



Karlstads universitetsbibliotek
Publiceringsstöd

Recommendations for publishing in the Karlstad University Studies series

Word 2010

Fonts

The fonts that should be used in the publication are Georgia and Arial.

BODY MATTER

- Georgia, 13 points
- The margins should be adjusted (both left and right)

FOOTNOTES

- Georgia, 9 points

CAPTION

- Georgia, 10 points, italic

QUOTES

- Georgia, 10 points, single-spaced

Headings

- The headings should be left-adjusted. Do not use capital letters.
- One line feed is recommended between the heading and the text
- Two line feeds are recommended before a new heading

Heading 1 (Arial 15 points bold)

Heding 2 (Arial 13 points bold)

Heading 3 (Arial 13 points bold italic)

Heading 4 (Arial 13 points italic)

Heading 5 (Arial 10 points bold)

Format

MARGINS

The margins recommended are:

Left: 3,4 cm

Right: 3,4 cm

Top: 2,8 cm

Bottom: 3,0 cm

LINE SPACING

We recommend 1,2 points line spacing.

PAGE NUMBERS

The page numbers should be centered, at the bottom of the page.

Please observe!

The printing office will reduce the text to 81 percent (from A4) to adjust to the format the publication will be printed in (S5). The given recommendations are created to correspond to this process.