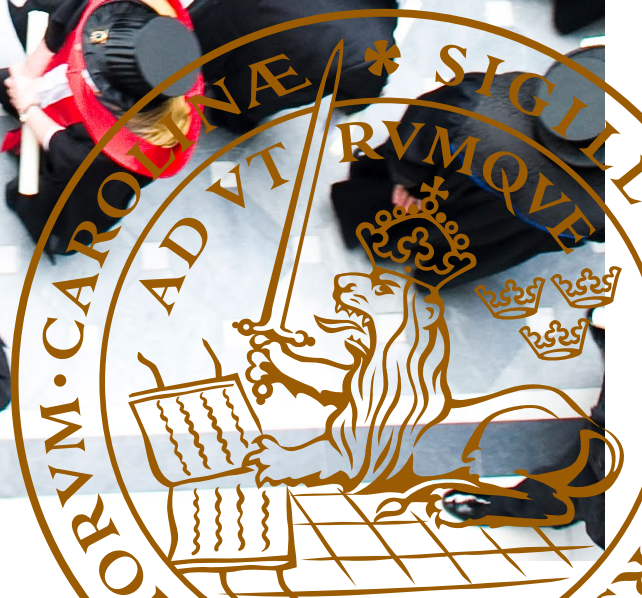
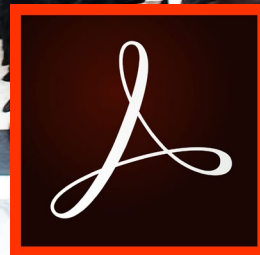




Creating a doctoral thesis in Microsoft Word

PREPARATIONS | FORMATTING | TABLES | INSERT IMAGES & ILLUSTRATIONS



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CONTACT ME



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Template and course coordinator

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e-mail. Jonas.Palm@service.lu.se

Time schedule and preparations

BEFORE YOU START

- Check that the dates for submission, delivery and public defence are correct on your booking confirmation.
- Download the correct Word template from our website:
<https://www.mediatrick.lu.se/en/phd-students>

HELP WITH TYPESETTING

We can help you typeset your doctoral thesis. You submit your Word document to us, and after 10 working days we deliver a PDF-file ready to be printed. Please let us know if you would like help typesetting your doctoral thesis when you book a time for printing.

SPIKNING (NOTIFICATION OF THESIS DEFENCE)

Physical books have to be delivered to Lund University Library by the date of your *spikning*. The *spikning* will take place at least three weeks before the public defence.

Electronic *spikning* means making the date of your defence public. Make sure to register well in advance of the defence. Please register here:

<https://www.ub.lu.se/en/publish/doctoral-theses>

ISBN & ISSN

Before you send your doctoral thesis to be printed, it needs a unique ID number. This is called an ISBN (International Standard Book Number) and is printed on the flyleaf of the doctoral thesis. If your book is part of a series, it might also need an ISSN-number, ISRN-number, Coden, or serial number. Check with your supervisor. You can easily get an ISBN number here: <https://www.ub.lu.se/en/publish/doctoral-theses>

TRAIL COPY

The trail copy is made available to make sure that nothing in your doctoral thesis is printed incorrectly. It is not meant to be used for proofreading. Check special signs, images and graphs.



Make sure to get the ISBN-number before your printing deadline!

TIME SCHEDULE

1 SUBMISSION

Print your thesis on your own printer before submission and proof read it carefully. On the submission day we make a cover layout, put your thesis together and make a trail copy.

2 TRAIL COPY

Normally we have the trail copy ready on the submission day or the day after.

3 PRODUCTION

When you have approved your trail copy we start the production of your thesis

4 DELIVERY

Your books are ready for delivery at the latest one day before your "spikning" (notice of defence).

2 weeks

1

Submission

2

Trail Copy

3

Production

4

Delivery/Notice of Defence

Download the template

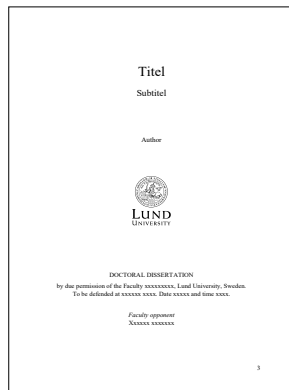
You find the doctoral thesis template at www.mediaryck.lu.se/en/phd-students

Click **Download the doctoral thesis template here**. Choose between a G5 format (169x239 mm) and an E5 format (155x220 mm)



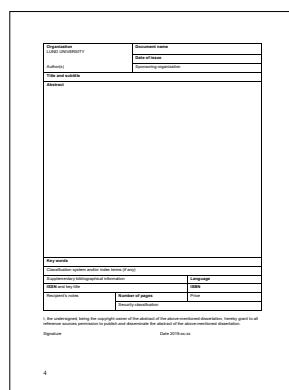
Page 1. Half title page

To make sure the book does not start with the “spik” page, you can fill in the title of your doctoral thesis here. You can also remove this page if you do not want to include it.



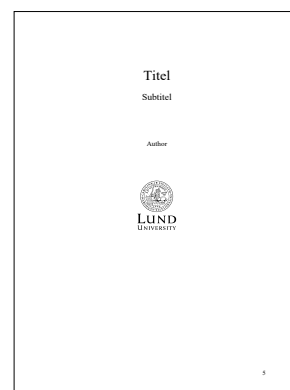
Page 3. “Spik” page

On the spik page you list where and when your public defense will take place. You also fill in the name of your faculty opponent.



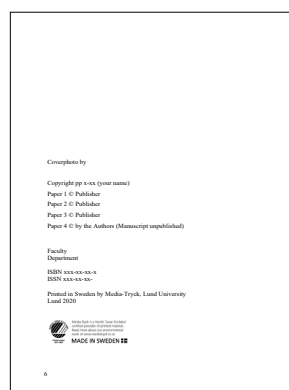
Page 4. Document data sheet

Fill in all the information. You can write your signature on a blank paper and take a picture with your cell phone. Attach the photo at submission and we will insert the signature.



