

Cheat sheet for the report template in the series Linnaeus University Dissertations

Introduction

The reason for using the LUD template when writing your report is partly that it will save you a lot of time, if used in the right way, and partly that it ensures the printed material will be uniform and correct. The template is adapted to meet the Swedish requirements of accessibility to digital public services. Using the template in a consistent way will thus ensure that the full text files (pdf) created from the template document will be accessible according to Swedish requirements.

In monographs, the whole text should be placed in the template, in compilation reports only the extended summary (kappan). Included articles are handed in as separate pdf files.

The work with entering your material can be done in two different ways. Either you type all your material directly into the template – you will then benefit from the auto-formatting offered by the template and will not be required to do as much formatting on your own – or you can choose to copy/paste your texts into the template and then format according to the styles offered in the template. Choose the alternative that suits you best.

The most important thing to keep in mind when working with templates is to stick to the styles in the template and not do any formatting of your own. In other words, avoid manual adjustments like using the space bar in order to create indentation or make extra line spacing before and/or after headings. This type of formatting is already specified in the styles of the template.

Document templates

The document template controls the physical format of the publication and what the layout should look like for different sections of the publication. The reports template is formatted to 165 x 242 mm. Basically, the template is an empty Word document in the right size, containing a number of styles. The styles are described with example texts in a Sample setting that you get alongside the template. The template does not regulate formalities like what reference system to use or in what order different sections should appear.

The dissertation format is not a standard format; therefore, printers sometimes have trouble figuring out what paper size to use. In case the printer protests and asks what format is to be used, choose A4.

Styles

The styles control both how individual characters and how entire sections of text are formatted. There are two different style types; *character styles*, describing characteristics like bold in selected words regardless of underlying section style; and *paragraph styles*, controlling the font as well as the formatting of the section; for instance, indentation, space before/after, and placement of the text. Always use the style *Emphasis* (for Italics) and **Strong** (for Bold) and these will follow even if you change the paragraph style. This is handy when you format the Bibliography or Footnote texts.

The report template contains styles for most types of text that can be expected to occur, and you should primarily use these templates in order to create

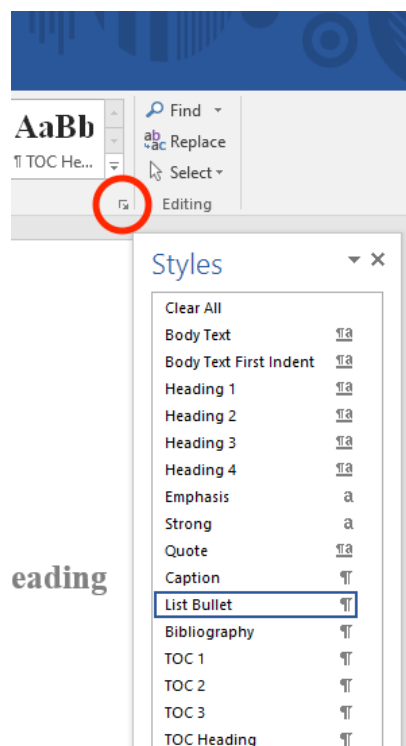
uniformity in the report series. If you are in need of more styles you should create new ones instead of trying to change texts manually. All styles are exemplified in the Sample setting.

Start using the template

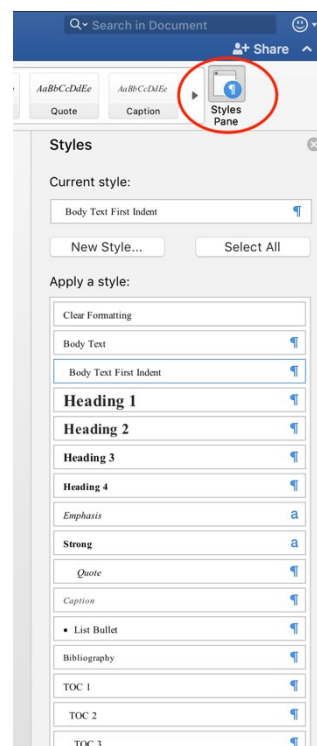
Writing directly in the template

When you type your text directly in the template you should start by choosing a style for the text you are about to write from the Styles Gallery on the Home tab, or in the Styles Pane. The Styles Pane is opened by clicking the small arrow under the Styles Gallery (Windows) or the Styles Pane button (Mac). Place the marker in the section you are working with and then choose the preferred style. The section will then be formatted accordingly.

