 3 …

Click into the text field and start writing your text. You can add a new chapter by choosing the style **Heading 1** (a page break is automatically inserted before the new chapter).

2.3.9. Acknowledgements

Click into the text field and start writing your text.

2.3.10. References

Import the references from Endnote or write the text directly below the heading.