Instructions for Using the Doctoral Thesis Template

TALLINN UNIVERSITY OF TECHNOLOGY
2026

Contents

Introduction 3

1 Using the Word Template 4
1.1 Title Pages 4
1.1.1 First Title Page 4
1.1.2 Completing the Reverse Side of the Title Page 5
1.1.3 Second Title Page 5
1.2 Contents 5
1.3 List of Publications and Author's Contribution to the Publications 6
1.4 Introduction 6

2 Formatting the Content of the Doctoral Thesis 7
2.1 Commonly Used Word Processing Terms 9

3 List of Figures (optional) 10

4 Abstract in English and Estonian 10

5 Acknowledgements 10

6 Curriculum Vitae and Elulookirjeldus 10

7 Using MS Word to Format the Thesis 11
7.1 Entering and Formatting Text 11
7.2 Adding Footnotes 11
7.3 Adding and Formatting Figures and Images 12
7.4 Adding a Caption to a Figure, Image or Table 13
7.5 Using Cross-references 14
7.6 References and Citations 14

Introduction

The following instructions describe how to use the doctoral thesis template in Word. We recommend using the template from the beginning of the writing process, as it already defines the structure of the doctoral thesis, page format, text and heading styles, and other necessary formatting settings. Using the template helps to avoid formatting problems at a later stage.

The Word template is set to a page size of 176 × 250 mm (ISO B5) and includes the full structure of a doctoral thesis, with all possible chapters and sections. Some sections in the template are optional and may not be required in every doctoral thesis, for example "Abbreviations (optional)". To remove an unnecessary section, select the contents of the relevant page and delete it using the **Backspace** or **Delete** key.

The template contains predefined text and fields for entering the details of the doctoral thesis. The formatting of the fields has already been defined. To enter text in a shaded field, click in the field and type or paste the required text. An unnecessary field can be removed using the **Delete** key.

Styles are used to format the different parts of the template. Using styles ensures consistent formatting throughout the doctoral thesis and enables Word's automatic functions, such as the table of contents, numbering and cross-references, to work correctly. The use of styles and the formatting of the different parts of the doctoral thesis are explained in more detail in the following sections.

Before submitting the files, it is recommended that you export the Word document to PDF for checking and review the entire document. This makes it easier to identify possible layout problems, such as displaced figures or tables, changes in line breaks, or other formatting issues.

A doctoral thesis prepared using the Word template must be submitted to **TalTech Press as a Word file (.docx)**, with the appendices submitted as separate PDF files. If necessary, images, figures and other visual materials may also be submitted separately in JPG, PNG or TIFF format. The final PDF version is prepared by TalTech Press. The files must be submitted via the **TalTech Support Portal.**

1 Using the Word Template

The formatting requirements for the doctoral thesis have been implemented in the Word template by using styles. The document size is 176 × 250 mm (ISO B5). The top and bottom margins are 20 mm, and the left and right margins are 25 mm.

The body text of the doctoral thesis is set in Calibri 10 pt, regular, with 1.0 line spacing and justified alignment. The styles *Body Text* and *Body Text First Indent* are used for formatting the body text depending on the position of the paragraph. The first paragraph following a heading, figure or table has no first-line indent (*Body Text*). Subsequent paragraphs have a 0.4 cm first-line indent (*Body Text First Indent*).

When copying text from another document, it is recommended to use the *Keep Text Only* paste option and then apply the appropriate style defined in the template. This helps to maintain consistent formatting throughout the doctoral thesis.

Up to three levels of headings are used in the doctoral thesis, formatted using the styles *Heading 1*, *Heading 2* and *Heading 3*. More detailed formatting requirements for headings and other parts of the text, together with the styles used, are presented in Table 1.

The default language in the template is English (UK). For text in another language, change the language setting of the relevant style by selecting *Modify > Format > Language*.

The following sections describe the different parts of the doctoral thesis structure and their formatting (see the doctoral thesis structure in the „**Establishment of the Regulations for Doctoral Studies § 23**“).

1.1 Title Pages

A doctoral thesis has two title pages. For a doctoral thesis written in English, the first title page is in English and the second in Estonian.

