

Instructions for the licentiate thesis

The author

– guideline for layout and how to get your licentiate thesis printed

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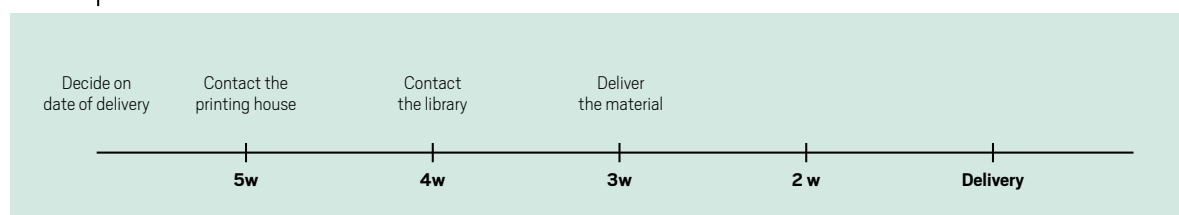
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Timeframe

1. Read through these instructions carefully.
2. Decide upon a date of delivery – the date that you want copies of the printed thesis to be delivered (no later than one week before the licentiate seminar).
3. **At least 5 weeks** before the date of delivery – contact the printing house. Add that when you have agreed on a schedule, a copy of it should always be sent to the library: forskarstodbibliotek@hv.se. If it is a compilation licentiate thesis: Check your copyright (for example Creative Commons-licence).
4. **At least 4 weeks** before the date of delivery – fill in the form “Ordering thesis information” in digital self-service to receive the document ”Avhandlingsinfo” (this is where you will find ISBN-numbers, among other things).
5. **At least 3 weeks** before the date of delivery (unless another date has been confirmed by the printing house) – deliver the following to the printing house:
 - summary of the thesis that appears on the back cover (approximately 700 characters)
 - the thesis itself (according to the Word-template)
 - the subject area of your thesis
 - the document “Avhandlingsinfo”

The printing house will then send you proofs that must be approved before starting printing. It is important to ensure that all the information is correct (proofs are also sent to the library, where they check the serial number and ISBN number).

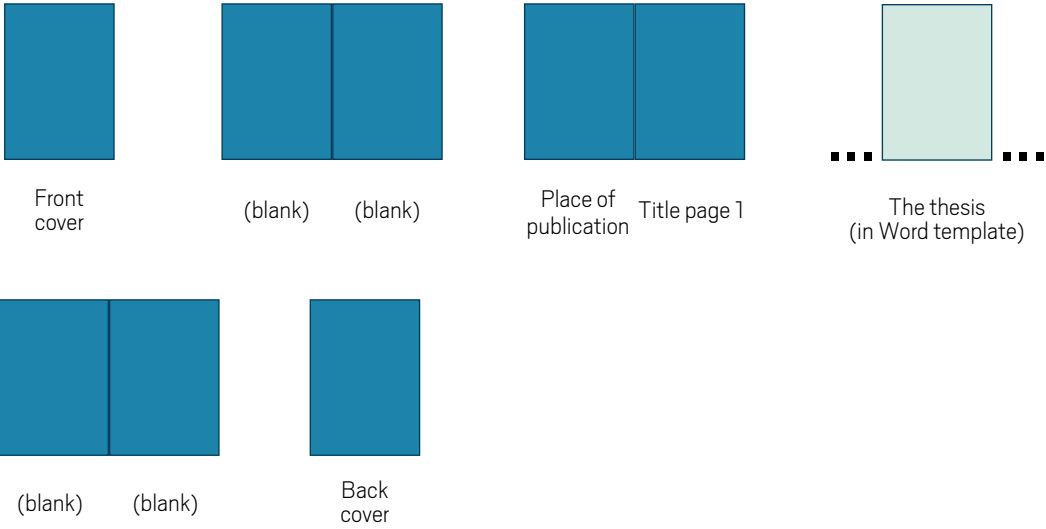
Important deadlines



PLEASE NOTE! Remember that the deadlines above do not take holidays and vacations into consideration. Deadlines will need to be adjusted if holidays and/or vacations occur during these intervals.

