

How to lay out “like a book”

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1. Why it is important to “imitate” the printed book when writing it

Today’s word processing programs allow you to “simulate” the printed book. The advantages for authors who are able to take advantage of this possibility are obvious.

- The more aware they are of how the printed page will look while writing, the better they can immediately adapt it to their target audience.
- **After consulting with the editorial staff, who may provide specific editorial guidelines based on the subject area or the series in which the work will be published**, authors can use valuable techniques for formatting the text: they can use **bold** or *italics* to highlight keywords or keypoints; or they can visualise concepts through graphs, diagrams, etc.
- Above all, they can work directly on their file and make changes until the final version is ready, whose PDF, after approval by the editorial staff, will be used for printing.

Below, we provide basic instructions for those who still need to write and format their work, as well as for those who have already written it but still need to format it. If you have already written your work, we recommend that you open a new Word file and copy and paste the text.

It is essential not to use styles and formatting that could conflict with the layout and editorial standards outlined below – simple and essential standards designed to make typesetting as straightforward as possible.

2. Volume size and page layout

FrancoAngeli books and journals follow a generally standard format: height 23 cm; width 15.5 cm. Some series have a format of 17 x 24 cm or 14 x 22 cm. However, these cases will not be discussed here.

The text frame measurements are: 11.8 cm wide (line measure) and 18.5 cm high.

To create the text frame on an A4 page, select **Page Setup** from the **Layout** drop-down menu and enter the following values:

- *margins*: top 5 cm; bottom 6.2 cm; left 4.6 cm; right 4.6 cm;
- *paper*: A4 format (21x29.7 cm) – *Be sure* to enter this parameter;
- *header* (Layout menu): 0 cm;
- *footer*: 5.2 cm;

- *binding*: 0 cm.
- Please note: *a page in Times New Roman contains on average*:
 - 11 point font, single spacing: approximately 2,900 characters (including spaces);
 - 11 point font, line spacing 13: approximately 2,650 characters (including spaces);
 - 12 point font, single spacing: approximately 2,325 characters (including spaces).

The **page number** will be positioned 1 cm below the last line of text. To insert the page number in Word, select from the toolbar:

- Insert, Page Number, Bottom, Normal Number 2.
The page number must be set in Times New Roman, 10 point *italics*, centred at the bottom of the page.
- Please *note*: when selecting the page number, ensure that there is no 0.5 cm indent in Paragraph; otherwise, it will not be centred on the page.
- *For the numbering of the pages of the volume, see paragraph 4 below.*

3. Fonts, font sizes and line spacing

We recommend the following font sizes with the corresponding settings.

Titles

- **Part or Section title**: 14 point bold (B) Arial – single line spacing – right aligned, always on an right-hand page; the following left-hand page will be blank;
- **Chapter title**: 14 point bold (B) Times New Roman – single line spacing – left aligned. Do not include the word “chapter” before the title.
The distance between the title, which is on one line, and the text or paragraph title is 10 lines (blank lines) in 12 point font. The number of blank lines will be gradually reduced if the number of lines in the title is greater or if the author of the chapter appears (see below). In this way, the text or paragraph title will always fall approximately 6 cm from the top of the text block (it is always useful to use the ruler on the left side of the screen);
- **authors of individual chapters in edited volumes**: 12 point italic (C) Arial – single line spacing – left aligned. The first and last names are to be placed under the chapter title, leaving one blank line between them and the title and preceded by “by” in lowercase (e.g. “by *Giorgio Rossi*”);
- **paragraph titles**: 12 point bold (B) Arial – single spacing – left aligned.
Leave two blank lines between the end of a paragraph and the title of the next paragraph. Leave one blank line after the paragraph title. If the title falls at the end of the page, move it to the next page, leaving one or two blank lines on the previous page.

- **sub-paragraph titles:** 12 point bold and italic (**G** and *C*) Arial – single line spacing – left aligned; for formatting, see above (“paragraph titles”);
- **sub-subparagraph titles:** 12 point italic (*C*) Arial – single spacing – left aligned; for formatting, see above (“paragraph titles”);
- **sub-sub-subparagraph titles:** 12 point normal Arial – single spacing – left aligned; for formatting, see above (“paragraph titles”);

Text

- **up to 160 printed pages:** if the volume does not exceed 160 printed pages, you may consult with the Editorial Office to set it in 11.5 or 12 point Times New Roman with single line spacing;
- **over 160 printed pages:** 11 Times New Roman font with single line spacing.