Page 5. Title page

Fill in the title and subtitle of your doctoral thesis as well as your name on this page.



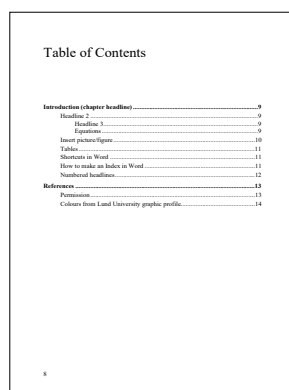
Page 6. Imprint page

Fill in the ISBN- and ISSN numbers, copyright, and the copyright to the cover image and your affiliation etc.



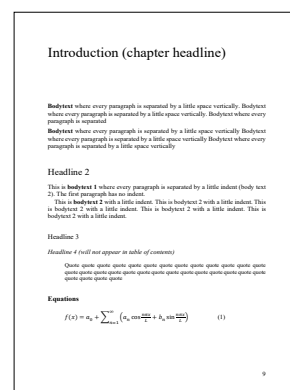
Page 7. Dedication

If you would like, you can fill in a dedication here. If not, just remove the page.



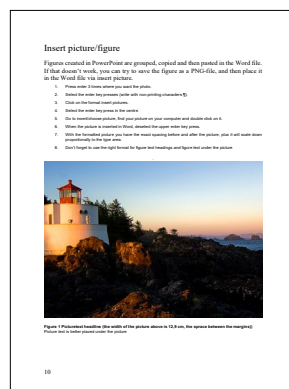
Page 8. Table of Contents

When you have finished writing, you right click in the existing table of contents and choose “Update field”, and then “Update the entire table”



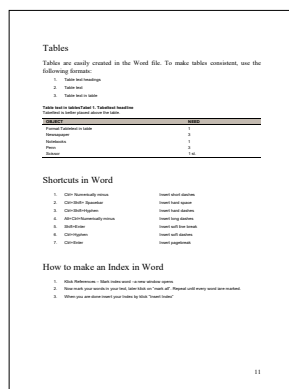
Page 9. Formatting

This page lists most of the formats which you might need in your doctoral thesis.



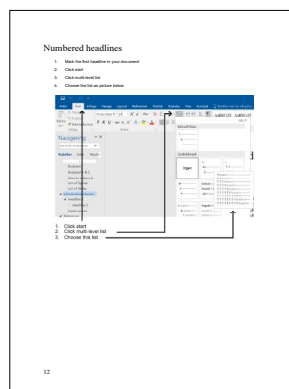
Page 10. Insert an image

Instructions for how to insert an image.



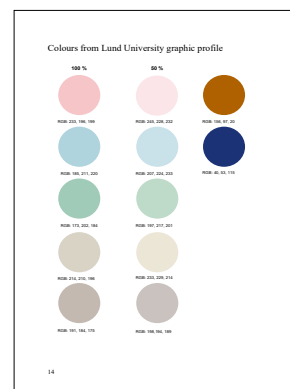
Page 11. Tables

Instructions for how to create a table.



Page 12. Numbered headings

Instructions for how to easily number your headings.



Page 13. LU colours

Lund University colours according to the graphic profile with RGB values.

How to work in the doctoral thesis template

1. **Download the template:** You will find the template at <https://www.mediatrick.lu.se/en/phd-students>
2. **Table of contents:** Please don't remove the inserted table of contents. To update, you right click in it, choose "update field" and then you choose "update the entire table".
3. **Format:** Select the text that you would like to format. **Tip:** By placing the cursor in a paragraph, the format will be applied to the entire paragraph. On the Start tab, hover the cursor over a format to get a preview. Choose a format. Now the selected text will have the correct size, the correct font and the correct distance before and after the selected text/paragraph.
4. **Body text:** If you would like to use indents, choose "bodytext 1" and "bodytext 2". If you prefer a space between paragraphs instead, just use the format "bodytext".
5. **Images:** Use the format "insert picture" to easily place an image correctly. The images need to have a final format of 300 ppi. Please send us the image by email if you are unsure, and we will check if it is suitable to be printed. If you write in a G5 template, a suitable width of the image is 12.9 cm, and if you write in an E5 template a suitable width is 11.9 cm. Don't forget to include information about the sources and copyrights of the images.
6. **Graphs:** If you have created graphs in PowerPoint you need to save them as PNG. It can then be placed into the Word document by using the "insert picture" function. If you have graphs from Excel, you copy and paste these into the Word document.
If you have graphs built by vectors, please save them as flat images such as PNG. The vectors can cause problems in the printing. Here you can convert vector graphics to flat images <https://convertio.co/vector-converter/>
7. **Tables:** Tables are preferably made in the Word document. Make sure to use the formats "tabletext" and "tabletext in table".
8. **Document data sheet:** Please fill out the document data page. We will help you add the signature at the submission.
9. **Cover:** Please send the image for the front cover, including any text and/or image for the back cover. We will make a cover when you turn in your doctoral thesis to be printed.
10. **Papers:** We prepare your papers and make them ready to be printed. Please number them.



TIPS AND REMINDERS!

- Pages on the right side of a book have odd page numbers. Spreads go from even page numbers on the left to odd page numbers on the right.
- Use section breaks very carefully. If you are not consistent, page numbers, margins and page size might change after you have entered a section break.
- It is recommended to place chapter titles on odd numbered pages. They will then appear on the right side of a spread which looks good in the printed book.
- Write with hidden characters activated (a ¶ sign in the menu).
- Save all your files as PDFs and put them in a folder which you compress and send to your contact person by email. If your files are big, you can share them with your contact person in LU Box.