The order of the pages

In the model below you can see how the pages should be ordered in the thesis (on the next page you can see examples of some pages). The printing house will help you with the layout of the blue pages. The light green pages are the ones that you as the author generate using the Word template* which is available for downloading from the collection of documents on the Staff portal.



** If you do not use the template when you write the thesis, you will need to adjust the order of the pages so that they are in accordance with the template.*

Cover



Cover image

If you wish to include any type of illustration on the cover or in the thesis, it is important to check who holds the copyright and whether permission is required for its use. Start by contacting the relevant publisher, as they can guide you on how to proceed. Always include photo byline.

In University West's media bank there are images that are possible to use. They can be found here: <https://hv.mediaflowportal.com/>

Image resolution should be no less than 300 dpi. The image area is 130x123 mm in size.

Place of publication

Title page 1



Inset

It is easiest to write your thesis in the template that you download from the collection of documents at the Medarbetarportalen at the web (Utbilda, forska, leda-fliken => Utbilda => Forskarutbildning => Licentiatuppsats och avhandling). The template has been created in accordance with the directives for font, font size, etcetera below. If you nonetheless choose to write your thesis in another template, below you will find instructions as to how that document should be adapted to conform with University West standards (remember that all sizes are according to the S5 format 165x242 mm that is to say, not the A4 format).

Please note! It is important to read through all the instructions, whether or not you choose to use the template.

Introductory pages

ACKNOWLEDGEMENTS

TYPOGRAPHY

Heading: Arial Bold 12 pt.

Body text: Adobe Garamond Pro/Garamond 11 pt, line spacing 13 pt.

POPULAR SCIENCE SUMMARY

If the thesis is written in English, a Swedish, Norwegian or Danish summary must be provided. If the thesis is written in Swedish, Norwegian or Danish, an English summary must be provided.

TYPOGRAPHY

Heading: Arial Bold 12 pt.

Body text: Adobe Garamond Pro/Garamond 11 pt, line spacing 13 pt.

ABSTRACT

Approximately 3,000 characters, including spaces.

TYPOGRAPHY

Heading: Arial Bold 12 pt.

Body text: Adobe Garamond Pro/Garamond 11 pt, line spacing 13 pt.

TABLE OF CONTENTS

TYPOGRAPHY

Heading: Arial Bold 14 pt.

Kapitelrubrik: Arial Bold 14 pt.

Underrubrik: Arial 11 pt.

Lines of dots to page numbers on right-hand side.

The pages of the thesis

The pages that comprise the major part of the thesis should conform to the following directives.

TYPOGRAPHY

Main headings (chapter titles): Arial Bold 17 pt

Subheadings: Arial Bold 14 pt

Intermediate headings: Arial Bold 12 pt

Body text: Adobe Garamond Pro/Garamond 11 pt, line spacing 13 pt

Text under/in photo/drawing/figure/table: Arial 9 pt

MARGINS

Outer and inner margins: 22 mm

Top margins: 20 mm

Bottom margins: 27 mm

Are characters missing in the font used for body text (for example, characters needed for mathematical formulas), we recommend that a different, more complete font is used. For special characters please use Times New Roman or Lucida. In the thesis, all pages should be paginated, including the reference list. The pages before the table of contents are paginated with Roman numerals, followed by regular (Arabic) numerals. Each new chapter should start on an odd page. Appendices and cover pages (A-H) should not have page numbering. The pagination is preset in the Word template and if you want to add additional chapters, there are instructions on how to do this in the template.

Page header and footer

PAGE HEADER

Depending upon the length of the thesis, the author should choose to whether or not to have additional information, such as chapter numbers and/or the chapter's title in the header. If so, the text should be centred. (See the example below). The title of your book should not appear in the header or the footer (since this information is obvious).