Please note: the text must be justified and the first line of each paragraph must be indented by 0.5 cm (Home, Paragraph, Indents and Spacing, Special, First Line, Indent by and enter the value 0.5 cm);

- **Quotations:** for block quotations from the text, set them in 10 point Times New Roman font with 12 point leading, leaving 1 blank line before the start of the quotation and 1 blank line at the end, without opening and closing quotation marks. For inline quotations leave them in 11 point font and place them between guillemets (e.g. «...») (guillemets can be found in Insert, Symbol. This is the keyboard shortcut to obtain them automatically: hold down ALT and type 0171 for opening curly quotation marks; ALT+0187 for closing ones).

Please note: if the quotation begins with a capital letter, it must be justified and the first line of the paragraph indented by 0.5 cm; if it begins with a lowercase letter, it must be justified but the first line should remain flush left;

- **Footnotes:** 9 point Times New Roman, single line spacing.
Please note: footnotes must also be justified and the first line of each paragraph must be indented by 0.5 cm;
- **Tables and figures:** normally 9 point Times New Roman, single line spacing. A larger or smaller font size may be used in graphs when individual words need to be highlighted or when necessary to fit the page width. Leave a blank line before and one after the table or figure.
- **captions for tables and figures:** 9 point Arial italics, single spacing, justified.
Please note: Figure captions go below the figure; table captions go above the table.
- **Bibliography:** normally 10 point Times New Roman font, single line spacing. 9 point font is generally not recommended, unless the text is purely for reference

purposes, is quite long and you want to limit the number of pages. The bibliography should be justified, but with the first line flush left and the subsequent lines indented by 0.5 cm (Home, Paragraph, Indents and Spacing, Special, Hanging, Indent by and enter the value 0.5 cm);

- **Appendices, glossary:** normally 10 point Times New Roman, single-spaced. They should be justified and the first line of each paragraph should be indented by 0.5 cm.

4. Page numbering

The first 4 pages of the book will be managed directly by the Editorial Office: page 1 usually contains an introduction to the series, page 2 is normally blank, page 3 corresponds to the title page, page 4 contains our copyright notice and is also used as a colophon to provide other useful editorial information, such as the sponsorship or financial support of universities, public or private institutions.

The first page you will need to number, therefore, will be page 5, and so on according to the following guidelines:

- *Table of contents:* on page 5 and following pages;
- *Foreword, Preface, Introduction:* these must begin on a right-hand page (leave a blank page where necessary);
- *Part or Section Titles:* must begin on a right-hand page;
- *First chapter* (or first chapter within a part): must begin on a right-hand page;
- *Subsequent chapters:* either always on right-hand pages, or on both even and right-hand pages if necessary to limit the total number of pages in the text;
- *Conclusions:* must begin on a right-hand page;
- *Bibliography:* must begin on a right-hand page.

5. How to set up the Table of contents

We suggest setting up the index using a table, which will then be hidden by *deselecting all the borders in the toolbar in the Paragraph section* (see facsimile of Index on the next page).

Table of contents

Foreword , by <i>Giorgio Rossi</i>	page	9
Part I – The origins		
1. In America. Origins and development of a doctrine	»	13
1. The problem of social control of the economy	»	13
2. Power and responsibility: loss and reconstruction of a horizon of meaning	»	30
3. Form and content: definitions of corporate social responsibility corporate social responsibility	»	61
2. Scientific approaches. CSR as an analytical paradigm	»	71
1. Binary visions: early <i>Business & Society</i> literature	»	71
2. Multidimensional visions: the second <i>Business & Society</i> literature	»	84
3. Critical perspectives: sociological literature	»	98
Part II – The debate		
1. Italian notes. Diary of an implicit debate	»	109
1. Introduction	»	109
2. Economic outlook	»	111
3. Sociological outlook	»	133
4. Notes for a transdisciplinary synthesis and a research plan research	»	162
Conclusions	»	167
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6. Hyphenation

Always enable **automatic hyphenation** of text (Layout, Hyphenation, Automatic Hyphenation). Also check that the flag under Home, Paragraph, Line and Page Breaks, Do Not Hyphenate is deselected.

