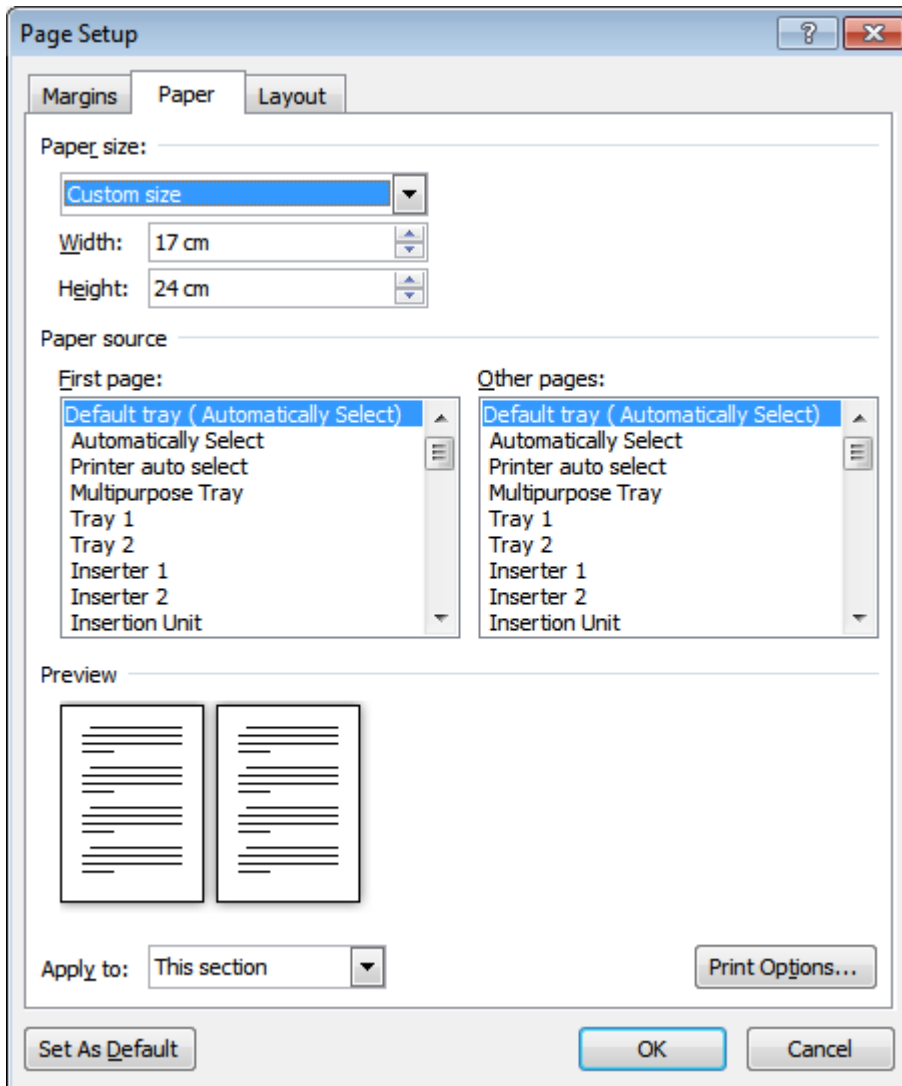


Guide to minimum requirements for Word files upon PhD submission.

