



University
of Antwerp

Manual PhD thesis template

Antwerp, 2020

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Introduction

In this document you will find instructions on how to best use the PhD thesis template to create your own PhD thesis. The following topics will be explained:

- Structure of the thesis;
- Importance of respecting margins for the production of the printed thesis;
- General principles for formatting your document in Word;
- Formatting tables, charts and illustrations;
- Some tips to avoid common frustrations.

Chapter 1 **General principles**

The thesis template contains the desired structure for your PhD thesis and takes further print production into account. Using styles and quick components is the easiest way to build your document. This way, you can always reuse these parts while writing and it saves you time on checking whether the layout is correct for all parts afterwards.

1.1 Structure of the PhD thesis

The template lays out the desired structure of a PhD thesis. The front page (first page of the Word document) is the first page of the inside of your thesis. This means that the front cover of the PhD thesis has to be created separately.

More information on the form and layout of PhD theses can be found on the [website of the Antwerp Doctoral School](#).

In the template, the front page is followed by a disclaimer. This is then followed by the table of contents, the introduction, a summary and a Dutch summary. Your actual PhD thesis starts after these parts. Finish it with a bibliography and lists of images, tables, etc.

1.2 Print production

The margins and text styles in this document are designed to give your thesis the desired result when printed. The whole thing will eventually be printed in reduced size. The document itself is A4, so you can easily print it from your own printer. For digital distribution, you can easily create a PDF file by selecting 'PDF' when using the 'save as' option.

1.3 Using styles

You can create various styles in a Word document. When a style is formatted, it defines what font size, colour, indentation or spacing, etc. the text or table will have when using that style. Styles are saved with the document, or in a template when the styles should be available for all documents based on this template.


In this PhD thesis template, the necessary styles have already been provided. Applying these

styles will give your document the desired form.

How do you use styles?

Go to the ribbon and select the 'Start' tab. There you will find the styles that have been defined for this template. Place your cursor in the paragraph and select the desired paragraph style. To apply a text style, first select the word(s).



Usually not all styles are shown. By clicking on the 'more' button , you can view all the styles specifically defined for the template.

1.4 Quick parts

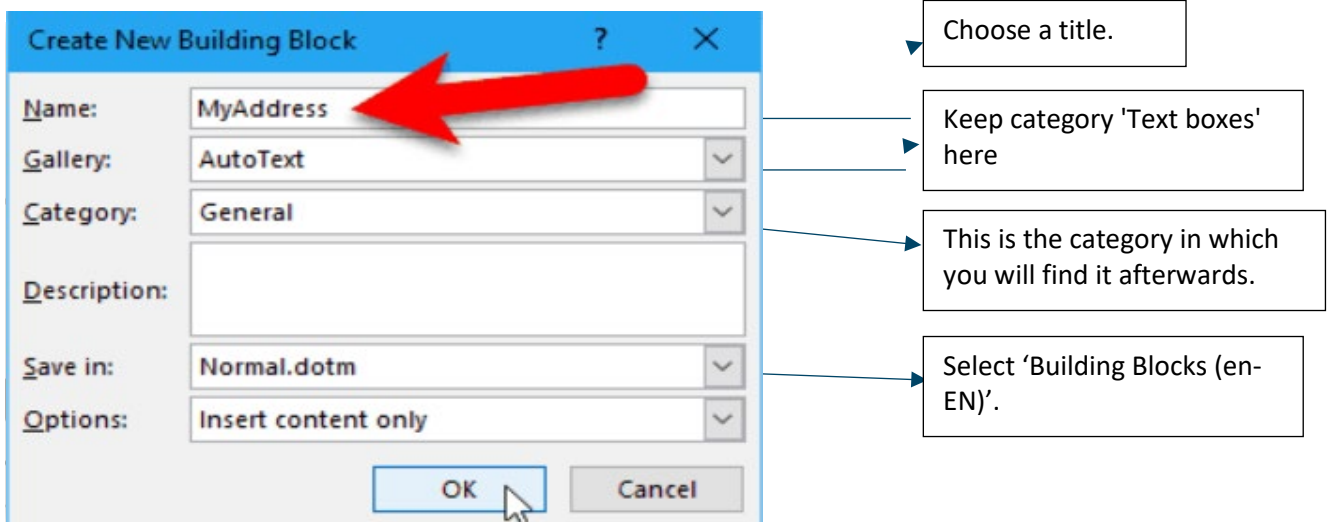
A quick part is a combination of objects that are saved together for reuse in various places in your document.


