Layout recommendations
Doctoral theses

> Note: There is a bug in Word 2016. You will meet with formatting problems when using the font Minion Pro. Use the substitutfont Palatino instead.

Introduction

Doctoral theses at Åbo Akademi University are published in size B5 (176 mm wide and 250 mm high). Sometimes in size A5 (148 mm wide and 210 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, 2 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: 18 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
- indention of first line in new paragraph with text above: 5 mm

Layout A5

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.
- 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 run ning text
- foot notes: 9

Line spacing

The automatic line spacing of the layout programme (in practice the smallest line spacing).
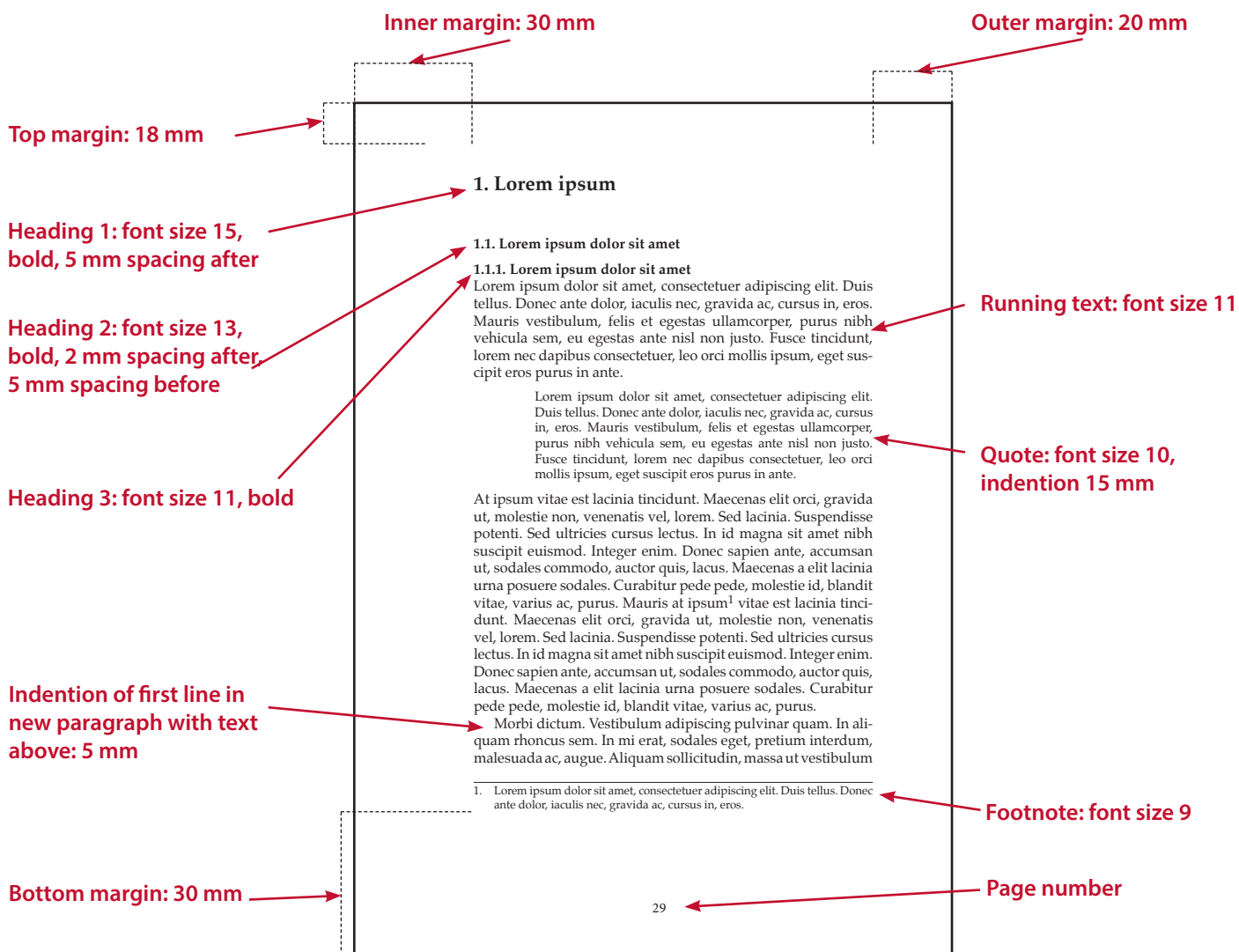
Margins
- outer: 20 mm
- inner: 30 mm
- top: 18 mm from the upper border of the text block; about 10 mm from the page number
- bottom: 30 mm from the lower border of the text block, but this can vary depending on the footnotes
- indention of first line in new paragraph with text above: 5 mm