1.1.1 First Title Page

The title page contains predefined fields that determine the layout and formatting of the information. Complete the fields with the details of the doctoral thesis according to the instructions provided in the template.

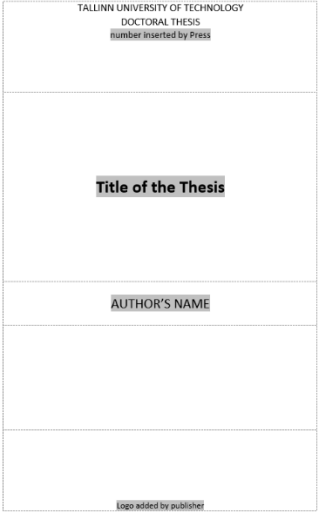


Figure 1. Fields and formatting of the English title page.

1.1.2 Completing the Reverse Side of the Title Page

The reverse side of the title page contains a predefined layout, fields and text. Fields can be deleted and text can be added or removed as required.



TALLINN UNIVERSITY OF TECHNOLOGY
Name of School
Name of Department
This dissertation was accepted for the defence of the degree Click here to enter a date.

Supervisor:	Title. Name school Tallinn University of Technology Tallinn, Estonia
Co-supervisor:	Title. Name school Tallinn University of Technology Tallinn, Estonia
Opponents:	Prof Name scool Department University City, Country Prof Name school Department University City, Country

Defence of the thesis: Click here to enter a date., Tallinn

Declaration:
Hereby I declare that this doctoral thesis, my original investigation and achievement, submitted for the doctoral degree at Tallinn University of Technology has not been submitted for doctoral or equivalent academic degree.

Autor's name ..... signature

European Union European Regional Development Fund
Investing in your future

Insert those logos if you have got support from the European Regional Development Fund

Copyright: Autor's name, year
ISSN number, added by publisher (paperback)
ISBN number, added by publisher (paperback)
ISSN number, added by publisher (PDF)
ISBN number, added by publisher (PDF)

Figure 2. Fields and formatting on the reverse side of the English title page.

1.1.3 Second Title Page

For a doctoral thesis written in English, the second title page is in Estonian. If necessary, the title can be broken at an appropriate point by using the keyboard shortcut **Shift+Enter**.

1.2 Contents

The heading “Contents” is an unnumbered heading formatted using the style *HeadNoNo*. The heading itself is not included in the Contents.

The Contents includes all headings in the doctoral thesis up to the third level, as well as unnumbered headings and appendix headings together with their page numbers. The Contents page is the first page on which the page number is displayed.

If the heading styles defined in the template have been used for the headings in the doctoral thesis, the Contents can be updated by right-clicking anywhere in the Contents and selecting *Update Field*.

1.3 List of Publications and Author's Contribution to the Publications

The List of Publications presents the publications on which the doctoral thesis is based. According to § 22 (10) of the Regulations for Doctoral Studies, a research publication that has not yet been accepted for publication may also be included in the doctoral thesis. The Author's Contribution to the Publications may be presented either on the same page or on a separate page, as in the doctoral thesis template. The styles *List of Publications* and *List of authors contribution* are used to format the publication lists. Both styles use Roman numerals by default. If Arabic numerals are preferred, the numbering format can be changed in the style settings by selecting *Modify*.

See the examples from the doctoral thesis template:

List of Publications

The list of author's publications, on the basis of which the thesis has been prepared:

I Paper1
II Paper2
III Paper3

Author's Contribution to the Publications

Contribution to the papers in this thesis are:

I Paper1
II Paper2
III Paper3

1.4 Introduction

In a doctoral thesis, "Introduction" is an unnumbered first-level heading. It is formatted using the *Heading 1* style with the numbering removed.

The first paragraph following the heading has no first-line indent and is formatted using the *Body Text* style. Subsequent paragraphs are indented and are formatted using the *Body Text First Indent* style.

The Introduction, like all first-level chapters, must begin on a right-hand, i.e. odd-numbered, page. If the chapter begins on an even-numbered page, a blank page must be inserted before it. To do this, place the cursor before the heading and select *Insert* > *Blank Page*, or use the keyboard shortcut **Ctrl+Enter**.

