

## 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"> <li>Do <u>not</u> indent the first paragraph of a chapter or chapter sub-section.</li> <li>Indent all other paragraphs.</li> <li>Use the Tab key to indent; do not indent manually by repeatedly pressing the space bar.</li> </ul>
Pagination	<ul style="list-style-type: none"> <li>Center the page numbers at the bottom of the page.</li> <li>Font: Times New Roman size 12.</li> </ul>
Numbers	<ul style="list-style-type: none"> <li>Numbers less than 10 are written out as words (i.e., one through nine).</li> <li>Numbers 10 and greater use Arabic numerals (10 – 999,999).</li> <li>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.)</li> <li>★ Use periods to indicate decimals, commas to indicate thousands.</li> </ul>
Abbreviations & Acronyms	<ul style="list-style-type: none"> <li>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) ...”</li> <li>Once defined, you must use the abbreviation for all subsequent references; no flip-flopping!</li> <li>Use abbreviations sparingly. (<i>Tip</i>: Most readers can keep track of only 4 to 5 unfamiliar abbreviations.)</li> </ul>
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"> <li>Single-space individual entries. Double-space between entries.</li> <li>Use a hanging indent for the second and subsequent lines of an entry.</li> <li>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.)</li> </ul>
Dates	<ul style="list-style-type: none"> <li>Approval page: the month and year of your successful defense.</li> <li>Cover page and title page: the year of your successful defense.</li> </ul>

## 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