However, pay *attention* to:

- ◆ **foreign words:** Word's hyphenation is not reliable and should always be checked, even by setting the reference language only for the word, phrase or string of text to be checked;
- ◆ **words with apostrophes** (e.g. "l'organizzazione") **or in quotation marks:** automatic hyphenation may not be performed when they are at the beginning of the next line. In these cases, it is essential that **you intervene manually** to avoid leaving the white spaces imposed by the programme.

To hyphenate manually, place the cursor where the word should be broken and press the "Control" key and "-" (the hyphen) simultaneously. Never insert the "hyphen" on its own: with every subsequent movement, you risk finding it scattered throughout the text.

7. Automatic spell checker

We recommend **disabling** the automatic spell checker that corrects presumed errors as you type. Instead, it is advisable to do **a final spell check** once you have finished writing the text.

8. Blank lines and spaces

Blank lines between paragraphs: never leave a blank line between paragraphs, unless you intend to create a thematic break (for example, separate sections without using a formal heading).

Widows and orphans: A "widow" is the last line of a paragraph appearing alone at the top of a page; an "orphan" is the first line of a paragraph appearing alone at the bottom of a page.

Softwares usually correct this anomaly automatically. However, we recommend disabling this automatic setting (in Word: Format, Paragraph, Line and Page Breaks, Widow/Orphan control) and instead **intervening manually** by pressing the return key (usually once) to extend the text by one line or by deleting a line break to reduce it. This is the only way to avoid leaving blank lines at the end of the page.

Blank lines at the top of the page: these should be removed by pulling up the text. The ruler in Word is a useful visual aid to spot these gaps, which often appear due to layout shifts or edits. We recommend a final check by placing two pages side by side (View > Zoom > Many Pages or Side by Side) once the layout is complete.

Spaces between words: always leave a single space between words. To ensure consistency, we recommend performing an automatic search (in the Toolbar: Edit, Replace, and then type two spaces with the space bar. Then in Find: type only one space).

Spaces before and after punctuation: always leave a space after (and not before) a punctuation mark (e.g., after a comma or full stop). Never leave a space after an apostrophe.

9. Notes

As a rule, notes should be placed at the bottom of the page (Footnotes).

Please note: do not insert footnotes manually, but use the built-in function in Word so the software handles automatic numbering (in the toolbar: References, Insert Footnote). Footnote numbering must restart at 1 for each new chapter. To achieve this numbering, insert a page break before the new chapter (Layout, Breaks, Next Page); then set the notes so that the numbering starts again from 1 for each chapter throughout the document (References, Footnotes, Numbering, Start at, Restart at each section).

The **reference number of the note** should appear in the text as a superscript, in the same font size as the text (thus applied automatically), without brackets, and before the punctuation.

The **text of the footnote** should be in 9 point font, single-spaced, justified and with a First Line indent of 0.5 cm on the first line, as seen above.

The reference number in the note should automatically appear in 9 point superscript. The text of the note should follow.

Please note: remove the footnote separator line as follows: View, Draft, References, Show Notes. In the bottom section, select Footnote Separator from the drop-down menu next to Footnotes. Press “Delete” twice to remove it; repeat the same operation for Footnote Continuation Separator. Then return to the View item in the Toolbar and select Print Layout.

Warning: never leave a blank line between footnotes. Ensure Widow/Orphan control is disabled for footnotes as well. *Please note:* there are two types of notes: bibliographical and explanatory. If you decide to use bibliographical notes, do not include bibliographical details within the main text (see paragraph 17).

10. Use of capital letters and honorific capitals

Do not write chapter or paragraph **titles** in all caps.

Do not capitalise **words within the text**, unless you want to highlight them in specific cases for a particular reason; bold or italics are preferred for this purpose.

Avoid honorific capitals as much as possible. The use of capital letters is a source of errors (it creates inconsistencies that are easily overlooked).

Therefore, always use lowercase for the initial letter of **common nouns** (e.g. human resources, management, company) and **leave capital letters** only for: Country, Republic (when referring, for example, to the Italian Republic), specific offices and departments (e.g., Administrative Management, Shipping Office, Personnel Management, etc.), common terms that are part of a proper name (e.g., Banca di Napoli), and State. Limit capitalization to specific terms that need to be emphasised (e.g., la Verità).

