



## Instructions for using the doctoral thesis template in Word

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## Introduction—this is an unnumbered first-level heading

The following is a description of the use of the doctoral thesis template.

The template comprises the whole structure of a doctoral thesis, whereas not all the chapters need to be included in a concrete doctoral thesis, e.g. “Abbreviations (optional)”. To remove an unnecessary chapter, click on the relevant page, select the entire page and delete by pressing the Backspace or Delete key.

To use shaded fields, click on the field and type the required text there. Delete the unnecessary fields by pressing the Delete key.

See the image in the doctoral thesis template:

### Introduction

**Text, first paragraph without indent.** The introduction to a thesis shall outline the topicality of the subject investigated and the reasons for the selection of the subject, the purpose and tasks of the thesis, the issue to be investigated, the methodology used in the thesis, the baseline information used, theoretical and practical novelty of the thesis, overview of approbation of the outcomes of the thesis (introducing at conferences and seminars, published publications, etc.).

**Next paragraphs with indent**

The fields have been formatted by using styles.

To apply the style *Body Text / Body Text First Indent* to the existing text, select the text and double-click on the name of the style. You can also copy and paste styles by using the Format Painter or replace styles by using the Find/Replace command depending on the formatting of the specific text.

# 1 Explanation of use of the doctoral thesis template by chapters

The default format of the doctoral thesis in the template is 17.6 x 25 cm (Envelope B5) and the template structure includes all the possible chapter titles. The layout and content type have been defined by fixed texts and fields. A certain content type and format has been applied to a field. If you do not need a field, delete it.

**The text font** of a doctoral thesis is *Calibri 10 pt regular, justified*, i.e. upright font, single spacing and. The styles *Body Text* and *Body Text First Indent* are used for formatting the text depending on the location of the paragraph. The style *Body Text* is used for formatting non-indented, justified text. A title, figure, table is always followed by a non-indented paragraph. The style *Body Text First Indent* ensures that an indented paragraph follows a non-indented paragraph. An indentation is 3 characters, i.e. 0.4 cm in case of font size 11 pt. All the requirements for formatting different parts of the document have been set out in Table 1 and have been put into practice by using template styles. The default language is English (UK). To change the language settings, use the command **Modify, Format, Language**.

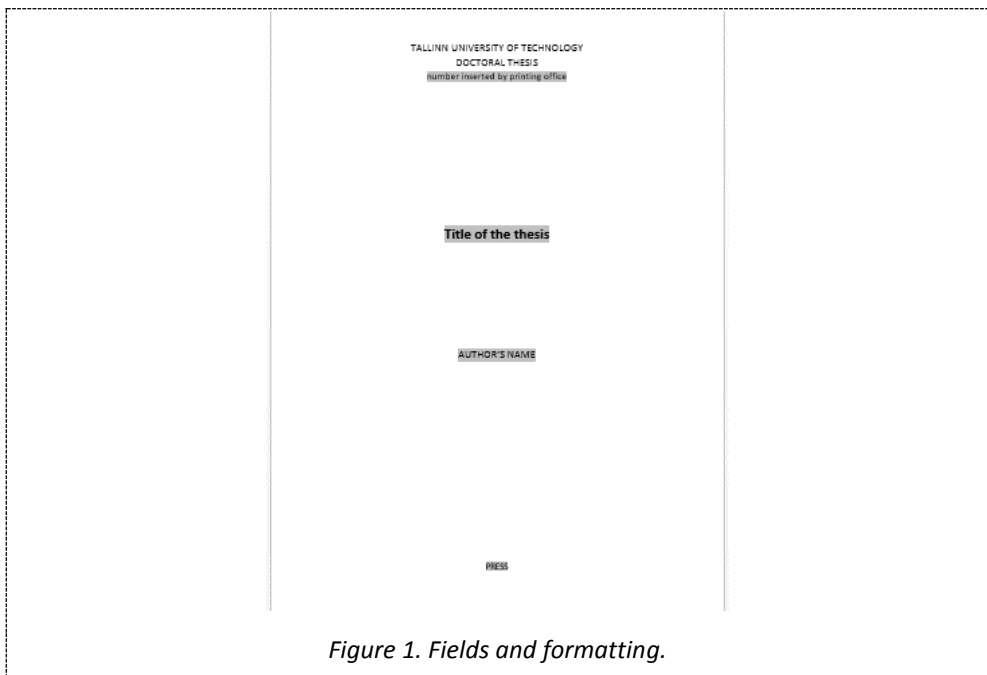
The following sections set out all the parts required in the structure of a doctoral thesis (see the structure of the doctoral thesis in the “Procedure for Writing Doctoral Thesis”).

