





Information Sheet

Working with the Word Template for Academic Theses

- The template for academic theses is a *.dotx-file created in Microsoft Word 2024. Double-click this file to open a new Word document, e.g. "Document1.docx", based on this template. It is best to save the document twice on your computer: once so that you can continue to access the displayed content, and a second time so that you can overwrite it with your own thesis.
- The text is formatted using **Styles**. Press     to open the *styles palette*. Use the given styles to format your text! Four heading levels, continuous text (= normal), bulleted lists and numbering, header/footer text, footnotes, captions, and table text are available as *paragraph styles*. Bold, italics, and the TH Köln colors have been set as *character styles*. You can also make formatting changes (e.g., font size or line spacing) using the style sheets: *Right-click on a style (in the styles palette) > Modify ...*
- If you want to copy text into the document: *Click the right mouse button > Paste Options: Keep Text Only (Mac: Paste content > Unformatted text)*. This prevents unwanted formatting from entering the document.
- The **table of contents** automatically adopts all headings of levels 1 to 3, based on the format templates *Heading 1, 2, 3* or *Heading 1 unnumbered* etc. You can customize the scope of the table of contents via *References > Table of Contents > Custom Table of Contents > Show levels* or *Options*. Remember to update your table of contents at the very end!
- Keyboard shortcuts for special characters are clearly listed on **Typefacts**.

Please note: The template does not replace the specific requirements of the respective examination boards. If there are special formal requirements in your subject, these apply.

To prepare for your thesis, we recommend that you use the services offered by the **Writing Center of the Center for Soft Skills Development**. The Writing Center is your point of contact at TH Köln for questions about academic writing.

Recommended reading:

Tuhls, G.O. (2022): *Wissenschaftliche Arbeiten schreiben mit Microsoft Word 365, 2021, 2019, 2016, 2013: Das umfassende Praxis-Handbuch*. Frechen: mitp.