

# Instructions for the thesis

## The author

– guideline for layout and how to get your thesis printed

# Table of contents

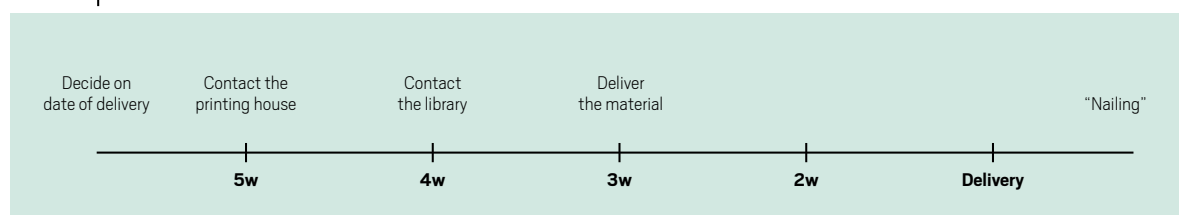
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# Timeframe

1. Read through these instructions carefully.
2. Decide upon a date of delivery – the date that you want copies of the printed thesis to be delivered (at least one week before the “nailing” ceremony).
3. **At least 5 weeks** before the date of delivery – contact the printing house. Add that when you have agreed on a schedule, a copy of it should always be sent to the library: forskarstodbibliotek@hv.se. If it is a compilation thesis: Check your copyright (for example Creative Commons-licence).
4. At least 4 weeks before the date of delivery – fill in the form “Ordering thesis information” in digital self-service to receive the documents “Previous dissertations ” and “Dissertation Info ” (this is where you will find ISBN-numbers, among other things).
5. **At least 3 weeks** before the date of delivery (unless another date has been confirmed by the printing house) – deliver the following to the printing house:
  - summary of the thesis that appears on the back cover (approximately 700 characters)
  - portrait photo
  - biographical text (approximately 300 characters)
  - the thesis itself (according to the Word-template)
  - the document “Tidigare avhandlingar”
  - the document “Avhandlingsinfo”
  - the subject area of your thesis
  - date, time, lecture hall, and name of external reviewer for the public defence

*The printing house will then send you proofs that must be approved before starting printing. It is important to ensure that all the information is correct (proofs are also sent to the library, where they check the serial number and ISBN number).*

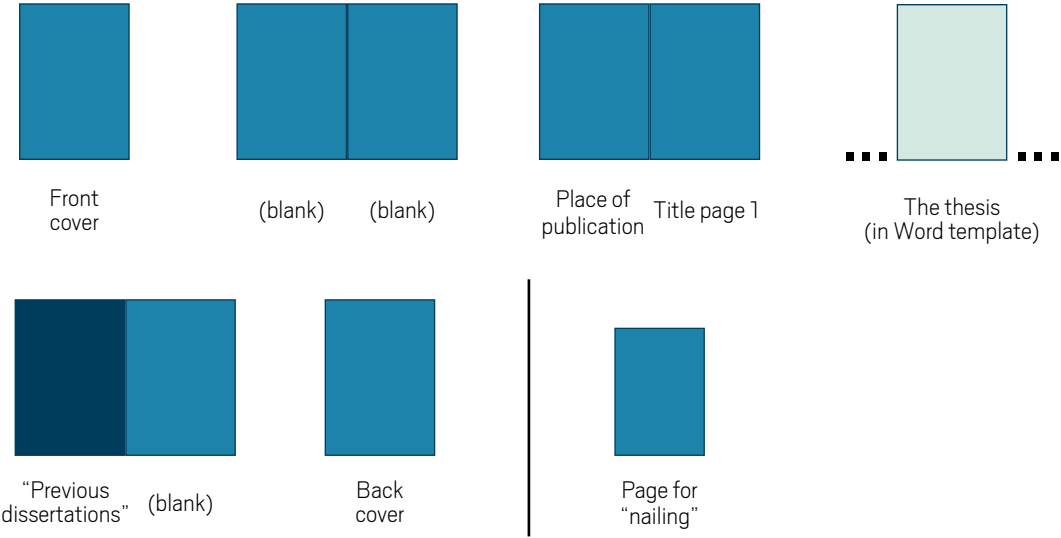
## Important deadlines



PLEASE NOTE! Remember that the deadlines above do not take holidays and vacations into consideration. Deadlines will need to be adjusted if holidays and/or vacations occur during these intervals.