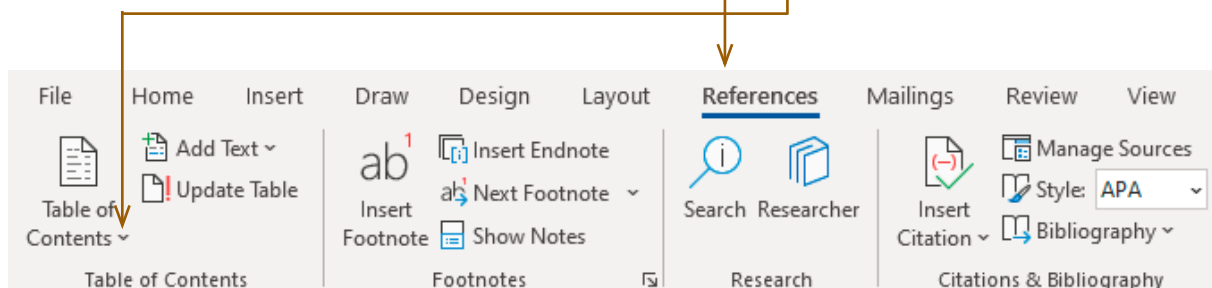
CHECKLIST BEFORE SUBMISSION

- Print out your PDF files and make sure there are no errors.
- All documents need to be submitted as PDF files, preferably by email to the person you were assigned at the booking. Articles/papers should be named paper 1, paper 2 etc.
- Include a signature for the Document data sheet. You can write it on a blank piece of paper and take a picture of it with your cell phone.
- Don't forget to include an image for the front page.
- Prepare any back cover text and any image for the back cover.
- Check that you have the correct ISBN number.
- How would you prefer to get your doctoral theses delivered? Will you pick them up yourself or should we send them by courier?
- How many books would you like?
- Do you have the correct cost center?
- Who will pay the invoice?

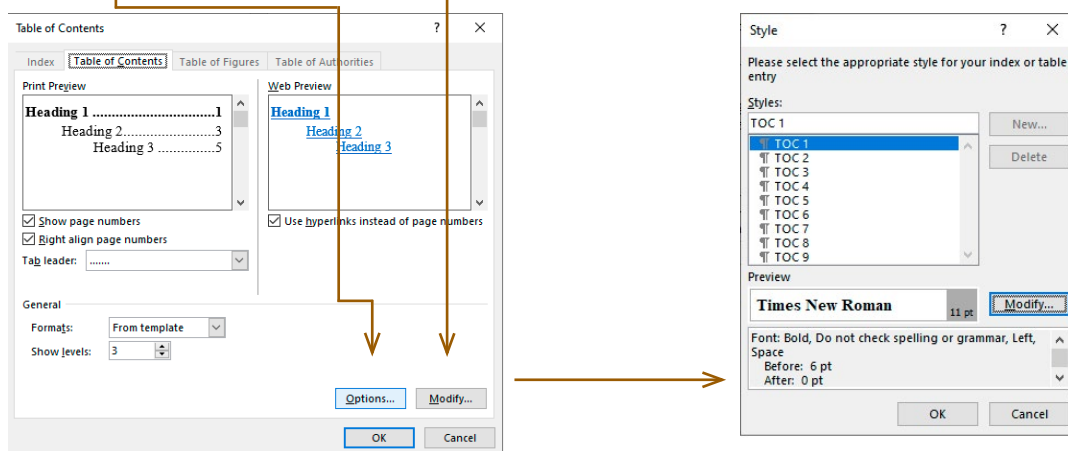
Table of contents

If possible, use the existing inserted table of contents. Right click in the table of content to update it, choose "update field", and then choose "update entire table".

1. If you would like to exchange the table of contents, put the cursor on the page where you would like to place it.
2. Click on **REFERENCES** in the top panel. Then click the small **triangle** under the table of contents and choose Custom table of contents.



3. In the window that pops up you can format your table of contents by choosing the items included under **Options**. You can also change how the table of contents will appear by clicking **Modify** and change the formatting of your items.



Insert text from another Word document (copy/paste)