## 1.1 Title pages

A doctoral thesis has 2 title pages. If a thesis is written in English, the first title page shall be in English and the second one in Estonian.

### 1.1.1 First title page

The title page displays a layout with fields.



Title of the thesis—field Style *Title* (Centered, Font Calibri 20 pt, Bold). Enter the title of the thesis in this field, the text will be wrapped according to the length of the title. If you want to wrap the text from another place, use **Shift+Enter** at cursor position.

### **1.1.2 Filling out the reverse side of the title page**

On the reverse side of the title page you can see the layout and all the fields and a text. You can delete fields and add texts.

### **1.1.3 The second title page**

The second title page is in Estonian. Here you can also choose the discipline and wrap the text by pressing **Shift+Enter**.

## **1.2 Contents**

The title "Contents" is an unnumbered title. The Contents page is the first page where the number of the page is displayed. The Contents includes headings of the thesis until level 3 (see p. 6). The Contents includes also unnumbered headings and headings of appendices with page numbers.

If heading styles have been used in the thesis for formatting headings, you only need to update the Contents field in order to create Contents (right-click on the Contents and then click *Update field*).

## **1.3 List of Publications and Author's Contribution to the Publications**

The list of author's publications, on the basis of which the thesis has been prepared. The optional author's contribution to publications may be presented on a separate page.

To present a list of publications, the following styles are used: List of Publications and List of author's contribution. In both styles the list is displayed in Roman numerals.

See the image in the doctoral thesis template:

### **List of Publications**

The list of author's publications, on the basis of which the thesis has been prepared:

- I Paper1
- II Paper2
- III Paper3

### **Author's Contribution to the Publications**

Contribution to the papers in this thesis are:

- I Paper1
- II Paper2
- III Paper3

## 1.4 Introduction

In a doctoral thesis "Introduction" is an unnumbered heading—the style *Heading 1* is used, but it must be unnumbered. When you press **Enter**, it will be followed by a non-indented paragraph like after any other heading.

This chapter like any other chapter must start from the right-hand page (the page with an odd number). If a chapter starts from an even-numbered page, add a blank page before it. To add a blank page, move the cursor to a point before the heading and select **Insert, Blank Page**, which will add a *Page Break* to the previous page. You can also use the shortcut **Ctrl+Enter**. **NB!** Such placing of chapters should be the last work before the final formatting of the thesis, because the pages may change in the course of writing and amending the thesis.

See the image illustrating the chapter "Introduction" in the doctoral thesis template:

### Introduction

Text, first paragraph without indent. The introduction to a thesis shall outline the topicality of the subject investigated and the reasons for the selection of the subject, the purpose and tasks of the thesis, the issue to be investigated, the methodology used in the thesis, the baseline information used, theoretical and practical novelty of the thesis, overview of approbation of the outcomes of the thesis (introducing at conferences and seminars, published publications, etc.).

Next paragraphs with indent

## 2 Formatting the body text of the doctoral thesis

The body text of a thesis is divided into chapters by using up to three levels of headings. Application of a new heading level is justified if the section contains more than one paragraph. An Arabic numeral shall be placed before a heading. If several levels of headings are used, the headings shall be numbered with reference to the numbers of the chapters of the previous levels<sup>1</sup>.

The headings, which need not be numbered, are unnumbered in the template, e.g. "Abstract", "Author's publications", "Abbreviations", "Terms and symbols"...

These sections have been formatted as a table in the following form:

### Abbreviations (optional)


Explanations of abbreviations used in the thesis—the table.

If you do not need table borders, you can remove them – *Table Tools, Design, No Border*.

---

<sup>1</sup> Different heading levels are separated by a full stop.

Appendix headings are also unnumbered, but the number of an appendix must be added in the heading after the word "**Appendix**" (no automatic numbering is applied) – **Appendix 1**.