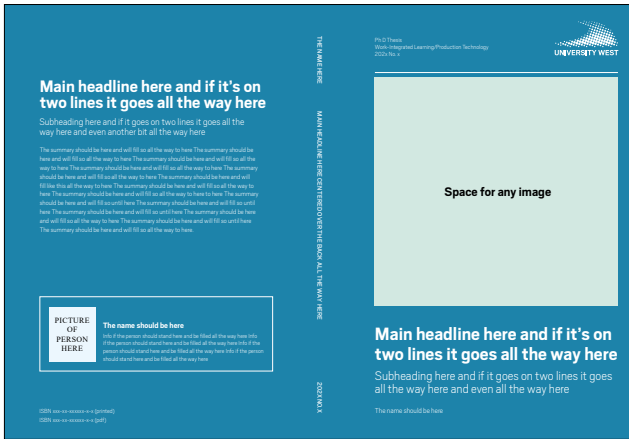
# The order of the pages

In the model below you can see how the pages should be ordered in the thesis (on the next page you can see examples of some pages). The printing house will help you with the layout of the blue pages. The dark blue page “Tidigare avhandlingar” is procured from the library. The light green pages are the ones that you as the author generate using the Word template\* which is available for downloading from the collection of documents on the RRPB webpage.



*\* If you do not use the template when you write the thesis, you will need to adjust the order of the pages so that they are in accordance with the template.*

## Cover



## Cover image

University West's imagery: The activities at University West are based on and defend the principle of the equal value of all people, where democracy and diversity contribute to social welfare, justice and sustainable social development. We want this to be reflected in our images.

Image resolution should be no less than 300 dpi. The image area is 130x123 mm in size.

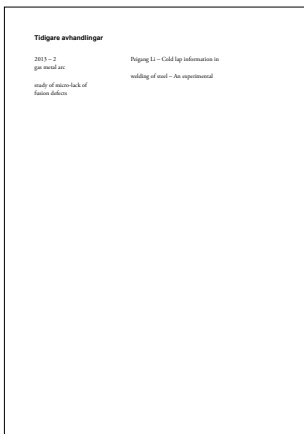
In University West's media bank there are images that are possible to use. They can be found here: <https://hv.mediaflowportal.com/>

## Place of publication

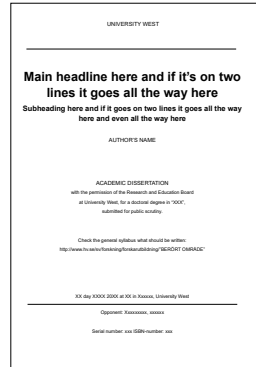
## Title page 1



## "Previous dissertations"



## "Nailing" announcement: front and back



# Inset

It is easiest to write your thesis in the template that you download from the collection of documents at Medarbetarportalen at the web (Utbilda, forska, leda-fliken => Utbilda => Forskarutbildning => Licentiatuppsats och avhandling). The template has been created in accordance with the directives for font, font size, etcetera below. If you nonetheless choose to write your thesis in another template, below you will find instructions as to how that document should be adapted to conform with University West standards (remember that all sizes are according to the S5 format 165x242 mm that is to say, not the A4 format).

**Please note!** It is important to read through all the instructions, whether or not you choose to use the template.

## Introductory pages

### **ACKNOWLEDGEMENTS**

TYPOGRAPHY

**Heading:** Arial Bold 12 pt.

**Body text:** Adobe Garamond Pro/Garamond 11 pt, line spacing 13 pt.

### **POPULAR SCIENCE SUMMARY**

If the thesis is written in English, a Swedish summary must be provided (or Norwegian or Danish). If the thesis is written in Swedish, Norwegian or Danish, an English summary must be provided.

TYPOGRAPHY

**Heading:** Arial Bold 12 pt.

**Body text:** Adobe Garamond Pro/Garamond 11 pt, line spacing 13 pt.

### **ABSTRACT**

Approximately 3,000 characters, including spaces.

TYPOGRAPHY

**Heading:** Arial Bold 12 pt.

**Body text:** Adobe Garamond Pro/Garamond 11 pt, line spacing 13 pt.

### **TABLE OF CONTENTS**

TYPOGRAPHY

**Heading:** Arial Bold 14 pt.

**Chapter title:** Arial Bold 14 pt.

**Subheading:** Arial 11 pt.

Lines of dots to page numbers on right-hand side.

# The pages of the thesis

The pages that comprise the major part of the thesis should conform to the following directives.

