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NWU Template for Postgraduate

(Faculty of LAW)

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# TABLE OF CONTENTS (HEADING 0)

The purpose of this document is to explain the use of the Postgraduate MS Word Template and not the working of MS Word.

The template can be used by any person that has a basic knowledge of MS Word. However adding additional sections with different headers/footers may require expert MS Word knowledge.

1.1 Before you start

(a)   Ensure that the non-printing symbols ¶ (on the Home tab) show on your screen so that can see what is really going on. Click on **File > Options**.

> Note: On the Display tab, select Show all formatting marks (unselect the other options). Also select Update fields before printing (so that the cross-references are updated before you print).
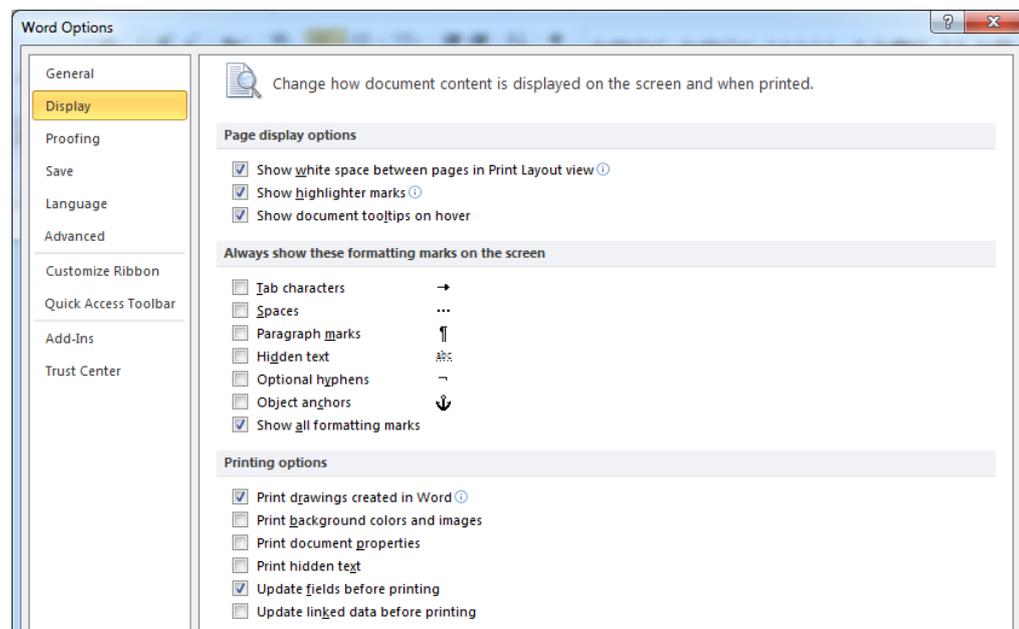
(b)   Don't leave any **empty paragraph marks**. The only exceptions are - the empty paragraph marks on the cover page; and one empty paragraph mark after each table.

(c)   Only use page breaks for a new chapter.

(d)   If there is a paragraph that should "hold hands" with the next paragraph, format it on the **Home tab > Paragraph Settings > Line and Page Breaks > Keep with Next**.

(e)   To toggle between All Caps and Small Caps, select the text and press **Shift+F3**

(f)   For a non-breaking space press **Ctrl+Shift+space**

(g)   Save as you type (**Alt+f+s**). Make regular backups! Not just on paper, but on the c-drive, and usb-drives as well. Keep copies in different locations e.g. at work, home, on yourself etc.

(h)   Use **Ctrl+-** for hyphenation as you type. MS Word will then use the appropriate -. This will prevent sentences with long words from stretching out.

(i)   Use **Crtl+D** to open or close the spacing after a paragraph. This will be used at the Bibliography entries.

1.2 Save the template

(a)   Save the template in a folder of your choice where you will find it again.

1.3 Create a new document based on the template

(a)   Go to the folder where the template was saved.

(b)   Double click on the template. A new document is created, based on the template.

Note: You can now save the document as your master document. You can then either add new content to the master; or copy text from previously created documents to the master.

Note: Should you wish to create a separate chapter document, place the cursor before "Chapter 1" and press **Ctrl+Shift+Home > Delete** to delete everything before Chapter 1.

1.4 What to do with my previously created documents

Note: It is recommended to first attach the template to your existing documents before copying and pasting text to your master.

(a)   Open the document that you want to format with the template.

(b)   Word 2013: **Click File > Options > Add-Ins > Manage:Templates > Go**.

(c)   Click on **Attach**... and select the template (from the folder where you saved it in).

(d)   Ensure **Automatically update document styles** is selected.

(e)   Click on **OK**.

> Note: The template is now attached to your previously created document. You may now copy and paste text from it to your master document.

1.5 Page layout

The page layout has already been set in the template and is: **Margins** (left 2.5cm, top 2cm, right 2cm, bottom 2.5cm); **Paper** (A4);   **Footer** (2cm).

