

HELI Thesis Formatting Guidelines

A thesis submitted to HELI should take the following typographic format:

- **Page size:** A4 (21 cm x 29.7 cm)
- **Orientation:** Portrait
- **Header, footer, left and right margins:** 2.5 cm
- **Gutter:** 0 cm.
- **Front matter headings** (from the Declaration of Original Content to the List of Abbreviations):
 - Alignment: Center aligned, not numbered
 - Font: Calibri bold
 - Font size: 14 pt. font with 12 pt. spacing before and 12 pt. spacing after
 - Paragraph spacing = 1.5.
- **Chapter title**
 - Alignment: Center aligned, not numbered
 - Font: Calibri bold
 - Font size: 14 pt. font with 12 pt. spacing before and 12 pt. spacing after.
- **Chapter headings**
 - Alignment: Left aligned, outline numbered (e.g., **1.**)
 - Font: Calibri bold 12 pt. font with 12 pt. spacing before and 12 pt. facing after, 1.5 spacing.
- **Chapter sub-headings (Level 1 subheading)**
 - Alignment: Left aligned, outlined (e.g., **1.1.**)
 - Font: Calibri bold
 - Font size: 12 pt. font. with 6 pt. spacing before and 6 pt. facing after, 1.5 spacing
- **Chapter sub-sub-headings (Level 2 subheading)**
 - Alignment: Left aligned, outline numbered (e.g., **1.1.1.**)
 - Font: Calibri bold
 - Font size: 12 pt. Italic with 6 pt. spacing before and 3 pt. facing after, 1.5 spacing
 - There should be no “lower” headings than Level 2 subheading.

- **Back matter headings (References and Appendices)**

- Alignment: Center aligned, not numbered
- Font: Calibri bold
- Font size: 14 pt. font with 12 pt. spacing before and 12 pt. spacing after, 1.5 spacing

- **“Normal” paragraphs**

- Alignment: Left aligned
- Font: Calibri 12 pt. font with 0 pt. facing before and 3 pt. facing after
- Spacing: 1.5

- **Table and figure captions**

- Placement: above the item
- Alignment: left aligned
- Font: Calibri 10 pt. bold font with 0 pt. facing before and 0 pt. facing after.

- **Table text**

- Font: Calibri 10 pt. with columns and rows fitted to contents. *Pages may be rotated to landscape format to include extensive tables.*

- Charts and figures may be presented in colour where that furthers clarity of presentation.
- Pages may be rotated to landscape format to include large charts and figures.
- Headers should be blank.
- Footers should contain centred page numbers in Calibri 10 starting with zero (not shown) on the title page of the thesis.
- Footnotes are permitted and should be numbered but should be kept to a minimum and **not** used for referencing.
- Endnotes are not permitted.