

GUIDELINES FOR WORD 2007 PROGRAM

Tutkielma_abstrakti.dotx

Tutkielma.dotm

Using the File



VAASAN YLIOPISTO

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1 INTRODUCTION

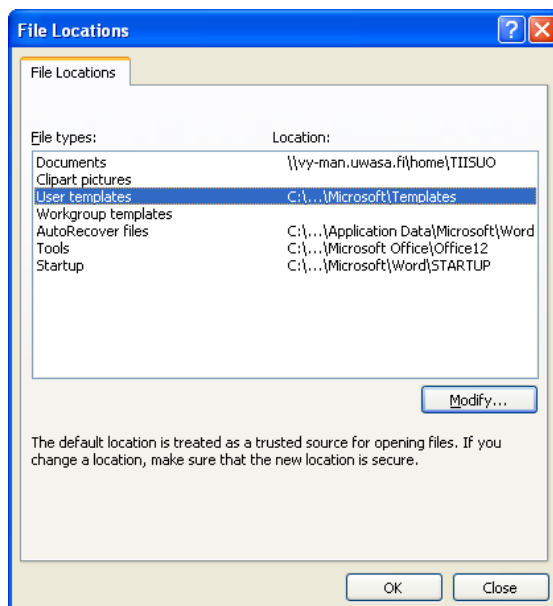
There are templates for two purposes:

1. The publication: **Tutkielma.dotm**
2. The abstract:
 - **tutkielma_abstrakti_fi-sv.dotx**
 - **tutkielma_abstrakti_fi-en.dotx**
 - **tutkielma_abstrakti_fi-ge.dotx**

The suffix of the latter is DOTM which signifies that it consists of macros, that is, automatic functions. This is why its introduction demands special actions. The two samples do not necessarily need to be in the same folder although it is recommended for clarity.

In order for the sample file to function fully, it needs to be situated in *a reliable location*. There are two ways to ensure that the location is reliable:

- Copy the file **Tutkielma.dotm** into the folder, which has been set as default folder for your sample files. You can check which file is set as default by going to » Office Button - Word Options - Advanced - General - File Locations...». The following window will appear:



The part » User templates» is particularly important.

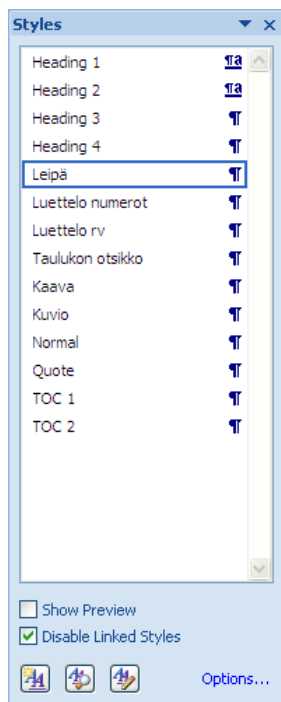
- Copy the sample **Tutkielma.dotm** to any existing folder and set it as default folder for the samples in the preceding window (the part »User templates«).


When the sample file is situated in an appropriate location, you can draw up a new document. There are two ways to make this document:

2 Guidelines for Word 2007 program

- Double click on the **Tutkielma.dotm** file.
- Create a new document by going to » Office Button - New - My templates...» and set the sample, basing on the sample (for example **Tutkielma.dotm**).

Styles are an essential part of the sample file. You can emphasize the using of styles by clicking on »Styles» task pane:



This menu can be accessed through the key combination **Shift-Ctrl-Alt+S** or by clicking the »Home» tab »Styles» group dialog button .



2 WORD SETTINGS

In order to work easily, it is recommended that you make some adjustments. There are many Word 2007 -related rules so listing and setting them one by one would be laborious. This is why an »Asetukset»-macro (Finnish for Settings-macro) is included in the **Tutkielma.dotm** sample. The macro will make the necessary adjustments automatically.

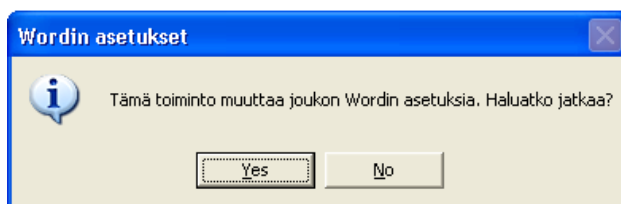
»Asetukset» macro will only work when two requirements are met:

1. The **Tutkielma.dotm** sample is situated in a reliable location and
2. a document has been drawn up, basing on the sample.

Macro **Asetukset** can be started in two ways:

- by the key combination **Shift-Ctrl-Alt+A**.
- by the Command » Developer - Code - Macros - Asetukset - Run».

The following dialog box pops up when the macro is initialized:



Choose "yes" to continue.

3 ABSTRACT

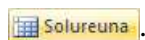
The abstract is drawn up as its own document. You can create the document by, for example, double-clicking one of the templates:

- **tutkielma_abstrakti_fi-sv.dotx**
- **tutkielma_abstrakti_fi-en.dotx**
- **tutkielma_abstrakti_fi-ge.dotx**

3.1 1st Page of the Abstract

There are two similar, although different language tables in the abstract file. Some borders of these files can, and some cannot, be printed out.