Word for Windows



Word for Mac



The styles are constructed so that they will make it easier for the writer, in that when pressing **Enter**, the next section will be formatted to the most likely format. For instance, when writing *Heading 1* and then pressing **Enter**, the following section will automatically be formatted as *Body Text*.

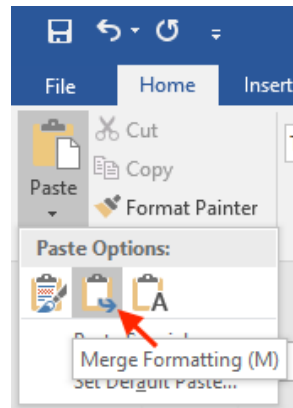
Note that the automatic formatting described above only is active when you write your text directly in the template. In order to format a text that has already been typed in or to change the format of a section, you must place the marker in the section and choose the preferred style from the Styles Pane.

To copy/paste written material

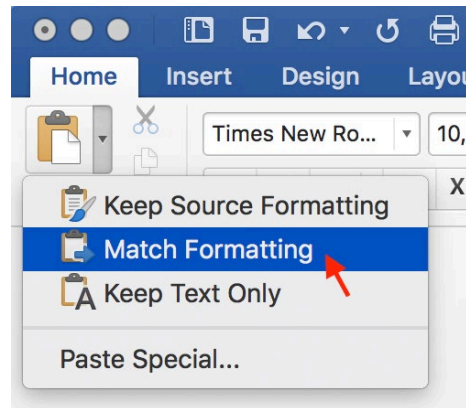
In many cases, there is previously written material to be pasted in to the template. One problem that may occur when copying a text between two documents is that the formatting from the source document is transferred to the target document, which means that on the one hand, your text will not be correctly formatted until you choose the correct style, and on the other hand, the styles from the source document will remain in the Styles Pane.

There is, however, ways to avoid transferring styles from another document when copying text. When you paste, choose **Merge formatting** (Windows) or **Match formatting** (Mac).

Word for Windows

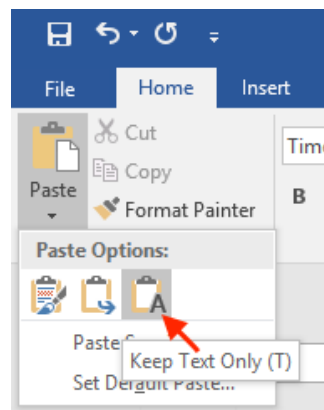


Word for Mac

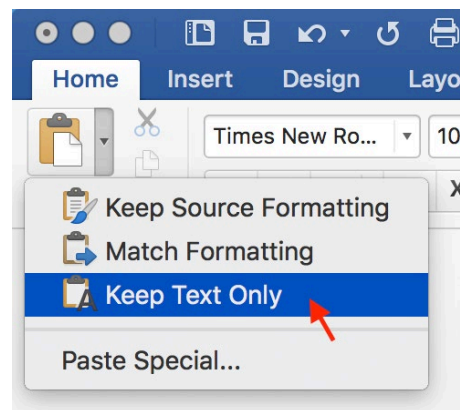


If this doesn't work satisfactorily, choose **Keep text only** when pasting. Please observe that italics and other emphases will disappear using this alternative. You will then need to format the text using the styles in the template.