**Headings are formatted** by using the heading styles applied in the template. Three levels of headings are used, which are formatted by using the heading styles *Heading 1*, *Heading 2* and *Heading 3*. In the thesis template it is displayed as follows:

**1 Heading of Chapter (new page) – Heading 1**

Text, first paragraph without indent  
 Next paragraphs with indent

**1.1 Subheading 2 – Heading 2**

Text, first paragraph without indent  
 Next paragraphs with indent

**1.1.1 Subheading 3 – Heading 3**

Text, first paragraph without indent  
 Next paragraphs with indent

The styles used for formatting headings and other parts of the text and explanations are presented in the following table (Table 1).

A chapter always starts on a new page and this can be ensured by applying the heading style *Heading 1* and the *Page Break Before* setting. A chapter heading is followed by a non-indented paragraph. A non-indented paragraph is followed by an indented paragraph.

*Table 1. List of used Styles.*

<b>Definitions and names of the styles used in the template</b>	<b>Explanations, names of the styles</b>
Format (page size)	<i>Envelope B5 17.6 x 25</i>
Page margins	<i>Top, Bottom—20 mm, Left, Right—25 mm</i>
Footer (page numbers)	Page numbers must be centered in the footer of the page, 10 mm from the edge of the page, font Calibri 10 pt Pages must be numbered consecutively throughout the whole thesis, excluding the scientific publications presented as an appendix to the thesis. The first numbered page is the page of introduction (“Introduction”).
Body text font	Calibri 10 pt, upright font, justified
Body text layout	The paragraph following the heading must be non-indented (style <i>Body Text</i> ) and the following paragraphs must be indented (style <i>Body Text First Indent</i> ), the indent must be 4 mm i.e. three spaces.

Definitions and names of the styles used in the template	Explanations, names of the styles
Chapter heading – first level heading ( <i>Heading 1</i> )	<p>Calibri 14 pt, starts on a new page, left alignment. The spacing after the heading must be 5 pt, no spacing before the heading, since the chapter heading starts on a new page.</p> <p>The heading is numbered by using Arabic numerals, the numeral is separated from the heading text by a space.</p> <p>After you have typed the heading and pressed <b>Enter</b>, the right style—<i>Body Text</i>, which is a non-indented paragraph style, will appear above the cursor.</p> <p>When you have completed the paragraph (and press <b>Enter</b>), it will be followed by an indented paragraph—style <i>Body Text First Indent</i>.</p> <p>Apply the corresponding styles to an existing text. When other styles (available in Word) have been used in a text outside the template, the formatting described in the template and required in a doctoral thesis will be applied to the text, when the text is placed on the template.</p>
Subheadings <i>Heading 2</i> <i>Heading 3</i>	<p><i>Heading 2</i>—Calibri 12 pt, Bold, left alignment, spacing before the heading 12 pt, after the heading 5 pt <i>Heading 3</i>—Calibri 11 pt, Bold, left alignment, spacing before the heading 12 pt, after the heading 0 pt</p> <p>After you have typed the heading and pressed <b>Enter</b>, the right style—<i>Body Text</i> will appear above the cursor.</p> <p>When you have completed the paragraph, it will be followed by an indented paragraph.</p> <p>Apply the corresponding styles to an existing text.</p>
Footnote	Calibri 9 pt, left alignment, style— <i>Footnote Text</i>
Page number	Calibri 10 pt, in the bottom margin of a page, centered, defined by the style <i>Footer</i> . Page numbers must be 10 mm from the edge of the page.
Table and figure captions <i>Caption</i>	Calibri 9 pt, italics, single line spacing, paragraph spacing before 5 pt and after 5 pt, alignment left

Definitions and names of the styles used in the template	Explanations, names of the styles
	<p>Formatting figures by using the style <i>Figure</i>—centers the figure and inserts a page wide frame to the figure, leaving free space below and above the figure. When formatting a figure by using the style <i>Figure</i>, the figure must be <i>In Line with Text</i>. See Figure 1 (<i>the Frame has been marked with a dashed line</i>). When using the command <b>References</b>, <i>Insert Caption</i> to insert a caption, the caption is centered and formatted by using the style <i>Caption</i>. When formatting a long caption, it is good to use the style <i>Caption_multilane</i>, which justifies the caption by the page width. This is particularly useful when inserting a smaller figure and a long caption after it (see Figure 4).</p>
<p>List of publications used in the thesis:  <i>List of publications</i> and  <i>List of author’s contributions</i></p>	<p>Styles <i>List of publications</i>, <i>List of author’s contributions</i>  I Paper1  II Paper2</p>

## 2.1 Most widely used terms in word processing

Table 2. The terms and definitions used in word processing.

