

Thesis Essentials

IT

Thesis Essentials

Constructing a Thesis using MS Word

This material has been written to be used with Windows 10 and Microsoft Office 2019 on a University of York PC. Every attempt has been made to ensure the accuracy of the information provided, however you may find some minor differences when working with personalised systems.

Last updated: September 2019

~Contents~

<i>Part 1~ Preparation</i>	<i>1</i>
1 ~ Introduction	1
2 ~ Configure page layout	3
3 ~ Configure styles	5
4 ~ Make a Template	10
<i>Part 2~ Writing</i>	<i>12</i>
5 ~ Writing with style	12
6 ~ Tables and illustrations	14
7 ~ Referencing	19
<i>Part 3~ Assembling your Chapters</i>	<i>22</i>
8 ~ Document assembly	22
9 ~ Numbered headings	28
10 ~ Table of contents	30
<i>Part 4~ Appendices</i>	<i>32</i>
11 ~ Converting to PDF	32
12 ~ Style Issues	33
13 ~ Sequence of materials	35

Part 1~Preparation

1 ~ Introduction

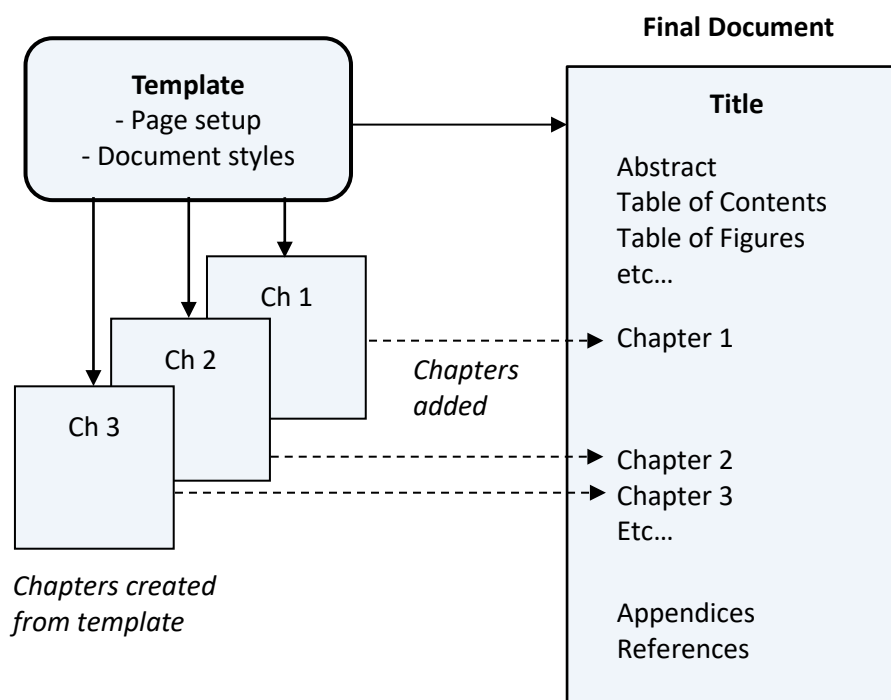
Time invested before starting to write your thesis can save time and reduce the occurrence of issues that are more difficult to resolve later. Document features such as tables of content, page numbering, cross-referencing and illustration captions are easier to maintain if they are set up correctly in the first instance.

1.1 - Suggested Approach

Given the length of a typical thesis, the most effective approach to achieve consistency of presentation is to create a **template** that is configured to comply with guidelines for thesis presentation. This template, which is a special type of Word document, is then used as the starting point for each separate chapter; the chapters are then combined towards the end of the writing process.

The **template** needs to include appropriate page layout settings together with formatting **styles** to reflect the logical function of the content: headings, quoted text, emphasis, etc. Styles help maintain consistency and allow you to make use of many useful features.

This illustration provides an overview:



The sequence for the process is:

- 1 With reference to relevant guidelines, design the **template** with necessary document configuration, including **page layout** and document **styles**.
- 2 Create chapters as separate documents using the template as the starting point, write the content and apply appropriate styles and features as you write.
- 3 Create the 'final' document from template, and add the chapters.
- 4 Generate and check whole-document features:
 - Tables of contents, figures and tables
 - Continuous page numbering
 - Cross-references between chapters (if included)
 - Compilation of reference lists from in-text citations

The methods included in this guide will explain how this can be achieved.

1.2 - Thesis guidelines

For full details of how to present your thesis you are advised to visit:

<https://www.york.ac.uk/research/graduate-school/academic/thesis/format/>

Check also your departmental guidelines on setting out your thesis, in particular the system of referencing required for your discipline.

When preparing a template you will need to refer to requirements for:

- Title pages (including layout for cover and binding recommendations)
- Use of Headings (generally no more than 4 levels)
- Margins (eg 40mm minimum on binding edge, 15mm minimum on others)
- Text size and spacing (1½ or double line-spacing, approximately 11pt)
- Numbering of pages (generally continuous throughout)
- Numbering of chapters, tables, illustrations, appendices, etc

Whilst writing you will also need to be aware of requirements for:

- Order of the content
- Illustrations
- Tables
- