Shape

Description automatically generated with medium confidence

BEFORE YOU START:

PLEASE READ

APPENDIX A:

«HOW TO USE

THIS

TEMPLATE»

…

AND THEN DELETE THIS TEXT BOX

☺

Structure, Content and Layout

Gunnar Misund

Bachelor’s / Master’s Thesis

Template for MicroSoft Word

School of Computer Sciences

Østfold University College

Halden, Norway

December 2020

Abstract

An abstract is a brief summarizing statement, not more than one page. It gives the reader a synopsis of the research problem, method, results, and conclusions of your document. The abstract takes the form of a single paragraph and should not contain cross references or citations. Abstracts are often collected into volumes and must be able to stand alone. They may be read by parties trying to decide whether or not to read the main document, or for getting a broad picture before starting on the report. If you describe the content of each main chapter, and bind it nicely together, you’re done. You should not have any information in the abstract that is not found in any of the main chapters. It is common to close the abstract with a few well carefully selected keywords. Obviously, the abstract is the last thing you do in your project.

Here is an example of a short and concise abstract [1]:

This thesis presents an evaluation of a set of 3D Scene Graph APIs for Java. The work consists mainly of two parts: Defining a methodology for comparing the APIs, and then applying the proposed methodology to the APIs. An over-view of the available 3D Scene Graph APIs in Java is presented, and a selection of these are chosen for the evaluation. The APIs subjected to the evaluation are Java 3D, Ardor3D and jMonkeyEngine3. The proposed methodology focuses on the comparison on four different aspects. These are: Project Management and Technical Infrastructure, System Architecture, System Features and Capa-bilities, and System Performance. The results from applying the evaluation method show that none of the APIs were superior to the others in all respects. The results identify strengths and weaknesses with each API, that indicate which use cases each API might be better suited for.

Acknowledgements

In a thesis, it is common to note the assistance of people whose help was crucial but not extensive enough to warrant their being listed as co-authors. Thesis advisors, technicians, and colleagues who gave advice or time are all candidates for the acknowledgments section. Patient family members are also frequently thanked

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# Introduction

The introduction to your document should lead your readers into your report and give them an idea of what to expect. You should begin with a general statement about the topic before moving on to specific issues. This strategy will help make the content accessible to your readers, especially those who are not specialists in the field. Illustrations, like Figure 1, often help to introduce the reader to the problem (from [2]).

|  |
| --- |
| Figure 1: Window query (from finn.no)  In the introduction, you should do the following, in approximately this order: |

* State the subject of your document as clearly as possible, and briefly explain why you are doing it (motivation)
* Provide necessary and relevant background information (you will elaborate on this matter in Chapter 2 )
* Define the problem you are addressing, your approach to the problem, and why this problem is important
* Define the scope of your work (in particular limitations and things you will not deal with)
* Describe your research method, i.e., how you are going to proceed to answer your research question
* Give an outline of the rest of the document

## Background and motivation

Here you will describe the topic of your research in broad terms, so that even your grandfather should be able to get the general picture. If you are cooperating with a company, research institute, etc., they should also be introduced. It is also important that you explain why your topic is interesting and worth researching.

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## Research question/Problem statement/Objectives

Every academic paper needs a clearly stated goal, concisely describing its purpose. The formulation depends on the type of document. Here we will see how it can be done in a bachelor’s and master’s thesis. You should put considerable effort in describing your goals, since they will be governing the rest of your work. However, goals may change during the projects, and may need revision now and then.

### Bachelor

A bachelor project is generally more practically oriented than a master’s thesis. Often, the project has an external project owner, like a company or an institution. The goal will be to provide something that can gain the project owner in some way. Hence, it is important to formulate the effects project owner want to achieve. Objectives often starts with “To…”.

The following is from a project developing a social trading app for exchanging used books [3]:

1. To connect people that enjoy books with each other.
2. To lessen the environmental effect that printing a new book has.
   1. You may elaborate on Objective 2.
3. To promote a culture of sharing and trading.

If the bachelor project is more theoretically oriented, the goals could be stated as in a master’s thesis, as described in the following section.

### Master

A research question[[1]](#footnote-1) is a formal statement of the goal of a study. The research question should clearly and concisely state what the study will investigate or attempt to prove.

Good research questions help to focus the research and the writing by providing a red thread through the project and the report.

The research question will surface both in the analysis of the problem, the choice of methods, the design and implementation of the project, and, most importantly, it will be revisited in the discussion and conclusion parts of the report.