NB! It is advisable to leave the placement of chapters on right-hand pages until one of the final formatting stages, as page positions may still change while the thesis is being written and revised.

See the example of the "Introduction" section in the doctoral thesis template:

Introduction

Text, first paragraph without indent. The introduction to a thesis shall outline the topicality of the subject investigated and the reasons for the selection of the subject, the purpose and tasks of the thesis, the issue to be investigated, the methodology used in the thesis, the baseline information used, theoretical and practical novelty of the thesis, overview of approbation of the outcomes of the thesis (introducing at conferences and seminars, published publications, etc.).

Next paragraphs with indent

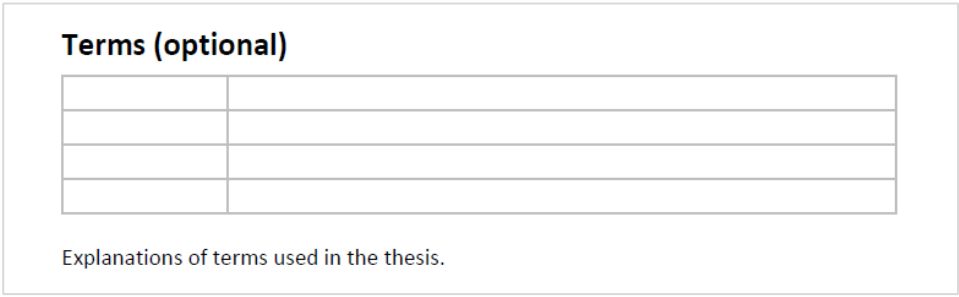
2 Formatting the Content of the Doctoral Thesis

The content of the doctoral thesis is divided into chapters and subchapters using up to three heading levels. A new heading level is used if the relevant section contains more than one paragraph.

Arabic numerals are used for numbered headings. The number of a multilevel heading also includes the numbers of the higher heading levels, separated by full stops.

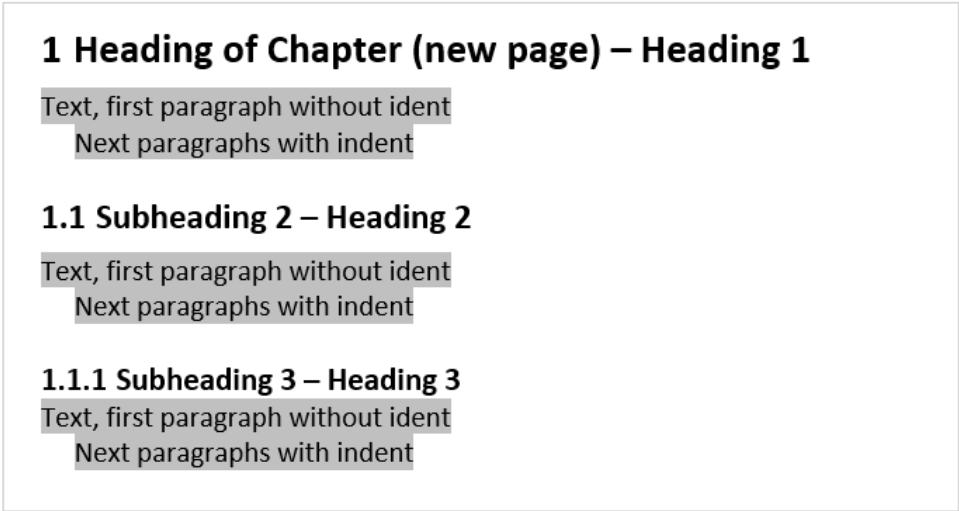
Headings that are not to be numbered have already been formatted accordingly in the template. Examples of unnumbered headings include “List of Publications”, “Author’s Contribution to the Publications”, “Introduction”, “Abbreviations”, “Terms” and “Symbols”.

The sections “Abbreviations”, “Terms” and “Symbols” are formatted as tables in the template. If table borders are not required, they can be removed by selecting *Table Design > Borders > No Border*.



Appendix headings are also unnumbered. The appendix number is added manually after the word “Appendix”, for example “Appendix 1”. Automatic numbering is not used for appendix headings.

