### ESSENTIALS OF FORMATTTING & PRACTICAL TIPS

*(Refer to the main guidelines document and supplements for details.)*

<table>
<thead>
<tr>
<th>Margins</th>
<th>Left: 4cm</th>
<th>Top, bottom: 2.5cm</th>
<th>Note: No justification of text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font</td>
<td>Times New Roman: 12 pt. for text and headings. The font on tables can be reduced as far as 8, but no smaller.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spacing</td>
<td>Use double-spacing throughout the main text.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Paragraphs| - Do not indent the first paragraph of a chapter or chapter sub-section.  
- Indent all other paragraphs.  
- Use the Tab key to indent; do not indent manually by repeatedly pressing the space bar. |
| Pagination| - Center the page numbers at the bottom of the page.  
- Font: Times New Roman size 12. |
| Numbers   | - Numbers less than 10 are written out as words (i.e., one through nine).  
- Numbers 10 and greater use Arabic numerals (10 – 999,999).  
- EXCEPTION: Do not use a figure *(rakam)* to start a sentence: write the number in full. *(Alternatively: re-structure the sentence so that the number is not at the beginning.)*  
  ✴ Use periods to indicate decimals, commas to indicate thousands. |
| Abbreviations & Acronyms | - Define abbreviations by writing out the name in full on the first use, and then put the abbreviation in parentheses. Example: “...School of Social Work (SSW) ...”  
- Once defined, you must use the abbreviation for all subsequent references; no flip-flopping!  
- Use abbreviations sparingly. *(Tip: Most readers can keep track of only 4 to 5 unfamiliar abbreviations.)* |
| Appendices | Appendices must be labeled and arranged in the order in which you mentioned them in the main text. *(Tip: First finalize the main text, and then label the appendices.)* |
| References | - Use sentence case for book titles, article titles, and thesis/dissertation titles.  
- Use italics for book titles, article titles, and thesis/dissertation titles.  
- Single-space individual entries. Double-space between entries.  
- Use a hanging indent for the second and subsequent lines of an entry.  
- Entries should not break across pages. Each entry should finish on the same page where it starts. *(This is relevant for the last entry on a page.)* |
| Dates     | - Cover page and title page: the year of your official graduation. |
- Approval page: the month and year of your successful defense.

## PRACTICAL TIPS

### Automatize new main sections
- Each major section (e.g. table of contents, abstract, chapters) must start on a new page. Please do not do this manually by pressing ‘Enter’ a number of times.
- Instead, insert a page break immediately at the end of the text of each section. To do this, you can press **Ctrl+Enter** at the same time (for Macs, use **cmd+Enter**).

### Hanging indent (for References)
- To make your life easier, set up the spacing and indentation for your references with the first entry.
- Type the first entry. Select it. Then go to Document → Indents and Spacing to arrange the settings. The settings should look like what you see in the image below.
- To start typing the next entry, simply press ‘Enter’; the spacing and the indentation will be correct.

![Paragraph settings](image-url)

- **General**
  - Alignment: Left
  - Outline Level: Body Text
- **Indentation**
  - Left: 0 cm
  - Right: 0 cm
  - Special: Hanging By: 1.27 cm
- **Spacing**
  - Before: 0 pt
  - After: 12 pt
  - Line spacing: Single
  - Don't add space between paragraphs of the same style
  - Snap to grid when document grid is defined