**Title**

Subtitle

Author

Dissertation submitted in partial fulfilment of a Ph.D./Ed.D.-degree







**Title**

***Subtitle***

Author

Supervisors

Doctoral committee

Opponents at defence

Dissertation submitted in partial fulfilment of a Ph.D./ Ed.D.-degree

Faculty of xxxxxxxxxxxxx

School of Education, University of Iceland
Month Year

Title

A thesis for a Ph.D./Ed.D.-degree in Education

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Place, year

Preface

This template is specifically designed for those who are writing a doctoral- or a master’s dissertation/thesis at the School of Education, University of Iceland.

The template was prepared by Sigurður Haraldsson and Anna María Hauksdóttir 2009 and reviewed by Baldur Sigurðsson 2011. (The project cover is in accordance with the design standards of the University of Iceland.)

The purpose of arranging dissertations into this template is to facilitate their completion in accordance with the university’s requirements, establish a uniform appearance of doctoral- and master’s theses at the School of Education, and to prepare students for writing for publication.

This document is formatted with styles used in master’s theses at the School of Education. A style is a definition of what kind of print format is used in each part of the text of a thesis. If you go to *Home→Styles* in the action bar in Word you should see several windows with ready-made styles formats. These are the so called predictive styles and are always accessible there. By scrolling up and down with the arrow buttons on the right side of the profile view, you can see 12 different styles that have been pre-defined. To see how each style is defined and to change the definitions you can right-click the style and choose Modify.

To get the appearance required, there is no need to use a different configuration or other formats than those pre-defined here.

The styles used in this template have been pre-defined and it is best to review this document before beginning to use it and thus become aware of how it is best used. There are also guidelines in the document about the finishing and the structure of a thesis which it is advisable to peruse.

 If the thesis has been written in a different template there are number of ways to move the text to this format. Probably the best way to do it is as follows:

* Save this document (template) under a new name, the name of the thesis.
* Make sure you save the document as a Word document, not as a Word template.
* Enter the project name and other information into the first few pages.
* Copy the short sections at the beginning, those before the introduction, into the template instead of the text which is already there.
* Copy the remainder of the dissertation in one go into the template and then identify each type of text (headers, body, references, etc.) with the correct style format.

When you copy the text, use the *Paste Special* and select *Unformatted text*.

 When you use the template, you can always expect something to go wrong; the text does not behave as intended. It is easy then to click the *Undo (Undo, Ctrl-Z*) to cancel the operation. In order to use the template with skill and accuracy it is advisable to attend a course held by the Writing Centre (Ritver) in the School of Education on working with large projects in Word 2007, see http://vefsetur.hi.is/ritver/namskeid. It introduces all the relevant commands and definitions.

Abstract

The headings at the beginning of the thesis, i.e. the preface, abstract, table of contents, list of tables and list of figures are centred and not numbered. The same applies to the references and appendices. All the other chapter headings are, however, numbered and are left aligned. The headings are defined with the *Heading 1* style. To get the right format for headings that are not numbered highlight the heading and identify it with the style *Heading 1, miðja ótölusett*.

The full text of the thesis is set up in the style called *Normal*. Its characteristics are: Calibri font, size 11 points, line spacing is exactly 14 points but after each paragraph there is a three point extra space. The lines are justified on both sides and the first line of a paragraph is indented by 0.5 cm. As the first paragraph of a new chapter is not indented there is also a style named *Normal fyrsta málsgrein* which is the same style as Normal except that the first line is not indented.

All the formatting of the thesis is based on a *Normal style*. If you modify the definition of the *Normal style*, such as the font, it will change the font of the entire dissertation.

Abstract in Icelandic

 **Dissertation title in Icelandic**

Abstract in Icelandic 200-300 words.

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 Acknowledgements

# Introduction, level 1 heading – Heading 1

In this section the main text is divided into chapters. Here *Heading 1* style is used for the heading and the default numbering of the chapters then appears automatically. A full stop is never placed after a heading.

In the text the style *Normal* is used except for the first paragraph where the style *Normal fyrsta málsgrein is used*.