<i>Caption</i>	Title of a figure or table
<i>Cross-reference</i>	A reference to a numbered object in the text defined by a heading or any other style
<i>Footer</i>	Information placed in the bottom margin of a page
<i>Footnote</i>	Information placed at the bottom of a page above the bottom margin and separated by a line.
<i>Gridlines</i>	Table gridlines can be displayed or hidden
<i>Header</i>	Information placed in the top margin of a page
<i>Label</i>	Indicates the figure category (in the thesis the labels used are <i>Figure</i> , <i>Table</i> )



### 3 List of Figures

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In the thesis template the chapter is displayed as follows:

**List of Figures (optional)**  
**No table of figures entries found.**

Updating the field "No Table of figures entries found" generates a list of figures in the form presented. The List of Tables is similar to that.

#### List of Tables

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### 4 Abstract in English and Estonian

An abstract with the heading in English and an abstract with the heading in Estonian („Lühikokkuvõte”) must be presented in the Contents only as “Abstract” and „Lühikokkuvõte” along with the relevant page number. The contents does not include the title of the thesis.

#### Abstract

##### Title of thesis

Text, first paragraph without indent Abstract is similar to the abstract of a research paper but more thorough (advisable length is 1–2 pages).

Next paragraphs with indent. It briefly revisits the content of the thesis, including the motivation for this work, novelty with respect to the previous work, problem definition, methodology, results and conclusions.

#### Lühikokkuvõte

##### Töö pealkiri

Taandeta tekstilõik

Taandreaga tekstilõik

## **Acknowledgements**

Here you can acknowledge your supervisor, co-workers, family members, etc. for support.

Do not forget also to mention all the funding agencies that have supported your work.

## **Appendix, Curriculum vitae, Elulookirjeldus**

These chapters with their headings and body text must be presented on separate pages in the doctoral thesis template.

## 5 Using MS Word for formatting a thesis

This chapter covers the aspects of word processing that should be kept in mind when you type a text, insert tables and figures and their captures, create a list of references and add citations, etc. in the word processing program MS Word.

The thesis template in MS Word has been created to assist the author in following the structure and formatting of the thesis. When the template is used the thesis will be automatically brought into compliance with the requirements and the author does not have to struggle with formatting problems and he or she can focus on the content of the thesis.

The doctoral thesis template includes **fixed texts** and fields with unfixed texts, which indicate what you need to enter in the field (see title page, author's declaration, etc.) Click on the text in the field and type or copy the required content, where to the right style will be applied. Paste the text with *Keep Text Only* option or use required style.

For formatting (numbered) headings the styles *Heading 1*, *Heading 2*, *Heading 3* have been used. After you have typed a heading, applied the heading style of the required level and pressed ENTER, you can start typing a text with the right formatting – style *Body Text*, which ensures the correct paragraph formatting. The next paragraph is indented, defined by the style *Body Text First Indent*.

To format an existing text, apply the required styles to the text.

## 6 Use of text in a thesis

For proper functioning of the thesis template the text must be entered correctly.

Life shows that when typing a text, people often do not pay attention to (or are not aware of) the details, which might prove to be problematic and cause a lot of confusion upon later use of the text.

- A text must be typed by using **ONE space** after each word.
- Where a word is followed by a punctuation mark, the punctuation mark must be placed immediately after the word and a space must be used after the punctuation mark. If more than one space has been used between words, the extra spaces should be removed by using the Find/Replace function.
- When typing a text, the text editor takes care of **line breaking** in a paragraph. If the next word does not fit in the line, it will automatically be carried over to the next line. The **Enter** key shall be pressed only at the end of the paragraph, since the author of the text is the one who divides the text into paragraphs. Non-printing paragraph marks ¶ are added to the end of paragraph.
- Sometimes it is necessary keep words or letters together so that they would not split over two lines when they do not fit into one line: e.g. the first letter of the first name and the last name, the title and the name, etc. In this case a **Nonbreaking Space** should be used, which can be inserted by pressing Ctrl+Shift+Space. For example, F. Lastname, 12 October, § 23 etc.
- Also, you may want to keep together hyphenated words, if you do not want to break a line at a hyphen. For this press Ctrl+Shift+hyphen (**Nonbreaking Hyphen**), e.g. e-governance.
- A **dash** (n-dash) is longer than a hyphen—it is not a minus sign! Such a longer dash is also used in the meaning of "to" (e.g. July 9–August 17; pp. 37–59, 2005–2008)<sup>2</sup>.