How do you use quick parts?

Go to the ribbon and select the 'Insert' tab. Under the button 'Text box', you will find a bar with the name 'UAntwerp'. The bar contains the quick parts defined for this template. Place the cursor where you want to insert the quick part and select the desired part.

Adding your own quick parts

If you have a piece in your document that requires a lot of formatting work and regularly reappears in your document in a similar way, you can create a quick part for it. Select the relevant part of your document. Then go to the 'Insert' tab and under 'Text box' you can select 'Save selection in Text box gallery':



Afterwards you can find the part in the gallery where you saved it. This can be done either by clicking on the arrow under 'Text box' or by clicking on the icon  next to it.

1.5 Content controls

Content controls act as placeholders for content, i.e. input fields. You will find them in various forms: date picker, text entry fields, table of contents, selection lists, etc. You will usually recognise them as grey sample text which is highlighted when you go over it with your cursor. When you click on it, the functionality comes up and you can make a selection or retype it with your own text.

In this template, content controls are only used on the front page.

Blanking out text fields

If you want to delete the replacement text of a text field in the document, type a space. Please note that you should not simply delete the text, as this will result in the replacement text reappearing (and also being printed out).

1.6 Techniques for working better

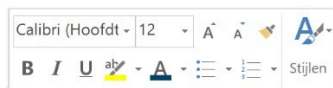
Invisible signs

Word is text-oriented. This means that all objects you place are anchored somewhere in the text. For example, if you delete a piece of text, your image can suddenly be gone too. This means that you removed the piece of text to which the image was anchored.

To get a better understanding of the structure of your document, it can be useful to make invisible characters visible. You can do this by selecting the paragraph button ¶ (found in the 'Start' tab under 'Paragraph'). This visualises a number of characters such as spaces, tab marks, page breaks, etc. and makes it easier to see how the document is structured.

Using the mini toolbar

After you select a text, a mini toolbar automatically appears in the document next to your cursor. It contains functions for formatting the selected characters. You will also find functions to customise the paragraph here: Quick Styles, Alignment and Indentation. By using these, you can save time by not having to go to the ribbon at the top of the page every time with your cursor.



Making bulleted lists

It is preferable to create bullets with list styles instead of the bullet button. This way, your bulleted list gets the desired look every time. When bullets are created automatically or by using the bullet and number button, they get the basic Word indentations, which does not give the desired result (indentations, bullets and numbers can shift in the different levels).

The best practice is as follows: enter your text without using bullets, select all the text of your list and choose the desired style for a 'Bulleted list' or a 'Numbered list' in 'Styles' (found under the 'Start' tab). If it goes wrong, delete the layout and re-apply the desired list style.

Updating the table of contents

The template contains an automatic table of contents style. Only update the table of contents when the rest of the text is finished. If you place the cursor on the table of contents, a button to update the table of contents appears at the top (or you can right-click with your mouse and choose 'Update Field'). Click on 'Update' and choose the option to update the entire table of contents. This updates the respective titles and page numbers.

A few small adjustments are often necessary afterwards. For example, with a short title you will need to add an extra tab to nicely align the page number to the right. These manual interventions will disappear when you update the table of contents again.

Chapter 2 **Template elements**

2.1 Styles

As mentioned before, you will find these under the 'Start' tab.

Normal

This is the standard paragraph style. In this style, extra paragraph spacing is provided after the paragraph to visually separate the different paragraphs.

No spacing

This style is similar to the 'Standard' style but has no extra paragraph spacing after the paragraph. This style is usually applied to tables. Apply this style before inserting a table. This way, your cells will not get unexpected extra white spaces.

Header

This text style ensures that the selected text will appear in the header. It does not change the layout of the text itself, but it makes the text appear in the header. The selection can be the whole title, but for long titles it can be a fragment so that the text fits on one line in the header.

Headings 1 to 5

These styles are used for titles in your PhD thesis. These are automatically numbered into several levels and are included in the table of contents. The template provides five levels of headings. To make an easily readable document, it is recommended to not use more than five levels, since the extra levels do not have any added value.

Heading 1 is used for the main chapters and automatically starts on a new page.