The font in the title of the first level is a 14-point Calibri, bold. Before is a 48-point spacing and a space of 12 points after. The headline at the first level is centred and is always at the top of a new page.

## Sub chapter, level 2 heading – Heading 2

Sub chapter is defined as *Heading 2* and the numbering in this chapter is also automatic.

In the main text use the style *Normal* except in the first paragraph of each chapter where *Normal style fyrsta málsgrein* is used.

The font at level 2 is a 13-point Calibri, bold. Before there is a 12-point space but 6 points after.

## Sub chapter, level 2 heading – Heading 2

Style *Normal fyrsta málsgrein*. xxxxxxx xxxxxxxxx xxxxxxxxxxx xxx

Next paragraph, *Normal style* (first line indented).

### Sub chapter, level 3 heading – Heading 3

Font at level 3 is 12 points Calibri, bold. Before it is a 12 point space but 6 points after..

#### Sub chapter, level 4 heading – Heading 4

Font at level 4is a 12-point Calibri, thin as the thesis text but in italics. Before there is a 6-point space and 4 points after. In this template the fourth level of headings is the lowest level. If the author uses only three levels of headings he could use the same font at the third level as defined here for the fourth level. The third level is then the lowest level of headings in the thesis.

# A few things about thesis formatting and finishing

Author´s text. The style *Normal fyrsta málsgrein*. xxxxxxx xxxxxxxxx xxxxxxxxxxx xxx.

Next paragraph, use the style *Normal* (First line is indented 0,5 cm).

## Figures and tables

When ficures and tables are cited this should be done by referring to their numbers (e.g. “see table 1...) but not by referring to ” the table above/ below”. This is important as the position of figures and tables can change.

Figures and tables should be numbered and have descriptive titles. Titles for tables are above the table and titles for figures are below the figure. Instructions for use and presentation of tables and figures can be found in the *Publication Manual of the American Psychological Association,* APA-manual (American Psychological Association, 2001; 2009).

Fig. 1. Title (number and title is under the figure)

 To label a figure put the cursor in front of the title go to *References* and to *Insert caption* and choose *Figure*. Then click *OK* and the figure is labelled in numerical order.

Table 1. Title (number and title is above the table)

|  |  |  |  |
| --- | --- | --- | --- |
|  **xxx** | **yy zz** | **þþ ææ** | **öö jjj** |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |

 To label a table select *References*, then *insert caption* and choose *Table*. Then click *OK* and the table is labelled in the correct numerical order.

If tables and figures are transferred from Excel they should be copied; then go to *Home*, choose *Paste* on the far left and then choose *Paste special* and then paste the picture or the table as *Picture‑Windows metafile (Picture (Enhanced Metafile)* in Word 2010).

If figures and tables from others are used they should be cited the same way as other references.

Table 2. Table title

|  |  |  |  |
| --- | --- | --- | --- |
|  **xxx** | **yy zz** | **þþ ææ** | **öö jjj** |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |
| aaa | bbb | ccc | ddd | eee | fff | ggg | hhh |

## Listing

Here is an example of listing, use the style *Upptalning* (see styles).

* Upptalning. Use this predefined style rather than creating your own.
	+ Listing
	+ Listing
* Listing
* Listing
* Listing

The text preceding a list is in the style *Normal* but if the first line after the list is a continuation of the sentence above one should not use indentation; instead use *Normal fyrsta málsgrein*.

## Numerical order

Author’s text. Style: *Normal fyrsta málsgrein*. xxxxxxx xxxxxxxxx xxxxxxxxxxx xxx. Tex.

Next paragraph, use the style *Normal* (first line indented). If the items are numbered you can use the style *Í fyrsta lagi*.

1. Here comes a text that refers to I *first* or *firstly* .
2. Here comes secondly.
3. And thirdly.
4. And finally.

The text preceding a list is in the style *Normal* but if the first line after the list is a continuation of the sentence above one should not use indentation; instead use *Normal fyrsta málsgrein*.

## Citations

Author’s text. The style used is *Normal fyrsta málsgrein*, as always after a heading.