1. Page size must be 170 mm x 240 mm

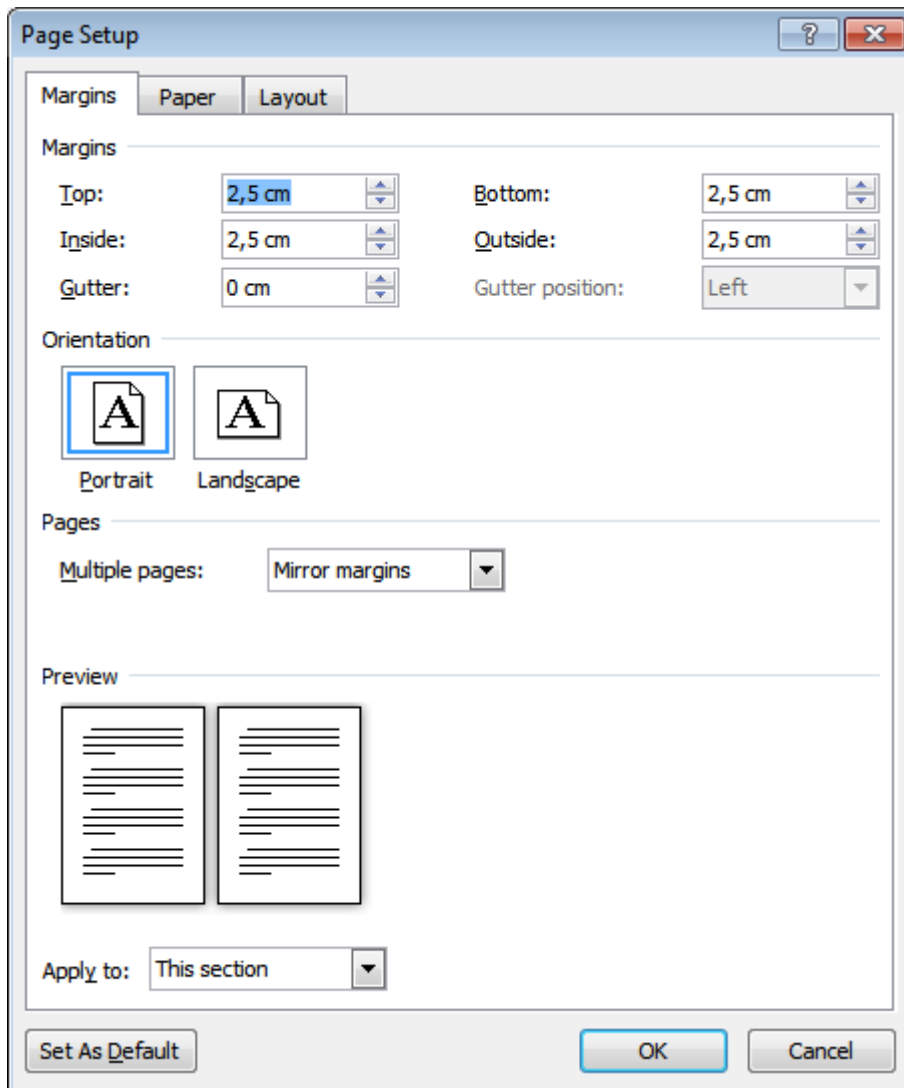
Select "Size" under the "Page Layout" tab, and then "More Paper Sizes". You can adjust width and height settings in the pop-up window:



Select OK.

2. Top, bottom, right and left margin must be 25 mm

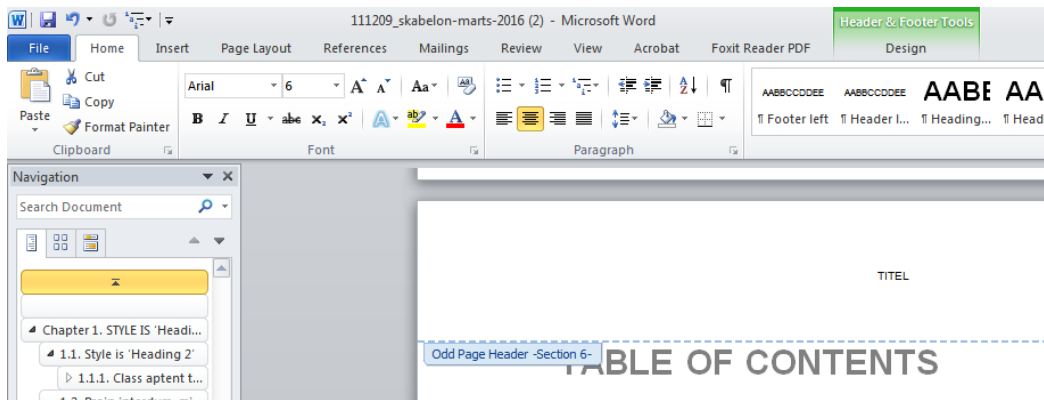
Select "margins" under the "Page Layout" tab, and then "Custom Margins". Set margins for 2.5 cm in the pop-up window:



Select OK.

