

# Preparing and working with the thesis template

## BEFORE YOU START

Check that the dates for submission, delivery and public defence are correct in the booking confirmation. Download the right Word template from our website: [hh.se/forskning/halmstad-university-press.html](http://hh.se/forskning/halmstad-university-press.html)

1. Table of contents: It is best not to delete the inserted table of contents. To update, right-click on it, select "update field" and then select "refresh entire table".
2. Format: Select the text you want to format. **Tip:** If you place the cursor in a paragraph, the style is applied to the entire paragraph. On the Home tab, point to a format to preview it. Choose a format. Now the selection has been given the right size, the right font and the right spacing before and after.
3. Images: Use the "insert picture" format to position the image correctly. The images must have a resolution of 300 ppi in the final format. Don't forget to state where the images were taken and who owns the copyright to them.
4. Figures: Figures made in PowerPoint you need to save as PNG, and then place in the Word file via Insert -> Images. Figures from Excel should be copied and pasted into the Word file. If you have figures made up of many vectors, please resave them as flat images, such as PNG, as the vectors can create problems when printing. Here you can convert vector graphics <https://convertio.co/vector-converter/>

### FORMATTING COURSE IN WORD!

Over the course of two hours, you will learn how to: work efficiently with our style sheets in Word – you can save many hours and a lot of headaches! Sign up for the course as early as possible! [media-tryck@service.lu.se](mailto:media-tryck@service.lu.se)

5. Cover: Email the cover image and any text and image to the back and we will make a cover when you submit your thesis for printing.
6. Papers: We prepare your papers and prepare them for printing. Please number them. We also put in cover pages using our template.

### "SPIKNING"

The "spikning" (notification of the date of the defence of a doctoral thesis) must take place at least three weeks before the public defence, and then the thesis must be delivered according to the distribution list. Electronic "spikning" means that you publish the date when the public defence will take place.

### ISBN

Before you send your thesis to be printed, it must be given a unique ID. This ID is called ISBN (International Standard Book Number) and is printed on the cover and on the cover page of the thesis. The ISBN number is available from Halmstad University's publishing house, Halmstad University Press (HUP). If you do not have an ISBN number, please contact [hup@hh.se](mailto:hup@hh.se)

### DIGITAL PROOFING

You get digital proofs from Mediatryck in Lund to make sure that nothing in your thesis is incorrect. It is not a basis for proofreading. Check special characters, images and figures. If you want a physical proof, it can be ordered when you submit your thesis for printing. Please note that you must then submit the thesis one week earlier: du ett fysiskt provtryck går det att beställa när du lämnar in din avhandling till tryck. Observera att du måste då skicka in avhandlingen en vecka tidigare.

## TIPS AND KEEP IN MIND!

- Odd page numbers are the right-hand pages of a book. Spreads go from even side to odd side.
- Use section breaks with great care. If you are not observant, page numbering, margins and page size may change after you have added a section break.
- Chapter headings are advantageous to put on odd pages. Then they appear on the right side of a spread, which looks nice in the printed book.
- Type with Show Hidden Characters enabled (a ¶ character in the menu).

## SUBMISSION CHECKLIST

- Print your PDFs on a printer and check that there are no errors.
- All documents are submitted as PDF files via email, [media-tryck@service.lu.se](mailto:media-tryck@service.lu.se)
- Articles/papers are named paper 1, paper 2, etc.
- If necessary, attach a picture to the cover. Prepare a possible back cover text and image for the back cover.
- Make sure that you have an ISBN.
- 50 copies will be printed unless otherwise stated.

## Step by step



### BOOK PRINTING

The University's Communications Department books the printing as soon as FUU has decided on a date for the doctoral defence.



### TIME FOR SUBMISSION

At least 30 working days (6 weeks) before the public defence you must send your thesis for printing.



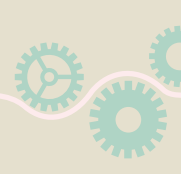
### PROOFREADING!

Save the thesis in PDF format, print it yourself and proofread carefully!



### SUBMISSION

Submit print-ready PDFs! Email them to [media-tryck@service.lu.se](mailto:media-tryck@service.lu.se). After reviewing them they are put together into a single print-ready PDF.



### DIGITAL PROOFING

The proof is there for you to check that fonts, images etc. are correct. The proof is thus not a basis for proofreading. Therefore, check the PDF files carefully before submission.



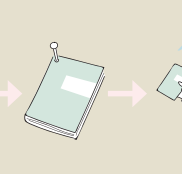
### PRODUCTION

Your Thesis is now being printed and glued. It will be finished and delivered one day before the "spikning" at the latest.



### DELIVERY

The thesis is complete and delivered to Halmstad University.



### "SPIKNING"

This day, at the latest, you leave printed copies for FUU. MediaPrint prepares a PDF for electronic "spikning" that you upload in DIVA.



### YEY DOCTORAL DEFENCE WELL DONE!

If something needs to be corrected, We take a step back.