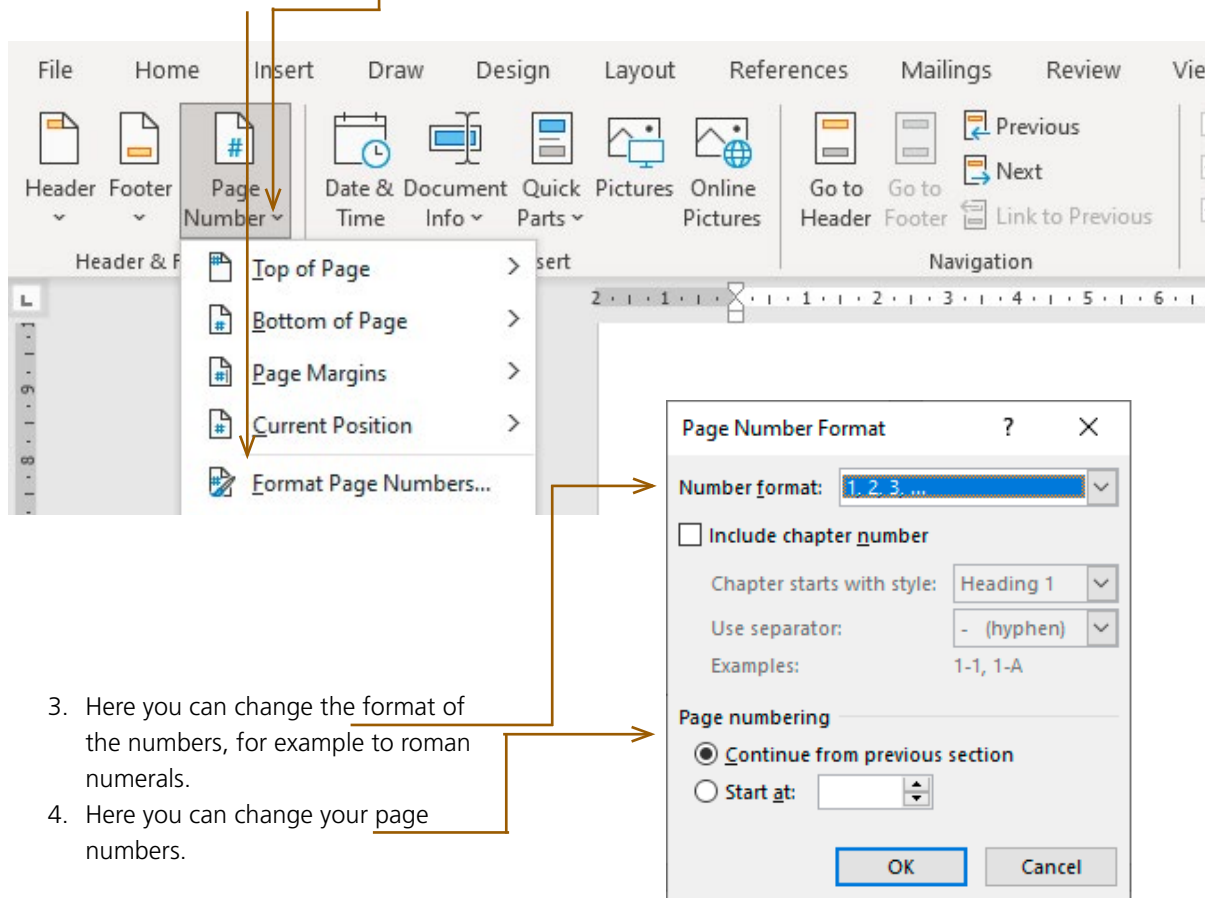
The easiest way is to copy all text from your other Word document and paste it into your doctoral thesis template as unformatted text. To do so, right click and choose Keep text only. When the text has been entered into the doctoral thesis template you can choose the correct format of body text, headings, quotes etc. If you have

several footnotes and tables you can try to paste the text formatted, but please remember that Word will add all formats used in the other Word document. When you have pasted the text you should use the formats in the doctoral thesis template to format your text.

Page numbers

When you submit your work we will remove all page numbers before the table of contents in the PDF. To change the page numbers, for example after a section break, do the following:

1. Mark the page number you would like to change.
2. Click **Page number** and then choose **Format page number**.



3. Here you can change the format of the numbers, for example to roman numerals.
4. Here you can change your page numbers.

Automatic Chapter Header

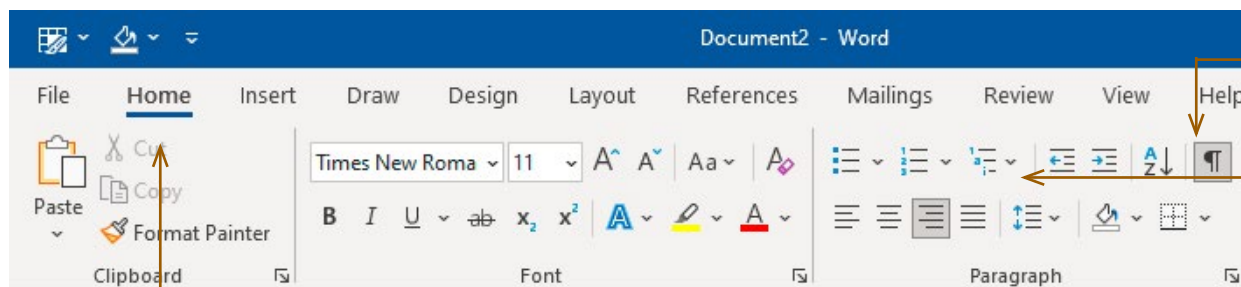
To make an automatic chapter header:

Choose: **Insert - header - edit header - quick parts - field - StyleRef - Header 1**.



Doctoral candidates are special to us. Our mission is that no one who is writing their doctoral thesis should get stuck in the technical details of printing, problems with Word, images that will not be placed correctly, or right pages ending up as left pages. You focus on your research, and we will make sure your book will look great in print.

Format



TEXT FORMAT

To find the format click **Home** in the top menu.

The template you have downloaded has preset formats for body text, headings 1-4, insert image, table text, figure text, quotes etc. If you carefully format your thesis, it's easy to make a good looking layout when you have completed your writing. To indicate a format for heading 1, for example: Click on or mark a heading in your text, go to the format templates and click on heading 1. Now heading 1 has the correct size, the correct font, and the correct spacing before and the correct spacing after.

BODY TEXT

There are two ways to format body text. One is to separate paragraphs with a vertical space. (bodytext) The other is to separate paragraphs with an indent (bodytext 1 and bodytext 2). Please keep in mind that the first paragraph of body text after a heading does not have an indent (bodytext 1) whereas all following body text will have indents (bodytext 2).

NUMBER THE HEADINGS

The formats for headings 1-3 are preset to be included in the table of contents. Heading 4 will not be included.

To number the headings:

1. Click the heading you would like to number.
2. Click the multiple level list.
3. In the pop-up window, choose the following list..



Insert images and figures in Word

Use the format “insert picture” for the easiest way to place images correctly. The images must have a resolution of 300 ppi in their final format and be saved as JPG. If you are unsure whether your pictures have a high enough resolution, please send them to us by email so that we can check if they are suitable for printing. If you are writing in a G5 template an image width of 12.9 cm is fine. If you are writing in an E5 template 11.9 cm is fine. Who has copyright to the image?