The heading styles Heading 1, Heading 2 and Heading 3 defined in the template are used for formatting headings. A first-level chapter always starts on a new page; this is ensured by the Page Break Before setting in the Heading 1 style. The doctoral thesis template displays this as follows:



The chapter heading is followed by a non-indented paragraph (*Body Text*), and subsequent paragraphs are indented (*Body Text First Indent*).

More detailed formatting requirements for headings and other parts of the doctoral thesis, together with the styles used in the template, are presented in Table 1.

Table 1. Styles Used in the Template and Formatting Requirements.

Document element / style	**Formatting requirements and explanations**
Format (page size)	ISO B5, 176 × 250 mm
Page margins	Top and bottom (*Top, Bottom*) 20 mm; left and right (*Left, Right*) 25 mm.
Footer and page numbers *Footer*	The page number is centred in the footer, 10 mm from the bottom edge of the page. Font: Calibri 10 pt. Pages are numbered throughout the doctoral thesis, excluding scientific publications included as appendices. The first page on which the page number is displayed is “Contents”.
Body text *Body Text /* *Body Text First Indent*	Font: Calibri 10 pt, regular, line spacing 1.0, justified. The first paragraph following a heading is non-indented (*Body Text*). Subsequent paragraphs have a 0.4 cm first-line indent (*Body Text First Indent*).
First-level heading *Heading 1*	Font: Calibri 14 pt, left-aligned. The chapter starts on a new page (*Page Break Before*). There is no spacing before the heading and 5 pt after it (*Spacing After*). Numbered headings use Arabic numerals, with one space between the number and the heading text. The heading is followed by a non-indented paragraph (*Body Text*), and subsequent paragraphs are indented (*Body Text First Indent*).
Second-level heading *Heading 2*	Font: Calibri 12 pt, bold, left-aligned. Spacing before the heading: 12 pt (*Spacing Before*); spacing after: 5 pt (*Spacing After*).
Third-level heading *Heading 3*	Font: Calibri 11 pt, bold, left-aligned. Spacing before the heading: 12 pt (*Spacing Before*); spacing after: 0 pt (*Spacing After*).
Footnote *Footnote Text*	Font: Calibri 9 pt, left-aligned.

Document element / style	Formatting requirements and explanations
Table title and figure caption *Caption*	Font: Calibri 9 pt, italic, line spacing 1.0, justified. The table title is placed above the table: spacing before 10 pt and after 6 pt. The figure caption is placed below the figure: spacing before 6 pt and after 10 pt. The following paragraph is indented.
Figures and images *Figure*	The *Figure* style centres the figure and adds a page-width frame (*Frame*) around it, leaving the required space above and below. The figure must be positioned *In Line with Text*. The figure caption is added using *References > Insert Caption* and formatted using the *Caption* style. For a long figure caption, use the *Caption_multiline* style, which aligns the caption to the text width and justifies it.
List of publications and author's contribution to the publications *List of Publications / List of authors contribution*	Publications are displayed using Roman numerals by default. If necessary, the numbering format can be changed in the style settings. I Publication 1 II Publication 2 III Publication 3

2.1 Commonly Used Word Processing Terms

Table 2. Terms and explanations used in word processing.

Term	Explanation
Caption	The caption of a figure or the title of a table.
Cross-reference	An internal document reference to a heading or another numbered object.
Footer	The area at the bottom of a page, used for elements such as page numbers.
Footnote	A note displayed at the bottom of the page, separated from the main text by a line.
Gridlines	Table gridlines that can be displayed or hidden.
Header	The area at the top of a page.
Label	A label that defines the caption category, for example "Figure" or "Table".

3 List of Figures (optional)

A List of Figures may be included in the doctoral thesis if required. The list is generated automatically from figures to which a caption has been added.

To create or update the List of Figures, click the corresponding field in the template and select *Update Field*. If the doctoral thesis contains figures, Word automatically generates a List of Figures with page numbers. A List of Tables can be created and updated in the same way.

