Using the ACTA template in Word

How to use the template in MS Word 365

Acta Universitatis Gothoburgensis

UNIVERSITY OF GOTHENBURG

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Abstract /A_headings_intro/

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This document is an independent tutorial on how to use the document templates in Word from the ACTA series for your publication. We simply call them the ACTA template in Word.

ACTA template in Word includes document templates in Swedish and English for the publication's body, a standard version of the publication's cover and an example of a list of previous publications, the so-called publikationslista.

The ACTA template's document templates are created for MS Word 365. The tutorial is made using the document templates. This means that the tutorial (this document) serves both as instructions for how you as a doctoral student are to use the templates for your publication, and as a concrete example of what material made using the ACTA template looks like in terms of layout and typography. Please note that the document templates are compatible with Word 365 and to a large extent also with Apple.

We recommend that you read the entire tutorial before starting work with the ACTA template in Word.

Contents /A_headings_intro/

List of tables and figures (delete if not used) /A_headings_intro/

Chapter 1 Format templates

When preparing your publication for printing, use the ACTA template's recommended and predefined format templates. The format template used here, in the first paragraph of the body is: /A_bodytext_without_indentation/.

All ACTA format templates start with A_ for example like this: /A_bodytext_with_indentation/.

Please note that in this tutorial, as in the ACTA template, we have often left the denotations for the format templates used in the text. For example, this sentence ends with a footnote[1].

/A_bodytext_with_indentation

Menu for format templates

In order to show all templates contained in the ACTA template, click "Home" (second from the left in the main menu). The right part of the menu shows as many format templates as your screen can handle. See below.
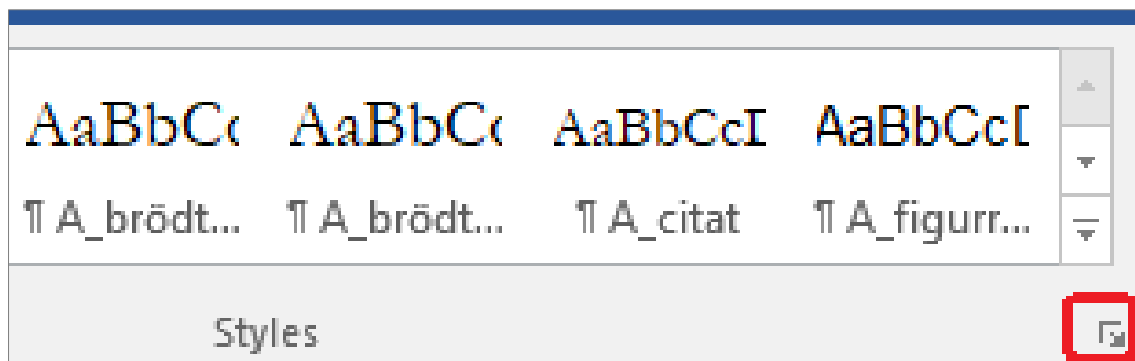
Figure 1 The template's format templates in the format menu

Use the arrow circled in Figure 1 (to the bottom right of the format menu) to view a list of all of the ACTA template's format templates.

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[1]   However, this does not apply everywhere in this tutorial. /A_footnote/. (12 point size).

The format template list

We recommend that you always try to keep the entire list of the ACTA template's format templates open when working with your thesis in the template.

The list can be displayed in several ways. We recommend the setting where only the format templates used in the ACTA template are shown. With this setting you can see that all format templates in the list, with a few exceptions, start with A_. You must only use these format templates.
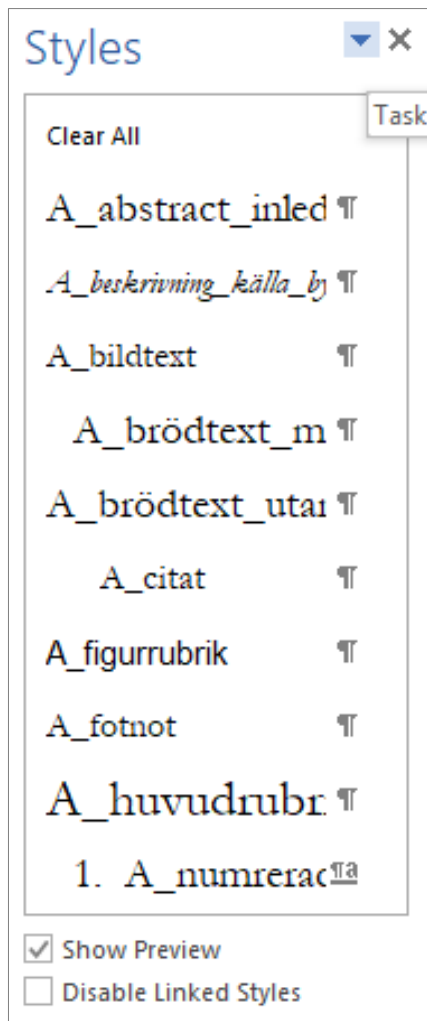
Figure 2 Format templates in the list

Chapter 2 Manage text and pictures

In this chapter, we will describe how you transfer text and pictures to your publication in the ACTA template.

Maybe you want to write your manuscript directly in the ACTA template from the very start. You can of course do that, but even though you might have to transfer chapter by chapter into a newly opened template when your manuscript is final and ready to be printed.

Managing text formats

When copying text from other documents, for example your manuscript and pasting it into the template, the original text formatting is usually copied as well. This should be avoided!

You do this by pasting the text as unformatted text or by matching the formatting of the target document. We will now describe how to transfer text in MS Word 365 using both of these alternatives.

Pasting unformatted text

From "Home" (second from the left in the main menu), select "Paste" and the paste option "Keep Text Only (T)". See below.
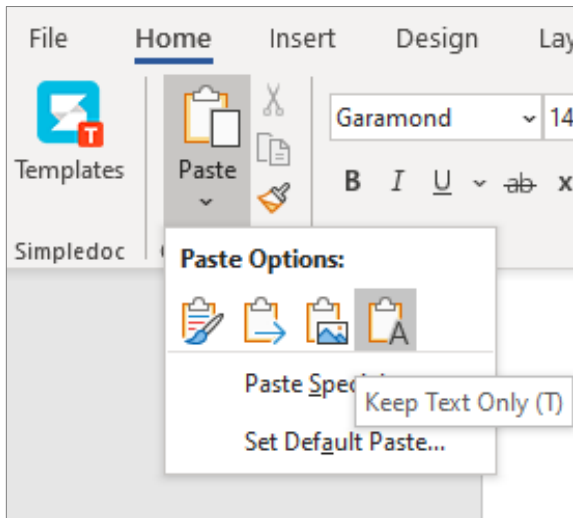
Figure 3 Pasting unformatted text

If you consistently do this way, the pasted text will inherit the formatting of the destination in the template. This procedure is recommended when working with headings.

Matching the formatting in the target document

This procedure is the one you are going to work with the most. It allows you the maintain important part of the source text formatting such as: **bold**, *italic* and footnotes. All body text should be pasted into the template this way.

