

Introduction

Doctoral theses at Åbo Akademi University are published in sizes A5 (148 mm wide and 210 mm high) or B5 (176 mm wide and 250 mm high). The layout should be done according to the correct size from the very start of writing. This gives an accurate idea of what the final printed version will look like.

The printing house should be contacted well in advance to discuss the printing schedule, printing files, time of delivery and so on.

Most theses are also published electronically as PDF files on the website of the Åbo Akademi Library. To secure an unproblematic electronic publication, the PDF file should be unlocked and the fonts embedded.

Each writer chooses which software to use, but it might be worth considering doing the layout with a proper layout programme, instead of a text editing programme. Appropriate layout programmes include, for example, InDesign, QuarkXpress, Pagemaker and Framemaker.

Regardless of which way you choose to do the layout, you will find below some recommendations and a template to help you give your thesis a good and clear layout.

Fonts

According to the Åbo Akademi recommended house style, the fonts to be used in ÅA publications are Minion Pro (substitute font Palatino) and Myriad Pro (substitute font Gil Sans). These fonts are also perfectly suitable for the layout of your doctoral thesis.

The font recommended for the running text is Minion Pro. If Minion is not installed on your computer, you can use Palatino, which is a substitute font and is installed on all Åbo Akademi computers.

For headings and subheadings, use either Minion (as in the layout example) or Myriad (as in this document). In order to make the text more reader-friendly, it is important to distinguish between the different levels of headings. This can be done by using different font sizes, bold or italicized text and by adding spacing before and after the heading.

It is important to make sure that the heading is closer to the paragraph it refers to than to the one above it.

Page numbers

In the layout example the page numbers are centered and placed in the bottom of the page. The minimum distance to the edge of the sheet is 12 mm.

Layout in a nutshell

Layout B5 (the most used format)

Font

Minion Pro (*substituting font Palatino*).

- heading 1: 16, bold, 5 mm spacing after
- heading 2: 14, bold, 2 mm spacing after, 5 mm spacing before
- heading 3: 12, bold, 1 mm spacing after, 5 mm spacing before
- heading 4: 11, bold, 3 mm spacing before
- running text: 11, text aligned to both the left and the right margins
- captions: 11, italic
- quotes: 10, indented 15 mm from the border of the running text
- foot notes: 9

Line spacing

The automatic line spacing of the layout programme (in practice the smallest line spacing).

Margins

- outer: 20 mm
- inner: 35 mm
- top: 20 mm from the upper border of the text block; 12 mm from the page number
- bottom: 30 mm from the lower border of the text block, but this distance can vary depending on the footnotes
- indentation of first line in new paragraph with text above: 5 mm

Layout A5

Font

Minion Pro (*substituting font Palatino*).

- heading 1: 15, bold, 5 mm spacing after
- heading 2: 13, bold, 2 mm spacing after, 5 mm spacing before
- heading 3: 11, bold.
- running text: 11, text aligned to both the left and the right margins
- captions: 11, italic
- quotes: 10, indented 15 mm from the border of the running text
- foot notes: 9

Line spacing

The automatic line spacing of the layout programme (in practice the smallest line spacing).