Title

This style corresponds in form to Heading 1 but is not numbered. This style is also included in the table of contents. It is used for titles of the introduction, bibliography, etc.

Subtitle

This style is used for an introduction or explanation after a heading.

Heavy

This is a word style to make text bold.

Quote

Use this style when you quote something or someone. If you select a piece of text within a paragraph, the text becomes italic. If you select the entire paragraph, it will also be centred.

Caption

This is used for captioning images, charts and tables. This style is also used automatically when you use the 'Insert caption' button under the 'References' tab.

Bulleted list

The style 'Bulleted list' gives a list with a bullet and a dash depending on the level.

Numbered list

The 'Numbered list' style produces a numbered list.

Footnote text¹

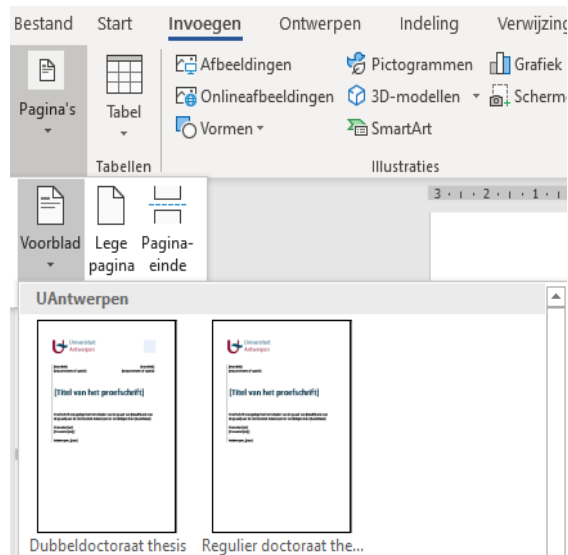
Although this style is not in the style gallery, it has been defined for footnote design. You can find the 'Insert footnote' button under the 'References'. To align your footnote text nicely, start the footnote with a tab, then the second line will be nicely aligned with the first.

¹ Start your footnote with a tab.
By doing this, the second line will be nicely aligned with the first.

2.2 Specific building blocks

2.2.1 For editing the front page

The template provides two types of front pages: 'Double PhD thesis' and 'Regular PhD thesis'. Which front page you should use, depends on whether only UAntwerp is involved or if another research institute is also involved.



The two front page options can be found in the 'Insert' tab and then under 'Pages'. Choose the desired option and fill in the respective quick parts.

Please note: if you choose a different cover page afterwards, you will have to enter the data again.

2.2.2 For inserting a landscape page

You can insert a landscape page as follows:

- Place your cursor at the place where you want to start the horizontal pages.
- Insert a section ending (found under: 'Layout' / 'End marks' / 'Next page').
- Set the page to landscape (found under: 'Layout' / 'Orientation' / 'Landscape').
- Then add the page number. For this purpose, the following text boxes were developed: 'landscape page number' and 'portrait page number'. Place your cursor in the footer and under 'Insert' in the selection of text boxes, choose 'landscape page number'.

If you want to change the orientation of your page back to portrait, please follow the same procedure.

2.3 Inserting tables, charts and images

Tables

Before inserting a table, please choose the 'No spacing' style under the 'Start' tab. Then you can insert a table by using the 'Table button' in the 'Insert' tab. If you click on this button, a grid appears with which you can easily determine the number of rows and columns.

Table 1: table description

Depending on your data, you have the option of designing certain rows and columns automatically. When your cursor is on the table, you can select the options that best match your data from the 'Table style options'. These options can be found in the 'Design' tab under 'Table tools'.

<input checked="" type="checkbox"/> Veldnamenrij	<input checked="" type="checkbox"/> Eerste kolom
<input type="checkbox"/> Totaalrij	<input type="checkbox"/> Laatste kolom
<input checked="" type="checkbox"/> Gestreepte rijen	<input type="checkbox"/> Gestreepte kolommen
Opties voor tabelstijlen	

You might notice that the choices you make here will also affect the 'Table Styles'. Choose a style that best suits your document. By default, the proposed colours will correspond to the colour palette defined for UAntwerp.

Charts

Under the 'Insert' tab you will find the 'Chart' button. Clicking on it will give you an overview of possible charts. Depending on your data, choose the option that best matches what you want to interpret. After making your selection, a chart and a simple Excel table will open. You can enter your data into the simple Excel table. For more complex calculations, you can also edit this data in Excel itself. To do this, move your cursor to the chart and right-click. Then under 'Edit data' select 'Edit data in Excel'. After you have made the changes, you can simply close the Excel table again and the changes will be visible in Word.