When you select "Paste", select the paste option "Merge Formatting (M)". See below.
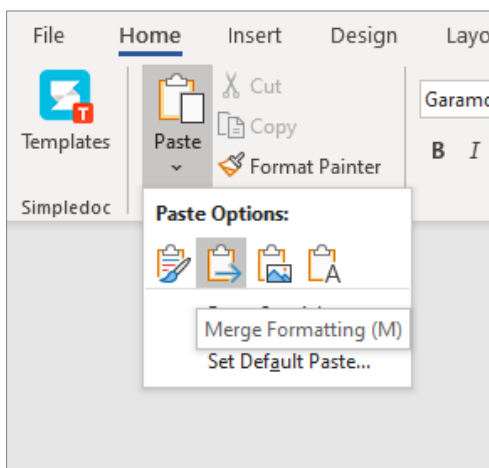
Figure 4 Matching the target formatting

If you work with embedded references, such as EndNote, use the Paste Option: "Merge Formatting (M)" as above. All links to the references in EndNote will then be transferred from your script over to the ACTA template.

Change default setting for pasting between documents

Note that you can facilitate the work of copying your text from the manuscript by temporarily changing the default setting for pasting between documents.

Click on "Set Default Paste" and select "Keep Text Only" or "Merge formatting" in the drop down menu determines the default setting for how you paste between documents. See below how to find what is called "Advanced options for working with Word."
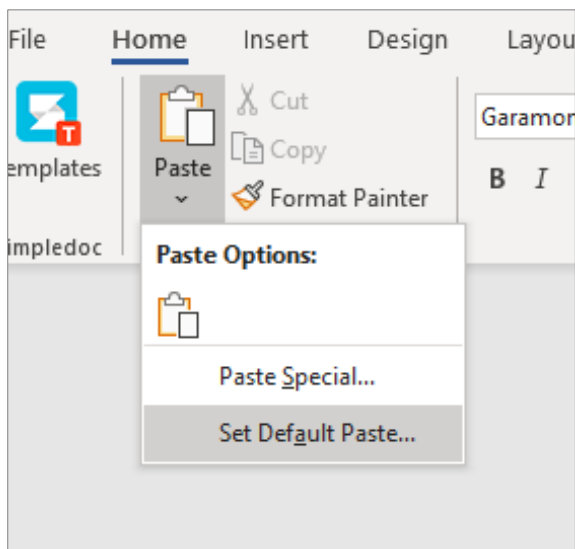
Figure 5 Set default when pasting

When the change of the default setting is made, you just click on "Paste" and you no longer have to choose Paste Option "Merge formatting (M)", every time.

About transferring text

If you select "Select All" and then "Paste", you risk losing important information in both the source text and the target document, for example important section breaks that are built into the ACTA template.

Instead try to work with smaller sections of text and with one section at a time, and never more than one chapter at a time.

There is a lot of automation built into the ACTA template. Most of the text blocks will therefore be formatted correctly at once. An exception are the footnotes where the format A_footnote must be chosen after the insertion for them to be shown correctly.[2]

If you are unsure about the formatting in any part of your text, you can select that particular section or paragraph, select "Delete All" at the top of the format template list and then select the format template in the list that your text is supposed to have in your publication.

Show hidden characters

We also recommend that you activate the function that shows hidden characters. This function can be found under "Home" in the main menu. See below.

Figure 6 Show hidden characters
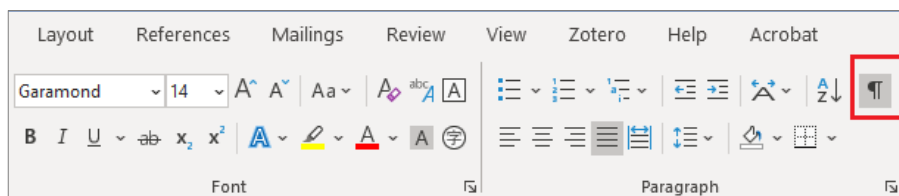
Description_sorrce /A_description_source_byline/ Note that the figure heading should be placed below the figure.

If you activate the function "Show hidden characters", all blank spaces, line breaks, section breaks, page breaks etc. will be displayed.

The function is also useful for proofreading, since it makes it easier to find for example double blank spaces and unnecessary blank lines.

Inserting an image object or a figure

MS Word 365 offers several ways to insert or paste for example a picture or a figure into the ACTA template.

You could start by copying the following "figure-related elements" from somewhere else in the ACTA template and pasting them into the document approximately where you want your picture or figure in your publication.

---

2 Inserted footnote must be manually changed to format A-fotnot. Note that the text also should be "tabbed" one step (0.6 cm) to the right. /A_footnote/.

The "figure-related elements" is four: the gray image object, figure title (which is placed below the image or figure), beskrivning_källa_bildbyline and caption. See below.

Figure 7 Figure-related elements (Figure title /A_figure_heading/)

Description_sorrce /A_description_source_byline/ Note that the figure heading should be placed below the figure.

Caption /A_figure_text/ Melesto eugait praesequis ad moloreet ilit prat, sum il dio erci tet, quamet adionsed euisi praesequis ad lovilase.

We will describe two ways to insert or paste a picture and replace the gray image indicator with your own picture. See below.

Inserting a picture from a file

Position the cursor where you want to place your picture (or select the gray image indicator). Click "Insert" to the left next to "Home" in the main menu. Then choose to insert a picture from a file by clicking the "Picture" icon. See below.

Figure 8 Inserting a picture from a file

Description_sorrce /A_description_source_byline/ Note that the figure heading should be placed below the figure.

Now find the image object that you want to use in your publication, mark it and push the "Insert" button. Your new image object will be placed where you had the cursor, by the grey image indicator and sometimes even above it.

Now, you can work with modifying the position and other settings for the picture. Read more about arranging pictures and contour settings later in the manual.

Copying and pasting a picture

Use this method if your picture is already included in this or another MS Office document and it does not exist as a separate image file.

Copy the picture you want to use and paste it into your publication by selecting the same function as when pasting text. Yet, this time the paste option "Picture (U)" will show. Select this option!

Figure 9 Pasting a picture

Description_sorrce /A_description_source_byline/ Note that the figure heading should be placed below the figure.

Regardless of in which way you choose to insert a picture or figure, you probably need to adjust the position of the object after inserting it. Try to find a consistent location relative to surrounding text and the page's left and right margins. The ACTA template has a column width of 15 centimetres.

Adjusting the picture to make it work for you

MS Word 365 offers several ways to modify a picture according to your needs. First, mark your picture!

"Format" and, above it, "Picture Tools" will appear to the far right of the main menu. Click "Picture Tools" to access the menu shown below.