In the doctoral thesis template, this section appears as follows:

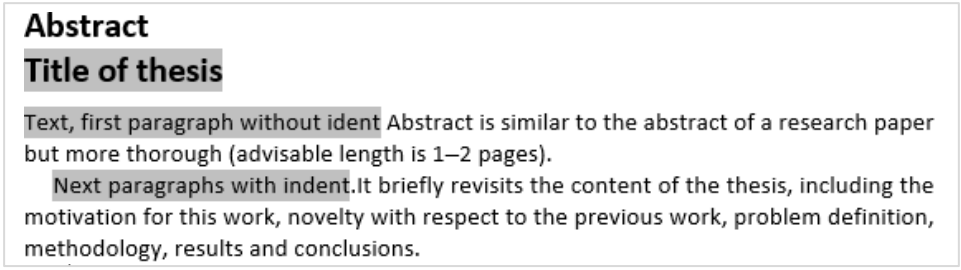


4 Abstract in English and Estonian

The doctoral thesis includes an abstract in English and an abstract in Estonian. Under each section heading, there is a field for entering the title of the doctoral thesis in the respective language.

The headings “Lühikokkuvõte” and “Abstract” are displayed in the Contents together with the corresponding page numbers. The title of the doctoral thesis, which appears in a separate field at the beginning of each section, is not included in the Contents.

See the example in the doctoral thesis template:



5 Acknowledgements

In the Acknowledgements, you may mention supervisors, colleagues and others who contributed to the completion of the doctoral thesis. Be sure to also acknowledge all sources of financial support for the doctoral thesis.

6 Curriculum Vitae and Elulookirjeldus

The *Curriculum Vitae* and *Elulookirjeldus* are presented on separate pages and completed using the fields provided in the template.

7 Using MS Word to Format the Thesis

This chapter describes the Word features used when formatting a doctoral thesis, including entering text, adding footnotes, formatting figures and tables, using captions and cross-references, and managing references and citations.

7.1 Entering and Formatting Text

When entering text, follow a few basic principles to avoid formatting problems later.

- Use **one space** between words. If the text contains several consecutive spaces, they can be removed, for example, by using the *Find and Replace* function.
- A punctuation mark is placed immediately after the preceding word and is followed by one space.
- Word wraps text automatically. Use the **Enter** key only to end a paragraph, not to move text to the next line. Word inserts a non-printing paragraph mark **¶** at the end of each paragraph.
- If words or parts of text need to be kept together on the same line, use a **nonbreaking space**, which can be inserted using **Ctrl+Shift+Space**. This can be used, for example, to keep an initial and surname, parts of a date, or other related elements together: **F. Lastname, 12 October 2026, § 23**.
- If parts joined by a hyphen must not be separated at the end of a line, use a **nonbreaking hyphen**, which can be inserted using **Ctrl+Shift+hyphen**. For example: **e-learning, e-governance**.
- An **en dash (–)** is longer than a hyphen (-) and is not the same as a minus sign. An en dash is used, among other things, to indicate ranges, for example **2020–2026** or **pp. 37–59**. In Word, an en dash can be inserted using **Ctrl+minus on the numeric keypad** or the code **Alt+0150**.
- In English text, the longer **em dash (—)** may also be used. It can be inserted using **Ctrl+Alt+minus on the numeric keypad** or the code **Alt+0151**. For example: *Things have changed a lot in the last year—mainly for the better.*
- To hyphenate text manually, select *Layout > Hyphenation > Manual*. Word displays possible hyphenation points from which you can choose the appropriate one.
- If, for example, a long heading needs to be broken at a specific point without starting a new paragraph, use **Shift+Enter**.

7.2 Adding Footnotes

Footnotes are displayed at the bottom of the page. In the doctoral thesis template, footnotes are formatted using the *Footnote Text* style and are numbered separately on each page.

To add a footnote, place the cursor in the text where you want to insert the footnote reference and select *References > Insert Footnote*. Word inserts a footnote reference number in the text and moves the cursor to the bottom of the page, where you can enter the footnote text.

If footnote numbering should restart on each page, open the *Footnote and Endnote* dialog box and select *Restart each page* as the numbering setting.

If you need to refer to the same footnote from more than one place in the text, use a cross-reference instead of creating a duplicate footnote. Cross-references are explained in more detail in Section 7.5.