The following example is from [4]:

As mentioned, opportunities arise with smartphones for providing feedback on electricity consumption when coupled with a smart meter. A display such as the eWave, shown in Figure 2, requires that a user take it upon themselves to check their consumption regularly. An application that notifies the user when consumption is high on a device that, for most parts of the day, is within reach of its owner does not require this initiation. However, it is not certain how such notifications will affect or be perceived by users. Further on in the report I attempt to shed some light on this.

|  |
| --- |
| Figure 2: The eWave display being offered to Fredrikstad Energi’s customers. The display is 7 inches across, and is based on the Android platform (photo by Odin Media) |

My research question consists of two parts. First, I wish to shed some light on the user experience, and then I want to see if there is a trend towards a lowering of the electricity consumption peak:

1. What impact does a mobile phone assistant have on electricity consumption patterns in an effect-based billing situation?

Secondly, I wish to see if there is a trend towards a lowering of the electricity consumption:

1. What impact does a mobile phone assistant have on electricity consumption patterns in an effect-based billing situation?
   1. You may elaborate on Research Question 2.

## Method

Here you shall explain how you are going to find answers to the research questions. The research method should be treated in more detail later in the report. Here is an example from [5] (it is somewhat sketchy, it is OK to be more detailed than this):

The concept described in this thesis has evolved throughout the work with it, taking on an explorative approach. This process has been incremental using several rounds of iteration before ending up as a working prototype tested in a real-life setting, involving potential end users throughout the design.

The below mentioned methods have been used in the process:

* Identification of research objectives
* Literature and case studies
* Development of mock-up videos
* Implementation of a high-fidelity prototype
* Field test and interview
* Testing the prototype on real representative users

## Deliverables

Here you describe the tangible outcomes of your projects. This obviously includes the thesis, in addition to software, prototypes and such.

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## Report outline

The last point in the introduction is an outline of the rest of the report, for example like this (from [2]):

Chapter 2 provides background information on range search and line simplification. In the section concerning range search, several data structures and algorithms are presented. The second section describes some of the different techniques developed for performing completely automated line simplification procedures. Finally, another proposed approach to combining the two problems is presented.

The third chapter gives a general description of the PST and what it can be used for. The interval stabbing problem is an important aspect of the work presented in this thesis, and the third chapter explains how to solve this with a PST. Next, the interval stabbing problem is expanded to a “grid stabbing problem”, which also can be solved using a PST, and the reason for this is described.

Chapter 4 gives a detailed description of the new data structure and the search methods that have been developed. After this, theoretical analyses are provided. This chapter also explains how an external version of it has been implemented, along with empirical test results to support the theory.

Chapter 5 presents suggestions for further work. Some work on the suggestions that are made has already been conducted, and this work is also described in this chapter. Finally, there is a chapter providing discussions and conclusions to whether or not the problem can be solved using the approach presented in this thesis.

# Analysis (Generic title)

This chapter describes the practical and theoretical foundation of your project. You should start with a thorough description of the research project, and report on similar work, both in literature and projects, and, if applicable, products. Also give an overview of what kind of methods you could apply, and present a short survey of tools, if your project involves lab equipment, software frameworks and such.

Basically, there are two aspects you should focus on, your research topic, and related work (literature and projects).

## Research topic (generic title)

Here you will describe the thesis topic in sufficient detail to work out the details of your project, so that the reader gets a perfectly clear picture of the settings of your project. It is important to define your scope, and perhaps narrow down a broad subject. Also, if there are such, describe constraints and requirements you need to follow. If your work is part of a larger project, or if you are cooperating with an external company or research institute, this is the place to tell the reader about that.

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## Related work (generic title)

It is important that you relate your work to relevant research and projects and base your work solidly on existing literature. In particular, you must highlight related work that is directly relevant for your project, for instances if you want to extend earlier research, or to use specific results from other projects.

You should also discuss alternative research methods that have been used to research similar problems.

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## Methods (generic title)

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## Tools (generic title)

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## Summary (optional)

Sometimes, in particular when the chapters are quite long, they are ended with short summaries.

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# Design / Planning (Generic title)

Here you will explain in detail how you will design you project in order to answer the research question(s), based on qualified decisions made with the knowledge presented in Chapter 2 . The contents of this chapter will rely heavily on the nature of your topic.

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# Implementation (Generic Title)

This is where you describe what you actually did in your research, like field studies, experiments, implementations, media productions, interviews, etc.