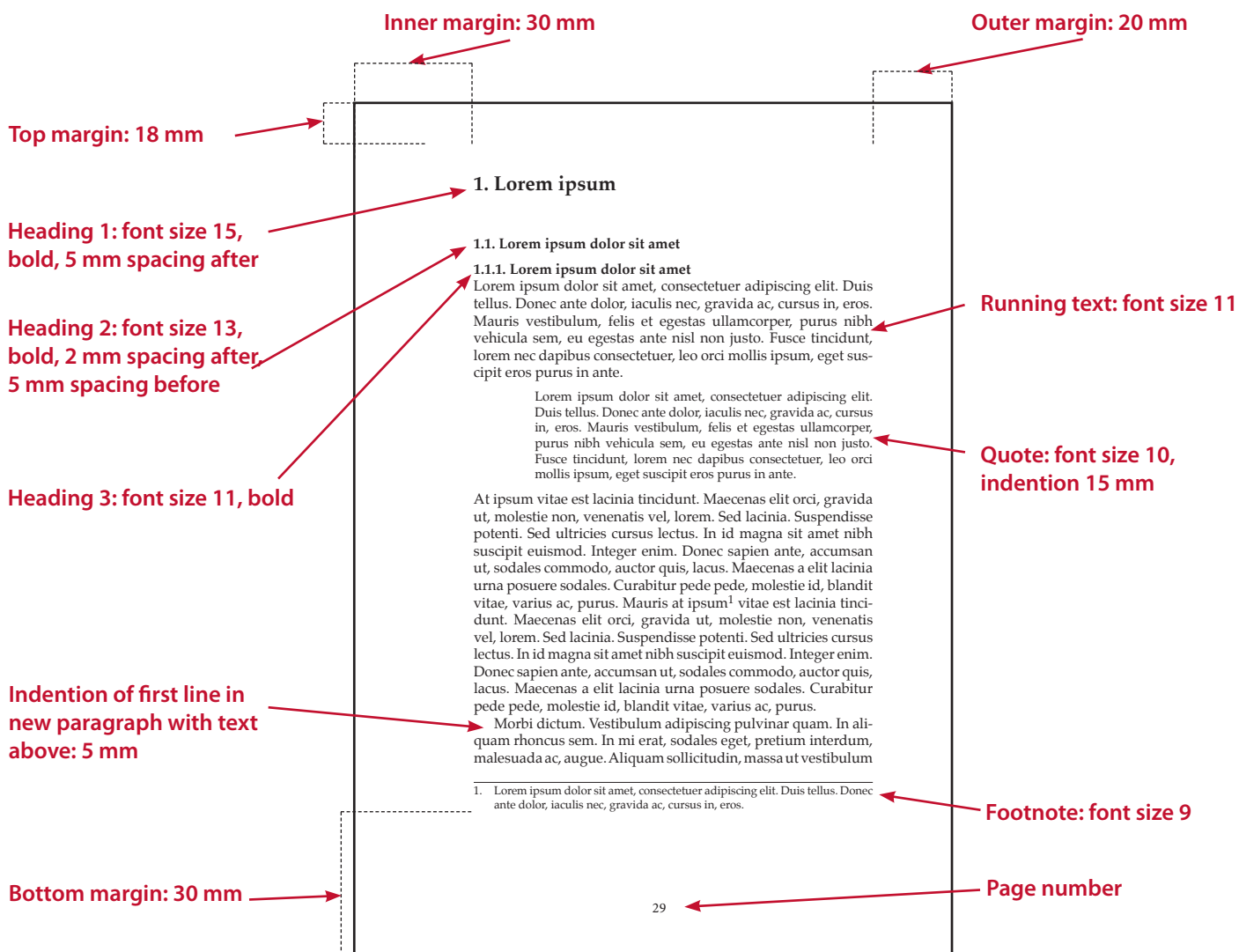
Margins

- outer: 20 mm
- inner: 30 mm
- top: 18 mm from the upper border of the text block; about 10 mm from the page number
- bottom: 30 mm from the lower border of the text block, but this can vary depending on the footnotes
- indentation of first line in new paragraph with text above: 5 mm



Example

This is a reduced example of a layouted page in size A5; please note that this is a right-side page, the page number is therefore in the outer margin of the page.



Document templates (for Indesign) for covers in sizes A5 and B5 can be downloaded from the website of the Åbo Akademi recommended house style. Writers who do not have the programme on their computers can inform the pre-press department of their printing house where the templates can be downloaded. A professional layouter will make the covers of your thesis in about 30 minutes. In order for all covers to follow the same template, we do not recommend layouting covers using the programme Word.