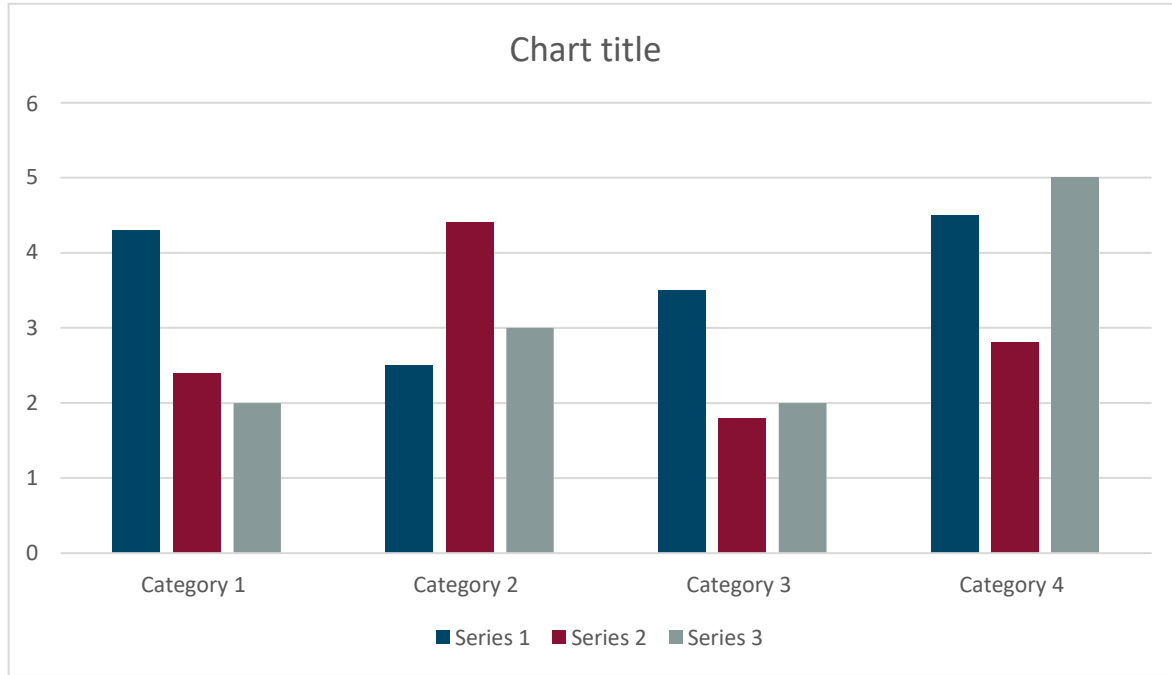


Chart 1: example of a bar chart

Options for further shaping your charts can be found in the contextual menu 'Tools for charts' that appears in the menu bar when you select the chart or with the buttons that appear next to the selected table.



Images

You can find the 'Image' button under the 'Insert' tab. If you click on it, a window will open in which you can select the file you want to insert.



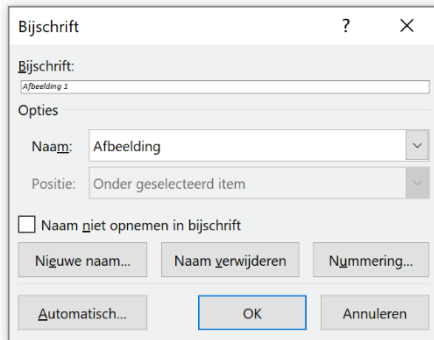
Image 1: university logo

With your image selected, you will find the necessary options for editing the image at the top of the menu bar under 'Image tools' (tab 'Layout'). For example, you can use the 'Crop' button to crop out an unwanted part of the image.

2.4 Captions for pictures, figures, tables, etc.

To create captions, please use the functionality provided for this purpose in Word. You can find the 'Insert caption' button under the 'References' tab.

In the menu that opens, you can specify the type of object (Image, Figure, Table, etc.) under the 'Name' option. If necessary, you can also add new names for objects. If you click on 'New name', a field appears in which you can write the new name. Under 'Caption' you then put the title for the object.