If you cannot see the borders of these cells in the filling stage, it is recommended that you make them visible by clicking on »Home - VY - Solureuna»



| | |
|--------------------|----------------------------------|
| Abstrakti suomeksi | |
| Julkaisija | Julkaisupäivämäärä |
| Vaasan yliopisto | |
| Tekijä(t) | Julkaisun tyyppi |
| | Julkaisusarjan nimi, osan numero |
| Yhteystiedot | ISBN |
| | ISSN |
| | Sivumäärä |
| | Kieli |
| Julkaisun nimike | |
| Tiivistelmä | |
| Asiasanat | |

Another way to show the grid is the »Design - Borders - View gridlines» command. When using this approach, note that the sheet »Design» is only visible when the cursor is placed on the table.

You are not meant to replace anything with the table, but to fill out each cell below each title with an appropriate text (or a string [any ordered line of symbols]).

The writer of the study is only supposed to fill out the following:

- Author(s)
- Contact information
- Title information
- Abstract
- Keywords

For example, the first section, Author(s), looks like this:

| |
|------------------|
| Tekijä(t) |
| Mikkonen, Kauko |

Other sections (as the Number of pages or ISBN) are filled out by a publication secretary.

There is a hidden text (»Abstract in the language of publication« or »Abstract in Finnish«) on top of the table, the purpose of which is to show on screen but not to print out. If you cannot see it, click on »Office Button - Word Options - Display - Hidden text« If the hidden text prints out remove the checkmark from »Print hidden text«.

If your page is irrevocably ruined, follow these steps:

1. Remove the table but do not remove the empty passage found in the bottom of the page (If your settings are according to our recommendations, the passage is only made vivid by a passage mark ¶).
2. Create a new study (For example double clicking on the **tutkielma_abstrakti_fi-en.dotx** file).
3. Copy the table from the first page (e.g. by using a clipboard) to the first page of your study, and fill the table out again.

3.2 The 2nd and 4th Page of the Abstract

In the top of these blank pages, there is nothing but a hidden text ~~tyhjäsivu~~ ¶ which is supposed to show on screen but not to print out. If you cannot see it, click on »Office Button - Word Options - Display – Hidden text«. If the hidden text prints out, remove the checkmark from »Print hidden text«.

3.3 The 3rd Page of the Abstract

On this page, there is a table which is identical to the one the first page, although written in English.

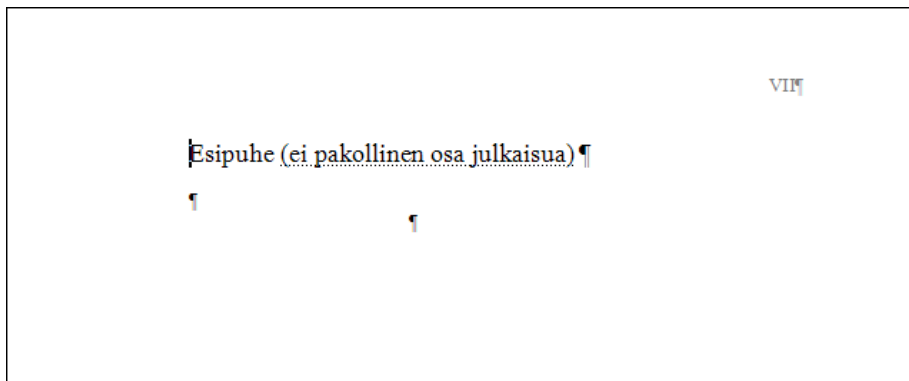
The writer of the study can now fill out the same spots as on the first page, but this time it is done in English or any other language of publication (the title of the abstract will also be written in the language of publication).

| | | |
|-------------------------|----------------------------|-----------|
| Abstrakti-englanniksi:¶ | | |
| Publisher○ | Date of publication○ | |
| Vaasan-yliopisto○ | □ | |
| Author(s)○ | Type of publication○ | |
| □ | □ | |
| | Name and number of series○ | |
| | □ | |
| Contact information○ | ISBN○ | |
| □ | □ | |
| | ISSN○ | |
| | □ | |
| | Number of pages○ | Language○ |
| | □ | □ |
| Name of publication○ | | |
| □ | | |
| Abstract○ | | |
| □ | | |
| Keywords○ | | |
| □ | | |
| ¶ | | |

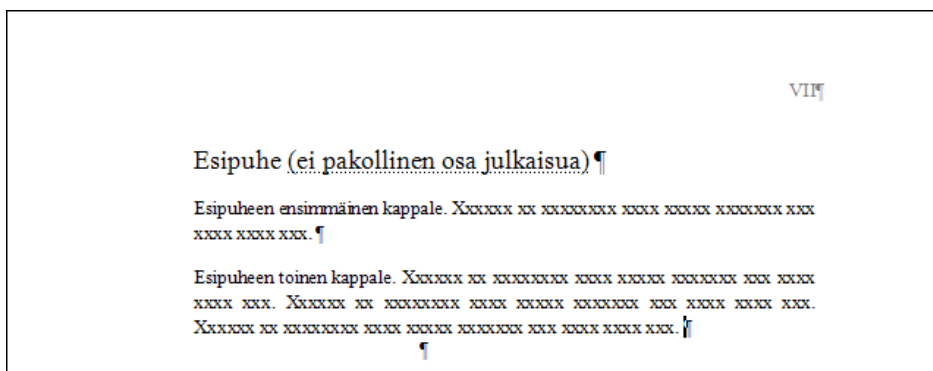
If your page is damaged beyond repair, do as recommended concerning the first page of the abstract.