Word for Windows



Word for Mac



To format text pasted as Keep text only, you need to work with one section or heading at the time. Place the marker in the section/heading in question and choose the desired style, then move on the next section and choose style again. Compare with the Sample setting if you are uncertain.

During the course of work

Insert pictures

All pictures should be inserted where you want them. If the material is to be printed in black and white, it is preferable to convert all pictures to greyscale using a photo editor. Furthermore, it is important that the pictures have a resolution of 300 dpi, in order to be printed in high quality.

Use the style *Caption* for captions and descriptions.

Table of contents

The table of contents is placed on the first page of the template. It has to be updated manually to ensure that all headings will be included after you are done formatting the text. You update by placing the marker somewhere in the table of contents and choose **Update Table**, **Update entire table**.

The table of contents will include all the text formatted as Heading 1–3. Make sure to format all the headings in the text, using the heading styles offered by the template. To make the first chapter of the dissertation start on a right-hand side, a blank page will be added automatically after the table of contents if needed.

Your own styles

If you need a style that is not included in the template, you can create your own. Do this by creating a new style, do **not** change an existing style. Creating and using new styles is quicker than formatting text manually because all sections based on the new style will be updated automatically, should you later on wish to change the added style.

Tables

Keep in mind that the book format has a column width of 11,5 centimeters. Therefore, adjust your tables to that format from the start in order to avoid problems that may occur if you paste tables made in A4 to the template.

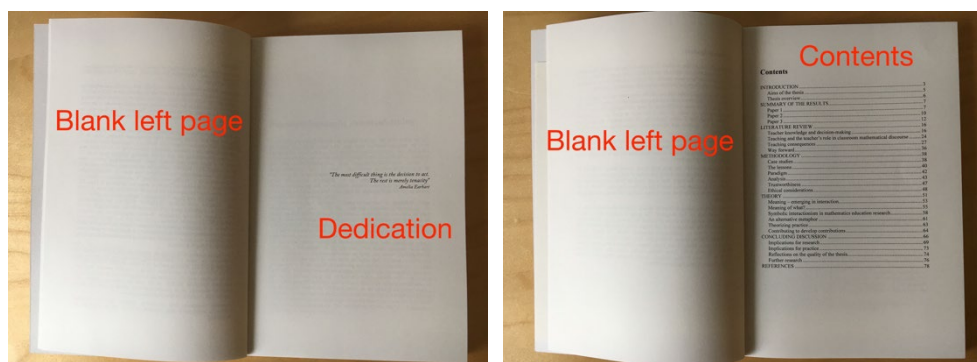
Captions to figures and tables

Type the description you wish to accompany your figure or table using the style *Caption*.

If you want to be able to make an automatic list of all figures or tables, choose **Insert Caption** under the **References** tab and then **Figure** or **Table**. The description will automatically get the right style. Then place the marker where you want the list to appear and choose **Insert Table of Figures**.

Page numbering

Page numbering is activated as default in the template, which means that generally you should not be required to change that. Keep in mind the book format and make sure that the introductory pages, such as dedication and the table of contents, always start at right-hand sides. Add Page Breaks where needed. Right-hand pages always have an odd page number placed in the lower right-hand corner. Left-hand pages are even and the page number is placed in the lower left-hand corner. After the first chapter, you do not have to consider right- and left-hand pages.



Send to print

The material should be sent to Fojo as a pdf file.

Create PDF in Word for Windows

Choose **Save as Adobe PDF** on the **File** menu. Select a name, where the file is to be saved and click Save. The pdf file will be generated and opened in Adobe Acrobat.

Create PDF in Word for Mac

Click **File, Print** (cmd + P). In the next window, choose **Save as Adobe PDF** (if you get a question whether you want to continue despite footers outside the printable area, choose Yes). In the next window choose **Press Quality** and save the file.

Questions?

If you have any questions regarding the template or the production process, please contact info.fojo@lnu.se.

Choosing the right style

Below please find a brief description of the styles used in the template and when to use them. For style examples, please see the Sample setting.