- **Qualifications/titles:** always lowercase (e.g., doctor, president; not Doctor, President).
- **Academic disciplines:** always lowercase (e.g., philosophy; not Philosophy).
- **Company or country acronyms:** never use full stops when the abbreviation consists of a single letter followed by a full stop (e.g. not F.I.A.T: but Fiat, not U.S.A. but USA). Retain the full stop only for multi-letter abbreviations (e.g., Co.Re.Co); however. Two-letter acronyms should be in caps (e.g., IT, UK); acronyms of three or more letters should have only the first letter capitalised.
- **Software/Programacronyms:** use either all caps or small caps (e.g., IHIRMS or IHIRMS).
- **Acronyms in psychology:** normally in capital letters (e.g. DSM);
- **Company abbreviations:** when they follow the proper name, write them in lowercase (s.p.a., s.r.l., etc.). The same applies to abbreviations for different types of **laws and circulars** (e.g., l., d.p.r., d.lgs., d.m., c.m., d.lgt., etc.).

In any case, **it is essential that a uniform criterion be applied throughout the text.**

11. Foreign words

These should only be written in italics if they have an exact equivalent in Italian (e.g., *supervisor*). In this case, they should follow the grammatical rules of the original language (e.g., “i due supervisors”).

Foreign terms that are now in common use within a particular discipline and,

more generally, are adopted into the Italian vocabulary should be left in roman type, *remaining unchanged in the plural* (e.g., trade-off, public company, off-shore, dumping, software, leader, learning organisation, stakeholder, empowerment, feedback, équipe, etc.).

12. En dash *versus* hyphen

En dash (–): if you insert an aside in a sentence, remember to use en dashes (–), preceded and followed by a space, both at the beginning and end (you can find them in “Insert-Symbol”; the keyboard combination is: hold down ALT and type 0150).

hyphen (-): hyphens (-) should only be used to join compound words or to separate page ranges indicated at the end of a bibliographical source. In this case, no spaces should be inserted before or after the hyphen.

13. Bulleted lists

Lists may be introduced by numbers, letters or graphic symbols.

The first line of each list item must be aligned with the left margin of the text box, while the following lines must be indented by 0.5 cm or 1 cm; this will ensure that the text is properly aligned.

Please note: if the list is preceded by a sentence ending with a colon, the first word of each list item begins with a lowercase letter (unless it is a proper noun); a semicolon must also be inserted at the end of each individual item. If, on the other hand, the sentence preceding the list ends with a period, the first letter of the first word should be capitalised; a period should be inserted at the end of each item in the list.

14. Apostrophes and quotation marks

As a rule, the articles *la, lo, una, della, dello* should use an apostrophe when the following word begins with a vowel (e.g. “un’aquila”). An apostrophe should be inserted after the preposition “di” only when it is followed by a word beginning with “i”. **“Qual è” should always be written without an apostrophe.** Never insert a space after an apostrophe.

Use **English quotation marks** (“ ”) if you want to “emphasize” a word or phrase; use **guillemets** (« ») to open and close quotations in the text. If a second quotation (a quotation within a quotation) is included within a quotation marked with guillemets, it must be enclosed in English quotation marks.

Please note: always use the curly apostrophe (') and not the acute apostrophe (´). Similarly, always use curly quotation marks (“ ”) and not straight quotation marks (" ").

15. Accent marks (grave or acute?)

With acute accent: pay *attention* to poiché, perché, sé, nonché, affinché, etc. They must always have an acute accent.

With a grave accent: pay *attention* to the verb essere, which always has a grave accent, whether written in lowercase (è) or uppercase (È). The latter should never be typed with an apostrophe (È'), but use the correct symbol (È – this is the keyboard combination: hold down ALT and type 0200).

At the end of your work, we recommend that you perform a search in Word and correct each entry individually.

16. Decimals: comma or full stop?

It would be more elegant to use a comma for decimals, thus complying with the rules of the Italian language. However, if all decimals in the text have already been set with a full stop, check that they have been applied uniformly.

17. Bibliographical references

Bibliographical references included in the text must be given with the author's surname followed by a space and the year of first publication in the original language in round brackets – “Freud (1899) said that...” – or with the author's surname in brackets followed by a comma, space and year – (Freud, 1899).