1. Press the Enter key three times where you would like to place the image.
2. Use hidden symbols (§) to mark the line breaks.
3. Click the format **insert picture**.
4. Mark the middle line break symbol.
5. Go to **Insert → Pictures** Find the image on your computer and double click on it.
6. When the image has been added to Word you remove the top line break symbol.
7. The format **insert picture** will give you exact spacing before and after the image, and it will scale down proportionally to the area as well.
8. Don't forget to use the correct format for the figure legend under the image.

6. → When the picture is inserted in Word, deselect the upper enter key press. §
7. → With the formatted picture you have the exact spacing before and after the picture, plus it will scale down proportionally to the type area. §
8. → Don't forget to use the right format for figure text headings and figure text under the picture §

§
§
§

6. → When the picture is inserted in Word, deselect the upper enter key press. §
7. → With the formatted picture you have the exact spacing before and after the picture, plus it will scale down proportionally to the type area. §
8. → Don't forget to use the right format for figure text headings and figure text under the picture §

§
§
§

FIGURES

Please insert figures with object graphics as PNG files. Save figures made in PowerPoint as PNG, and then use **Insert → Pictures** to add them to the Word file. Images from Excel should be cut and pasted into the Word file. If you have created vector figures please save these as flat images, for example PNG, as the vectors could create problems at printing. Here you can convert vector graphics: <http://convertio.co/vector-converter/>

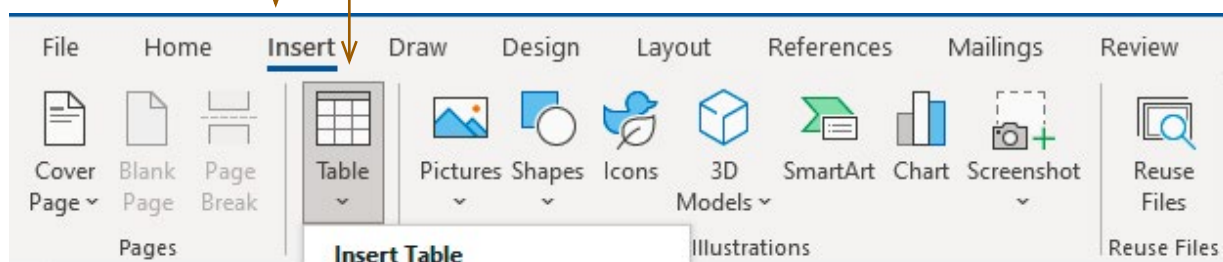
IMAGE RESOURCES

<https://lu-mediaportal.qbank.se>

<https://pixabay.com>

<https://medpix.nlm.nih.gov>

Tables



INSERT TABLE FROM ANOTHER WORD FILE

1. Mark the entire table in your other Word file by clicking the small box that shows up at the left corner when you hover the cursor over the table.
2. Copy the table.
3. Put the cursor where you would like to put your table in the thesis template and choose Paste.
4. Format the table with the formats **tabletext** and **tabletext in table**.

Table1. Format: tabletext.¶

OBJECT	NEED
Format:Tabletext in table	1
Newspaper	3
Notebooks	1
Penn	3
Scissor	1-st

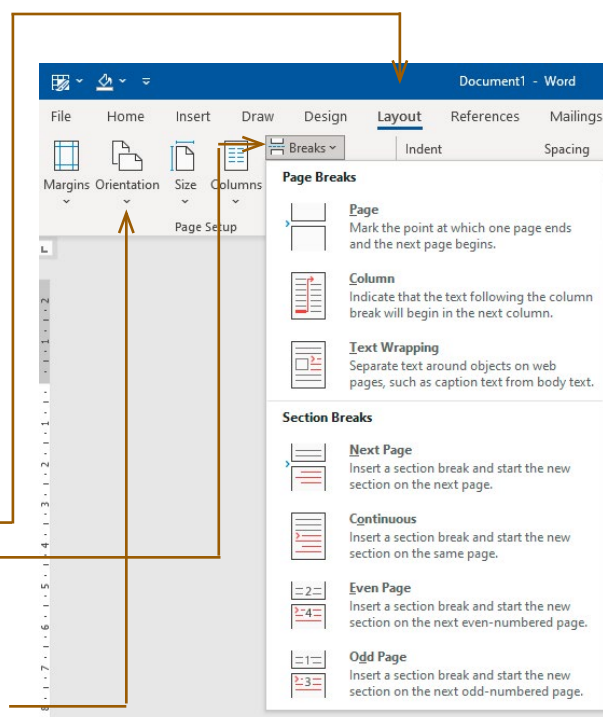
CREATE A TABLE IN THE THESIS TEMPLATE

1. Click **INSERT** in the menu.
2. Click **Table**.
3. Choose **Insert table**.
4. In the pop-up window you choose how many columns and rows you would like to have.
5. Under autofit behaviour you choose autopassa **autofit to window** to make sure all tables are adjusted for margins.