Occasionally verbatim citations from the work of other authors are used; so called „direct quotes“. Short quotations are included in the text and indicated by quotation marks. Always refer to the page number of a direct quote.

Direct quotations, longer than 40 to 50 words, should be indented without quotation marks. The quotations style format *Tilvitnanir* is used. Xxxxxxx xxxxx xx xxxxx Xxxxxxx xxxxx xxxxx Xxxxxxx xxxxx xx xxxxx xxx xx xxxx xxxx xxxxx x xxx xxx xx xx xxxxxxxxxxxxxx (Nafni Nafnason, ártal, bls. 999).

Author´s text continues after citation as afterother insertions. If the text is a continuation of the previous paragraph the first line is not indented (style *Normal fyrsta málsgrein*) but if a new paragraph begins the first line is indented (style *Venjulegur, Normal*).

## Layout and Printing

The dissertations is printed in the size B5 (17,6 x25 cm). This file is formatted in that size.

### Cover/ Frontpage

There are strict rules about the appearance and finishing of the cover for a dissertation:

* The cover page shall be of stiff cardboard and printed by a printing service. Its appearance is standardised.
* The first page of this template shows what the cover page looks like. That page is included in the digital copy which is sent to Skemma (but not with the printed version as the cover is printed separately).
* At the top of the cover page is the figure banner of the University of Iceland, in the School of Education´s colour. The number of the color is: CMYK: 0+100+85+20; PANTONE: 187 C; RGB: 172+26+47.
* On the front cover there is the name of the dissertation, the name of the author, the Univeristy and School . It should also been noted that this is a dissertation submitted in partial fulfilment of a Ph.D. - degree. At the bottom of the page is the logo for the University of Iceland. .
* On the back cover page, at the bottom, the name of the printing house, place and year may be stated.
* On the keel of the dissertation is the author’s name, dissertation title and year.
* The font on the cover page is Arial (but all other text in the dissertation is Calibri)

### The dissertation

Style and format of the dissertation follows a few rules:

* Printed on both sides of a page.
* A new chapter begins with a heading on a new page, right side (odd numbers).
* The main chapters are numbered (but not abstract, preface, references or appendix).
* Page numbering is continuous; numbering begins with the title page. The page number is first shown on page 3.
* The font is Calibri, 11 points in the text but 12 pt or more in headings.
* Line spacing is „exactly 14 pt“.
* The first line of a paragraph is indented 0,5 cm except in the first paragraph of each chapter.
* The text is justified (right and the left), except in references where it is left aligned.
* Margins are 3,1 cm at the inside (by the keel), 2,5 cm at the outside and 2,5 cm above and below. The gutter is 0, and selected to mirror margins.

 A few tips about text formatting.

* Only have one space between words and after punctuation (Those who learned to have two spaces after a full stop on a typewriter in the old days should forget that now.)
* When the text is aligned on both sides it can strain the space between words when the next line starts with a long word. This can form so called lakes and streams in the text. In order to fix this you need to divide long words between lines. This is done by pressing ,Ctrl-hyphen'. That forms so called fleeting dash that appears only if the word is divided between lines but will otherwise be invisible like other control characters.

# The structure of the dissertation

A dissertation is normally divided into three parts: *forewords*, *main part* and *after words*. The main part is the dissertation proper and may be presented in several different ways. The forewords and the after words however go by fixed rules. The forewords are in six sections and the afterwords in two.