Figure 10 The picture tool bar

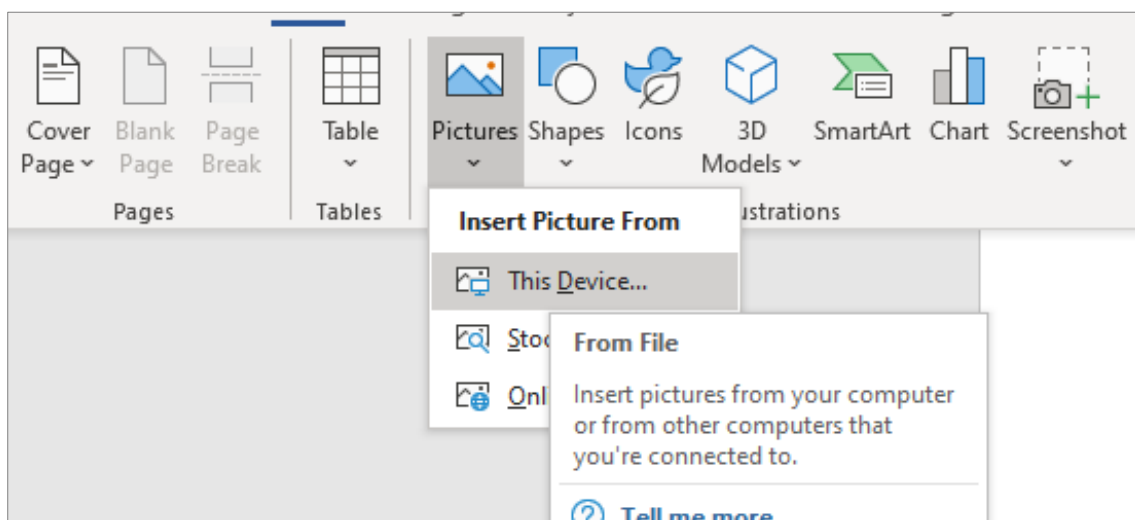*Description_sorrce /A_description_source_byline/ Note that the figure heading should be placed below the figure.*

This function lets you try different picture formats. MS Word 365 offers help texts that will tell you what the different picture symbols mean. You can also simply try them.

The most useful functions for image editing are circled in figure 10 above. You also can right-click the picture you wish to adjust to access these tools.

Arranging pictures and contour settings

Inserting or pasting a picture when the cursor is placed in the middle of a text section may make the picture end up in the wrong place.

If this happens to you, then use the functions called "Position" or "Wrap Text" in the picture tool bar for contour setting and to arrange the surrounding text so that it looks good with the inserted or pasted picture.

Throughout this tutorial we have used the option "Top and bottom" when inserting image objects. We have also added a thin frame to each picture to add clarity.

All pictures in this tutorial are positioned in line with the left margin of the document. Their width varies. Most of them are 15 centimetres. Some are 7.5 centimetres. The picture below has a width of 10 centimetres.
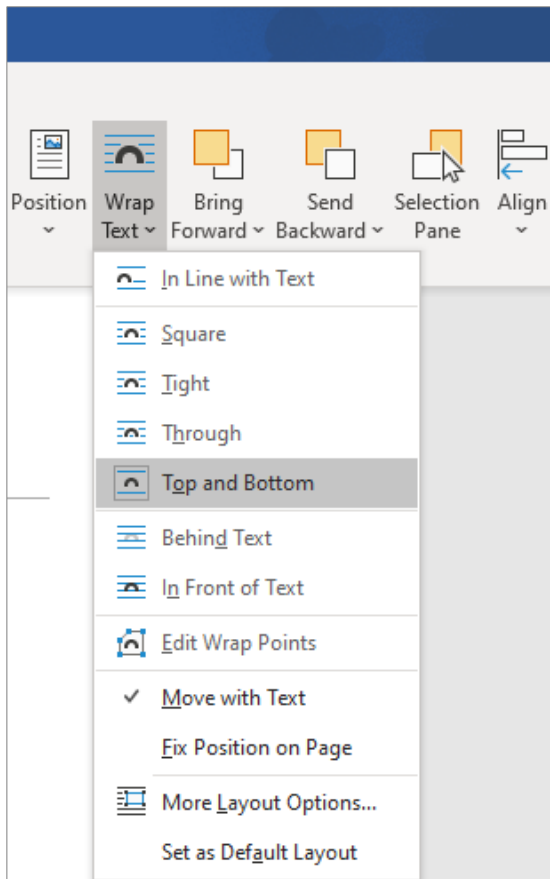
Figure 11 Wrap text in the picture tool bar
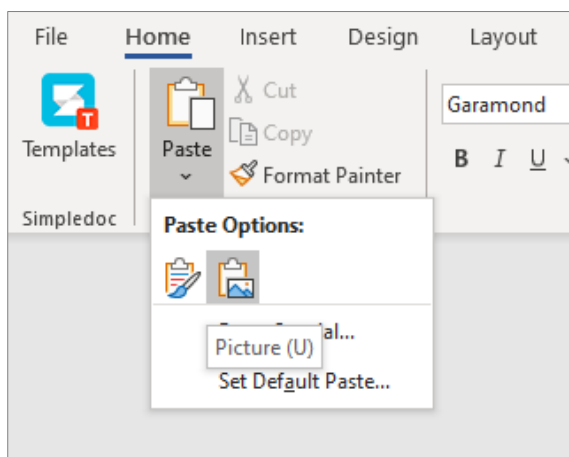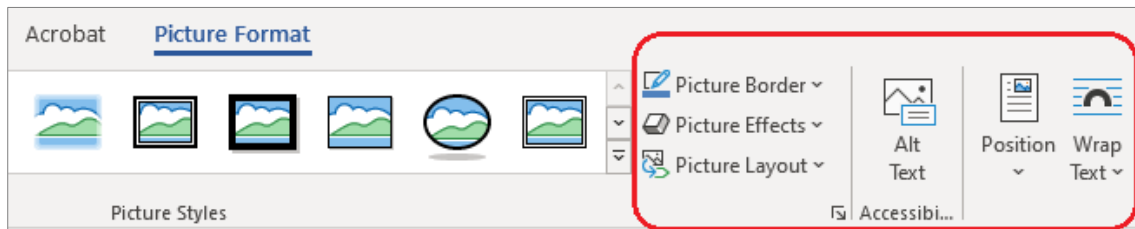
Description_sorrce /A_description_source_byline/ Note that the figure heading should be placed below the figure.

Choosing the size of pictures and figures

You must ensure the readability of the pictures you mount the ACTA template. The template is designed so that you can work with a default page size of A4 throughout the editing process.

But if your publication is going to be printed in the format of S5, documents will be reduced to approximately 80%. Then it's a good rule of thumb to make pictures and figures about 25% larger than you might have imagined at the outset.

The text first, then the pictures and figures...

We recommend that you insert or paste all your pictures when you are done with the transfer of texts from your manuscript to the ACTA template. This increases the likelihood that all pictures and figures finished publication, get a consistent wrap, size and quality.

...and then, a guarded manual hyphenation

Hyphenate only with soft hyphen (Ctrl + hyphen). These are only visible if they end up in the right margin, but not otherwise.

When all the texts have been transferred from your manuscript and all images and figures is installed, we recommend that you take the help of hyphenation built in MS Word 365. You can make a guarded manual hyphenation of the entire pleading as follows:

