

# Recommended styles for a Thesis document

## Margins

Top – 2cm  
Bottom – 2cm  
Left – 2cm  
Right – 2cm

Paper A4

If you are printing your thesis for binding, ask the binders for their layout specifications.

## Fonts

### Sans-Serif fonts

Arial - minimum 11  
Calibri - minimum 12  
Verdana - minimum 11

These fonts have been selected based on compatibility between PC and Mac, and readability for common screen reading/accessibility software.

## Styles

### Normal

Size – 11 or 12  
Colour – Automatic  
Alignment – Left  
Paragraph spacing – 0 Before & 12 After  
Line spacing – 1.5 lines or double

### 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

### 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

### Caption

Font as above  
Size - 10 or 11  
Font style - Bold  
Paragraph spacing - 6 Before & 12 After  
Line spacing – Single

### 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

### 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

### 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 & 18 After  
Line spacing – Single

**Note:** If you find that a frame or box appears around text within your document, modify the affected style by select **Remove frame** under the **Frame** menu.