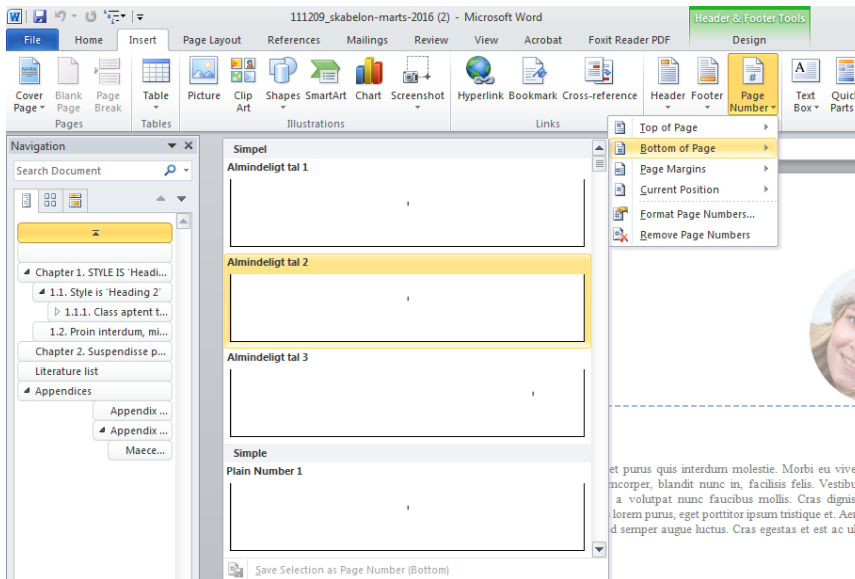
3. Page header is centred

To insert or edit page headers, you must double-click at the top of the page. If you select "centre text" under the "Home" tab, the text will automatically be centred.



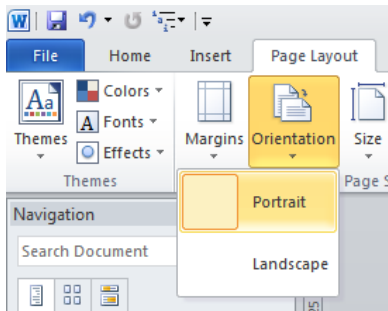
4. Page number is placed at the bottom centre

Use the "Insert" tab to add page number. Select "Page Number" and choose centred.



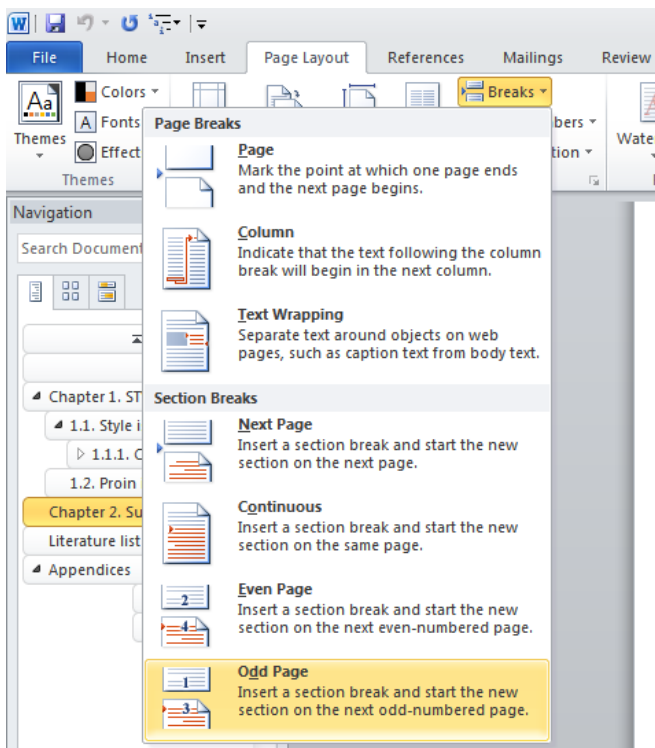
5. All pages must be in Portrait format

Select "Orientation" under the "Page Layout" tab, and choose the "Portrait" setting.



6. New chapters always begin on the right hand side

You must insert a section break for every new chapter: Select "Breaks" under the "Page Layout" tab, and choose "Odd Page".



7. Recommended fonts

Use Windows/MAC standards fonts only (e.g. Arial, Verdana, Times New Roman, Minion Pro, Baskerville, Garamond etc.). You can make your selection under the "Home" tab.

8. Colophon

Fill in as much as you can yourself (see example below from the Word template). The University Press adds Serial title, ISBN, ISSN and assessment committee.

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Aalborg University
PhD committee: Prof. First+last name, Université Paris Diderot
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