Click the "Page Layout" from the main menu. Click "Hyphenation", select "Manual" and follow the program when it suggests hyphenation points for long words. Note that MS Word 365 also inserts hyphens in this function.
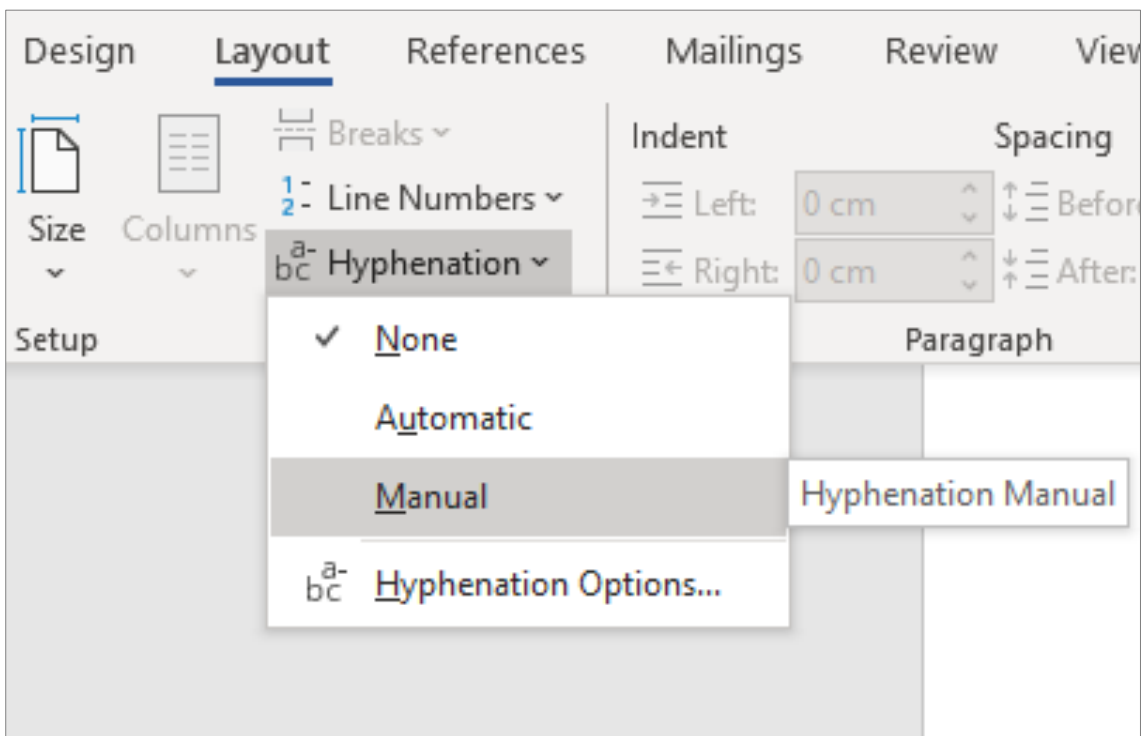

Figure 12 Hyphenation Manual in MS Word 365

Description_sorrce / A_description_source_byline/ Note that the figure heading should be placed below the figure.

Chapter 3 Structure and elements

In this chapter we will look at the overall disposition of the ACTA template, including the order and structure of the different pages. It is important that you keep this structure when completing your publication with the ACTA template.

We will also address the many elements of the template and show you how to generate a correct table of contents and list of figures, how to develop the chapter introduction pages and how to work with page headers and footers on left- (even) and right-hand (odd) pages.

We will conclude the chapter with a few words about how you should manage references in a reference list, the publication list, supplements and cover etc.

Blank pages

In this tutorial there are several blank pages. These pages should remain blank in your publication. The purpose of this is to make sure that all the left- and right-hand pages end up in the right order in the printing process.

ACTA template automatically creates blank pages in the right places, provided you handle the template correctly. Page 2 and page 6 are two pages that always must be blank.

Moreover, new chapters always start on a right-hand page, which is always an odd-numbered page. This may, depending on the amount of text, result in a blank page prior to each new chapter. In the ACTA template, there is built in an automatic function for this with a "section break (odd page)."

Note that blank pages are not shown as pages in the ACTA template on your screen. They will be generated first when the document is being printed.

Table of contents

The ACTA template comes with a formatted table of contents. The table of contents must start on page 7, but is shown as page 5 in the template. ACTA template automatically creates blank pages for page 2 and page 6, provided you handle the template correctly.

If you always use the recommended format templates in the document you will not have any problems updating the template's table of contents with the headings you eventually decide to use in your publication.
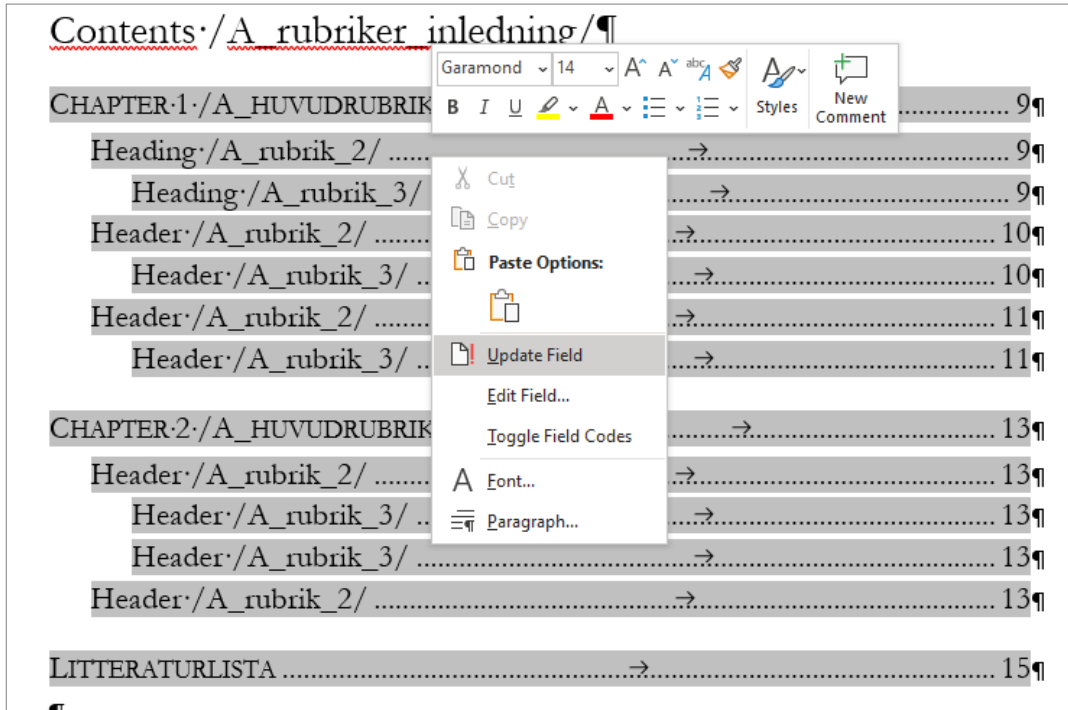
Figure 13 Table of contents

Description_sorrce /A_description_source_byline/ Note that the figure heading should be placed below the figure.

The picture above shows what a table of contents may look like in a new document based on the ACTA template. /A_figure_text/

Clicking the table of contents makes it turn grey. If you then right-click, the menu shown in the figure will appear. Now click "Update Field". In the box that appears, we recommend that you mark "Update entire table". Press OK. Your table of contents has now been updated with correct headings and page numbers.

Always repeat this procedure one last time just as you are finishing up your publication. This way you will be certain that your table of contents is correct and up-to-date.