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# Results (Generic Title)

The results, or findings, like statistics, interviews, user tests, and presented in this part.

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# Discussion

You will now discuss and reflect over the results and findings described in the previous chapter, and in general look back on your work. Are the results as you expected? How are your findings compared to relevant research? What is the significance of your results? What do you think is your main contribution to the research field? Have your research questions been fully answered? Was it a good choice of research method? Is there anything you would have done differently, in retrospect?

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# Conclusion

Some readers of documents, particularly managers, will sometimes not read the entire document but, instead, focus on the conclusion (after having read the abstract). Hence, this part of the report should summarize all essential information necessary for your audience's purpose.

In some sense the conclusion is a summary of the discussion chapter. You must relate your findings to the research questions stated in the introduction, in other words, present the short version of the answer to the research question. You should also summarize clearly what the report does and does not demonstrate, and what you think is your main contribution to scientific community.

Finally, it is often appropriate to include specific recommendations for future research. Sometimes these recommendations will constitute a separate section.

The conclusion should be relatively short, a page or two is fine.

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[1] T. Winger, “Evaluation of 3D Scene Graph APIs for Java,” Østfold University College, School of Computer Sciences, Halden, Norway, 2012.

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[4] W. Killerud, “Smart grid, smart users: The user experience and impact of a persuasive mobile electricity managing assistant,” Østfold University College, School of Computer Sciences, Halden, Norway, 2014.

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1. How to use this template

I love templates. A template with a reasonably fitting structure, indications on the content, and a sensible layout, will save lots of time and frustrations, and let you focus on the most important aspect of an academic document, the content.

I have gone through a lot of templates, but I have found them incomplete, or not following best practices. Albeit, they have served as input for this template, together with my own experience during the last three decades in research, development, and teaching in Computer Science.

The template is a combined bachelor’s / master's thesis template implemented in Word 365 (and partially LibreOffice Writer). It may, with minor modification, be used as a starting point for any kind of academic text. It has been developed for computer science students, but again, I think it can be used in any field or tradition. It is based on a similar LaTeX template, which during the last 15 years has been successfully deployed by hundreds of bachelor and master students at Østfold University College.

The main objective is to make it easier to write a thesis, so that you can focus on structure, and content, and not the layout. Structure and content are compliant with the gold standard in academic writing, the IMRAD model (Introduction, Method, Results, And Discussion)[[2]](#footnote-2). It outlines a recommended structure of the thesis and provides guidelines for the content of each part.

In addition, it serves as a concrete example of how this can be accomplished by using Word in a sensible way. Use the template by gradually populating it with your own content, and perhaps modify the structure to suit your project. The template is designed to be rather self-explanatory, and all the features you need are present somewhere in the document, so you will come a long way by cutting and pasting.

I have tried to make the template reasonably robust[[3]](#footnote-3), in the sense that the template discourages fiddling, and that the styling is fairly consistent.

To get a feeling of what a finished document would look like, dummy text is inserted in some places.

Finally, when printing, remember to tick off “Print on both pages”.

Comments, suggestions, complaints, and so on, are indeed welcome, please email me[[4]](#footnote-4).

* 1. Workflow

I strongly advise you to embrace the concept of the living document. Start your project with establishing the document, change the title to your working title, and fill in authors, affiliation etc. Frequently add bits and pieces, here and there, and build your bibliography by adding interesting references that you may or may not use in the end (see Section A.12 for bibliography management).

Many find it convenient to make notes, store them more or less systematically, and delete them as they find their way to the main document. Let your document be somewhat messy in the start, with unfinished passages and notes to yourself, and gradually tidy it up.

If you are more authors, you *must* use an online version of Word, and share the document with a proper tool, preferably Microsoft Sharepoint. Still, you should have an agreement of who is writing what and when. You should try to avoid that several authors work at the same time on the same part of the document.

One of the advantages of using this template, is that it is letting you focus on structure and content, and not layout and formatting. However, often the document will be needing some tweaking to make you happy, for instance by moving figures to fit better to the text. However, this should be the last thing you do, when all the text is in place. Start from the beginning, and work systematically through the document, since the tweaks you deploy most likely will affect the following parts.

If you need more radically tweaks, modify or make your own styles to affect all of the document, do not make local changes.

Remember to make use of spelling and grammar checking. Also set the correct language and choose options for change suggestions, autocorrection and so on to your liking.

Be vigilant when copying and pasting text, in particular from other Word documents. Use right click and choose “Paste special” and “Unformatted text” if you do not want to import a foreign style that might mess up your document.