1.6 Section breaks and page numbering

(a)   The template contains **two section breaks** that divide the document into **three sections** - Title page (no page numbers);   Table of contents: (i,ii,iii... page numbers); Chapters and rest of document: (1,2,3... page numbers).

(b)   Should you delete any of the section breaks the page numbering in the document will go haywire. Therefor it is important to let the non-printing symbols display in order to see the sections breaks.

1.7 Heading numbering

(a)   Headings are automatically numbered when using the Heading 1 to Heading 5 styles. The concept of heading numbers are: Heading 2 has two numbers e.g. 1.4; Heading 3 has 3 numbers e.g. 4.2.1; etc.

(b)   **Heading 1 won't print** and is used to indicate the beginning of a new chapter.

(c)   Heading 2 to Heading 5 will appear in the Table of Contents. If you have a heading that doesn't contain a number, but should appear in the Table of Contents, use the TOC_Heading style.

(d)   Use the Chapter style for your heading that contains the chapter name and/ title. If your Chapter heading is in a separate paragraph than the "Chapter" wording, format it with the TOC_Heaing style.

1.8 *The different styles in the template*

Show/hide the styles with **Ctrl+Shift+Alt+s**

Style	Description	Shortcut
Abbreviation	Normal + Indentation hanging indent 5cm + Line spacing single + Tabs 5cm left	Alt+v
Bibliography	Normal + Line spacing single	Alt+r
Bibliography Under	Bibliography + Indentation (left, 1.27cm)	
CaptionBot_Tbl_Fig	Normal + Font bold + Indentation hanging 3cm + Alignment left + Spacing (before 3pt, after 30pt)	Alt+c+b
CaptionTop_Tbl_Fig	Normal + Font bold + Indentation hanging 3cm + Alignment left + Spacing before 12pt + Keep with next	Alt+c+t
Chapter	Normal + Font (14pt, bold) + Alignment left + Spacing after 18pt + Keep with next (Does appear in the TOC)	
Footer (page number)	Normal + Alignment centred + Spacing after 0pt + Line spacing single	
Footnote Reference	Normal + Font 10pt + Superscript	
Footnote Text	Normal + Font 10pt + Indentation hanging 0.75cm + Spacing (line spacing single, after 0pt) + Tabs 0.75cm left	

Style	Description	Shortcut
HEADING 0	Normal + Font (14pt, bold, all caps) + Alignment left + Spacing after 18pt + Keep with next (Doesn't appear in the TOC)	Ctrl+Alt+0
1 Heading 1	Normal + Font (bold, hidden) + Alignment left + Indentation hanging 0.76cm Spacing before 12pt + Keep with next + Tabs 0.76cm left (won't print)	Ctrl+Alt+1
1.1 Heading 2	Normal + Font (bold, italic) + Alignment left + Indentation hanging 1.02cm Spacing before 12pt + Keep with next + Tabs 1.02cm left	Ctrl+Alt+2
1.1.1 Heading 3	Normal + Font italic + Alignment left + Indentation hanging 1.27cm Spacing before 6pt + Keep with next + Tabs 1.27cm left	Ctrl+Alt+3
1.1.1.1 Heading 4	Normal + Alignment left + Indentation hanging 1.52cm Spacing before 6pt + Keep with next + Tabs 1.52cm left	Ctrl+Alt+4
1.1.1.1.1 Heading 5	Normal + Alignment left + Indentation hanging 2cm + Spacing before 6pt + Keep with next + Tabs 2cm left	Ctrl+Alt+5
(a) List_Number_Alfabet_Brackets	Normal + Indentation hanging 1cm	Alt+a+[
(i) List_Number_Roman_Brackets	Normal + Indentation (left 1cm, hanging 1cm)	Alt+i+[
Normal	Font Tahoma 12pt + Alignment justified + Line spacing 1.5 + Spacing after 12pt + Widow/Orphan control + Language English (U.K)	Ctrl+Shift+n

Style	Description	Shortcut
Normal Header	Normal + Font bold + Alignment left + Keep with next	Alt+n+h
Normal Header Italic	Normal + Font (bold, italic) + Alignment left + Keep with next	
Quote	Normal + Font 11pt + Indentation (Left and right 0.75cm) + Line spacing single	Alt+q
Table of Figures	Normal + Indentation (hanging 3cm, right 1cm), Alignment left +Tabs (3cm left, 16.4cm right leader …)	
Table_Body	Normal + Alignment left + Line spacing single + Spacing (before 3pt, after 3pt)	Alt+t+b
Table_Heading	Normal + Font bold + Alignment centre + Line spacing single + Spacing (before 3pt, after 3pt) + Keep with next	Alt+t+h
TOC 1	Normal + Font bold + Indentation (hanging 2.5cm, right 1cm), Alignment left + Spacing before 24pt +Tabs (2.5cm left, 16.4cm right leader …) (For **Heading 1**)	
TOC 2	Normal + Font (bold, italic) + Indentation (hanging 2.5cm, right 1cm), Alignment left + Spacing before 6pt +Tabs (2.5cm left, 16.4cm right leader …) (For **Heading 2**)	
TOC 3	Normal + Font italic, Indentation (hanging 2.5cm, right 1cm), Alignment left +Tabs (2.5cm left, 16.4cm right leader …) (For **Heading 3**)	
TOC 4	Normal + Indentation (hanging 2.5cm, right 1cm), Alignment left +Tabs (2.5cm	