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<sup>2</sup> <http://www.grammarbook.com/punctuation/dashes.asp>

An n-dash can be inserted in Word by pressing Ctrl+minus key on the numeric keypad, or using code Alt+0150. In English texts the longer, the so-called m-dash is Ctrl+Alt+minus key located on numeric keyboard, or by pressing Alt+0151 (—) and it is used without spaces, e.g.

*Things have changed a lot in the last year—mainly for the better.*

- Do not pay attention to hyphenation when typing a text. However, if you want to hyphen a word manually, press Ctrl+minus sign.
- In order to break a heading that is too long press Shift+Enter.

## 6.1 Adding footnotes

Footnotes—(*Footnote*) are positioned at the bottom of the page, above the bottom margin area. In a thesis (template), footnotes (style *Footnote Text*) numbered separately on each page (*Footnote Text*) shall be used. In the text, click where you want to insert the note reference mark. Click **Reference**, *Insert Footnote* to open the dialog box *Footnote and Endnote*. This allows you to select various numbering settings—e.g. *Restart each page*.

If you want to refer to one and the same footnote in different parts of the text, you should use cross-reference, in order to avoid repeating the same footnote.

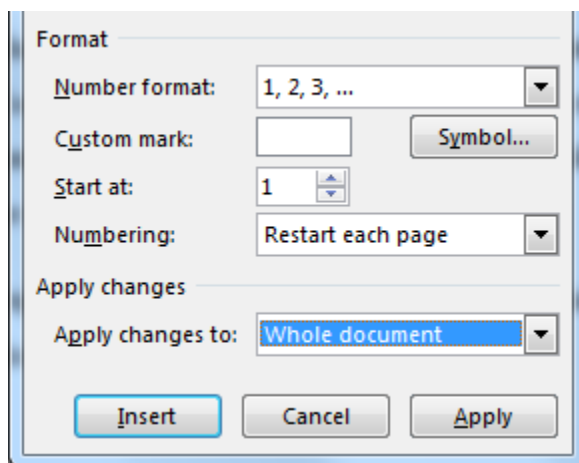


Figure 2. Footnote

## 6.2 Adding and formatting drawings and pictures

Since it is not easy to insert drawings and pictures, format them and add captions correctly, the style *Figure* has been created to add graphical objects in the template. To apply the style, proceed as follows:

- 1) insert a picture by clicking **Insert**, *Picture*, the picture must be *In Line with Text*
- 2) apply the style *Figure* to the picture
- 3) add a caption by clicking **References**, *Insert Caption* and select the label *Figure*
- 4) add a dot after the appearing figure number and type the caption (see 6.3)
- 5) the figure caption is centered and the style *Caption* (Calibri 11 pt, Italic) is applied; if the figure caption is long, the style *Caption\_multiline* can be used, which justifies the long figure caption by page width.

This style adds a page width frame to a figure, leaving the required free space around the figure and around the frame (Figure 3). If you need to move or delete a picture, select the frame around the picture and the caption and carry out the necessary action.



Figure 3. TTÜ main logo

In the following example, a figure from Maksim Gorev's doctoral thesis "At-Speed Testing and Test Quality Evaluation for High-Performance Pipelined Systems" has been used and the caption has been justified in *Caption\_multiline* style. Since the text is justified, centering of the figures is completely justified.

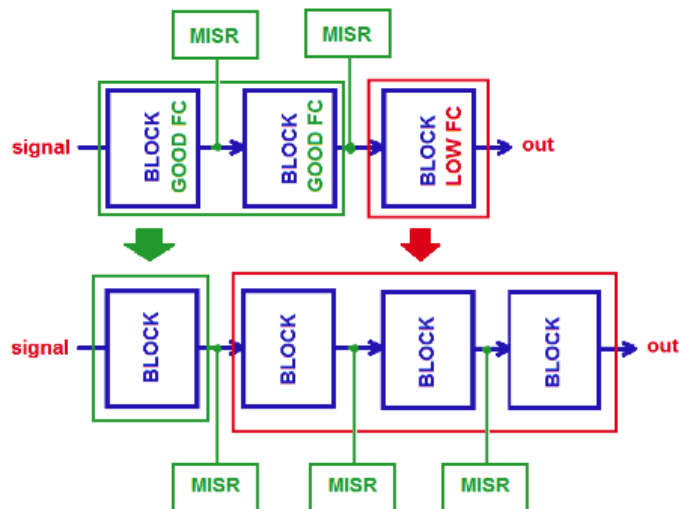


Figure 4. Example of merging and splitting the blocks in UUT with high and low fault detection coverage.