It is extremely important that you take frequent backups, and deploy a reasonable system for version control, don’t trust the built-in version control. You may do it simple and stupid, by saving new instances, for instances as “MyDocument-v03”.

* 1. Layout

The layout in this template is based on what you find in most academic documents, and indeed most books, just pick some from your shelf and see for yourself (however, papers from conferences have often two, or even three, columns). It is an A4 size, one-column, two-page mirrored layout (for instance, page numbers are on the left on even numbered pages, and on the right on the odd ones). The inner and outer margins are different. It is typeset with 12 pt Times New Roman. The front matter, starting with the abstract, is numbered by roman numerals, and the main matter is paginated with latin numerals, starting with the Introduction on page 1. Headers and footers are also mirrored. The left header contains the main title, the right one the current chapter title. The page numbers are placed in the footers.

The paragraphs are justified, i. e., the text fills all the space evenly between the margins. The first paragraph after a chapter or a section is not indented, but the rest of the paragraphs are. There is no space between paragraphs, and they have single line spacing.

Each main part, like abstract, table of content, chapters, appendices and so on part shall start on a right page, that is, with an odd page number, see Section A.6.

The styles are made to prevent (if possible) “orphans” and “widows”, for instance a dangling chapter title at the bottom of a page. Hence, there may be some extra white space at the end of some pages. If you find this annoying, ignore it, and apply an appropriate fix after the document is complete.

Finally, there is no colored text. Color is for illustrations, the cover, and code listings, only.

* 1. Styles

You should avoid hardcoding the layout, by for instance changing font types and sizes as you go. Instead, use styles, and preferably the styles made for this template. By using styles, you change the style, and the changes are applied to the whole document (think of style sheets in HTML). You will find the styles in the “Styles Pane” (Home view for Mac, Alt+Ctrl+Shift for PC). Always keep it open, with “List: in current document”, it clearly shows the style you’re using, and those available.

If you want a different layout, modify one or more of these styles, or, in last resort, make a new one. With that said, beware that Word does not nest styles properly, as in the Cascading Style Sheets in HTML. You can base a new style on another style, but it is not obvious what actually is inherited from the underlying style.

* 1. Front matter

The most convenient way to make the front page, is to make a pdf with the exact same size as the document, and insert as a picture, as is done in this document. The cover usually contains title, subtitle if present, author(s), type of document, affiliation, place and date, and some catchy graphics. Remember that the cover is “selling” your document.

When opening the document, the first you see is the so-called half-title page, which shall contain at least main title, subtitle if present, author(s), type of document, affiliation, and place and date. The main title on this page is reused as the title in the left headers in the main matter and appendices.

* 1. End matter

The end matter is what is following the bibliography, in this case the appendices. They follow their own numbering scheme.

The last page shall be even numbered. It is also common to append 3-4 blank pages, as many readers find it useful for writing notes.

* 1. Chapters/Sections/Paragraphs

There are three types of chapter styles in the template, those used in the front matter (everything before the Introduction), and for the bibliography, named “aFrontMatterHeading1”, the ones used in the main matter (Introduction, …, Conclusion), called “Heading1/2…”, and, finally, styles for the appendices, “AppendixHeading1/2…”.

When starting a new chapter, or other main part, first insert a “Section Break (Odd Page)” from “Insert” in the main menu, type the heading, and apply one of the “Heading1/AppendixHeading1/FrontMatterHeading1” styles. Sections and sub sections are made by starting a new line and applying the appropriate style. Front matter parts shall not have sub sections.

Paragraphs are made, as usual, by a carriage return. The first paragraph after a chapter/section/subsection etc. will automatically get the “ParagraphFirst” style, and the following styled as “Paragraph”. Check frequently if this is working, and if not, repair it by applying correct styles.

For all these parts, do not insert extra blank lines to make it appear as you want. Rather modify the styles, see Section A.13.

Remember that there always should be some text before you enter a new level, for instance, do not start a new section directly after a chapter heading.

* 1. Numbering

All chapters, sections, figures, tables and other graphic elements must be numbered, in order to make navigation easy. The numbering should be hierarchical, like 2.3 for the third section in the second chapter. This is taken care of by the styles, so do not hard code any numbering. Unfortunately, Word does not provide any sane methods for hierarchical numbering of figures and tables, so they are continuously numbered from 1 and on, through the whole document, regardless of chapters and sections. This is annoying, and if you are too annoyed, read Section B.2.