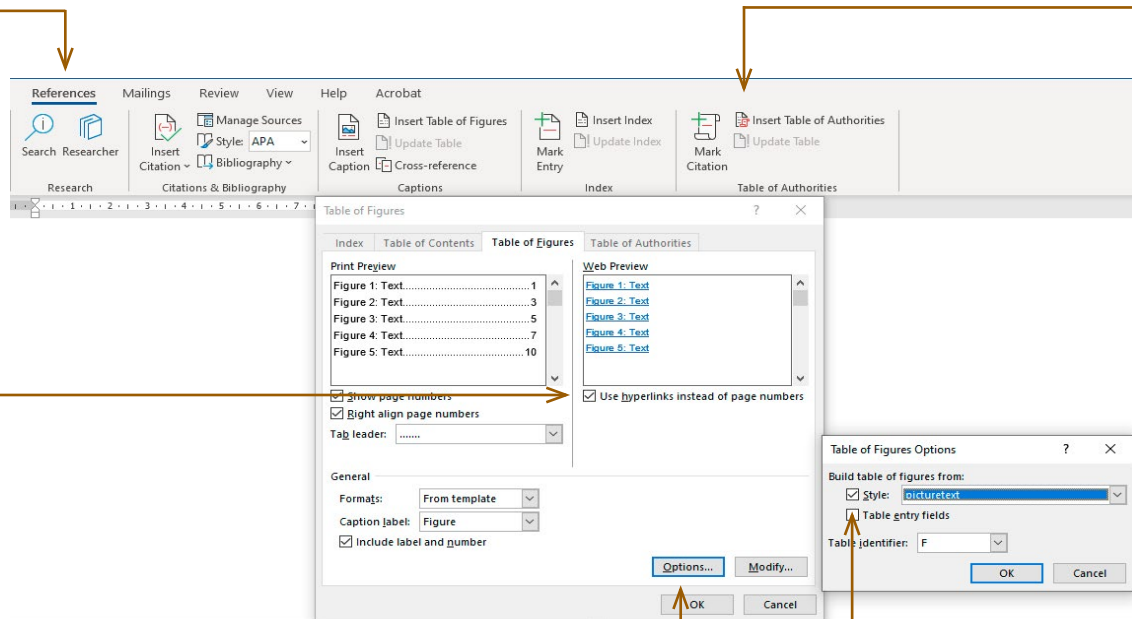
HORIZONTAL TABLES IN WORD

Sometimes you have to put in a table horizontally, as it may not fit vertically. Unfortunately it is not possible to turn the table 90 degrees but instead the page has to be turned horizontally. To do this you have to use a **section break** which should be used with **great caution**. From vertical/portrait to horizontal/landscape orientation:

1. Place the cursor just before your table starts in the template.
2. Click **Layout** in the menu.
3. Click **Breaks**.
4. In the pop-up menu choose **Next page**.
5. Click on the page you would like to place horizontally.
6. Click on **Orientation** and choose **landscape**.
7. Now click on a place just after the table, and add a new section break.
8. Place the cursor **after** the last section break and choose portrait in Orientation.



List of figures, index and shortcuts



CREATING A LIST OF FIGURES OR TABLES IN WORD

1. Mark the place in the document where you would like to insert the table of figures by clicking on it.
2. Click on **References** and then on **Insert table of figures**.
3. Deselect **Use hyperlinks instead of page numbers**
4. Click on **Options** and then mark the box **Style**.
5. In the pop-up menu **Format** you click the format used for picturertext and then press OK.

CREATING AN INDEX IN WORD

1. Click on **References – Mark entry** – a new window will now open.
2. Now mark the words in your text. Later you can choose Mark all. Repeat until all words are marked.
3. Mark the place in the document where you would like to place your index and choose **Insert index**.

SHORT CUTS IN WORD

- | | |
|------------------------------|--|
| 1. Insert a soft line break | Shift + Enter |
| 2. Insert a page break | Ctrl + Enter |
| 3. Insert an em dash | Ctrl + Alt + Minus sign (numerical keyboard) |
| 4. Insert an en dash | Ctrl + Minus sign (numerical keyboard) |
| 5. Insert a soft hyphen | Ctrl + Hyphen |
| 6. Insert a hard hyphen | Ctrl + Shift + Hyphen |
| 7. Insert a hard space | Ctrl + Shift + Space |
| 8. Insert a copyright symbol | Ctrl + Alt + C |

Graphics, illustrations and images

Images and illustrations should strengthen, deepen and complement your text. The image and text can also operate in opposing directions, which can create exciting and interesting effects. There are many ways to use graphics and images, and we are here for you if you need help.

ILLUSTRATION

When it's not possible to take a picture of something, or when you want to describe something that doesn't exist yet, or just exists in your imagination, illustrations might be a good alternative. Our illustrator can help you with different

kinds of illustrations, scientific as well as stylized, depending on what you would like to describe. Please remember to contact our illustrator well in advance, preferably at the beginning of the work with your doctoral thesis.

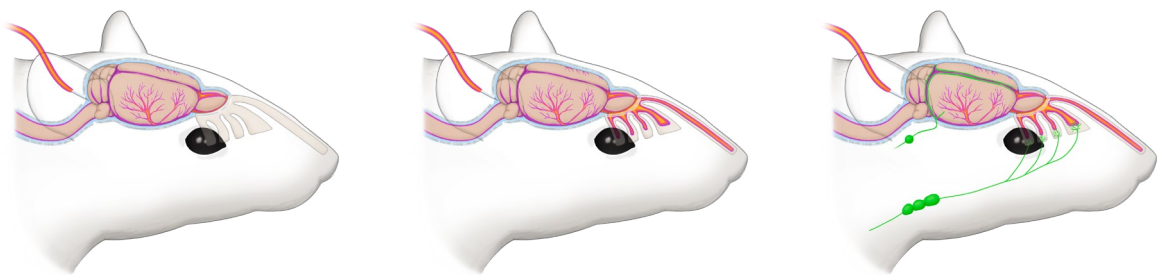


Illustration of a process. For an application of research funding.