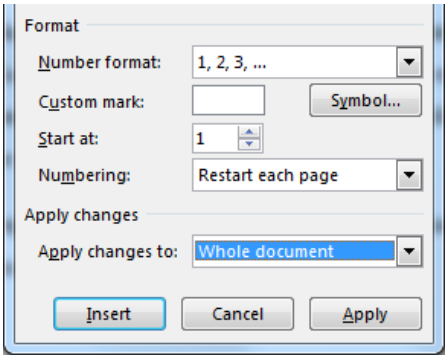


Figure 3. Footnote dialog box.

7.3 Adding and Formatting Figures and Images

The *Figure* style is used in the doctoral thesis template to format figures and images. The style centres the figure or image and adds a page-width frame around it, leaving the required amount of space around the object. When using the *Figure* style, the figure or image must be positioned *In Line with Text*.

To insert a figure or image:

1. insert the figure or image using *Insert > Pictures*;
2. make sure that its position is set to *In Line with Text*;
3. apply the *Figure* style to the paragraph containing the figure or image;
4. add the figure or image caption using *References > Insert Caption*;
5. format the caption using the *Caption* style.

Figure and image captions are formatted using the *Caption* style: Calibri 9 pt, italic, line spacing 1.0 and justified alignment. The caption is placed below the figure or image. If the caption is long and extends over several lines, use the *Caption_multiline* style, which aligns the caption to the width of the body text and justifies it.

If a figure or image together with its caption needs to be moved or deleted, select the frame surrounding the object and its caption and make the required change to the frame as a whole.

Adding captions and automatic numbering are explained in more detail in Section 7.4.

The following example uses a figure from Maksim Gorev's doctoral thesis *At-Speed Testing and Test Quality Evaluation for High-Performance Pipelined Systems*. The *Caption_multiline* style has been used to format its caption. As the body text is justified, centring figures in relation to the text is appropriate.

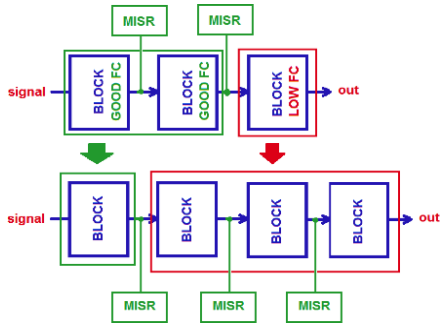


Figure 4. Example of merging and splitting the blocks in UUT with high and low fault detection coverage.

7.4 Adding a Caption to a Figure, Image or Table

Captions are added to figures, images and tables using *References* > *Insert Caption*. A caption can also be added by right-clicking the object and selecting *Insert Caption*.

In the dialog box that opens, you can specify:

- the caption label (*Label*), for example *Figure* or *Table*;
- the caption position (*Position*) – below a figure or image (*Below selected item*) or above a table (*Above selected item*);
- the numbering format (*Numbering*).

If necessary, a new label can be created by selecting *New Label*.

After a caption has been inserted, Word automatically adds the label and sequence number. The descriptive text for the figure, image or table is entered after the number. The caption of a figure or image is placed below the object (see Figure 5), while the title of a table is placed above the table.

Captions are formatted using the *Caption* style. For a long figure or image caption, use the *Caption_multiline* style. More detailed formatting requirements are provided in Table 1 and Section 7.3.

Word automatically numbers captions with the same label in sequence. If figures, images or tables are added to or removed from the document, the fields must be updated. To do this, select the entire document using **Ctrl+A** and press **F9**, or right-click and select *Update Field*.

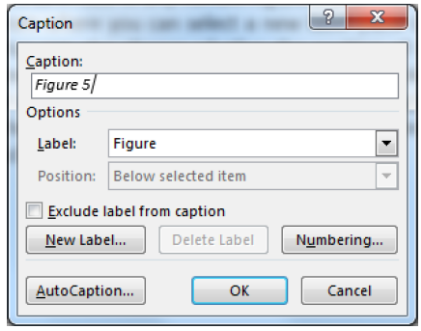


Figure 5. References > Insert Caption.

Lists of figures and tables can be generated automatically from captions. Creating a List of Figures is described in Section 3.

7.5 Using Cross-references

A cross-reference allows you to refer within the same document to a heading, figure, table, footnote or another numbered object. A cross-reference is inserted as a field, which means that it can be updated when the document is modified.