TYPOGRAPHY

Chapter numbers/Chapter titles: Arial 9 pt (all caps)

FOOTER

Page numbers should appear on all pages, centred.

TYPOGRAPHY

Page numbers: Arial 9 pt



Compilation thesis – Title page

The title page of a compilation thesis (see below) appears before the published articles and provides numbers (or letters) of the publications, the titles, author, and where the article was published (conference or journal).

Each title page has a dark blue label showing the number/letter for each publication. In accordance with the template, the label is placed in the right-hand margin. This is to mark where each publication begins in the book. These dark blue markers are visible even when the book is closed.

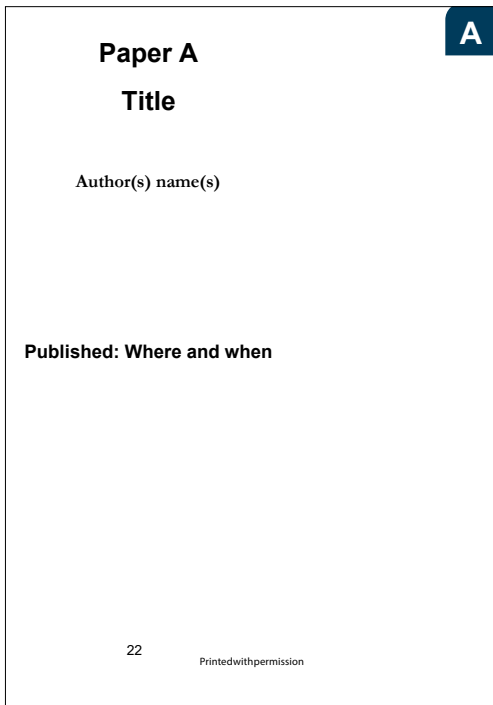
TYPOGRAPHY

Title: Arial Bold 17 pt

Author: Adobe Garamond Pro/Garamond 12 pt

Article published: Arial Bold 12 pt

Number/Letter in box: Arial Bold 17 pt (white)



Compilation thesis – attached papers

When it is time to send the compilation thesis to the printing house, the "cover" should be a document with its own pagination, and the papers should be attached as separate documents in the original version. For the paper(s) that may not be in the original version, the manuscript should be edited in accordance with the rest of the thesis' typography.

PERMISSION FOR PUBLICATION

The author must obtain permission from the journal to publish the article in his or her thesis. Write the wording about the permission on the cover page of the paper (A–H) in the thesis. (Permission is not needed if the article has a Creative Commons license, see below.)

WORDING DEPENDING ON PERMISSION

- Permission for printed version: write “Printed with permission”.
- Permission for Printed + digital version: write “Printed and published with permission”.
- Permission for digital version only: write “Published with permission”.

PREVIOUS AGREEMENTS

If the right to publish is already regulated in a previous agreement, this may apply as permission, this must then be stated in the thesis.

CREATIVE COMMONS LICENSE

If the article is published under a Creative Commons license, the specific license (e.g. CC BY, CC BY-NC, etc.) must be stated on the cover pages (A–H). If a CC license exists, permission does not need to be sought.

PUBLICATIONS THAT ARE SUBMITTED

If you choose to include publications before they are accepted, so-called submitted, then put a statement about this on the cover pages of the publications (A–H) in the thesis. State that the publication is “submitted” or “manuscript submitted for publication”.

Printing house

Printers are hired through contractual arrangements with University West. These printers are engaged in a hierarchical order, by which number 1 is offered the job first and if they are unable to deliver in time, number 2 is asked.

Contact the head of department about how many copies you will print before you make the order.

NOTE! Don't forget to send a copy to the library!

NUMBER 1

STEMA SPECIALTRYCK AB

Contact person: Daniel Larsson

Email address: daniel.larsson@stema.nu

Telephone: 070-81 03 517

NUMBER 2

ALE TRYCKTEAM

Contact person: Patrick Holm

Email address: patrick@svenskttryck.se

Telephone: 031-98 35 10



UNIVERSITY WEST