INSTRUCTIONS
HOW TO USE THE THESIS TEMPLATE IN WORD 2010/2013
FOR WINDOWS

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 2010 and in Word 2013 for Windows. 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, CHAPTERÉ 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 (content controls) that instruct the user what to fill in.
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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
3. Click “Spara som” (“Save as”)

![Image of template selection dialog]

1.1. **WHERE TO SAVE THE TEMPLATE?**

You can always save the template in a place of your own choice and just double click on it to create a document based on the template. Then make sure that your 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. The following instructions will show you how to find the correct path to that folder:

1.1.1. **In Word 2010**

1. Go to **File > Options > Advanced** and scroll down to **File locations** …

![Image of Word Options dialog]

2. Click the File locations button and check the location of the templates by pressing “Modify”
3. Place the template in the same folder
1.1.2. In Word 2013

1. Go to File > Options > Save
   Here you can find the path for the **Default personal templates location**

   ![Customize how documents are saved.](image)

   If the path is missing (empty field), create your own folder and write the path here.

2. Place the template in the same folder

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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, copyright 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

2.1.1. In Word 2010/Word 2013

1. (If you saved the template in folder of your own choice, double click on the template, and a new document will be created.)

2. The better method for keeping the template safe: the template was saved in the template folder that is defined in Word. To create a new document, do like this:

**In Word 2010**

1. Start Word
2. Click on the **File** tab
3. Select **New**
4. Select **My templates**
5. Find **Thesis for Word** and **Double-click on it**

**In Word 2013**

1. Start Word
2. Click on the **File** tab
3. Select **New**
4. Select **Personal**
5. **Click on Thesis for Word**

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** (3). Use the styles from the **Quick Style Gallery** (2) to format your text. To see the table grids, click on **Layout > View Gridlines** (4)
2.2.2. Pasting text from other documents

After cutting text from another document, please paste the text using *Keep Text Only* (right click for this option).

You will now avoid to paste formats from the source document into your new document.

2.2.3. Headings

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. 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, press **Ctrl+Enter**. The settings and page numbers will be applied on the new page, depending on where your cursor is placed.

![Quick Style Gallery](image)

2.2.4. Printing

As the template (and the document) is in a smaller page size than A4, you can print it in two different ways:

1. **Scale to Paper Size: A4**
   
   The pages will be larger, to fit A4

2. **No scaling**
   
   The pages will be in the original size, centered in the top of the A4 paper

![Print Options](image)
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, click in the TOC and then click on **Update Table of Contents**: *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](image)

Paragraph break no 2 ![Paragraph break no 2](image)

Line break ![Line break](image)

Line break no 2 ![Line break no 2](image)

2.3. START WRITING YOUR THESIS

2.3.1. About fields (content controls) - filling in, tabbing, deleting

The first pages with many fields on one page, contains fields that stays there after text has been entered into them, and you can jump between them with the tab key even when they have been filled with text. If you click in another text space, tabbing might take you to the next table cell instead. If that happens, just click on one of the fields and continue to fill in the text.

To delete a field (content control), if it is difficult, make sure to click on the small left handle and the field ![Click to enter place](image) will be selected: - Now you can press Delete.
2.3.2. Front page and Back of front page

1. Click on the first field and enter Department (in CAPS)
2. Use the tab key to reach the other fields: TITLE, Author, Year (4 digits).
3. Fill in the fields on the next page.
4. Press tab to jump between the fields or click in the fields.

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. Press tab to go to the next field.
4. Continue to fill text into the fields by jumping between them using the tab key. You can also click on the fields.
5. 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 start writing your text.

2.3.5. List of Scientific Papers
1. Click into the text fields and add your text.
2. Press Tab from the last table cell to add new lines in the bottom of the table.

2.3.6. Contents
The Table of Contents (TOC) will be updated later, when headings are added to the document. To update, click on the grey area of the TOC and then click on Update Table, Update entire table.

2.3.7. List of Abbreviations
1. Click into the field for the “abbreviation” and add your text.
2. Tab to “explanation” and add your text.
3. Press Tab to go to the next line and field.
4. When you need more lines, put cursor in the end of the last table cell and press tab.

2.3.8. Thesis text, Chapter 1, Chapter 2, Chapter 3 …
The main sections contains three sections from start. They should be renamed by the author. You can add a new chapter by choosing Heading 1 and a new page will appear.

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.