Manually inserting the table of contents

If the table of contents doesn't update correctly do the following:

1. Place the cursor in the table of contents.
2. In Word's tools panel choose "References" from the upper corner and then select the "Table of Contents" on the far left side of the panel.
3. In the pull-down menu select "Custom Table of Contents" from the lower corner.
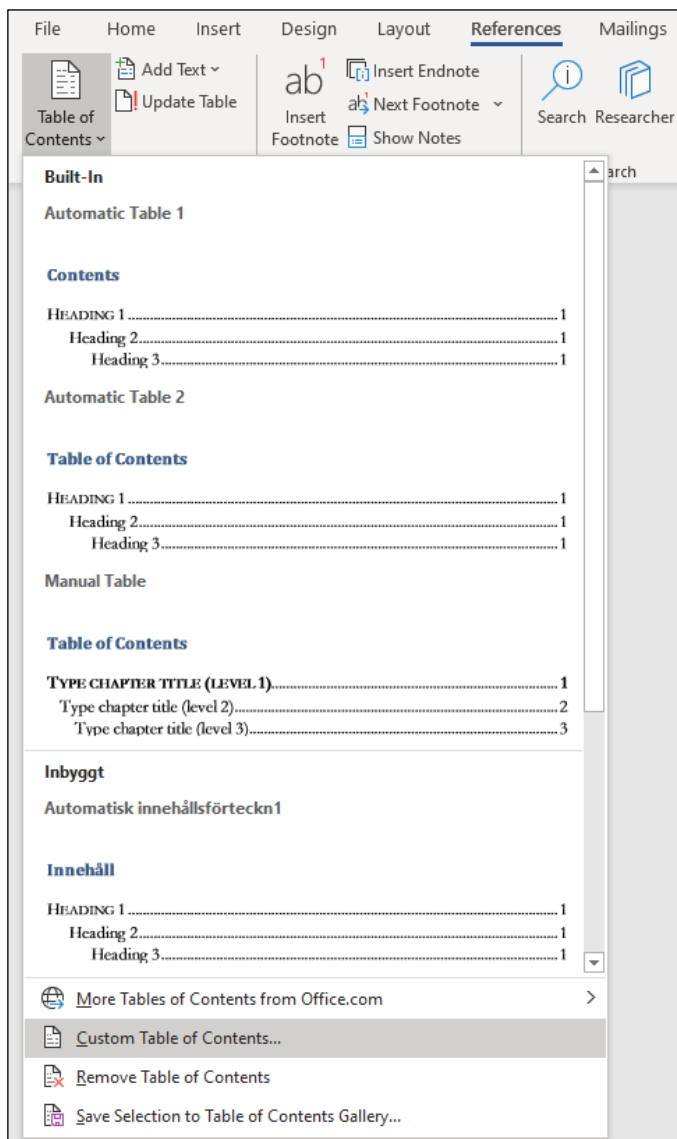
Figur 14 Custom Table of Contents…

4. In the subsequent menu you will need to make sure first that "Use hyperlinks instead of page numbers" is unselected and then can you click on "Options".
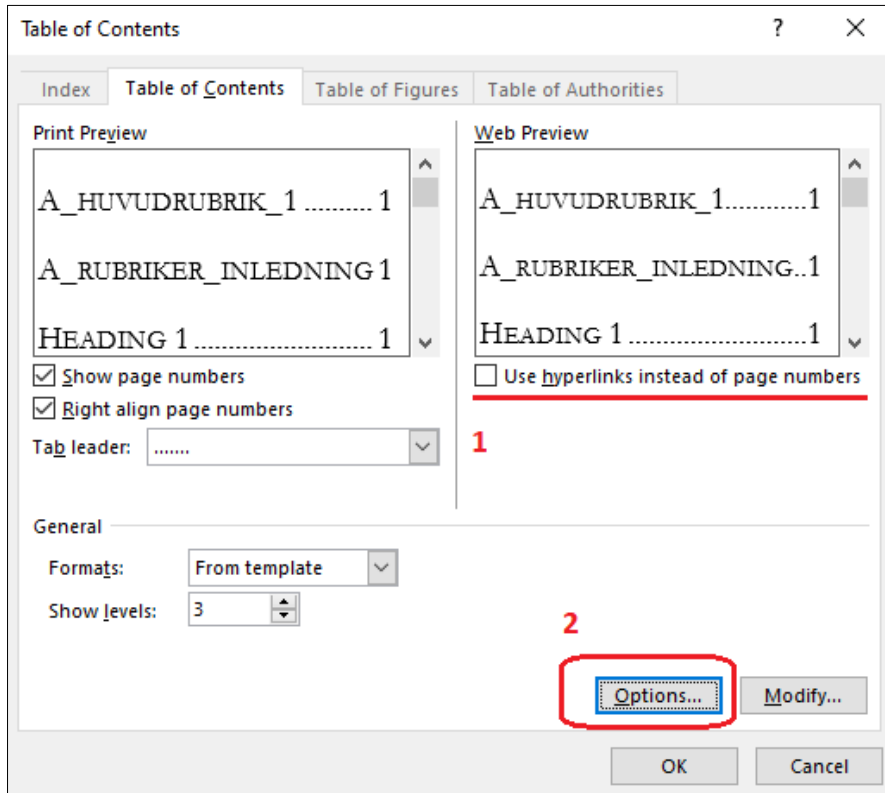
Figur 15 Table of Contents, Options

5. In the following list you will need to choose which templates should appear as heading in the table and also remove the unnecessary ones.

The templates with their respective levels that have to be included are the following:

- A_huvudrubrik_1 = 1
- A_heading_2 = 2
- A_heading_3 = 3

All other templates can be deleted, they are usually the following:

- A_headings_intro
- Rubrik 1
- Rubrik 2
- Rubrik 3
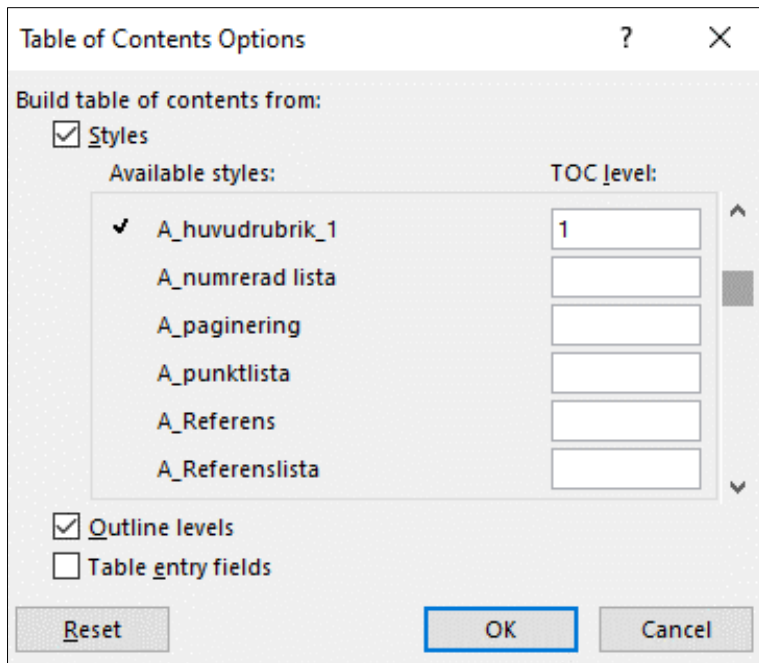
Figur 16 Table of Contents, select templates

6. After that can you click on ok on this and the following window. If Word asks you to substitute the Table of Contents, select Yes.
7. Try now to update the Table as explained above.

Additions of table of contents

You might want to have supplements in your publication and in that case, they must also be included in the table of content, but without reference to any page number. The same applies to any foreword, which is usually placed right after the Abstract.

Additions to the table of contents with such additional parts must be done manually, and at the very end after the table of contents is updated as above.

List of figures and tables

The ACTA template also contains two formatted lists of figures and tables. If you always use the recommended format template /A_figure_heading/ in your figures, you can separately update the lists of figures and tables in exactly the same manner

as you update the table of contents. For the same reason always use the format template /A_table_heading/ in your tables. See below.