4 FOREWORDS (VII–VIII)

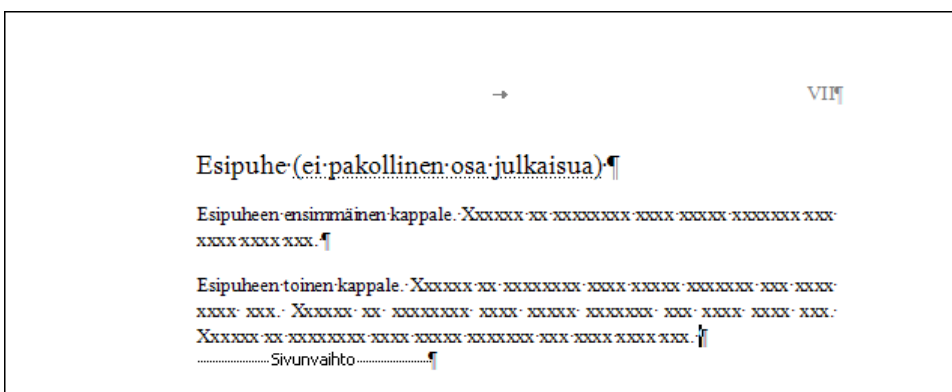
When a new document has been created, the cursor is placed before the word »Esipuhe» (Finnish for Forewords):



There are hidden instructions »(ei pakollinen osa julkaisua)» (Finnish for not a compulsory part of the publication) after the word Esipuhe. You can remove the instructions if they bother you. The possible forewords are written in the »Leipä» styled passage which begins after the title:

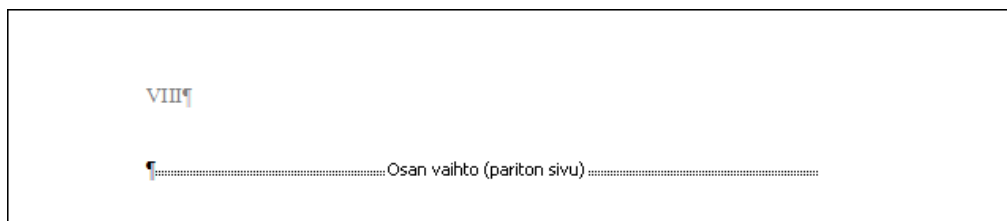


At the bottom of the page (after the »Leipä» styled passages) there is one »Normal»-styled passage, which, in fact, is a forced page break. You can see it clearly when you make all those symbols visible which do not print out by going to »Home - Paragraph - Show/Hide» (or by the key combination **Shift-Ctrl+8**):



If you want to, you can remove the forced page break. It is only there to show you, there are two pages reserved for the forewords (pages VII-VIII).

On the bottom of the latter page (VII), there is a section change. You can see it in the »Print Layout«-layout if all the symbols which do not print out are made visible. You can also see the section change from the »Draft«-layout even though the symbols which do not print out are invisible:



You have to be careful not to remove the section change because it makes sure that the following page is odd numbered despite the length of the forewords.

5 INDEX AND OTHER LISTS (IX–)

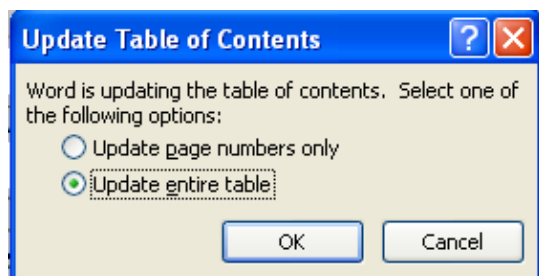
The index can look like this at first:

| |
|---|
| IX |
| Sisällys |
| 1 OTSIKKO 1 1 |
| LÄHTEET 2 |
| LIITTEET 3 |
| ▪ Kuviot |
| Kuvio 100. Kuvio 1 |
| ▪ Taulukot |
| Taulukko 100. Taulukko 1 |
| ▪ Lyhenteet |
| YTHS Ylioppilaiden terveydenhuoltosäätiö |
| |
| |
| ▪ Kaavat |
| (100) 1 |

In the beginning, the index page may seem somewhat »incorrect». It includes ready-made lists: the index and lists for figures, tables, and formulas, in addition to a table for abbreviations.

As long as *the titles of the study are written with appropriate styles*, the list can be updated by placing a cursor on the list and then clicking on F9 (it is also possible to click on the quick menu and choose »Update Field«).

The following window (usually) appears:



Choose the latter from the appearing alternatives: »Update entire table».

In case you do not need a specific list style, the equivalent field should be deleted. This is done by choosing the whole field and pressing on the Delete button. The table can be removed by **deleting** the table and its title.

If you wish to change the styles in the list,

1. place the cursor on the field
2. click on Shift+F9, and the "insides" of the field will show:
{ TOC \O "1-4" \T "LÄHTEET;1" }
3. write a new style, replacing or adding to the old ones
4. Finally, click on **Shift+F9**. This causes the field to close (you can also click on F9 which causes the field to close and update itself).

The syntax inside the field corresponds to the following:

- **O "1-4"** means the title levels 1-4.
- **"LÄHTEET;1"** means that the »*Lähteet*» styled paragraph is shown with the style called »*Sisluet 1*».