Style	Use	Details
Captions	Use for captions and descriptions to figures and tables.	Format for following section: Body Text. Font: Times New Roman, 9 pt, Italics, Single Line Spacing
Body Text	Use for body text following a heading or for sections below a figure or table.	Format for following section: Body Text First Indent. Font: Times New Roman, 10,5 pt, Line Spacing At Least 12 pt.
Body Text First Indent	Use for body text which does not appear following a heading or below a figure or table. Has an first line indent of 0,4 cm to mark a new section.	As Body Text but with First Line Indent of 0,4 cm,
Body Text 2	Use for text sections which you want to deviate from the body text. This style has a left indentation of 1 cm.	Font: Times New Roman, 10,5 pt, Indentation, Left 1 cm, Line Spacing At Least 12 pt.
Quote	Use for quotes. Italics and indentation left and right of 1 cm.	Format for following section: Body Text. Times New Roman, 10,5 pt, Italics, Line Spacing At Least 12 pt.
Footnote Reference	Use for the numbering of footnotes. Is formatted automatically when you add the footnote. Use this style only for corrections, for example in pasted text.	Font: Times New Roman, Elevated
Footnote Text	Use for footnote text. Is formatted automatically when you start typing the footnote text. Use this style only for corrections, for example in pasted text.	Font: Times New Roman, 8 pt, Indentation 0,2 cm, Single Line Spacing
TOC 1	Use for Heading 1 in the Table of Content. Is formatted automatically when you create/update the Table of Content. Use style only for corrections.	Body Text + Tabs: 11,5 cm Adjusted right with dotted line to page number. Automatically updated.
TOC Heading	Use only for heading for the Table of Content (will not appear as heading in the TOC)	Font: Times New Roman, 19 pt, Bold, , Line Spacing At Least 22 pt.
TOC 2	Use for Heading 2 in the Table of Content. Is formatted automatically when you create/update the Table of Content. Use style only for corrections.	TOC 1 + Indentation Left 0,37 cm, Automatically updated.
TOC 3	Use for Heading 3 in the Table of Content. Is formatted automatically when you create/update the Table of Content. Use style only for corrections..	TOC 2 + Indrag: Indentation Left 0,74 cm, Automatically updated.
Empasis	Use to use single words or sentences in italics. Use this style instead of marking words and clicking the italic symbol.	Italics
Bibliography	Use for bibliography	Font: Times New Roman, 9 pt, Hanging 0,4 cm, Line Spacing At Least 11 pt.
List Bullet	For bulleted lists. Remember to press Enter for any new item.	Body Text, hanging + List Bullet, Tabs: 0,5 cm,
Heading 1	Use for chapter headings	Format for following section: Body Text,.Font: Times New Roman, 19 pt, Bold, Line Spacing At Least 22 pt, Before 105 pt, After 22 pt
Rubrik 2	Use for subheading 1	Format for following section: Body Text, Font: Times New Roman, 15 pt, Bold, Line Spacing At Least 16 pt, Before 18 pt, After 6 pt.
Rubrik 3	Use for subheading 2	Format for following section: Body Text, Font: Times New Roman, 12 pt, Bold, Line Spacing At Least 13 pt, Before 9 pt, After 3 pt.

Rubrik 4	Use for subheading 3.	Format for following section: Body Text Times New Roman 10,5 pt, Bold, Line Spacing At Least 12 pt, Before 9 pt. After 3 pt.
Fotter	Use for formatting of the page number in the footer. Is formatted automatically. Use this style only for corrections only.	Font: Times New Roman, 10,5 pt, Different Odd and Even Pages.
Strong	Use to use single words or sentences in bold type. Use this style instead of marking words and clicking the bold symbol.	Underliggende + Teckensnitt: Fet
Normal	Words's standard style, must be included but should not be used.	Font: Times New Roman, 10,5 pt, Line Spacing Exactly 12 pt.