# Fonts, figures, and tables

* (Please also consider the instructions and the template for a PhD thesis)
* You need to replace all grey fields with your own specific information.
* Parts in italic style format need to be removed.
* All subchapters can be prepared according to your thesis content, there is no general rule.
* There are different sections (“Umbrüche / Abschnitte”) in order to format the footer and headers differently --> you have to adapt this in your case, it is just an example.

## *Fonts and font sizes*

* Font:
  + Calibri and Arial are fine. For equations, others might better.
* Font Size and distances:
  + Main text: 11 pt, 1.15-1.5 pt line distance, 10 pt distance between paragraphs
  + First level heading: 18 pt, bold, 1.15-1.5 pt line distance, 18 pt distance before and after heading
  + Second level heading: 14 pt, bold, 1.15-1.5 pt line distance, 18 pt line distance before and after heading
  + Third level heading: 12 pt, bold, 1.15-1.5 pt line distance, 18 pt line distance before and after heading
  + Fourth level heading: 11 pt, italic, 1.15-1.5 pt line distance, 18 pt line distance before and after heading
  + The format of the headings is a suggestion, it might differ, important is consistency.
* Margins: use standard formatting: left, right, top: 2.5 cm, bottom: 2 cm.

## *Figures and Tables*

Fig. 1: Figure text, *try to avoid copying or changing figures. Do them by yourself!*

Fig. 2: Figure text. *Do not forget to refer to the figure in the text.*

Fig. 3: Figure text.

*For tables both following structures aee possible. Important:* ***no vertical lines****!*

Table 1: Table text*. (Example 1) Do not use vertical lines in a table. Describe all necessary details in the table text.*

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| **xxxxxxx** | **yyyyyy** | **zzzzzzzzzzz** | **111111111** | **2222222222** |
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Table 2: Table text. *(Example2) Do not use vertical lines in a table. Describe all necessary details in the table text.*

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| --- | --- | --- | --- | --- |
| **xxxxxxx** | **yyyyyy** | **zzzzzzzzzzz** | **111111111** | **2222222222** |
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