Please note that there are section changes after the lists (in order for the next page number to be 1). You can see the section change more clearly in the »Draft»-layout:

| | | | |
|------------------|--|--------|-----------------|
| Normaali | Kaavat ¶ | | |
| Sisluet 7 | (100)..... | | |
| Leipä | ¶ | | |
| Normaali |Osan vaihto (seuraava sivu) | | |
| Otsikko 1 | • 1 OTSIKKO 1 ¶ | | |
| Taulukon otsikko | Taulukko 100. Taulukko ¶ | | |
| Kuvio | Kuvio 100. Kuvio ¶ | | |
| | <table border="1" style="border-collapse: collapse; width: 100%; height: 30px;"> <tr> <td style="padding: 2px;">(100)□</td> <td style="padding: 2px;">$\frac{3}{2}$ □</td> </tr> </table> | (100)□ | $\frac{3}{2}$ □ |
| (100)□ | $\frac{3}{2}$ □ | | |

Do not remove this section change.

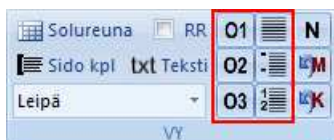
6 WRITING (1–)

6.1 Principle for Passage Styles

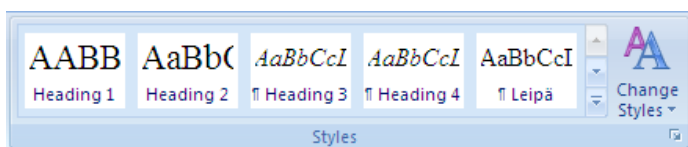
When applying the publication base, it is essential to use different styles. As a general rule, you are expected to make passages by placing the appropriate style on each of them. This can be done by following the steps below:

1. Place your cursor so that it flashes on one passage or choose at least parts of several passages you are editing.
2. Do one of the following:
 - a. Click on Styles
 - b. Click on a style name on the list or
 - c. use an appropriate key combination.

a. You can set on the essential passage styles from the left hand corner of the »Home» sheet. There are six buttons on the right hand side of the »VY» group, found in the »Home» sheet.

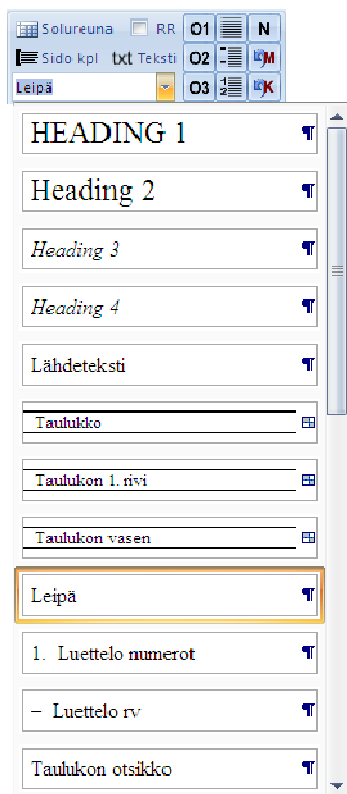



b. The Style Names can be found from several lists, for example the List for quick styles in the »Styles» group in the »Home» sheet.

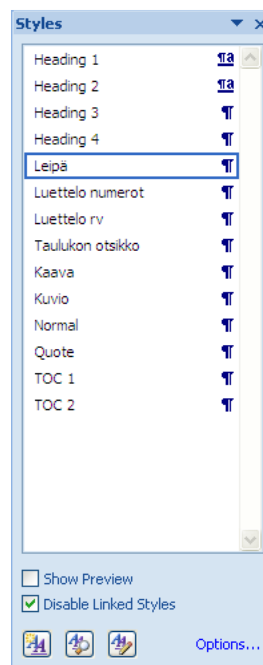


There are two additional style lists:

The »Home - VY» list (the most thorough one because it features also table styles):



The »Styles» panel (accessed through the »Styles» group button  or **Shift-Ctrl-Alt+S**):




c. Press a key combination of Alt+button in order to get the essential styles into your passages. More precisely:


| Style | Key combination |
|---------------------------------|---------------------------|
| Heading 1 | Alt+1 |
| Heading 2 | Alt+2 |
| Heading 3 | Alt+3 |
| Heading 4 | Alt+4 |
| Body Text (Leipä) | Alt+L |
| List (Luettelo RV) | Alt+R |
| List Numbers (Luettelo numerot) | Alt+N |
| Normal | Shift-Ctrl+N (For tables) |


6.2 Keeping to the Settings of Styles

As was already mentioned, paragraphs should be formatted only by placing the appropriate style on each of them. This principle is connected to the following matters:

If text is brought from another document, some of the original formatting like font and highlighting settings may come with it. When **the clipboard** is used to insert text, it should be made sure that only the text is copied. There are two commands available:

- »Home - Clipboard - Paste - Paste Special... - Unformatted Text»
(»Unformatted Unicode Text» is also an option)
- »Home - VY - Liitä leikepöydältä pelkkä teksti» (Finnish for paste plain text from the clipboard) 

Texts sometimes contain character formatting you want to delete. This is easily done by selecting the text and using the key combination **Ctrl+space** or the command »Home - VY - Palauta merkkimuotoilu» (Finnish for restore character formatting) . This way the character formatting settings conform to the paragraph style and all extra formatting (i.e. local formatting) will disappear.

