



Typography and readability – a guideline

Typeface

Headings and subheadings: Sanserif (without serifs, i.e. a plain, cleancut look). Sanserifs available in Microsoft Office are Helvetica and Arial.

Continuous text: Antiqua (with serifs, i.e. with strokes added to the letters, like “feet” or “flags”). Antiquas available in Microsoft Office are Times New Roman, New Century Schoolbook and Garamond.

☞ A general rule is not to mix more than two typefaces.

Font size

Normal, continuous text: 10-12 pts

Narrow column (newspapers, journals): 7-9 pts

☞ The font size also depends on the line width and spacing, see below.

Line width

Maximum amount of letters per line 55-65

Minimum amount of letters per line 35-45

☞ Longer lines require more spacing.

Spacing

Spacing is measured from base-line to base-line (the space between the two lines in this text). This space should be perceived as bigger than the space between the words. 140% of the font size works as a guideline.

☞ Headings should have more space above than below the text.

Examples of adequate spacing in normal, continuous text (points):

Line width (mm)	Font size (pts)			
	10	11	12	14
<90	12	13	-	-
90-110	13	14	-	-
>110	14	15	-	-
<110	-	-	14	16
110-120	-	-	15	17
>120	-	-	16	18



Karolinska
UNIVERSITY PRESS

Paper

A slightly tinted paper increases readability (yellow, beige, grey), i.e. do not use snow-white paper. The paper surface should be matt. The weight is usually 80 gram, but if there are colour images you might want to use a paper of 100 gram.

☞ The standard size for dissertations is G5 (169x239 mm).