The great, big list for your PhD thesis layout

This document lists the most common styles for a PhD thesis. If you want me to do something that is not on this list, please don't hesitate to let me know. Almost everything is possible. However, note that some special things might take more time.

If theres something on here that you are not sure about, don't worry – I'll help you fill this out when we meet.

1) Fonts and sizes

Please make sure that all fonts you choose are included in Windows 10 or MS Office, or are free for commercial use. For the main text font, make sure that it offers all styles: regular, **bold**, *italics*, and ***bold italics***.

1.1) Font for the main text:

1.2) Font for headings:

1.3) Font size for main text:

1.4) Should table and figure captions be smaller? (if yes, appropriate font size will be calculated automatically)

    Yes   No

1.5) Should the font in the References section be smaller? (if yes, appropriate font size will be calculated automatically)

    Yes   No

1.6) Which line spacing do you want for the main text? (See examples in Appendix)

    1   1.15   1.4   1.5   other   please specify:

1.7) Should the line spacing in table and figure captions be the same or different from the main text? (See examples in Appendix)

    same   different   please specify:

2) Headers and Footers

2.1) Would you like text in the header?

    Yes   ⇒ go to 2.2   No   ⇒ go to 2.4

2.2) Would you like a line separating the header from the main area of the page (see example image below)?

    Yes   No

2.3) Which information do you want in the header? Here is an example header of an opened book:

Info in left page header (i.e. running chapter no., running chapter title, your name, etc.):

Info in right page header (i.e. running chapter title, running section title, thesis title, etc.):

2.4) Where should the page number in the footer go?

    outer edge of page   center of page   **Please continute on next page**

3) Thumb index

3.1) Do you want a thumb index?

    Yes   ⇒ go to 3.2   No   ⇒ go to 4

3.2) Which shape should it have?

    rectangle   other   please specify:

3.3) Which color should the thumb index have?

    black   dark gray   light gray   other   please specify:

3.4) Which font should the number in the thumb index have?

    same as main text font   same as headings font

3.5) Should the number in the thumb index be rotated? (see examples)

    Yes   No

4) Bibliography/References

4.1) Should references be listed after every chapter or at the very end of the thesis?

    after every chapter   at end of thesis

4.2) How do want to handle in-text citations?

    author name and year   ⇒ go to 4.3   number   ⇒ go to 4.6

4.3) How many names should be cited in the text?

    one (Williamson, et al. 2010)

    two (Williamson, Smith, et al. 2010)

    three (Williamson, Smith, Jansen, et al. 2010)

4.4) Which style should the "et al." of in-text citations have?

    regular (Williamson, et al.)   *italics* (Wiliamson, *et al.*)

4.5) In the References section, do you want to have a large capital letter before every new initial letter?

    Yes   No

4.6) How do you want to style the entries in the References section? See examples below and check all that apply

    author names **bold**   journal title *italics*   volume no. *italics*

    Example with no boxes checked:

    Williamson, Smith, and Jansen (2010): The role of actin in cell migration. Nature. 118(12), p.164

    Example with all boxes checked:

    Williamson, Smith, and Jansen (2010): The role of actin in cell migration. *Nature. 118*(12), p.164

5) Figure and table captions

Figure and table captions are the text describing and explaining a figure or table. Table captions are usually set above the table, while figure captions are set below the figure. The caption label is the name of the figure or table, i.e. "Figure 1.1".

5.1) Do you want the caption labels to be bold? (see example pages in Appendix)

    Yes   No

5.2) Do you want the cpation to be indented according to the caption label? (see example pages in Appendix)

    Yes   No

6) Styling chapter pages and proposition

6.1) Do you want an image (i.e. your thesis cover) on the double page that starts a new chapter?

    No   Yes, in color   Yes, in black and white

6.2) Do you want an image (i.e. part of your thesis cover) on the propositions page?

    No   Yes, in color   Yes, in black and white