Some moderate formatting (like indenting etc.) may be used in the writing process. If this paragraph formatting later turns out to be unsuitable for the text, it can be removed by selecting the appropriate paragraphs and using the key combination **Ctrl+Q** or the command »Home - VY - Palauta kappalemuotoilu» (Finnish for restore paragraph formatting) . This way the selected passages will again conform to the paragraph settings of the publication base.


6.3 Spell-check and Hyphenation

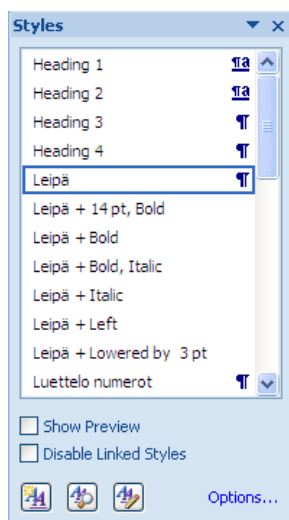
Automatic hyphenation is active in the template. It can be turned off using the command »Page Layout - Page Setup - Hyphenation». It is advisable to hyphenate problematic places of hyphenation manually by placing discretionary hyphens to appropriate places using the key combination **Ctrl+hyphen**. (It is also noteworthy that the key combination **Shift-Ctrl+hyphen** produces a non-breaking hyphen.)

Spell-check and hyphenation work according to the language set to the paragraphs. All styles of the template have Finnish set to them, so if another language is desired in some parts, the text in that language needs to be selected

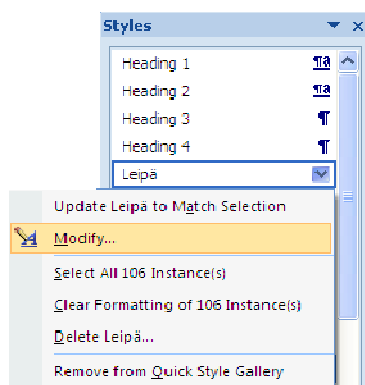
and the language setting changed with the command »Review - Proofing - Set Language».

The language can be changed for the whole document this way as well, but when dealing with the whole document it is more advisable to *change the language setting of each style* as follows:

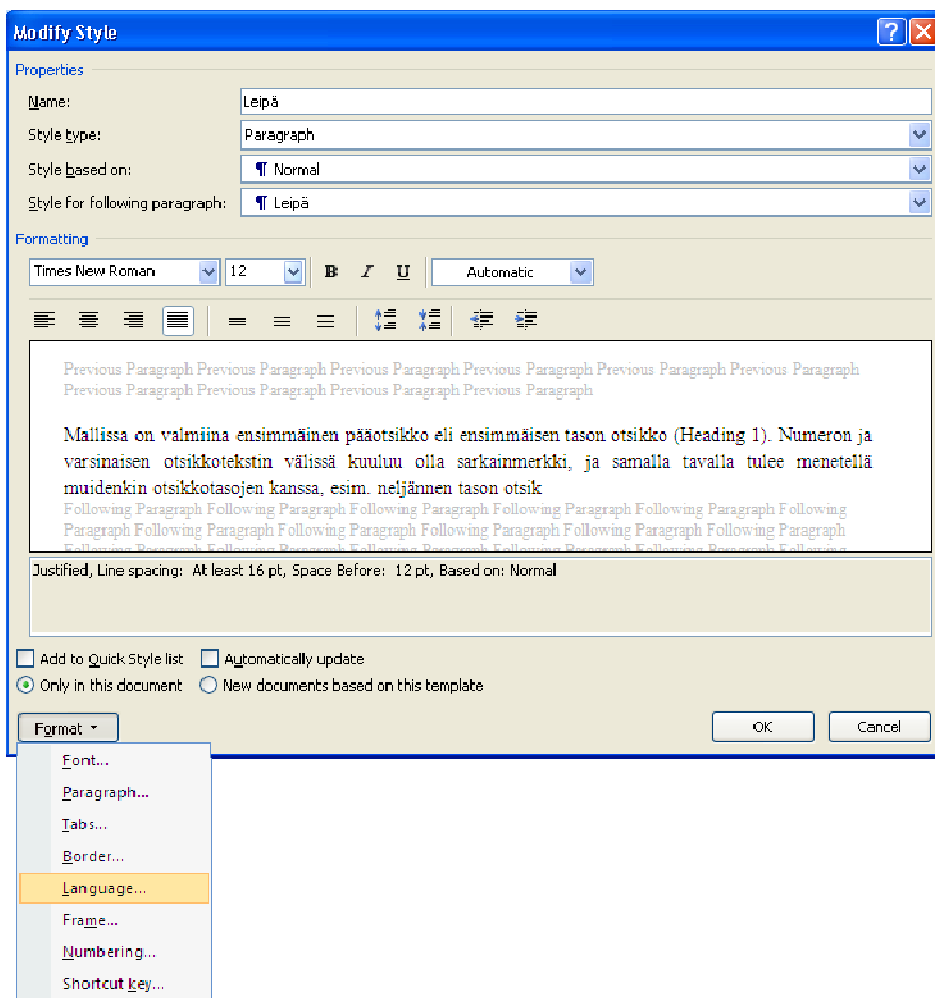
1. Open the »Styles» task pane (either by clicking the dialog box launcher  in the lower right-hand corner of the »Styles» group in the »Home» sheet or by using the key combination **Shift-Ctrl-Alt+S**).