1. Title page**.** The title of the theses and the author´s name is on the title page. It also shows the name of the supervisor/s, the doctoral committee and the opponents at the doctoral defence. It shows that the thesis is submitted in partial fulfilment of a Ph.D. – degree and from what faculty the student is graduating and the date (month and year).
2. **Preface.** The preface contains the name of the main- and the co-supervisor and others on the doctoral committee. The size (number of credits) and format of the dissertation (monograph or doctorate with published work) should be mentioned here. The preface is also the right place to bring forward any possible acknowledgements and thanks.
3. **Abstract.** The abstract should be 200-300 words. It is an overview of the research and a concise abstraction of the main parts of the dissertation. The title of the work is not usually mentioned in the abstract. Citations are normally not used in the abstract and nothing is mentioned here that is not in the dissertation itself. Usually a few substantive keywords are listed after the abstract.
4. **Table of contents.** This comes after the abstract.
5. **List of figures and list of tables.** If there are figures or tables in the monograph or synopsis lists of these should be placed after the table of contents and before the main part. Figures and tables should be numbered and labeled with transparent titles. Guidance may be sought in the APA Manual V or VI (Americal Psychological Association, 2001; 2009).
6. **Main part.** Main text divided into chapters.
7. **References.** At the end of the dissertation there should be a complete and accurate alphabetical list of publications cited in the dissertation. The APA style of referencing is recommended (see the APA Manual V or IV, 2001; 2009). If another referencing style is used its rules should be followed slavishly.
8. **Appendices**. If the dissertation is followed by appendices they should be labelled with letters in the order in which they are referred to in the dissertation (Appendix A, Appendix B…) unless there is only one appendix. An appendix starts at the top of a new page and should be labelled with a transparent title. Appendices carry contents that fit badly into the dissertation, would damage the flow of the argument or are not referred to directly in the dissertation (e.g. original data or questionnaires). Its purpose is to help the reader understand the research better and make it easier for the reader to repeat it. Should a reference to a publication appear in an appendix the publication should be listed in the reference list.

#

# Findings – Heading 1

##  Sub chapter1 – Heading 2

###  Sub chapter 2 – Heading 3

####  Sub chapter 3 – Heading 4

#  Discussion

In the discussion section you link the theoretical background to the research, i.e. the knowledge that existed before you began, with your own contribution to knowledge or a better understanding of the subject matter. It is precisely here, in the discussion chapter that you can demonstrate how important your research is, how the it answers the research questions and what significance that knowledge or understanding has for the subject. How can the next generation take advantage of your results and continue?

#  Conclusion

Now, with this template, you have the tools to write your essay and prepare it for printing and publishing. This template should help you ease the work with layout, appearance and finish of your dissertation. Nevertheless, the author always needs to be sure that everything is as it should be. You can turn for further assistance to the Writing Centre (Ritver) or those in administration of the doctoral study.

 A few of the last things you need to do are the following:

* Make sure that the list of references contains all the works referred to in the text, only those and no other.
* Ensure that all chapters start on the right page or on odd number pages. You can do this by inserting page breaks in the right places – *Insert >* *Page Break*.
* Ensure that all text, charts, and figures sit right on the page and the margin is even.
* Ensure that numbered items always start on ,1' . If the numbering is a continuation of the previous numbering right-click on the first number and select *Restart numbering*.
* Ensure that there are no lakes and streams in the text. If there are you need to divide words between lines, see instructions in chapter 3 of this template.
* When all changes to the text are complete you need to update the table of contents by right-clicking it with your mouse. On the menu that then appears you select *Update field*, select either *Update page* *numbers only* or *Update Entire Table* if you need to update also the chapter title. The same applies to List of tables and List of figures.

Now it is time to take the dissertation to the printing house (contact it beforehand to make an appointment and get instructions on how to deliver the work).

The printing house will make a proof of the whole text and the cover. It is important to read the proof carefully to see if everything is as it should be. Here you are given the last opportunity to make corrections before the thesis is made into a book.

References

Reference 1. Here comes the reference and you use the style Bibliography. The style Bibliography is a normal style but here all lines are indented except the first one, which is hanging.

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5. útgáfa). Washington: Höfundur.

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6. útgáfa). Washington: Höfundur.

Friðrik H. Jónsson og Sigurður J. Grétarsson. (2007). *Gagnfræðakver handa háskólanemum* (4. útgáfa). Reykjavík: Háskólaútgáfan.

 Appendix – Heading 1 centred and unnumbered

Often it is suited to take original documents, create figures of it and put into the theses as an appendix: Insert / Picture / select photo / OK. Then the document is pasted into the theses as it originally appeared, so there is no doubt about its source.