If you create captions in this way, you can easily make lists of them afterwards using this button:

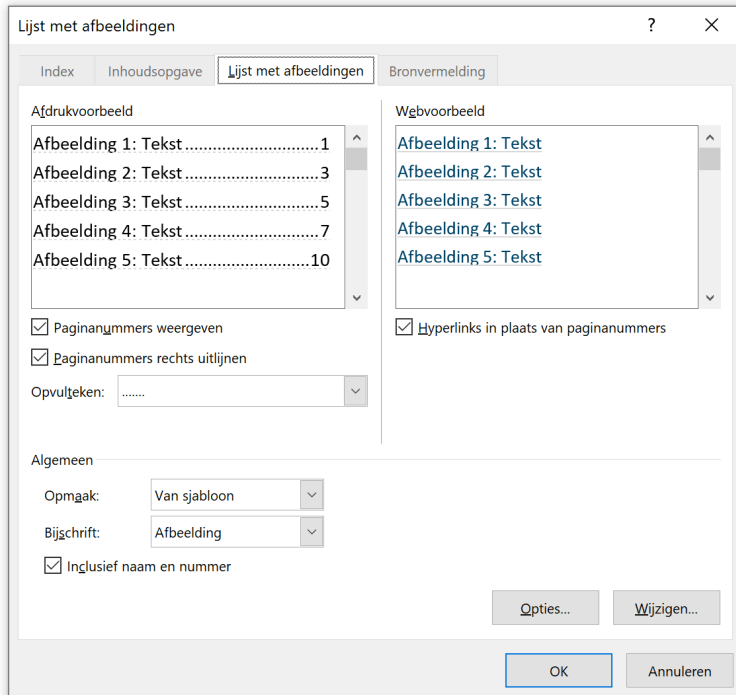


2.5 Making lists

The template already has lists for images, figures and tables at the back. You can update this by right-clicking on the field and choosing 'Update field'.

With the 'Insert image list' button under the tab window 'Links', you can add additional lists if necessary.

Template elements



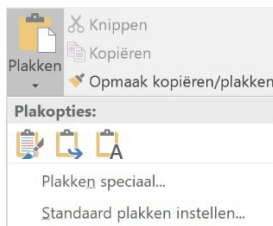
Chapter 3 Tips for converting existing materials

3.1 Deleting unwanted code

As mentioned in the general principles, there is invisible code hidden in your text. So when you copy text from one document to another, you often unconsciously copy unnecessary code. There are various ways of removing this often unwanted code.

Paste Special

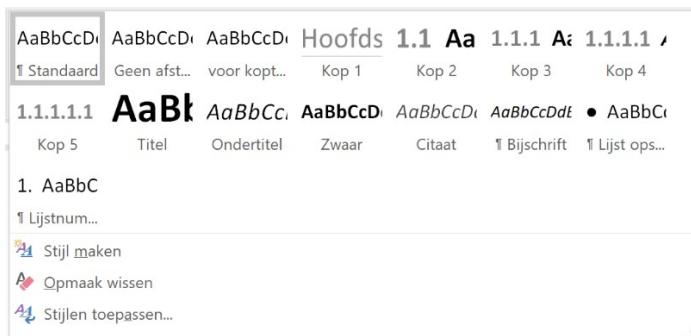
By clicking on the arrow under the 'Paste' icon in the 'Start' tab, you get the 'Paste Special' option. If you select this, a window opens in which you can choose the 'Unformatted Text' option. If you now click OK, the text will be placed without any formatting and it will get the style of the place where you pasted it.



Of course, you can also just right-click and choose this option from the shortcut menu.

Using styles

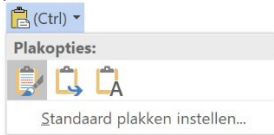
There is a 'Clear formatting' option under the 'Styles' menu in the 'Start' tab if you make all the quick styles visible. Selecting it removes the codes from the selected text.



This method often provides a solution when elements seem to have a mind of their own.

Through the menu

When you paste elements into your file, you will often see an icon appear next to the pasted text. When you open this, you get several options for what to do with the pasted text. To remove the code, choose the option 'Keep text only' (the sheet icon with an A).



3.2 Images and other objects

If you only keep the text, images and other objects are not included. You must copy these one by one from your original document and place them in the new one.

For charts, please consider keeping only the data and using the chart styles from the template to get a suitable result.