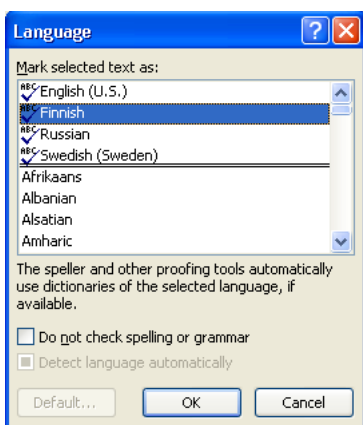
2. Open a menu from the right-hand side of each style name



and choose the command »Modify». The following dialog box will appear:



3. Open (as in the picture above) the »Format» menu and choose the command »Language...». A new dialog box will appear:



4. Choose the desired language for the style.
5. Do the same changes for all styles.

6.4 Titles

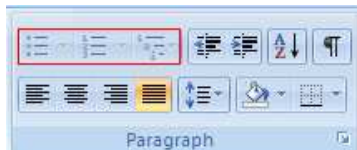
A first main title, that is, a first level title (*Otsikko 1*) is ready-made. There should be a tabulator in between the number and the actual title, and you are supposed to do the same with other title levels, too. For example, a fourth level title may very well look like this:

Otsikko 4 | ■ 3.1.1.1 → *Perheen kulttuuri, oma kieli ja muut idiosynkrasiat teoreettisesti tarkasteltuina¶*

(You can see the »Draft«-layout and Styles in the preceding picture and the »Show/Hide« button has been pressed on in the »Paragraph« group on the »Home«-sheet. This causes the tabulator to be seen as an arrow.)

6.5 Lists

Lists can be numbered or indicated by hyphens. You are supposed to use styles when making lists. This is why other commands used for Word lists are excluded and some of the buttons on »Paragraph« group of the »Home«-sheet do not work:



Drawing up numbered lists differs a bit from the previous Word versions. New numbered lists used to begin from 1 but, in the new version, the numbering continues from the preceding list and you have to set it to start from 1 by using a different command.

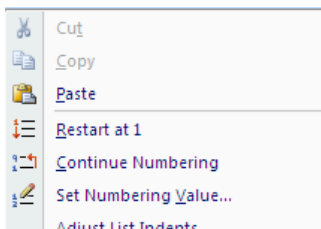
After drawing up the second numbered list, it might look like this:

Tekstiä. XXXXX XXXX XXXXX XXXXXX XXXXX XX XXXXXXXXXXXX XXXXXX XXX XXXX
 XXXXXX XXXXX XXX. ¶
 1. Luettelokappale. ¶
 2. Luettelokappale. ¶
 3. Luettelokappale. ¶

Tekstiä. XXXXX XXXX XXXXX XXXXXX XXXXX XX XXXXXXXXXXXX XXXXXX XXX XXXX
 XXXXXX XXXXX XXX. ¶
 4. Luettelokappale. ¶
 5. Luettelokappale. ¶
 6. Luettelokappale. ¶

By following these steps, the latter list can be set to start from 1:


1. Point to the starting number of the latter list and click on the right hand side of the mouse. A new quick menu will appear:



2. Go to »Restart at 1».

You can also combine lists:

1. One
2. Two
 - A
 - B
 - C
3. Three

The preceding list can be drawn out, for example, by placing the style »*Luettelo numerot*» (Finnish for List Numbers) to all paragraphs in the list. Further, you can use hyphens to make lists by placing the style »*Luettelo RV*» (Finnish for List Hyphens) on the chosen paragraphs. You can always increase indent to the latter by, for example, clicking on command »Home - Paragraph - Increase Indent» .

1. One
2. Two
 - A
 - B
 - C
3. Three

6.6 Tables

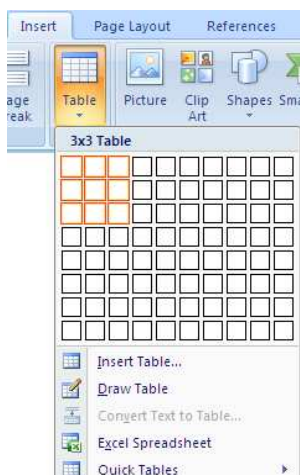
If you want to give a title for your table (which you can put on the table list), choose the style »*Taulukon otsikko*». There should be a tabulator in between the number and the title.

Taulukon otsikko | **Taulukko 1.** → Perheyritystä hankaloittavat asiat (Perheyritysten ja PK-yritysten liitto 2003).¶

(You can see the »Draft»-layout and Styles in the preceding picture and the »Show/Hide» button has been pressed on in the »Paragraph» group on the »Home»-sheet. This causes the tabulator to be seen as an arrow.)

The table can be drawn up as follows:

1. Make an empty passage and set »Normal» as its style. Make sure that the cursor is on this passage.
2. Make a table by clicking on »Insert - Tables - Table».



3. Change the style of the paragraph below the table from »Normal» to, for example, a »Leipä» style paragraph (unless the text is supposed to start directly from under the table).

The table might look like this once the columns have been narrowed down in number.

| | Otsikko 1 | Otsikko 2 |
|-----------|-----------|-----------|
| Otsikko A | 100 000 | 200 000 |
| Otsikko B | 300 000 | 400 000 |

As usual, you can use bold and other types but you can also use the table styles, seen on the »VY»-group in the »Home»-sheet: place the cursor on the table and choose an appropriate style.