Table 1 Example of a table /A_table_heading/

Head /A_table_text_headings/	Head /A_table_text_headings/	Head /A_table_text_headings/
Table text /A_table_text/	Table text /A_table_text/	Table text /A_table_text/

Description_sorrce /A_description_source_byline/ Note that the table heading should be placed over the table.

The list of figures and tables in the ACTA template must be placed on the page following the table of contents, which is on page 8 if the table of contents is only one page long, but then is shown as page 6 in the template.

The first chapter of your publication starts after the list of figures and tables. However, if your publication does not contain any pictures, figures or tables, you will of course not need this list, and you can therefore simply delete it.

Manually inserting the List of Tables and Figures

If the list of tables and figures doesn't update correctly you need to insert it manually. Delete the existent list and place the cursor on the line under the heading where you wish your lists of figures and tables to be places:

1. In Word's tools panel choose "References" from the upper corner and then select the "Insert Table of Figures" on the right side of the panel
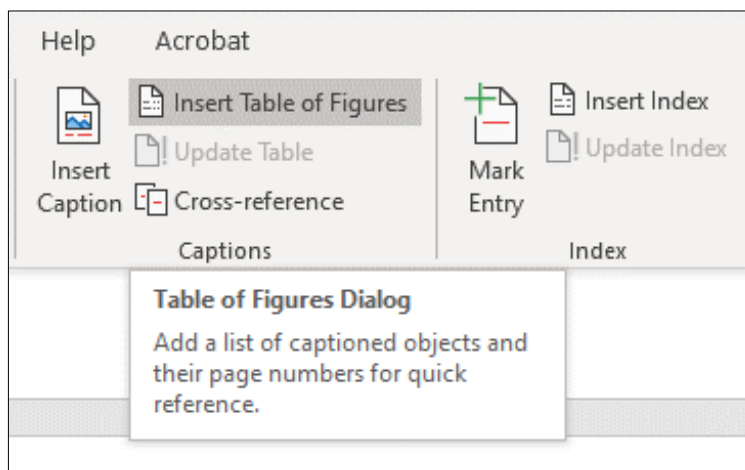
Figur 17 Insert Table of Figures Dialog

2. In the subsequent menu you will need to make sure first that "Use hyperlinks instead of page numbers" is unselected and then can you click on "Options".
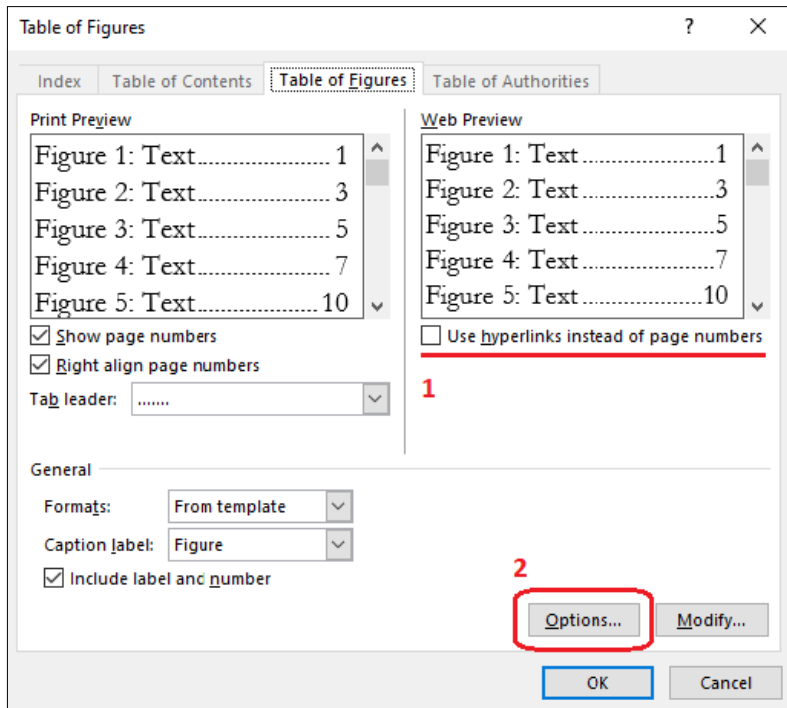

Figur 18 Table of Figures, Options

3. In the following list you will need to select a template at the time depending on which table you are creating. If you need both you will need the repeat the procedure and the select the other template
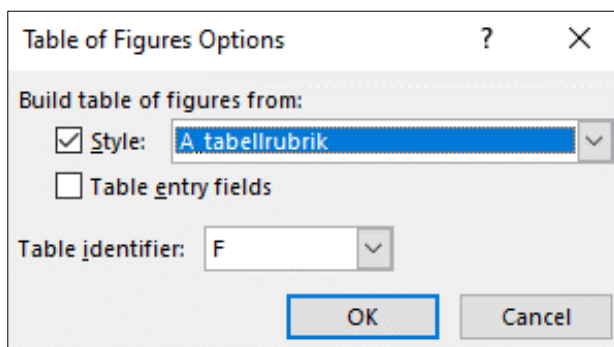
Figur 19 A_table_heading
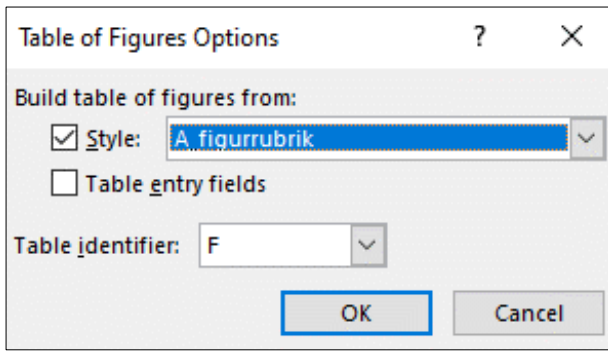
Figur 20 A_figure_heading

Chapter introduction page

Each new chapter must begin on a right-hand page, which is always an odd-numbered page. Depending on the amount of text in the previous chapter could mean that there should be a blank page before the new chapter.
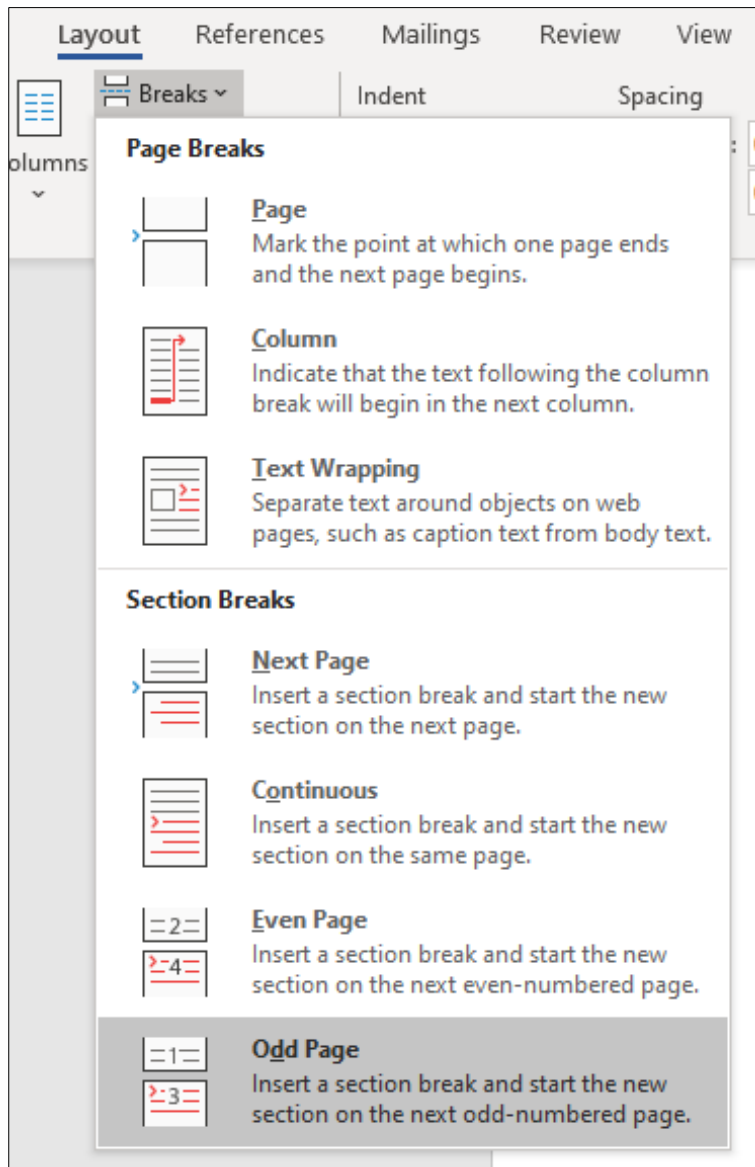
Figure 21 Section breaks

