**Read this first**

The document *Handling large Word documents* describes the principles about working systematically in Word. Do take time to learn about using styles as well as cross-references and handling references with EndNote.

##### About the layout

The layout is made in A4, but the pages are to fit in a smaller template by the printshop.

Also, the even/odd pages have opposite margins. Don’t change any of them.

##### Using the template

Make sure you use page breaks (not section breaks) to break a page at a certain point. To see page and section breaks, activate the button **Show/Hide** on the Start tab:

Be careful not to erase any of the Section Breaks. They make sure that headers, footers and pagination work, as well as the Table of Contents.

There are four sections in this template:

* Section 1. The intro pages, including Table of Contents (TOC). No pagination.
* Section 2. Visible pagination centred in footer.
* Section 3. Appendix, separate numbering. More similar sections can be added, see instruction. The Appendix Heading is included in Table of Contents. Use the specific heading formats for Appendix.
* Section 4. Original papers. Only the heading “Original papers” will be shown in Table of Contents. The specific papers are to be listed under the heading Original Papers in Section 1.

##### Prepare printing

Make sure all yellow help text is removed.

Leave these two first pages in the document when finishing. The Acknowledgements part shall then start on the document’s page 3.

Fill in the form *Information for the print shop* with correct information to be added on the final cover, which is made by the print shop.

Acknowledgements

Abstract

Original papers

The following papers are enclosed as appendices.

Paper 1 (example)

The Nature of Entrepreneurial Identity and The Nature of Entrepreneurial Identity

Anna Author & Bengt Author

Paper 2 (example)

The Nature of Entrepreneurial Identity and The Nature of Entrepreneurial Identity

Dina Author

Paper 3 (example)

The Nature of Entrepreneurial Identity and The Nature of Entrepreneurial Identity

Erik Author

Table of Contents

[1. Heading 1 Heading 1 1](#_Toc58221415)

[1.1. Heading 2 Heading 2 2](#_Toc58221416)

[1.1.1. Heading 3 Heading 3 2](#_Toc58221417)

[References 5](#_Toc58221418)

Update TOC by placing the cursor in it, right-click and choose *Update field.*

The TOC below is specific for appendices and is made manually. Use the style Normal and make it bold.

Include the top level, Appendix Heading 1, but no page numbers or other headings. Also, include the heading Original Papers.

Appendices

Below this text, there is a section break. Be careful not to remove it.

**Section 2**

Use the styles in the Style gallery to format your text in this section.

* Normal: body text
* Headings 1-3; multilevel numbering, included in TOC
* Headings 4 and 5; no numbering
* Styles for special needs like quote, quote author, list paragraph
* Styles for table/figure numbering, heading, table column header and table text.

Be careful when you reuse text, see chapter 1 in *Handling large Word documents* for an instruction to avoid ruining the template.

The following body text is a demo showing the styles and the heading hierarchy. There is also a page break inserted before new heading 1 – References. Such a page break may be entered before each Heading 1, thus every chapter starts on a new page.

# Heading 1 Heading 1

Example text: When I grew up in Sweden in the 1980s, for me and those in my generation TV was equal to public service TV, which was equal to the public service broadcaster SVT, or as it was then called Sveriges Television (Sweden’s Television). If you watched TV you watched public service TV and you watched SVT, which were one and the same. TV was public service TV, which was SVT.

I can remember it to this day: first there was the test card, then five minutes before it started an image with a clock appeared, and my brother and I started counting down. And then it began: “Kom nu då! Vadå? Barnprogram på TV 2!”

## Heading 2 Heading 2

For a TV starved child in those days, for whom even the cartoon like episode in the weather forecast showing the times for sunrise and sunset was something fascinating, children’s programmes were the highlights of an ordinary day.

### Heading 3 Heading 3

Three decades later, my little daughter has just discovered the joys of television. She however doesn’t have to wait in front of the TV for the children’s programs to start: for her, a limitless supply of children’s content is available around the clock on the computer and the mobile phone, as well as on specialized children’s channels on TV.

Three decades later, my little daughter has just discovered the joys of television. She however doesn’t have to wait in front of the TV for the children’s programs to start: for her, a limitless supply of children’s content is available around the clock on the computer and the mobile phone, as well as on specialized children’s channels on TV.

There have been dramatic changes since her mum was a child. TV in Sweden is no longer synonymous with public service TV and SVT. Table 1 and chart 1 respectively show the proportions between different productions based on broadcasted time.

Table 1 (table/figure numbering, on a separate row)

Different productions (table title)

| Column header | Column header |
| --- | --- |
| In-house productions | 64% |
| Production outlays | 2% |
| Swedish co-productions (co-financed) | 2.5 % |
| International co-productions (co-financed) | 0.5% |
| Acquisition |  |
| Swedish acquisitions | 1% |
| International acquisitions | 30% |
| Total time broadcast | 100% |

*Chart 1.* The variety of productions broadcasted, based on broadcasted time.

*Figure 1.* Institutions and action.

There have been dramatic changes since her mum was a child. TV in Sweden is no longer synonymous with public service TV and SVT. With the introduction of commercial TV, a growing Swedish market for the commercial

References

**Section 3**

This is a template for Appendix 1. The page header on the first page is empty, while the following pages has “Appendix 1” in the header.

Use Appendix heading styles

There are special heading styles for **Appendix.** They have no automatic numbering and are not included in the Table of Contents.

Mind the section breaks

You can **add or remove section breaks** to remove this appendix or make multiple appendixes with separate numbering. **Follow the instructions below** not to ruin the pagination in your body text section (Section 2).

#### Add a section break

1. Put the cursor where you want the break and choose Layout>Breaks>Section break
2. Double-click on the new section’s header. By default, it is linked to the previous section. Remove the linking before changing the design. Then the numbering can be made to start with 1 for each appendix.
3. Make the same re-link for the new section’s footer.

#### Remove a section break

1. Copy and paste the footer and header from the section above into the section you want to remove.
2. Remove the section break by deleting the hidden Section break mark.

Appendix 1. Heading

Original papers

as listed in the introduction