When the style is set as »Taulukon 1. rivi» (Finnish for the first row of the table), the text in the table's first row cells should be bold:

| | Otsikko 1 | Otsikko 2 |
|-----------|------------------|------------------|
| Otsikko A | 100 000 | 200 000 |
| Otsikko B | 300 000 | 400 000 |

When the style is set to be »*Taulukon vasen*» (meaning left in the table), the text in the cells of the first row and column should be bold:

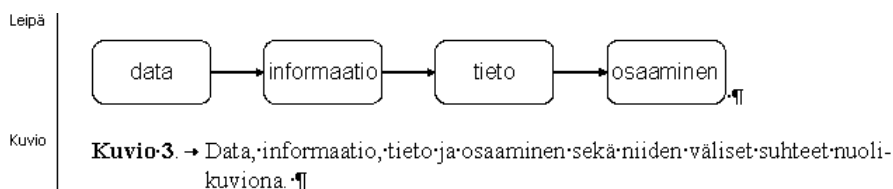
| | Otsikko 1 | Otsikko 2 |
|------------------|------------------|------------------|
| Otsikko A | 100 000 | 200 000 |
| Otsikko B | 300 000 | 400 000 |

6.7 Pictures

If you find it necessary to draw up pictures (such as arrow figures) and place them within your text, it is easiest to draw them in another program (such as PowerPoint) and move the finished pictures into the text via the clip board.

Click on »Home - Clipboard - Paste - Paste special...» (or key combination **Ctrl+Alt+V**) when a picture, made with PowerPoint, is moved to Word via a clipboard. That way you can choose the shape of the picture. »MS Office Drawing Object» is set as default, and it is quite satisfactory, but »Picture» (Windows Metafile) is much more recommended. It gives you one solid picture, and you can change its size and place (however, change its contents in PowerPoint).

If you wish to have a caption (all of which you can gather up in a picture list), click on »*Kuvio*» (Finnish for shape) and set that style for your caption paragraph. In addition, there should be a tabulator in between the number and title:



(You can see the »Draft»-layout and Styles in the preceding picture and the »Show/Hide» button has been pressed on in the »Paragraph» group on the »Home»-sheet. This causes the tabulator to be seen as an arrow.)

As you can see from the previous picture, it is placed inside a regular paragraph (that is, a »*Leipä*» styled paragraph).

If the picture does not automatically go inside the paragraph, that is, text level, you should go to »Office Button - Word Options - Advanced - Cut, copy, and paste - Insert/paste pictures as - In line with text» and readjust your settings.

If the picture is not in the text level, you can change its place afterwards:

1. Choose a picture.
2. Click on »Format - Arrange - Text wrapping - In line with text».

6.8 Formulas

There is one ready-made table element which can be copied to new places:

| | |
|-------|---------------|
| (100) | $\frac{3}{2}$ |
|-------|---------------|

The number of the formula is on the left cell, and its style is »Kaava» (in order for the formula numbers to automatically be on the index page). On the right hand cell, there is a ready-made formula and you are able to edit this formula by double clicking it. You can get back by clicking outside the formula.

6.9 Footnotes

There is nothing unusual about making footnotes:

1. Place the cursor where you want to put reference.
2. Click on »References - Footnotes - Insert Footnote».
3. Put a tabulator after the number of the footnote:

Alavitteen teksti | → Taulukon ulkopuolelle on jätetty yrittäjyyden alueen akateemiset opinnäytteet, joissa avainsanoina ei ole mainittu perheyhtiötä tai perheyriytyksiä (esim. Ulla Hytti/TuKKK, Saija Katila/HKKK).

(You can see the »Draft»-layout and Styles in the preceding picture and the »Show/Hide» button has been pressed on in the »Paragraph» group on the »Home»-sheet. This causes the tabulator to be seen as an arrow.) In addition, footnotes can be seen by going to »References - Footnotes - Show Notes».)

6.10 Quotes

There is a specific style for longer quotes. It is called »*Lainaus*» (Finnish for quote).

| | |
|---------|---|
| Leipä | Jaakko on siirtänyt Primulan osakkeita molemmille pojilleen jo ennen johtajuuden sukupolvenvaihdosta Jaakolta Juhalle. Omistuksen pirstaloitumisessa hän pitää huonona puolena sitä, että kenelläkään ei ole vahvaa omistajan sanaa päätöksenteossa. ¶ |
| Lainaus | ”Se [omistus] on jakautunut todella. Se on sellainen paperi ollut, että aina kun on lapsi syntynyt, niin sitten on perillisille jaettu ja se on sitä myöten sitten pilkkoonut. Se on toisaalta, voi sanoa, ongelmakin, koska kenelläkään ei ole sellaista möreätä ääntä, että voisi sanoa just, miten tehdään.” ¶ |

(You can see the »Draft»-layout and Styles in the preceding picture.)

6.11 References and Appendices

Apply a style called »*Lähteet*» (Finnish for references) for the reference list title, and a style called »*Lähdeteksti*» (Finnish for reference text) for the actual references.

| | |
|-------------|--|
| Lähteet | ▪ Lähteet ¶ |
| Lähdeteksti | Alcorn, Pat B. (1982). <i>Success and Survival in the Family-Owned Business</i> . New York: McGraw-Hill. ¶ |

(You can see the »Draft»-layout and Styles in the preceding picture.)

There is no specific style for appendices; instead you are supposed to apply the style called »*Lähteet*»:

| | |
|---------|--------------|
| Lähteet | ▪ Liitteet ¶ |
| Leipä | Liite 1 ¶ |

(You can see the »Draft»-layout and Styles in the preceding picture.)