To insert a cross-reference:

1. place the cursor where you want to insert the reference;
2. select *References > Cross-reference*;
3. under *Reference type*, select the type of object you want to refer to, for example *Figure*, *Table* or *Heading*;
4. under *Insert reference to*, select what you want to display, for example the object number or page number;
5. select the object you want to refer to from the list;
6. if you want the cross-reference to function as a hyperlink, select *Insert as hyperlink*;
7. select *Insert*.

If both the object number and its page number need to be displayed in the text, they can be inserted as separate cross-references.

If you need to refer to a location in the text that does not have an appropriate heading style or automatic numbering applied to it, you can first add a bookmark (*Bookmark*) and then create a cross-reference to that bookmark.

To update a cross-reference, select it, right-click and choose *Update Field*. To update all cross-references, select the entire text and press **F9**.

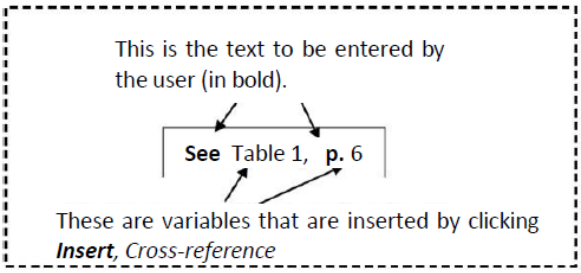


Figure 6. Structure of a cross-reference.

7.6 References and Citations

The list of references is managed in Word using *References > Manage Sources*. This opens the *Source Manager* window, where new sources can be added and existing sources can be reused. The list of references is generated from these sources, and its presentation depends on the selected citation style.

The following example shows a list of references formatted using the APA citation style. In-text citations should appear in the following form: (Bertin, 1981).

References

Bertin, J. (1981). *Graphics and Craphic Information Processing.* Berlin: Walter de Gruiter.

Shih, S. A. (2015). Towards and Interactive Learning Approch in Cybersecurity Education. *Proceedings of the 2015 Information Security Curruculum Development Conference* (p. 11). New York: SCM.

To insert a citation in the text, select *References > Insert Citation* (see Figure 7).

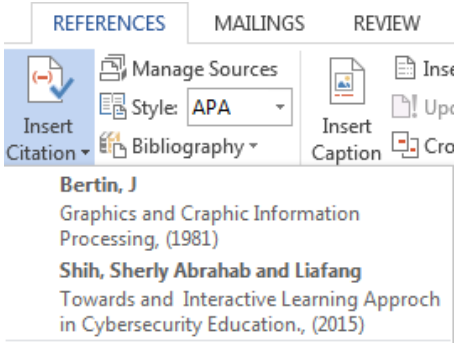


Figure 7. References > Insert Citation.

In this case, citations in the text appear, for example, as **(Bertin, 1981)** and **(Shih, 2015)**.

The list of scientific publications and other sources used in the doctoral thesis may be presented in different formats, and the citation method may therefore vary depending on the conventions of the academic field.

When inserting citations, you can choose from the sources that have been added to the reference list. Both the reference list and the citation format are determined by the selected citation style – in this example APA – but the style can be changed if necessary by selecting another citation style (see Figure 8).

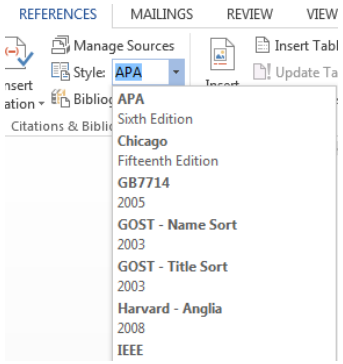


Figure 8. References > Manage Sources – citation style options.

The following example shows how the reference list is displayed when IEEE is selected as the citation style.

References

[1] J. Bertin, Graphics and Craphic Information Processing, Berlin: Walter de Gruiter, 1981.

[2] S. A. a. L. Shih, "Towards and Interactive Learning Approch in Cybersecurity Education.," in *Proceedings of the 2015 Information Security Curruculum Development Conference*, New York, 2015.

In this case, citations in the text appear in the form **[1], [2]**.