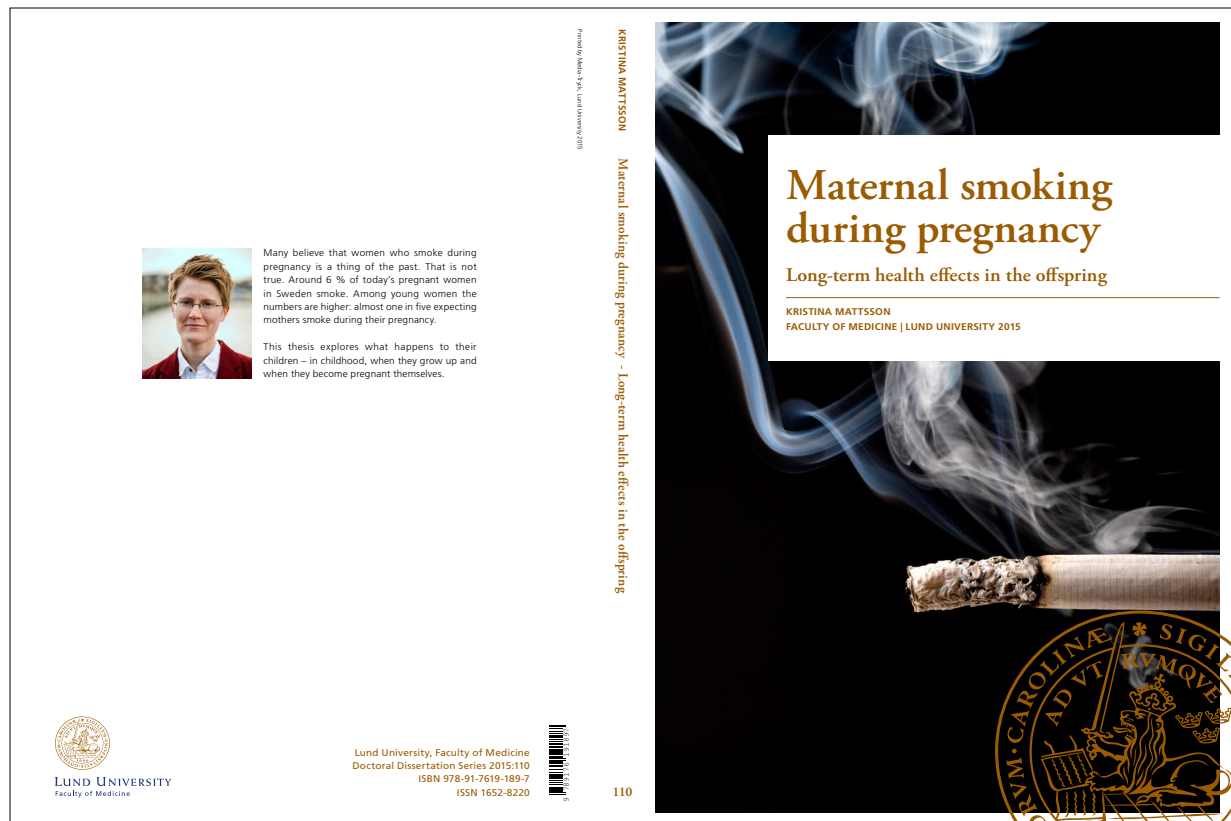
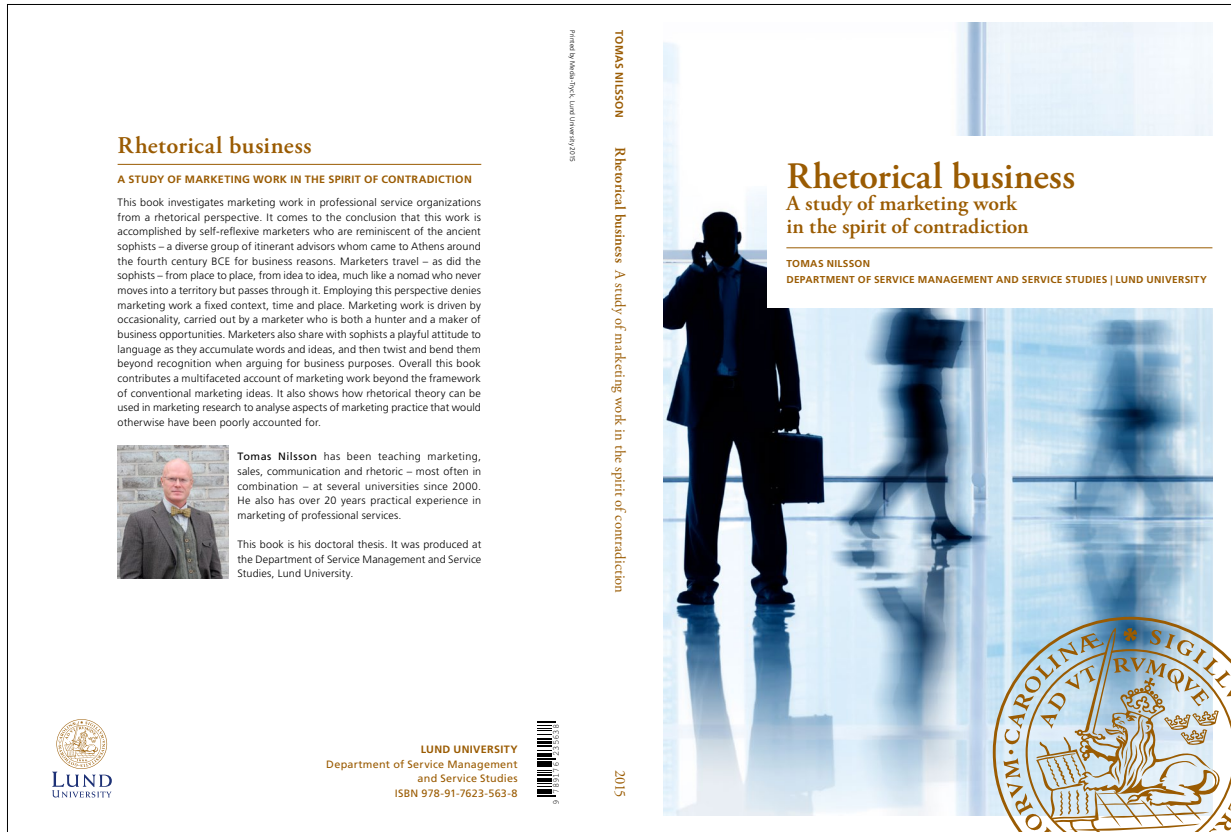
Infographics

Most of us use tables when it's time to explain statistics and research results. Why not explain with images instead? Infographics illuminate and illustrate your results and numbers.