## TYPOGRAPHY

**Main headings (chapter titles):** Arial Bold 17 pt

**Subheadings:** Arial Bold 14 pt

**Intermediate headings:** Arial Bold 12 pt

**Body text:** Adobe Garamond Pro/Garamond 11 pt, line spacing 13 pt

**Text under/in photo/drawing/figure/table:** Arial 9 pt

## MARGINS

**Outer and inner margins:** 22 mm

**Top margins:** 20 mm

**Bottom margins:** 27 mm

Are characters missing in the font used for body text (for example, characters needed for mathematical formulas), we recommend that a different, more complete font is used. For special characters please use Times New Roman or Lucida.

# Page header and footer

## PAGE HEADER

Depending upon the length of the thesis, the author should choose to whether or not to have additional information, such as chapter numbers and/or the chapter's title in the header. If so, the text should be centred. (See the example below). The title of your book should not appear in the header or the footer (since this information is obvious).

## TYPOGRAPHY

**Chapter numbers /Chapter titles:** Arial 9 pt (all caps)

## FOOTER

Page numbers should appear on all pages, centred.

## TYPOGRAPHY

**Page numbers:** Arial 9 pt



## Compilation thesis – Title page

The title page of a compilation thesis (see below) appears before the published articles and provides numbers (or letters) of the publications, the titles, author, and where the article was published (conference or journal).

Each title page has a blue label showing the number/letter for each publication. In accordance with the template, the label is placed in the right-hand margin. This is to mark where each publication begins in the book. These blue markers are visible even when the book is closed.

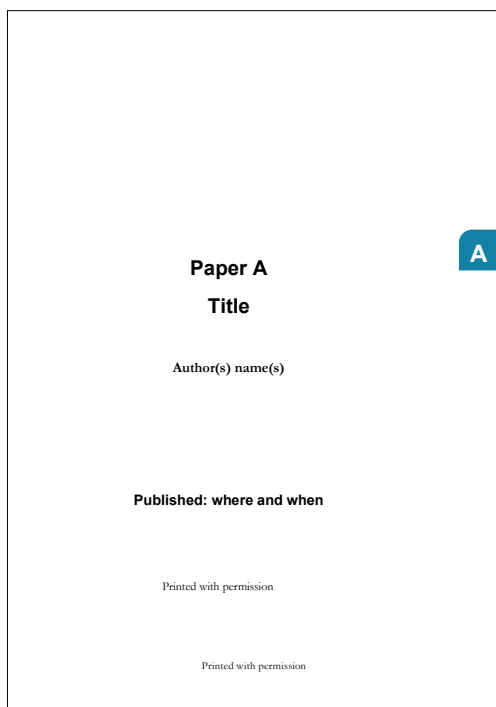
### TYPOGRAPHY

**Title:** Arial Bold 17 pt

**Author:** Adobe Garamond Pro/Garamond 12 pt

**Article published:** Arial Bold 12 pt

**Number/Letter in box:** Arial Bold 17 pt (white)



## Compilation thesis – Published articles

When it is time to send the compilation thesis to the printing house, the introductory chapter should be paginated separately, and the published articles should be shown as documents in their own right, in their original version. In the case of articles that are not found in their original version, the manuscripts are edited so that they conform to the typography used in the rest of the thesis. The author must request the rights to his or her articles from any journals that have published them. If it only applies to printing in paper form: “Printed with permission”. If it is also to apply digitally: “Published with permission”. If you have permission for both, use “Printed and published with permission”.

If there is a Creative Commons license, it must be stated which one was used. Any changes made to the original publication must be taken up in the request for the rights sent to the journal, and the approval obtained from the publisher should be documented in the thesis, or the author’s right to publish the article should have been clarified in an already existing contract.



# Printing house

Printers are hired through contractual arrangements with University West. These printers are engaged in a hierarchical order, by which number 1 is offered the job first and if they are unable to deliver in time, number 2 is asked.

Contact the head of department about how many copies you will print before you make the order.

NOTE! Don't forget to send a copy to the library!

## **NUMBER 1**

STEMA SPECIALTRYCK AB

**Contact person:** Daniel Larsson

**Email address:** daniel.larsson@stema.nu

**Telephone:** 070-81 03 517

## **NUMBER 2**

ALE TRYCKTEAM

**Contact person:** Patrick Holm

**Email address:** patrick@svenskttryck.se

**Telephone:** 031-98 35 10



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