### 6.3 Adding a caption to a figure or table

To add a figure caption click **References**, *Insert Caption* or right-click on the image and select **Insert Caption** from the shortcut menu. A caption inserted by using the command Caption is numbered automatically and word processing tools allow you to control the numbering of captions as in case of any numbering (lists, page numbers, etc.).

A window will be displayed (see Figure 5. References, Insert Caption window.), from where you can select a new label (New Label...) for the object—Figure, Table, etc. You can also choose whether the position of the caption is below (Below selected item) the selected item like in case of a figure or above the selected item (Above selected item) like in case of a table and select the numbering format (Numbering...). **NB!** No explanatory text is typed after the label (e.g. Figure 5) here—the text is added to the figure/table as a title. Here, select OK, which will add a caption to the figure/table.

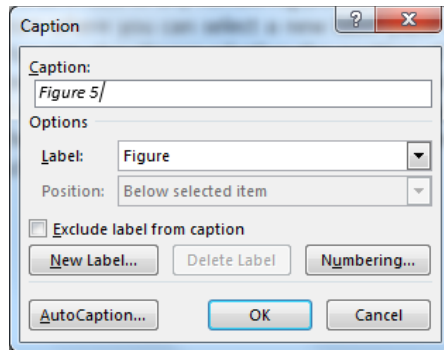


Figure 5. References, Insert Caption window.

If you add a new figure caption, Word automatically updates the caption numbers—Figure 1 is followed by Figure 2, Table 1 is followed by Table 2, etc. However, if you remove a figure/table), the document needs to be updated—select an entire document (Ctrl+A), click the right mouse button and from the popup menu select *Update Field* or select an entire document and press **F9**. Captions have been formatted by using the style *Caption*.

You can create an automatic list of figures under the section "List of Figures" and update it. The list of tables is presented in the section "List of Tables".

## 6.4 Using cross-references

Sometimes you need to refer to a figure, table, chapter, header or footer—a word processing object defined by a style located in another place in the document. You can add a bookmark to a text not defined by a style. A cross-reference has a definite structure (Figure 6).

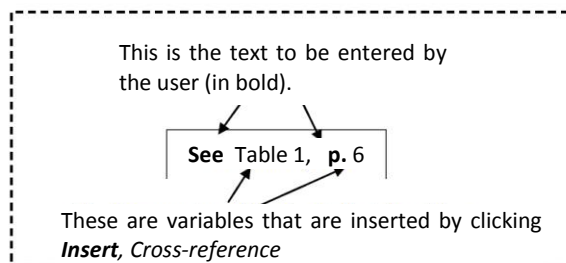


Figure 6. Structure of Cross-reference.

- 1) To add a cross-reference at the point where the cursor is positioned, select *Reference, Cross-reference* or *Insert, Cross-reference*.
- 2) The Cross-reference dialog box will open (Figure 7).
- 3) Using the Reference Type drop-down list, choose the reference type (e.g. *Table*) from the list. If *Table* is selected, all the table captions used in the document are displayed (see Figure 7). If you want a cross-reference to function as a link, click the *Insert as Hyperlink* check box.

- 4) After you have opened *Insert reference to*, select the reference (e.g. *Only Label and Number* or *Page number...*).
- 5) Click the *Insert* button. A field with the selected text will appear at the point where the cursor is positioned. Thereafter, if you want to, you can add, the page number in the same way.