Needless to say, pages must be numbered.

* 1. Figures and tables

Figures and tables should be centered and must have a numbered caption as in Table 1. Figures and tables should be referenced in the text at least once.

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| |  |  | | --- | --- | | FooBar | Foo | | Bar | 42 |   Table 1: The Answer |

* 1. Math and technical notation

If your document has a fair amount of equations, computations, proofs, chemical formulas, and such, then Word is not the right tool, use LaTeX instead, see Section B.2. Remember to number and reference equations and such similarly to figures and tables.

* 1. Code Listings

There are various methods for cutting and pasting snippets with syntax highlighting from code editors, most based in inserting the code as “objects”, search for advice and examples online. Code snippets shall be numbered and referenced as figures and tables. If you have lots of code, you should consider LaTeX, see Section B.2.

* 1. Cross references

Cross references make it easier to navigate the document. All figures, tables, and equations shall be referenced at least once in the text. It is also good practice to make references to chapters or sections when mentioning something that is treated elsewhere.

Cross references are made by using “Insert -> Cross-reference” in the main menu. Then chose the appropriate options, so that you only get the type of reference and it’s number, like “…see Chapter 2…” (you may also reference the title/text of the item, but that is not so common). Use this method, never do it manually, by for instance typing “…, see Figure 42”.

When inserting new chapters, sections or graphic elements, the numbering is changed, and the cross references need to be updated accordingly. Word does not do this automatically, so you have use the appropriate menu actions.

* 1. Citations

All citations which have one or more authors, a publisher, and a date, should be cited with a reference to an entry in the bibliography. You are strongly advised to use a bibliography manager, which enables to maintain and share the bibliography, like Mendeley or Zotero, which are superior to the often-used Microsoft Endnote.

A citation style is how the references and their entries in the bibliography is formatted. Choose a style that is common in your field or required externally from a conference or a journal. Never mix citation styles, be consistent.

References to web sites should be given as URLs in footnotes (unless they satisfy the criteria for bibliography entries, see above). If the URLs come out looking ugly, with lots of white space, try to insert line breaks at appropriate places, until it looks OK.

* 1. Customization

If you want to change parts of the template, you should be reasonably seasoned as a Word writer. Customization is made by changing one of more of the styles or making new ones. For instance, if you want to change font type, font style, paragraph spacings etc., start with modifying “ParagraphFirst” and “Paragraph”.

The template is an a4-sized layout with mirrored margins. Page size and margins are easily changed with setting options in the “Layout” menu, and will, hopefully, not affect the rest of the layout in some radical way.

If you want a single-page layout (not both pages, only content on the right pages), you should use another template[[5]](#footnote-5).

* 1. Language dependent elements

The labels for “Chapter”, “Appendix”, “Research Question”, and “Objective” are language dependent, and you have to change these when using another language than English, or if you just want to change them.

This is done by modifying their styles, by choosing numbering, and customizing the associate list template. Be careful to only change the label, and not the numbering.

* 1. Writing style

As you know, academic texts are written differently from for instance novels. You should try to adopt a style of writing that is commonly used in your field. The best way to learn to write academic documents, is to read similar texts, a lot of them.

The language should be reasonably formal, and the text should be evidence based, that is, your opinions and arguments should be based on evidence obtained from your work or from literature, in that case, properly referenced.

Furthermore, the language should be clear, concise and unbiased. If you are a novice writer, take your time to get up to speed by browsing relevant sources[[6]](#footnote-6).

Finally, I often get questions from students about writing in first person. When I started my academic career some 30 years ago, first person was no-no, but over the years, it has become accepted, but use it in moderation.

And, as you may have observed, the language in this template deviates from best practices in academic writing, by being fairly informal, but then, this is not an academic text.

* 1. Proof reading

The last thing you should do, in order to make your document perfect, is to recruit a few friends, relatives, or colleagues for proof reading. They may or may not be familiar with the topic, it’s more important that they are used to read and write similar texts.

