

Type the title here (in lower case)

Type the author’s first name and surname here

*Management of Product Development / Emerging Technology Design / Human-Technology Relations (remove all, except your own track)*

*Graduation date: month dd, yyyy*

Type the Abstract here (with no ‘Abstract’ heading, 150 words max.). This document contains instructions for authors for the thesis publications of the educational programme Industrial Design Engineering. It provides information on the layout and arrangement of the publication as well as on e.g. the typefaces that are used. For all relevant elements of the publication, a description is given.

Type the Keywords here (with no “Keywords” heading), separate the keywords with semi-colons

# 1. Introduction

One of the deliverables for your master project in Industrial Design Engineering is a publication in which you recapitulate the essence of your project. The publication is a publicly available depiction of your work, it therefore cannot contain any information that is classified or confidential. The programme Industrial Design Engineering will use publications like yours for information, marketing and dissemination purposes.

# 2. This a 1st order heading

This is the template for the IDE thesis publications. Please ensure that you follow this format exactly, so that the IDE programme can ensure that the layout of all publications is consistent. The maximum page count for this publication is 4 pages. The page size is ISO A4. The template uses two columns, each 89,3 mm. wide, with a gutter of 5,5 mm. The default typeface is Cambria, with a font size of 9 points. The line spacing is set to single. In the publication, the language is British English. Ensure that the language options for spell-check are set accordingly.

## 2.1. This is a 2nd order heading

This section describes how to specify the title, name of author, track and date of the publication. The title is typed at the position indicated, in Cambria, 14 points. The title does not use capitalisation, except for the first letter, for standard abbreviations and for names. Titles do not incorporate signs like copyrights, trademarks etc.

Two lines below the title (at the position indicated), the name of the author is typed in 11 point typeface. Please type your first name, then any middle initials and then your last name. Composite last names (‘van den …’ or ‘de …’) should not be abbreviated and should be written in speaking order. All names and initials are capitalised – except for prefixes in composite names. As an example, a name could be John F.H. Doe or Jan de Ontwerper. Do not use academic titles.

The master track that you are enrolled in is specified two lines below the name of the author, again, at the position provided. This template already contains all possible options, so please just remove the part of the line provided that does not apply. The next line states the date of thesis defence, i.e. the date that is also provided at your colloquium announcement. Provide the date as month dd, yyyy. An example could therefore be: January 1, 2010.

## 2.2. Abstract and keywords

Start typing the abstract immediately below the horizontal line. The abstract should provide a brief summary of the contents of your publication. It can not contain any references. Do not start the abstract with a heading ‘Abstract’. The abstract should not consist of more than 150 words. Below the abstract leave one empty line and then enter the keywords of your publication. Do not start this line with a heading ‘Keyword’. You are free to select appropriate keywords, with a maximum of five. Select meaningful keywords, and avoid generic words like ‘design’. Also, do not use company/organisation names as keywords.

# 3. Headings

The publication template uses two levels of headings; Heading 1 and Heading 2 are provided in the Styles in this word document. To avoid any complexities with the numbering of headings, the numbering is done manually. Do not use a third level heading that is numbered. Usually, third level headings should/can be avoided.

The first order heading is set in a bold typeface, with a line spacing of 1,5. The space above and below the heading is 12 and 3 points respectively. The first line is indented 0,25 mm. Numbering is in the format: “n.”, with a space after the number.

The second order heading is set in italic, with single line spacing. The space above and below the heading is 9 and 12 points respectively. The first line is indented 0,25 mm. Numbering is in the format: “n.m.” with a space after the number.

# 4. Body text

The main text of the publication is set in Cambria 9 pts, with justified text in the column. The line spacing is single, without any space above and below the paragraph. The first line has an indentation of 0,25 cm.

Do not use empty lines between paragraphs of text. Ensure that all tables, figures and schemes are cited in the text in numerical order. Trade names should have an initial capital letter, and trademark protection should be acknowledged in the standard fashion, using the superscripted characters for trademarks and registered trademarks respectively. All measurements and data should be given in SI units where possible, or other internationally accepted units. Abbreviations should be used consistently throughout the text, and all nonstandard abbreviations should be defined on first usage.

## 4.1. Style

The following list summarizes several important points of style to keep in mind when preparing your publication:

* Use bold for emphasis, but keep its use to a minimum.
* Avoid using underlining in your paper
* Use a consistent spelling style throughout the paper (UK)
* Use single quotes
* Use %, not ‘percent’
* Do not use ampersands (&) except as part of the official name of an organisation or company
* Keep hyphenation to a minimum. Do not hyphenate 'coordinate' or 'non' words, such as 'nonlinear'
* Do not end headings with full stops
* Do not start headings at the foot of a column or with only one line of text below; put the heading on the next column or page
* Leave one character space after all punctuation
* Use lists as shown in this example; you can use the style ‘List Paragraph’ as provided.

# 5. Figures and tables

Try to include your tables and figures in your text close to the position where you reference the figure or table. Preferably, include the figure or table immediately after (or before) the current paragraph – not dividing the paragraph. Photos, graphs, line drawings, and other nontabular graphics should be high resolution (at least 200 dpi). Any text in a figure should be at least 8 points in size.

## 5.1. Figures

Figure 1 is an example of how to position figures, and how to use a caption. Use one empty line before the figure. The caption is centred below the figure, and starts with ‘Figure n.; ’ in bold, where n is the number of the figure. This text, and the caption itself are set in Cambria 8 pt. The caption can span two lines if required.

**Figure 1.;** Caption.
(Note: large figures can be set over two text columns)

## 5.2. Tables

Table 1 is an example of how to position tables and how to use a caption. This is quite similar to how figures are used. Please note that tables and figures are numbered separately.

|  |
| --- |
| Table column headings |
| Table data |

**Table 1.;** Table title
(Note: large tables can be set over two text columns)

# 6. Equations

Conventionally, in mathematical equations, variables and anything that represents a value appear in italics, while chemical equations are displayed in roman, except for positional prefixes. You may choose to number equations for easy referencing. In that case the number should appear at the right margin.

You can type your equations and use the symbols in the Word® equation editor.

 (1)

# 7. Cite references

Relevant works must be cited in the reference list. This reference list uses a font in Cambria 7 pt.   The references must be listed in order of citation (chronologically). Cite the references in the body of the paper using the number in square brackets [1]. Multiple references at the same location can be shortened to [2-4]. All references listed must be cited, and all cited references must be included in the reference list.

Use only common abbreviations in journal names. The reference section to this template shows examples of references [1-2]. The reference section only contains references, no other text or endnotes. The heading for the references is the same as the first level heading, but is not numbered. For the references themselves, the style ‘Reference’ is provided. After the number in brackets, use a tab-character to align the text of the references.

# References

[1] Krause, F.‐L., Kimura, F., Kjellberg, T., Lu, S.C.‐Y., 1993, Product Modelling, Annals of the CIRP, 42/2:695‐706.

[2] Samet, H., 1990, Applications of Spatial Data Structure, Addison‐Wesley, Reading, M.