Description_sorrce /A_description_source_byline/ Note that the table heading should be placed over the table.

Each new chapter is treated as a new section in the document. In the ACTA template, there is built in an automatic function for this with a "section break (odd page)." Depending how you work with the template you might have to insert a section break manually, like this:

Move the cursor to the end of the last page of the chapter you just finished. Click "Page Layout" (fourth from the left in the main menu). In "Page Setup", click the pull-down menu "Breaks" and then select "Odd page" under "Section Breaks".

If this seems difficult, have a look at the empty ACTA template with the function "Show hidden characters", activated. You will then see all the section breaks that are already embedded in the template.

Page headers and footers

Please note that the page headers differ between left- and right-hand pages in the ACTA template. The right-hand pages should indicate the heading of the current chapter, except for chapter introduction pages where the header should be blank. The left-hand pages should state the title of the publication, except for any blank pages where the header also should be left blank.

All footers are identical and blank, except when footnotes are used.

Different first page and odd/even pages

The ACTA template's headers and footers are pre-set with the "Different First Page" and "Different odd/even pages" in each new section (= a new chapter).

If you think this seems complicated, peek into the empty ACTA template, double-click the header or footer. You will see all of these settings in the document and in the "Header & Footer Tools".

How to "unlink" the previous page header

In the ACTA template there is initially entered automatic control for both the header and footer, where relevant information is retrieved from the previous section.

In order to write the new chapter's name in the heading of this new chapter, you first have to "unlink" the previous page header on the third page of this new chapter. This is how you do it:

Double-click the page header on the third page of the new chapter. This is where you want to change the text compared to the previous.

To the far right of the menu, find "Design" and, above it, "Header & Footer Tools". Turn off the function "Link to Previous" (just leave it as is if it's already turned off). See below.
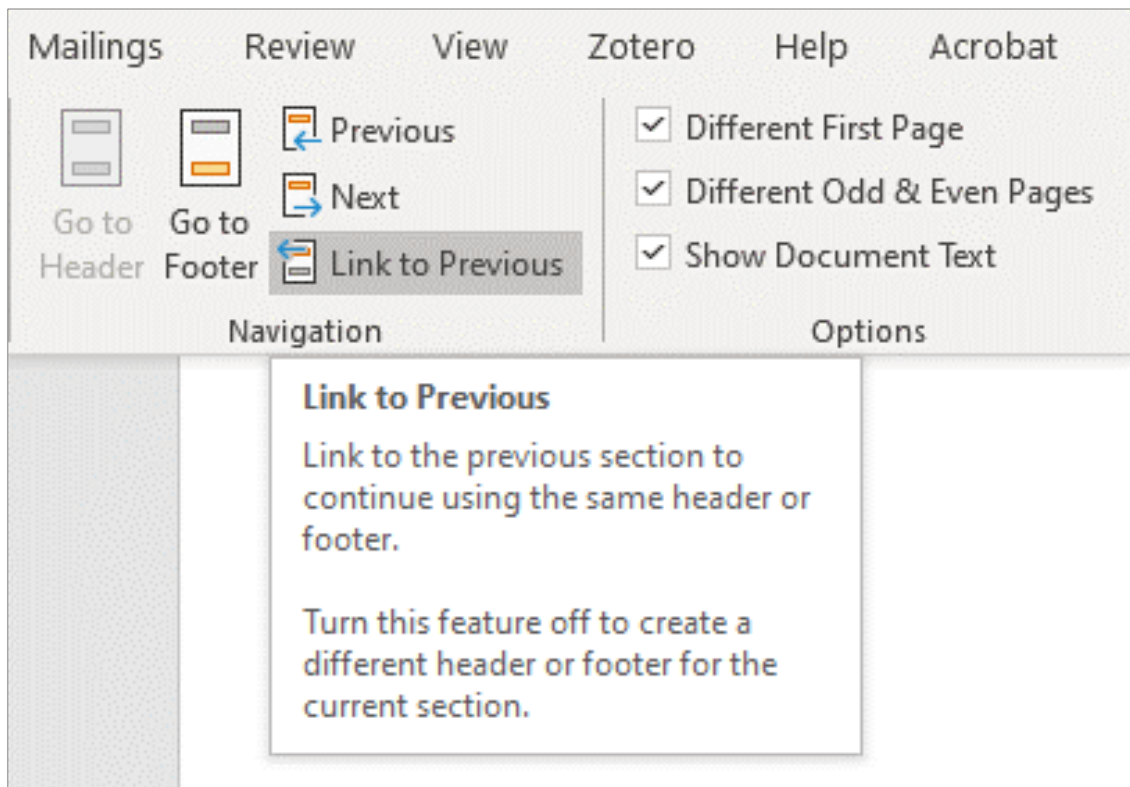
Figure 22 Unique chapter title in the page header

Description_sorrce /A_description_source_byline/ Note that the table heading should be placed over the table.

Now you can type in the title of the new chapter in the chapter's third page header. You did everything right if only the right-hand page headers in the current chapter changed and not those in the previous chapter.

Note that the chapter name should be entered using only lowercase small caps, without initial capital letters.

Setup and final format

The ACTA template is designed so that you can work with a default page size of A4 throughout the editing process. It is also in A4 page format as the complete publication is sent for printing.

But if your publication is going to be printed in the format of 160x230 (which is the standard format in the ACTA series) or 165x242 (which is a common dissertation format that also is sometimes used within ACTA) documents will be reduced to approximately 80%. The printing house manages this fully and your final print or PDF should therefore be generated in A4 page format.

Reference list

Your publication typically contains references to other literature and the like. These references to the literature are collected in a reference list. The reference list is handled as a separate chapter, and will be the last in your publication.

If you work with embedded references, such as EndNote you may need to adjust the formatting of texts in the reference list that is automatically created. This so that the reference list better complies with the rest of the ACTA template in terms of typography and layout. However, ensure that current standards are followed.

