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| Kristianstad University  SE-291 88 Kristianstad  +46 44-250 30 00  www.hkr.se |  |

Independent project (degree project), 15 credits, for the degree of  
e.g. Bachelor of Arts in Education  
Semester Year e.g. Spring Semester 2021  
Faculty of … (style Document information)

Title of the project  
(style Title)

Subheading if used  
(style Subheading)

Author’s name and surname   
(style Author)

Author (style Abstract Headline)

Name(s) and surname(s) of author(s) (style Abstract Normal)

Title

Main title and subheading of the degree project

Supervisor

Name and surname of supervisor

Assessing teacher

The assessing teacher should be specified if applicable during the examination.

Examiner

Name and surname of examiner

Abstract (maximum 250 words)

Abstract text.

Keywords (5–8 words)

Keyword1, keyword2, keyword3, keyword4, keyword5

Content

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# Use styles in Word (style Heading 1)

The text on this and the following pages is sample text that you should delete. Feel free to read before you delete, and you will get some tips along the way.

A style is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can help your documents achieve a more professional look and feel. You can also use styles to quickly change several things in your document at the same time.

This is a body text set with the Normal style. The font is called Times New Roman and is a font with serifs, which makes it easier to read the text because it is easy to distinguish between, for example, small l and large I.

When you want to reinforce the text, you can quote (reproduce exact text from another source). Citations are marked graphically. Short quotations are placed within "quotation marks".

When you want to reinforce a text, for example a longer quote with more than 40 words, you use the Quote with indent. The quote forms a separate paragraph with extra indents, closer line spacing and smaller font than the rest of the text. Block quotes, on the other hand, do not have quotation marks. All citations must always have a [source reference](https://www.oru.se/university-library/support-for-students/guide-to-academic-writing/referencing-and-citation/) that also contains a page reference.

When you create new paragraphs, a space is automatically created between paragraphs (style Normal). Do not make your own line breaks.

## Heading level 2 (style Heading 2)

### Heading level 3 (style Heading 3)

* Item number lists are formatted with lists (style List - Item)
* Item number lists are formatted with lists

1. Number lists are formatted with lists (style List - Number)
2. Number lists are formatted with lists

Captions are in italic (style Caption).

# Fixing the table of contents

For the list of contents to work, you must specify what lines are headings and what kind is of headings they are. Highlight your heading and click Heading 1, Heading 2 or Heading 3 among the quick formatting choices. Then you can scroll up to the table of contents, right-click it and select Update field – Update the whole table. Word instantly retrieves all the headings you have highlighted and adds them to the table of contents with the correct page numbers.

## What do you mean headings 1, 2 and 3?

Use Heading 1 for all your main headings, such as Introduction, Background, Purpose, Method and so on. Heading 2 and Heading 3 are different levels of sub-headings. You may only need two levels, depending on how your work is structured.

# Page numbering

The most common way of numbering pages in this type of text is for page numbers to be visible from the first page of running text, but that all pages are included in the numbering. This is often described as “numbering should start on page 3 or 5”, or in any case on an odd-numbered page. This is necessary in order to adapt the document for printing. In that case, a blank page usually follows each of the initial pages so that they end up printed on one side only. In the present template, the numbers start to be visible here on page 4. If your table of contents is so long that it takes up several pages, or if you add more pages before the table of contents, the first visible page number will be further on.

# If you have problems using the template

## Make sure you are using the latest version of Word

The template is designed for Word for Office 365 and should work on both PC and Mac. All students at Kristianstad University can download the desktop version of Office 365 for free. It will continue to work as long as you are registered as an active student.

## If you prefer another software for writing

Kristianstad University does not dictate what software to use. However, if you choose to use another software you must make sure:

* Your cover page and abstract page should look just like the template, and they also must include the same information.
* When handing in your paper you must submit it in either PDF or DOCX.

## If you need help

You can get help on how to use the template at the Academic Skills Center. See information at <https://www.hkr.se/academic-skills>

You can also mail us for help online at [student@hkr.se](mailto:student@hkr.se)