* 1. Words on Word

Word is, for many seasoned writers, not the tool of choice for making large and complex documents with academic content (Section B.2 gives a short introduction to an alternative tool). Her follows some advice, to minimize frustration:

* Word is prone to memory leaking, which may render your computer sluggish, or in worst case, introduce strange “bugs”. To avoid this, it’s good practice to close the application properly after a day’s work.
* Sometimes options disappear from the menus in the application window, since Word populate those menus with what it thinks you need most. Use the menus on top of your desktop, they are complete.
* Hyphenation (word breaking) is turned off as default, make sure to turn this on in “Tools -> Hyphenation”.
* Microsoft issues a steady stream of bug patches and updates, be sure to check for updates frequently, at least once a week.
* Frequently browse through the document and check if the integrity is not broken, in particular after adding or deleting parts like chapters, sections, figures, and tables.
* Be paranoid, expect Word to crash any time: Save frequently, whenever you hesitate a moment in your typing, hit Ctrl+S, and also turn on auto saving.
* As mentioned before, if you get dangling headings or captions, of tables running over two pages, wait until the document is complete, and tweak it to your liking.

Happy writing, and may the muse be with you!

Halden, December 2020

Gunnar Misund

1. Word alternatives

There is in my opinion only two alternatives to Word, LibreOffice Writer and LaTeX. If you’re thinking of trying out Google Docs for academic documents, please, just forget it. This also applies to other alternatives, for instance Adobe InDe­sign.

* 1. LibreOffice Writer

LibreOffice[[7]](#footnote-7) is an office package, similar to Word Office, running on all platforms. The text editor, Writer, imports and exports in many formats, including MicroSoft formats. LibreOffice is free and opensource, with a well-developed ecosystem of extensions and templates. It is most aspects superior to Word. It is more robust, styling is easier and more flexible, and many find the user interface more consistent and intuitive.

This template is partly developed with Writer and works smoothly with LibreOffice. However, there are differences in how the two applications deal with styles, so it is best to use the corresponding template developed specifically for Writer[[8]](#footnote-8).

* 1. LaTeX

LaTeX (pronounced [/ˈlɑːtɛx/](https://en.wikipedia.org/wiki/Help:IPA/English) or [/ˈleɪtɛx/](https://en.wikipedia.org/wiki/Help:IPA/English), the X being the Greek letter χ, or Chi) typesetting markup language is specially suitable for documents that include math and scientific notation, and is considered the gold standard in natural sciences, particularly in computer science, and is by far the most robust and versatile alternative.

LaTeX is a user friendly and well documented (the original book, Figure 3, is still a valid starting point) macro wrapping of TeX. TeX was developed in the late seventies by one of the giants in computer sciences, Donald Knuth. He is most famous for the “Bible”, the four volumes of “The Art of Computer Programming”. The first editions were produced by tradition “hot metal” typesetting, but then the technology shifted to photographic techniques, he found them awful. Then he decided to device a computer-based system, to allow anybody to produce high-quality books using a reasonably minimal amount of effort, and to provide a system that would give exactly the same results on all computers, now and in the future, quite a tall order. He started with spending half a year in printing shops, to learn the basics of traditional and established best practices in layout and typography. Then he went back to his office and developed TeX for the layout and MetaFont for typography.

|  |
| --- |
| Figure 3: The original LaTeX manual |

LaTeX is extremely configurable, and there is a vast treasury of so-called packages to provide solutions for any kind of need, and you could always write your own macros, it is quite straight forward.

LaTex can be run locally on your machine, or you can opt for the user friendly online LaTeX wrapper provided by Overleaf [[9]](#footnote-9), wich is an excellent choice for collaborative writing. Why not try it out, just download the zipped LaTeX version of this template[[10]](#footnote-10), get a (free) account on Overleaf, and start a new project by uploading the zip file.

1. It is common with more than one question [↑](#footnote-ref-1)
2. en.wikipedia.org/wiki/IMRAD [↑](#footnote-ref-2)
3. However, Word might not be rock solid itself, as some think, and they will claim that a *robust* Word template is a contradiction of terms. [↑](#footnote-ref-3)
4. gunnar.misund@hiof.no [↑](#footnote-ref-4)
5. I have never encountered single page layouts in academic books, nor in conference and journal papers…[*When in Rome, do as the Romans do*](https://en.wikipedia.org/wiki/When_in_Rome,_do_as_the_Romans_do)☺. [↑](#footnote-ref-5)
6. For instance:

   library.leeds.ac.uk/info/14011/writing/106/academic\_writing, libguides.usc.edu/writingguide/academicwriting,

   www.academic-englishuk.com/academic-style [↑](#footnote-ref-6)
7. https://www.libreoffice.org/download/download [↑](#footnote-ref-7)
8. https://www.facebook.com/groups/693636154649756 [↑](#footnote-ref-8)
9. overleaf.com [↑](#footnote-ref-9)
10. https://www.facebook.com/groups/693636154649756 [↑](#footnote-ref-10)