Style	Description	Shortcut
	left, 16.4cm right leader …) (For **Heading 4**)	
TOC 5	Normal + Indentation (hanging 2.5cm, right 1cm), Alignment left +Tabs (2.5cm left, 16.4cm right leader …) (For **Heading 5**)	
TOC 8	Normal + Font (bold, all caps) + Indentation (right 1), Alignment left + Spacing after 6pt +Tabs (16.4cm right, leader …) (For **TOC_Heading** style)	
TOC 9	Normal + Font bold + Indentation (right 1), Alignment left + Spacing (before 24pt, after 6pt) +Tabs (16.4cm right, leader …) (For **Chapter** style)	
TOC_HEADING	Normal + Font (14pt, bold, all caps) + Alignment left + Spacing after 18pt + Keep with next (Does appear in the TOC)	Ctrl+Alt+t

1.9   Inserting tables or figures

(a)   Insert a new paragraph (formatted with the Normal style).

(b)   Insert the table or figure to the left of the new paragraph mark ¶.

(c)   Use the Table_Heading and Table_Body styles to format your tables with.

Note: If a table should continue on a next page the heading of the table can be set to continue automatically at the top of each page. To do this: Highlight the table row(s) containing the heading > Right click > Click on Table Properties > click on the Row tab > under Options tick the "Repeat as header row at top of each page".

Note: Should you use other styles in the table e.g. List Bullet, format the paragraph with Alignment left + Line spacing single + Spacing (before 3pt, after 3pt).

1.9.1 Inserting headings for tables or figures

On the **References tab > Insert Caption**.

(a)   After the label (e.g. table/figure) is inserted, type a ":" and press the tab key (on the keyboard) followed by the heading for the table or figure.

(b)   Format the paragraph with the CaptionTop_Tbl_Fig or CaptionBot_Tbl_Fig styles, depending on the placement of the heading (top or bottom of the table or figure).

> Note: To prevent the figure from appearing at the bottom of a page with the caption at the top of the following page, click on the paragraph mark next to the figure then click on the Home tab > Parapraph > Line and under the Page Breaks tab > tick the "Keep with next" option.

1.9.2 Referring to tables or figures in your text

On the **References tab > Cross-reference**

> Note: Word inserts the reference as a field that will automatically be updated as indicated in paragraph 1.9.4.

1.9.3 Inserting a Table of Contents, List of Figures or List of Tables

> Note: The Table of Contents, List of Figures or List of Tables have already been added. Should you have deleted them and need to insert them again:

Table of Contents

On the **References tab > Table of Contents:**

(a)   Indicate the **Show Levels** of headings to include (e.g. 5 for Heading 5)

(b)   Click on **Options** and add **8** next to the **TOC_Heading** style and **9** next to the **Chapter** style.

(c)   Click on **OK > OK**.

List of Figures or List of Tables

On the **References tab > Insert Table of Figures**.

1.9.4 Updating the Table of Contents, List of Figures or List of Tables as well as Cross-references

(a) Select the document by pressing **Ctrl+a**

(b) Press **F9** on the keyboard.

(c) Choose **Update Entire Table**. This question will be repeated for the Table of Figures as well.

1.10 Inserting Footnotes

(a) Footnote numbering continues throughout the chapters.

(b) Use the Insert Footnote option (under the References tab). After the footnote reference number press the **tab key**, followed by the footnote text in order to create a hanging indent.

Note: If you have already added your footnotes and want to create the hanging indent, press the **Ctrl+tab** key before the footnote text.

1.11 Differences between undergraduates, structured LLM (mini dissertation), research LLM and LLD

Note: Undergraduates and structured LLM (mini dissertation) don't have chapters and therefor need the Heading 1 style to display and print. The template is setup with Heading 1 style being hidden. To unhide the Heading 1 style:

(a) In the styles window, right click on **Heading 1 > Modify... > Format > Font...**

(b) Ensure **Hidden** is **not checked** and click on OK.

(c) Check the **New documents based on this template option** (if you want all your documents based on this template to be changed).

(d) Click on **OK**.

Note: Postgraduates, Research LLM and LLD have chapters and should use Heading 1 (in a hidden form) to indicate the next chapter. They don't have to make any changes for the template.

1.12 Bibliography

The Faculty of Law follows the style requirements of the Potchefstroom Electronic Law Journal (PER). Visit www.nwu.ac.za/p-per/style for:

(a)   The basics of the bibliography.

(b)   Examples of references and additional information on references in footnotes an in the bibliography.

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