

ESSENTIALS OF FORMATTING & PRACTICAL TIPS

(Refer to the main guidelines document and supplements for details.)

Margins	Left: 4cm Top, bottom, right: 2.5cm Note: No justification of text.
Font	Times New Roman: 12 pt. for text and headings. The font on tables can be reduced as far as 8, but no smaller.
Spacing	Use double-spacing throughout the main text.
Paragraphs	<ul style="list-style-type: none"> Do <u>not</u> indent the first paragraph of a chapter or chapter sub-section. Indent all other paragraphs. Use the Tab key to indent; do not indent manually by repeatedly pressing the space bar.
Pagination	<ul style="list-style-type: none"> Center the page numbers at the bottom of the page. Font: Times New Roman size 12.
Numbers	<ul style="list-style-type: none"> Numbers less than 10 are written out as words (i.e., one through nine). Numbers 10 and greater use Arabic numerals (10 – 999,999). EXCEPTION: Do not use a figure (<i>rakam</i>) to start a sentence: write the number in full. (Alternatively: re-structure the sentence so that the number is not at the beginning.) ★ Use periods to indicate decimals, commas to indicate thousands.
Abbreviations & Acronyms	<ul style="list-style-type: none"> Define abbreviations by writing out the name in full on the first use, and then put the abbreviation in parentheses. Example: “...School of Social Work (SSW) ...” Once defined, you must use the abbreviation for all subsequent references; no flip-flopping! Use abbreviations sparingly. (<i>Tip</i>: Most readers can keep track of only 4 to 5 unfamiliar abbreviations.)
Appendices	Appendices must be labeled and arranged in the order in which you mentioned them in the main text. (<i>Tip</i> : First finalize the main text, and then label the appendices.)
References	<ul style="list-style-type: none"> Single-space individual entries. Double-space between entries. Use a hanging indent for the second and subsequent lines of an entry. Entries should not break across pages. Each entry should finish on the same page where it starts. (This is relevant for the last entry on a page.)
Dates	<ul style="list-style-type: none"> Approval page: the month and year of your successful defense. Cover page and title page: the year of your successful defense.

PRACTICAL TIPS

Automatize new main sections

- Each major section (e.g. table of contents, abstract, chapters) must start on a new page. Please do not do this manually by pressing 'Enter' a number of times.
- Instead, insert a page break immediately at the end of the text of each section. To do this, you can press **Ctrl+Enter** at the same time (for Macs, use **cmd+Enter**).

Hanging indent (for References)

- To make your life easier, set up the spacing and indentation for your references with the first entry.
- Type the first entry. Select it. Then go to Document → Indents and Spacing to arrange the settings. The settings should look like what you see in the image below.
- To start typing the next entry, simply press 'Enter'; the spacing and the indentation will be correct.

Paragraph

Indents and Spacing

Line and Page Breaks

General

Alignment:

Outline Level: Collapsed by default

Indentation

Left:

Right:

Special: By:

Mirror Indents

Automatically adjust right indent when document grid is defined

Spacing

Before:

After:

Line spacing: At:

Don't add space between paragraphs of the same style

Snap to grid when document grid is defined