Cover inspiration

Send in an image for the front cover by email, as well as any text and image for the back cover, and we will create a cover when you submit your thesis to be printed.



Create a scientific poster

TEMPLATE IN POWERPOINT

Using our PowerPoint templates helps you create a nice-looking scientific poster. The template includes the profile fonts and colours of Lund University.

BEFORE YOU START

1. Please remember that Media-Tryck always will help you find a professional layout in InDesign. Send a PowerPoint sketch to us and within two days we will have a pdf ready to be printed for you.
2. Download the correct template from our website www.mediatriyck.lu.se. Choose the template that best fits the instructions of your conference. The standard format is A0 (841x1189 mm).
3. You can choose between an English or Swedish version, and whether you would like your poster to have a landscape or portrait orientation. Before you start you can find inspiration in a pdf that can be downloaded from the same menu as the templates.



TIP OF THE DAY!

- Keep your title short
- Try to use more images and less text

HOW TO WORK IN THE POWERPOINT TEMPLATE

1. Choose your preferred background colour by clicking **Start layout**.
2. Make a layout sketch. Choose the number of columns.
3. Start with layout and fonts in one textbox, and copy/paste from this to other boxes.
4. Images: Your images should have a resolution of at least 150 ppi in their final format.
5. Graphic elements: Use PNG files to insert graphic elements into the template.
6. Tables: The best way is to create a table in Word and then copy/paste it into the PowerPoint template.
7. Click **Save as PDF** when you are done with the layout, and check that everything is correct by printing out the PDF on a nearby printer.
8. Upload the PDF to Media-Tryck's website and choose your size and material - we can print on both paper and fabric.



LUNDS UNIVERSITET
Ekonomihögskolan

Cogitanti mihi saepe numero et memoria vetera repetenti

PERBEATI FURSE | QUINTE FRATER ILII VIDERE SOLENT

Conclusion	Method
<ul style="list-style-type: none"> • Pe verum ratiōsae verum sam, nulliam everepe ratibus • doluptus num sundaee velendam dolor ad et parum renti sit • in nos ditauqua temquost, quidebit mi, aribustion con rest quidem • simusam eaque plibus nobis exerunt, num sae velignit, sam. • Pe verum ratiōsae verum sam, nulliam everepe ratibus doluptus 	<p>Num sus doliur am doliore modis iniae et iunt quos eosam qui niscia plaut veliqua.</p> <p>Method</p> <p>Num sus doliur am doliore modis iniae et iunt quos eosam qui niscia plaut veliqua.</p>
<p>These blue rectangles should be used for images or graphs. Just drop the objects inside a rectangle and then change the rectangle colour to white or light grey. Use the white arrow tool to change the size of your image inside the rectangle.</p> <p>Method</p> <p>Num sus doliur am doliore modis iniae et iunt quos eosam qui niscia plaut veliqua.</p>	<p>Method</p> <p>Num sus doliur am doliore modis iniae et iunt quos eosam qui niscia plaut veliqua.</p>
Introduction	Results
<p>Pe verum ratiōsae verum sam, nulliam everepe ratibus doluptus num sundaee velendam dolor ad et parum renti sit in nos ditauqua temquost, quidebit mi, aribustion con rest quidem simusam eaque plibus nobis exerunt, num sae velignit, sam. Num sus doliur am doliore modis iniae et iunt quos eosam qui niscia plaut veliqua.</p>	<p>Method</p> <p>Num sus doliur am doliore modis iniae et iunt quos eosam qui niscia plaut veliqua.</p>
References	Authors
<p>Method</p> <p>Num sus doliur am doliore modis iniae et iunt quos eosam qui niscia plaut veliqua.</p>	<p>Method</p> <p>Num sus doliur am doliore modis iniae et iunt quos eosam qui niscia plaut veliqua.</p>

Environmental Policy

Media-Tryck is a Svanen certified printing business. Ninety percent of our printing is done on climate compensated paper.

Media-Tryck is a internal press within Lund University. We produce all kinds and formats of printed products and we can help you with everything from form and illustration to original and typesetting. We have extensive experience in producing printed products according to the graphic profile of Lund University. We are Svanen certified since 2013.

OUR ENVIRONMENTAL WORK:

- We work systematically to reduce the environmental toll of our purchases, transports and production. Routines and indicators for overseeing and measuring our processes assures that we are always on the right track.
- We prevent pollution and strive toward sustainable development by using resources efficiently, improving waste handling, and by making firm environmental demands on our purchases and services.
- We live up to all environmental laws and other environmental demands regarding our operation.
- Our environmental work is continuously improved upon and evaluated during regularly scheduled environmental meetings.
- Through education, active communication and discussion we create an awareness and an engagement in our personnel which helps us make the best choices from an environmental point of view. Each small effort toward a better environment counts and is highly valued by us.



Svanen – Nordic Environmental certification

Svanen decides which products can be Svanen certified based on a lifecycle analysis. This contributes to sustainable consumption.



FTI – Packaging and Newspaper Collection

The fees paid to FTI finance the handling of recycling stations, among other things.



Climate compensated paper

We choose to compensate our paper purchases by paying a fee. The money is used to plant trees and to, among other things, support care of national parks around the world.