The page number of the citation should be indicated in parentheses in the text preceded by “p”; it should be inserted after the year of publication followed by a comma. It should not be included in the Bibliography at the end of the volume. If the page refers to the original edition, and not to the Italian translation that may be indicated in the final bibliography, then “orig. ed.” should be added. (Loewald, 1960, p. 56 orig. ed.); if several translations are indicated in the final Bibliography, it is necessary to specify the year of the translation to which reference is made (Loewald, 1960, p. 97 Italian trans. 1994).

If several publications by the same author are cited in the same year, the year is followed by lowercase letters in sequential order (e.g., Freud, 1899a; Freud, 1899b).

If there are two authors, both should be listed and joined by the conjunction “and” (which can also be used to link the last two authors if there are three). If there are more than three authors, write the surname of the first author followed by “*et al.*” in italics. Possible examples are as follows:

- Freud (1899) said that...
- According to dream theory (Freud, 1899)...
- The principles of cognitive therapy (Beck *et al.*, 1979) state that...
- Kernberg (1981, p. 35) states that...
- Eissler wrote that “every introduction of a parameter carries the risk that a resistance will be temporarily eliminated without having been adequately analysed” (1953, p. 65).

Bibliographical references (Bibliography) at the end of the text must be listed without numbering, in alphabetical order by author’s surname and, for each author, in chronological order of publication of publication – for works by the same author published in the same year, append the letters a, b, c, etc., to the year of publication: Klein M. (1984a), title...

In the case of similar surnames (e.g. Melanie Klein and George S. Klein), include the first initial; if both surname and first initial are identical, spell out the first names in full (and retain the *middle initial* for greater clarity,– this rule should be kept in mind in the text, especially if there are authors who also have the same initial of their first name, e.g. Daniel N. Stern and Donnel B. Stern).

The year of publication should be placed in brackets immediately after the surname and initial of the author’s name, followed by a full stop, as follows: “Freud S. (1910)”. If the author has two first names (i.e. if there is also a *middle initial*), as is customary in Anglo-Saxon countries, the initials should be written without spaces between them (e.g. Bianchi G.A., Rossi P.F., Kernberg O.F., etc.).

In the case of works by multiple authors, the surnames of all authors must be included. In the case of a work edited by one or more persons, the name of the editor(s) must be included, followed by the words “a cura di” for Italian-language editions and “eds.” or “ed.” for English-language editions (“dir.” for French editions; “Hrsg.” for German editions; “ed. por” or “ed.” for Spanish editions).

If the publication year differs from the original, it should be placed after the name of the publisher, preceded by a comma; otherwise, it is sufficient to place the year in brackets at the beginning of the bibliographic entry after the author’s name.

Bibliographical references must therefore be written according to the following rules:

Volume

Beck A.T., Rush A.J., Shaw B.F. and Emery G. (1979). *Cognitive Therapy of Depression*, Guilford Press, New York (Italian translation: *Terapia cognitiva della depressione*, Bollati Boringhieri, Turin, 1987).

Edited by one author

Merini A., edited by (1977). *Psichiatria nel territorio*, Feltrinelli, Milan.

Edited by multiple authors

Boltanski L., Claverie E., Offenstadt N. and Van Damme S., eds. (2007). *Affaires, scandales et grandes causes. De Socrate à Pinochet*, Stock, Paris.

Essay in edited collection

Liotti G. (1985). *A cognitive-behavioural model of agoraphobia*, in Guidano V.F. and Reda M.A., eds., *Cognitivism and psychotherapy*, FrancoAngeli, Milan.

Beebe B. (1983). *Mother-infant mutual influence and precursors of self and object representation*, in Masling J., ed., *Empirical Studies of Psychoanalytic Theories*. Vol. 2, Analytic Press, Hillsdale, NJ.

Article in journal

Minguzzi G.F. (1986), “È possibile valutare i risultati della psicoterapia?” (Is it possible to evaluate the results of psychotherapy?), *Giornale Italiano di Psicologia*, 13, 1: 7-13.

Unpublished text

Benedetti G. (1988), “Intervention in the debate on John Gunderson’s report at the International Conference on *New Trends in Schizophrenia*”, Bologna, 14-17 April (in press).