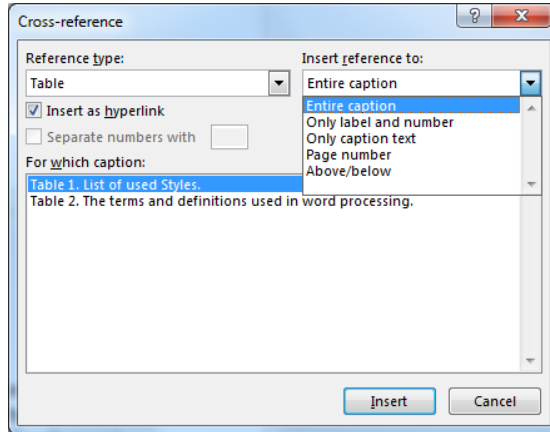


Figure 7. Insert Cross-reference window.

**To update a cross-reference** select the cross-reference, click the right mouse button and select *Update Field* from the shortcut menu or select the text and press **F9**.

## 7 References

Bertin, J. (1981). *Graphics and Craphic Information Processing*. Berlin: Walter de Gruiter.  
 Shih, S. A. (2015). Towards and Interactive Learning Approach in Cybersecurity Education. *Proceedings of the 2015 Information Security Curruculum Development Conference* (p. 11). New York: SCM.

Citations in the text as (Bertin, 1981), (Shih, 2015). See Figure 8.

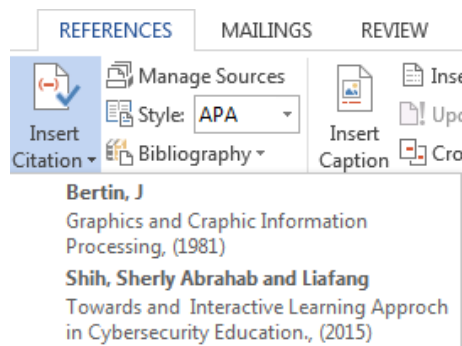


Figure 8. References, Insert Citation.

Above, there is an example of the results of the use of **References, Manage Sources**—the style applied is APA.

List of references to the scientific publications and other materials used in the preparation of the thesis. References shall comply with the requirements approved in professional literature. The terms of reference of each discipline are based on the traditions and specificity of the discipline. References shall be written in the language of the source referred to. It depends on the selected reference method, how the references are arranged and whether they are numbered.

For citing you can select from among all the sources in the list of references. The list of references as well as the citations in the text are defined by the selected style—in this case it is APA, but it can always be changed by selecting a new style, e.g. IEEE (Figure 9) .

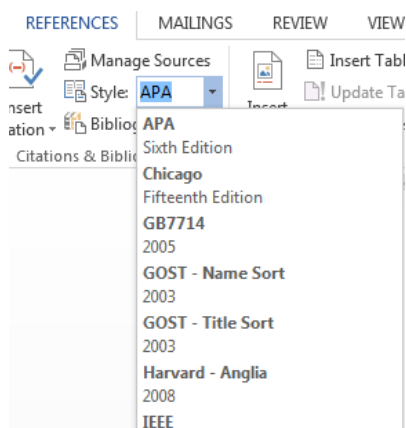


Figure 9. List of Reference Style.

The following figure illustrates how a list of references would look like if the style selected is IEEE:

**References**

- [1] J. Bertin, *Graphics and Graphic Information Processing*, Berlin: Walter de Gruiter, 1981.
- [2] S. A. a. L. Shih, "Towards and Interactive Learning Approach in Cybersecurity Education.," in *Proceedings of the 2015 Information Security Curriculum Development Conference*, New York, 2015.

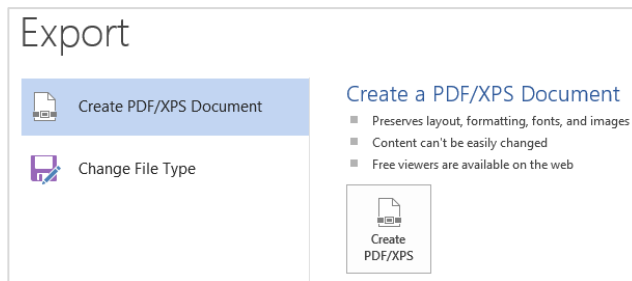
In this case, the citations in the text are presented in the following form: [1], [2].



## 8 PDF file

Portable Document Format (PDF) preserves document formatting and enables file sharing. When the PDF format file is viewed online or printed, it retains the format that you intended. The PDF format is also useful for documents that will be reproduced using commercial printing methods.

To export or save as PDF, in your MS Word file, on the **File** menu, click *Export* or *Save As* (Figure 10).



*Figure 10. Create PDF document.*