

Recommended styles for a Thesis document

Margins

Top – 2cm

Bottom – 2cm

Left – 2cm

Right – 2cm

If you are printing your Thesis for binding the Left margin is 4.5cm

Paper A4

Fonts

Sans-Serif fonts

Arial - minimum 11

Calibri - minimum 12

Tahoma - minimum 11

Verdana - minimum 11

Styles

Normal

Size – 11 or 12

Colour – Automatic

Alignment – Left

Paragraph spacing – 0 Before & 12 After

Line spacing – 1.5 lines or double

Frame – Remove frame

Heading 3

Font – as above

Size – 12

Font style – Bold

Alignment – Left

Paragraph spacing – 12 Before & 9 After

Line spacing – Single

Tick, Don't add space between paragraphs

Frame – Remove frame

Heading 1

Font – as above

Size – 16

Font style – Bold

Font Effects – All caps

Alignment – Centred

Paragraph spacing – 0 Before & 24 After

Line spacing – Single

Tick, Don't add space between paragraphs

Frame – Remove frame

Heading 4

Font – as above

Size – 12

Font style – Bold and Italic

Alignment – Left

Paragraph spacing – 9 Before & 6 After

Line spacing – Single

Tick, Don't add space between paragraphs

Frame – Remove frame

Heading 2

Font – as above

Size – 14

Font style – Bold

Alignment – Left

Paragraph spacing – 15 Before & 12 After

Line spacing – Single

Tick, Don't add space between paragraphs

Frame – Remove frame

Quote

Font – as above

Size – 10 or 11

Alignment – Left

Indentation – between 0.63 and 1.27 cm left and right

Paragraph spacing – 6 Before & 12 After

Line spacing – Single

Frame – Remove frame

Caption

Font as above

Size - 10 or 11

Font style - Bold

Paragraph spacing - 6 Before & 6 After

Line spacing - Single