Formatting a thesis for submission

These are suggestions for formatting your thesis for submission. Please clarify with your supervisor or mentors whether there are any special requirements in your discipline.

For mandatory requirements, please refer to the BIGSAS doctoral regulations (§10 and §13, BIGSAS doctoral regulations, issued 15 September 2017 or §9 and §12, BIGSAS doctoral regulations, issued 15 February 2021; detailed information see BIGSAS website, download section)

Document layout

Margins: *Top, Left, Right*: 2.5 cm; *Bottom*: 2 cm

Paper layout: *odd and even different*. (This is important if you want your thesis to be printed on both sides. Select *first page different*, if you want to suppress headers on the first page of a chapter. Make sure that the *paper size* is set to A4 (otherwise you could have problems at the copy shop).
Header: 1.4 cm from edge

Page numbers are inserted at the top of the page. Page 1 is the first page of your text (not the title page). If your thesis is to be printed on both sides, place even numbers on the left margin and odd numbers on the right margin of the text.

For the next sub-items, it is advisable to use styles

Running text: *Font*: 12 pt (e.g. Times New Roman). *Alignment:* justified. *Line spacing*: 1.5 lines; 6 pt *after*. To additionally mark the beginning of a new paragraph you may use an indent of 0.5 cm in the *first line*.

Footnotes: *Font* 10 pt. *Line spacing*: single; 3 pt *after*.

Heading 1: *Font* 14 pt. Bold. *Line spacing*: single; *before* 18 pt; *after* 12 pt.

Heading 2: *Font* 12 pt. Bold. *Line spacing*: single; *before* 18 pt; *after* 6 pt.

Heading 3: *Font* 12 pt. Bold. *Line spacing*: single; *before* 12 pt; *after* 6 pt.

Heading 4 and further: = Heading 3

Quotes longer than 30 words in a separate paragraph: *Indent Left* 1 cm; *line spacing*: exactly 16 pt. (You can also reduce the font size to 11 pt.)

References: *Hanging* 1.5 cm; *line spacing*: exactly 16 pt; 6 pt *after*.

Further hints

Automatic numbering and table of contents: Linking all headings to the respective styles prevents problems with automatic numbering of headings and with the automatic table of contents.

Tables: Make sure that tables don't exceed the type area. (Use *Auto fit to window* in the special *Layout* menu which is only visible if the cursor is somewhere in the table.)

Figures/photos: To ensure that inserted figures and photos stay in the right place in your document, you may first insert a table (1 row, 1 column) and then insert the object into the table cell.

List of tables/figures: If you need a list of tables/figures/maps use the *caption* option (right click on the table/figure/map or under *References*) for table headings and other captions. This allows you to have Word create these lists (see under *references*).

Hyphenation: In case you use *hyphenation* (in the *Layout* menu), choose *manual* to avoid mistakes.

Headers: If you want to insert headers with the chapter heading (advisable for the publication), you may insert them via *Insert*, *field*, *StyleRef*, Heading 1.

Different page numbers/headers: For the publication at the latest, you will have to insert section breaks for different pagination of the first pages and possibly different headers.

Double space: Delete unintended double spaces in your document with the *replace* option.

Cover page: The following information should be given on the cover page:

Title of thesis

by

Author's name

A thesis submitted to the Bayreuth International Graduate School of African Studies (BIGSAS), University of Bayreuth, in partial fulfilment of the requirements for the award of the degree of *Doctor of Philosophy (Dr. phil.) / Dr. of Natural Sciences (Dr. rer. nat.)* in … *(discipline)*

Supervisor: …
Mentor: …
Mentor: …

Month and year of submission