Volume or article taken from a website

Follow the same guidelines as for printed volumes and articles, with the addition of: Text available at: <http://www...> and the date of consultation. The website must have an active link (useful for digital versions of our publications).

In all cases, note the conventions for the rules governing the use of capital letters in the titles of works in English. For example, titles in English should capitalize the first letter of all major words, except for articles (e.g. **a, an, the**), conjunctions, and prepositions of four letters or fewer. This applies to monographs, but not to journal articles (which use sentence case).

18. How to create figures, graphs, drawings and tables

Formatting figures, graphs, drawings and tables for accessibility of the digital version of our publications

Our digital volumes (e-pub) must be produced **in a format that is accessible to users with disability**, as required by the European Accessibility Act, effective from 28 June 2025.

In order to create the accessible format (e-pub3), we require:

- figures (images, photographs, graphs) accompanied by alt-text (alternative descriptions), according to instructions from the Editorial Office.
- tables created as structured text elements in HTML (Word, Excel, PowerPoint) like all other text content in the book (they must not be inserted as images, i.e. in .png, .tif, .jpeg or similar formats).

18.1. Figures

All figures (images, photographs) must be numbered consecutively, starting from 1 at the beginning of each new chapter.

Both in the text and in the caption, the abbreviation “Fig.” is usually used (e.g., *Fig. 1 - Figure caption*). Remember that the figure caption should be placed above the figure itself.

All figures will be printed in black and white. Colour figures must therefore be converted to greyscale (please consult the Editorial Office regarding this detail or the possibility of printing in four-colour process).

If you are using images that have been scanned or created in digital format (.jpg or .tiff), please check that they have a minimum resolution of 300 DPI (dots per inch) before inserting them into your Word document.

Please note: the reproduction of images must be authorised by the copyright holder (photographers, museums, archives, etc.).

Images downloaded from the Internet are not considered to be free of copyright (it is advisable to consult with the Editorial Office, and to obtain the necessary permissions for the use of the images). Furthermore, the low resolution of these images is not suitable for print publication.

18.2. Graphs

To create a new graph: “Insert, Chart”.

To edit an existing chart in Word: to change the size, position and layout of the text in relation to the chart, right-click on the chart and then select the appropriate option.

18.3. Drawings

To insert a new drawing, from the “Insert” menu, choose “Object”, and then click on the “Create New Object” tab. In the “Object Type” group box, double-click on “Microsoft Word Picture”.

Using the Drawing toolbar (View, Toolbars, Drawing), you can insert, draw, and format any type of object.

- To add text to a drawing object, it is best to use a “Text Box”, which allows you to insert text anywhere on the page.
- The “Shapes” tool offers various categories of geometric shapes (lines, arrows, stars, flowcharts, headers and callouts).
- When a drawing consists of multiple objects, shapes and text boxes, it is best to group them together: from the “Drawing” menu, select the “**Group**” command: they will be treated as a single element. If you need to work on individual elements, you can choose the opposite command, “Ungroup”.
- You can also draw freehand: use the “Freehand Shape” command to draw an object with straight or curved segments. If you want a drawing object to look like it was drawn with a pen, we recommend using the “Freehand Shape” tool. For more refined and complex shapes, use the “Freehand Drawing” tool. For precise curves, use the “Curve” tool. To change the shape of a curve or freehand drawing by moving, deleting and adding vertices, choose “Edit Points”. You can refine the appearance of freehand drawings and curves in exactly the same way as other shapes. For example, you can add colours and patterns, change the line style, flip or rotate drawings and curves. However, you cannot add text or convert a freehand drawing or curve into another shape.
- You can insert a fill effect (preferably light grey). However, always use black for the lines of the elements.

