



LUND
UNIVERSITY

Advice and tips when writing articles and creating scientific posters

MEDIA-TRYCK | LU SERVICE | LUND UNIVERSITY 2016

Article template in Word



BEFORE YOU GET STARTED

1. Download the correct **template** and **word manual** from our website www.mediatoryck.lu.se. For articles download the article template in A4.
2. Please, sign up for one of our free of charge courses "To write, format and submit a print-ready PDF file." (Sign up on our website.) The course will help you to be more efficient when you need to re-format your articles for journals.

TIP OF THE DAY!

- A good thing is to write in "show hidden character" mode.
- Be careful when you copy-paste text in to your template, best is to insert all text as unformatted text.
- Use section break very carefully, after a section break you can change margins, page size, and page numbering.
- Save high resolution original pictures from the start. Probably you will use them later on when it's time for you to write your thesis.

Scientific poster template in PowerPoint



BEFORE YOU GET STARTED

1. Please download the correct template from our website www.mediatoryck.lu.se. Choose the template that is closest to the instructions from your conference. Normally size A0 (841x1189 mm) is working.
2. You can choose from an english or swedish version. You can also choose between portrait and landscape.
3. Before you start to create your poster you can get some inspiration by looking at the **examples PDF** which is downloadable in the same directory as the PPT templates.
4. Always bear in mind that Media-Tryck will help you to do a professional layout in InDesign. Send in your PPT sketch and after 2 days you will get a PDF-file ready for printing.

TIP OF THE DAY!

- Make a short title
- Try to use more pictures and less text

Article template in Word



Here is a step by step manual of how to download and write in Media-Tryck's article template. On our website you will find downloadable templates in Word.

HOW TO WORK IN THE TEMPLATE

1. Content: Update the table of contents by right clicking in the table and choose update fields.
2. Formate: In the template you will find the format for headline 1-4, quote, reference list, figure text, body text, insert picture etc. Be sure to format every single letter in your report, if you do, it will be easy to make a nice layout in the end of your writing. To format a headline in your text, click the headline, go to format and choose headline 1. Now headline 1 will have the right size, right distance before and after and the right typeface.
3. Body text: Choose to write with space between the paragraphs using the body text format.
4. Pictures: The pictures should be at least 150 ppi in final resolution. Be sure to use the format insert picture.
5. Graphic elements: The best way to place graphic elements in your Word file is to insert them as EPS file. If your graphic is made in PowerPoint be sure you group the figure before you place it in your Wordfile. If it doesn't work you can try to save it as a WMF or PNG file.

SUPPORT AT MEDIATRYCK

We can help you to typeset your article. Submit your Word document and after 5 days, you will receive a print-ready PDF file.

Scientific poster template in PowerPoint



In order to make it easier to create a good looking poster, please use our templates in PowerPoint. The template provides you with the right logotype and right colours for Lund University.

HOW TO WORK IN THE PPT TEMPLATE

1. Choose your favorite background colour by clicking start-layout
2. Sketch out your layout, how many columns?
3. Start making a layout and typesetting for one textframe and copy paste new ones from the first one.
4. Pictures: The pictures should be at least 150 ppi in final resolution.
5. Graphic elements: The best way to place graphic elements in your PPT is to insert an EPS file.
6. Tables: The best way is to make the tables in Word, later you copy paste the tabel into the PPT template.
7. When your layout is ready, try "Save as PDF" and later print the PDF on a local printer to be sure it's correct.
8. Upload your PDF at Mediatryck web site and choose size and material. (we print on paper or fabric)

QUESTIONS?

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