Use Garamond font with 11,5 point font size. Each new reference should have a small hanging indent, such as 0.6 cm from line two (and no indent in the first line). Keep lines together so that the same literature reference does not end up on different pages in the reference list. If possible, use margin-justified text. This text format is pre-set as A_Bibliography in the template.

Please contact your editor, the persons in charge of the writing series or ACTA via acta@ub.gu.se if you have any questions.

Publication list

You need to include a publication list at the end of your publication, and it must always begin on a right-hand (odd) page, just as the chapter introduction page. This means that the publication list may be preceded by a blank page.

The publication list in the ACTA template is treated as a separate document, and it is updated continuously by the persons in charge of the writing series.

You must contact ACTA via acta@ub.gu.se to request a current publication list for the subseries in question. An example for the publication list is also included in the ACTA template in Word.

Supplements and cover

Each supplement to your publication is sent as a separate PDF document for printing with its original layout (from when it was used).

The cover is also to be sent separately as a PDF document, but that document will be used as reference information for the printing house which usually mounts all covers of the ACTA series. Use the cover template MALL_ACTAeng_Grund_OMSLAG_2020.

Any image files that you want to be mounted on the cover of your publication should also be sent as separate files. Please contact your editor, the persons in charge of the writing series or ACTA via acta@ub.gu.se if you have any questions.

Publication information

You must also contact ACTA via acta@ub.gu.se and request information about ISBN, ISSN, publication link, the correct name of the subseries in question, etc. This information should then be placed at the back of the title page. But note that ISBN and ISSN numbers should also be found in the Abstract and on the back cover of your publication.

Compilations thesis and similar publications

So-called compilation thesis and similar publications have become more and more common. Each article in such a publication should be sent as a separate PDF document for printing using the same layout it had as when it was published for the first time.

Any cover sheet or middle sheet between the various articles should also be sent as separate PDF documents. Note that these pages should not be numbered. Contact your editor if you have any questions.

Chapter 4 Straight from the template

The content of this chapter comes straight from the ACTA template's body. We have included it in the tutorial to show in one single place what the different text, list, figure and table formats actually will look like in your completed publication.

If a format looks different from what you see in this chapter, you have most likely made a mistake somewhere. Have a look at the format template list to see whether you can find any formats that differ from the predefined ones in the ACTA template.

A final tip is to always have an empty chapter left at the back of the template while working with your publication. Then you will have correctly formatted texts, lists, figures and tables right at hand in your working document.

Heading /A_heading_2/

Body text /A_bodytext_without_indentation/
/A_bodytext_with_indentation/

Heading /A_heading_3/

Body text /A_bodytext_without_indentation/
/A_bodytext_with_indentation/

- Bullet list /A_bullet list/
- Bullet list /A_bullet list/
- Bullet list /A_bullet list/

Heading /A-rubrik_4/

Body text /A_bodytext_without_indentation/
/A_bodytext_with_indentation/

4. Numbered list /A_numbered list/
5. Numbered list /A_numbered list/
6. Numbered list /A_numbered list/

This sentence ends with a **footnote**[3].

> Quote /A_citation/ Lots of small words and long paragraphs and yet more words and even longer pieces and eventually it becomes very long.

Body text /A_bodytext_without_indentation/ Lots of small words and long paragraphs and yet more words and even longer pieces and eventually it becomes very long. Lots of small words and long paragraphs and yet more words and even longer pieces and eventually it becomes very long.

/A_bodytext_with_indentation/ Lots of small words and long paragraphs and yet more words and even longer pieces and eventually it becomes very long. Lots of small words and long paragraphs and yet more words and even longer pieces and eventually it becomes very long.

Figure 1 /A_figure_heading/

Description_sorrce /A_description_source_byline/ Note that the figure heading should be placed below the figure.

Header /A_heading_2/

Body text /A_bodytext_without_indentation/
/A_bodytext_with_indentation/

Header /A_heading_3/

Body text /A_bodytext_without_indentation/
/A_bodytext_with_indentation/ Lots of small words and long paragraphs and yet more words and even longer pieces and eventually it becomes very long. Lots of small words and long paragraphs and yet more words and even longer pieces and eventually it becomes very long. Lots of small words and long paragraphs and yet more words and even longer pieces and eventually it becomes very long.

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[3]   Footnote text /A_footnote/ Melesto eugait praesequis ad moloreet ilit prat.

Table 1 /A_table_heading/

Head /A_table_text_headings/	Head /A_table_text_headings/	Head /A_table_text_headings/
Table text /A_table_text/	Table text /A_table_text/	Table text /A_table_text/

Description_sorrce /A_description_source_byline/ Note that the table heading should be placed over the table.

Body text /A_bodytext_without_indentation/
/A_bodytext_with_indentation

Table 2 /A_table_heading/

Head /A_table_text_headings/	Head /A_table_text_headings/	Head /A_table_text_headings/
Table text /A_table_text/	Table text /A_table_text/	Table text /A_table_text/

Description_sorrce /A_description_source_byline/ Note that the table heading should be placed over the table.

Header /A_heading_2/

Body text /A_bodytext_without_indentation/
/A_bodytext_with_indentation/

Header /A_heading_3/

Body text /A_bodytext_without_indentation/
/A_bodytext_with_indentation/
- Bullet list /A_bullet list/
- Bullet list /A_bullet list/
- Bullet list /A_bullet list/

Header /A-rubrik_4/

Body text /A_bodytext_without_indentation/
/A_bodytext_with_indentation/
1. Numbered list /A_numbered list/
2. Numbered list /A_numbered list/
3. Numbered list /A_numbered list/

This sentence ends with a **footnote**[4].

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[4] Footnote text /A_footnote/ Melesto eugait praesequis ad moloreet ilit prat.

> Quote /A_citation/ Lots of small words and long paragraphs and yet more words and even longer pieces and eventually it becomes very long.

Note that there are different headers on right and left pages. At the third page (second right side) of each new chapter, you need to "unlink previous" header before writing the new chapter name.

Reference list

The author's surname and name. Title. Edition (if not the first). Place: Printing house, Year. /A_Bibliography/

All authors' surname and name. Title. Edition (if not the first). Place: Printing house, Year. /A_Bibliography/

BLANK PAGE IF NECESSARY. PUBLICATION LIST MUST START ON THE SPECIAL DESIGNED SPREAD THAT CONTAINS TWO COLUMNS, FIRST PAGE RIGHT SPREAD (AN ODD PAGE).

NOTE: THERE SHOULD BE NO PAGE NUMBER ON THE BLANK PAGE. REMOVE MANUALLY.

PLEASE CONTACT YOUR EDITOR!

This document is an independent tutorial on how to use the document templates in Word from the ACTA series for your publication. We simply call them the ACTA template in Word.

ACTA template in Word includes document templates in Swedish and English for the publication's body, a standard version of the publication's cover and an example of a list of previous publications, the so-called publikationslista.

The ACTA template's document templates are created for MS Word 365. The tutorial is made using the document templates. This means that the tutorial (this document) serves both as instructions for how you as a doctoral student are to use the templates for your publication, and as a concrete example of what material made using the ACTA template looks like in terms of layout and typography. Please note that the document templates are compatible with Apple.

We recommend that you read the entire tutorial before starting work with the ACTA template in Word.
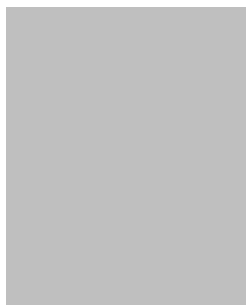
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