When you are finished, click on “Close Image” on the “Edit Image” toolbar. To start drawing, use the tools available under “**Insert**” in the toolbar:

- **Insert Shapes:** go to “Insert”. In the “Illustrations” group, click on “Shapes”. A drop-down menu will open with different categories of geometric shapes (lines, rectangles, basic shapes, block arrows, flowcharts, callouts, etc.). Click on the desired shape and then drag the mouse on the page to draw it. The “Shape Format” (or “Drawing Tools”) option will appear automatically:
- **Insert the Drawing Canvas (optional):** to organise complex drawings, it is advisable to insert a dedicated area. Go to Insert, then Shapes. At the bottom of the drop-down menu, choose New Drawing Canvas. All elements drawn within it will remain grouped together:

- **Freehand drawing tools:** to draw freehand, as you would with a pen, use the following tools found in the “Shapes” menu (Step 1):
 - **Curve:** allows you to draw curved segments with precision, adding anchor points (vertices) with each click.
 - **freehand shape:** allows you to draw a shape by combining straight and curved segments. After the first click, you can release the mouse button for a straight segment or hold it down for freehand drawing;
 - **Freehand drawing:** allows you to draw as if you were using a pen (a continuous, irregular line).

Tip: to change the shape of a Curve or Freehand Drawing by moving, deleting or adding its anchor points, select the shape, go to “Shape Format”, click on “Edit Shape” and choose “Edit Points”.

- **Add and format elements.** After inserting a shape or drawing:
 - **add text to a shape:**
 - select the shape;
 - right-click and choose “Add Text” or “Edit Text”;
 - **add free text (Text Box):**
 - go to the “Insert” tab, “Text Box”;
 - choose the desired style or “Draw Text Box” to position it freely;
 - **format lines and fills:**
 - when a shape is selected, use the “Shape Format” tab to:
 - **shape fill:** set the internal colour (e.g. light grey);
 - **shape outline:** set the colour, thickness and style of the border line (black is recommended for element lines);
- **Working with Complex Drawings:** when a drawing consists of multiple shapes, lines, and text boxes, it is essential **to group them:**
 - **select the objects:** hold down the Ctrl key and click on all the elements you want to combine;
 - **Group:** go to the “Shape Format” tab and in the “Arrange” group, click on “Group”, “Group”.

This way, the drawing will be treated as a single element that can be moved, resized and rotated together. If you need to work on individual elements, select the group and choose “Group”, “Ungroup”.

18.4. Tables

All tables must be numbered consecutively, starting with 1 for each chapter.

Both in the text and in the caption, the abbreviation “Tab.” is usually used. (Caption example: *Tab. 1 - Table caption*). Remember that the table caption should be placed above the table itself.

Tables must fit within the page margins and therefore have a maximum

width of 11.8 cm. To set up tables automatically in Word, click on “Insert”, then on the “Table” option and in the “Insert Table” drop-down menu, specifying the number of rows and columns, column width “auto”. To fit an existing table to the page, use the Word command “Fit to page” (an option found in the drop-down menu that opens after clicking the right mouse button).

- **Text font:** Times New Roman, size 8-9. Clicking on the table handle that appears at the top left of the table opens the options for modifying it graphically; by selecting the “Table Structure” option, you can work on:
 - borders, border styles, border formatting. It is sufficient to leave only the opening and closing borders of the table header and the closing border at the bottom of the table;
 - background: it is best to avoid inserting backgrounds of any colour within tables or parts of them as they significantly impair readability. If necessary, it would be advisable to use only light grey tones (no less than 15% of the black ink).

For the table’s caption, Arial, 10 or 9 point font, it is best to set the font to italic. Keep the top and bottom borders.

- The numbers in the columns should be aligned.

Table 1 - The population of Vietnam: total and divided by gender (in millions)

<i>Year</i>	<i>Population</i>	<i>Males</i>	<i>Females</i>
1975	48.0		
1976		23.6	25.6
1980	53.6	26.0	27.6
1985	59.8	29.3	30.6
1990	65.8	32.1	33.7
1995	71.4	34.8	36.6

Source: General Statistical Office, *Statistical Yearbook*, New York, 2000, p. 347.

And finally... one last check

After writing and before formatting, we recommend that you check spelling and perform the following automatic searches (always checking each occurrence; we strongly advise against using “Replace All”).

replace	specifications	Replace with
double space		single space
é	Whole words only	is
It is	Only whole words	It
chè (this is how you find all the whys, because, so, etc.)		ché
sè		sé
himself		himself
what is		what is
the space		the (without space)
‘		‘
‘		‘
“		“
“		“
space,		, (no space)
space.		. (no space)
space;		; (no space)
space:		: (no space)
space!		! (no space)
space?		? (no space)
space)) (no space)
(space		((no space)
space-space		space-space
etc.		etc.
space...		... (without space)