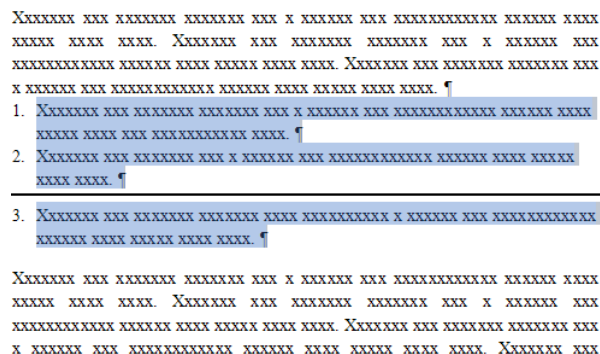
6.12 Page Breaks

The pages can be changed by inserting a new page character to appropriate places using the key combination **Ctrl+Enter**. This *forced page break* has a downside in that it can afterwards (when text is either added or deleted) move to an inappropriate place, for example, in the middle of a page.

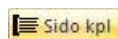
Therefore, it is advisable to use **conditional page breaks**. This is done as follows:

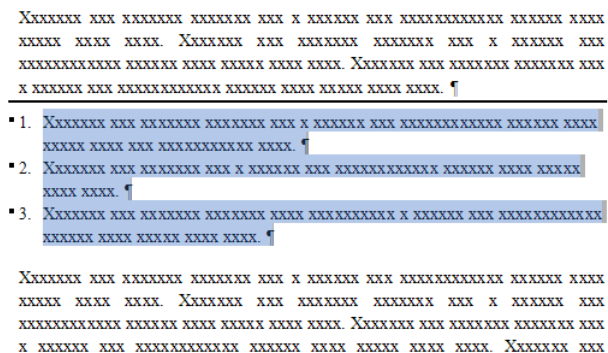
1. Place the cursor to a paragraph you always want to keep on the same page with the following one or choose the paragraphs you want to keep together on a same page.

For example, the following picture has three list paragraphs and a page break between them, but the list items would like to be kept on the same page:



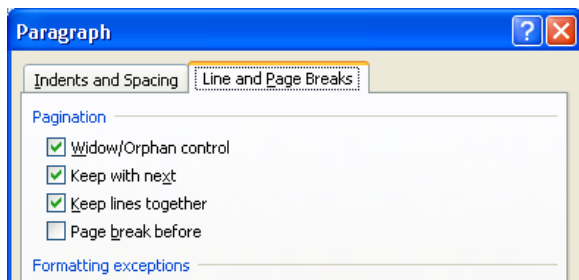
2. Use the command »Home - VY - Sido kpl» (Finnish for bind paragraph)


. The result is the following:




The paragraph style has been changed to keep the list items all on the same page, which is indicated with a black square on the left-hand side. If you wanted to do this manually, you could do it in the »Paragraph» dialog box by ticking the following points

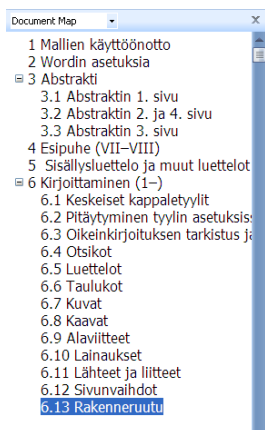
- Widow/Orphan control
- Keep with next and
- Keep lines together:



If the *conditional page break would like to be removed* afterwards, it can be deleted in the same manner as any other extra formatting: the paragraphs are selected and the key combination **Ctrl+Q** or the command »Home - VY - Palauta kappalemuotoilu» (Finnish for restore paragraph formatting)  is used. This way the selected passages will again conform to the paragraph settings of the publication base.

6.13 Document Map View

The **document map view** is a handy tool for moving around and examining the structure of a long document. The document map view is activated (and deactivated) using the command »Home - VY - Asiakirjan rakenneruutu» (Finnish for document map view)  **RR** (or the command »View - Show/Hide - Document Map). For example, the document map view of these guidelines is the following:



If the structure would also like to be changed by moving titles (and text that belong under these titles) from one place to another, a more efficient tool, namely the **outline view**, is needed (e.g. by using the command »View - Document Views - Outline«):

- ⊕ 1 Mallien käyttöönotto
- ⊕ 2 Wordin asetuksia
- ⊕ 3 Abstrakti
 - ⊕ 3.1 Abstraktin 1. sivu
 - ⊕ 3.2 Abstraktin 2. ja 4. sivu
 - ⊕ 3.3 Abstraktin 3. sivu
- ⊕ 4 Esipuhe (VII-VIII)
- ⊕ 5 Sisällysluettelo ja muut luettelot (IX-)
- ⊕ 6 Kirjoittaminen (1-)
 - ⊕ 6.1 Keskiset kappaletyylit
 - ⊕ 6.2 Pitäytyminen tyylin asetuksissa
 - ⊕ 6.3 Otsikot
 - ⊕ 6.4 Luettelot
 - ⊕ 6.5 Taulukot
 - ⊕ 6.6 Kuvat
 - ⊕ 6.7 Kaavat
 - ⊕ 6.8 Alaviitteet
 - ⊕ 6.9 Lainaukset
 - ⊕ 6.10 Lähteet ja liitteet
 - ⊕ 6.11 Sivunvaihdot
 - ⊕ 6.12 Rakenneruutu