Example

This is a reduced example of a layouted page in size A5; please note that this is a right-side page.

Inner margin: 30 mm

Outer margin: 20 mm

Top margin: 18 mm

Heading 1: font size 15, bold, 5 mm spacing after

Heading 2: font size 13, bold, 2 mm spacing after, 5 mm spacing before

Heading 3: font size 11, bold

Running text: font size 11

Quote: font size 10, indention 15 mm

Indention of first line in new paragraph with text above: 5 mm

Footnote: font size 9

Bottom margin: 30 mm

Page number

1. Lorem ipsum

1.1. Lorem ipsum dolor sit amet

1.1.1. Lorem ipsum dolor sit amet

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Duis tellus. Donec ante dolor, iaculis nec, gravida ac, cursus in, eros. Mauris vestibulum, felis et egestas ullamcorper, purus nibh vehicula sem, eu egestas ante nisl non justo. Fusce tincidunt, lorem nec dapibus consectetuer, leo orci mollis ipsum, eget suscipit eros purus in ante.

> Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Duis tellus. Donec ante dolor, iaculis nec, gravida ac, cursus in, eros. Mauris vestibulum, felis et egestas ullamcorper, purus nibh vehicula sem, eu egestas ante nisl non justo. Fusce tincidunt, lorem nec dapibus consectetuer, leo orci mollis ipsum, eget suscipit eros purus in ante.

At ipsum vitae est lacinia tincidunt. Maecenas elit orci, gravida ut, molestie non, venenatis vel, lorem. Sed lacinia. Suspendisse potenti. Sed ultricies cursus lectus. In id magna sit amet nibh suscipit euismod. Integer enim. Donec sapien ante, accumsan ut, sodales commodo, auctor quis, lacus. Maecenas a elit lacinia urna posuere sodales. Curabitur pede pede, molestie id, blandit vitae, varius ac, purus. Mauris at ipsum[1] vitae est lacinia tincidunt. Maecenas elit orci, gravida ut, molestie non, venenatis vel, lorem. Sed lacinia. Suspendisse potenti. Sed ultricies cursus lectus. In id magna sit amet nibh suscipit euismod. Integer enim. Donec sapien ante, accumsan ut, sodales commodo, auctor quis, lacus. Maecenas a elit lacinia urna posuere sodales. Curabitur pede pede, molestie id, blandit vitae, varius ac, purus.

Morbi dictum. Vestibulum adipiscing pulvinar quam. In aliquam rhoncus sem. In mi erat, sodales eget, pretium interdum, malesuada ac, augue. Aliquam sollicitudin, massa ut vestibulum

---

1. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Duis tellus. Donec ante dolor, iaculis nec, gravida ac, cursus in, eros.

Document template (for Indesign) for cover 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. We do not recommend layouting using the programme Word (except for the inside pages). Sometimes the Word program is the only solution on hands. You should be aware of that the formattings can change a little bit from the the original downloaded template depending on which version of Word you are using. Therefore its sometimes necessary to adjust your document to match the recommendations given above. Its wice to avoid working with your document in different versions of the Word. There can be som changes in the formattings, resulting in unexpected extra work on your behalf.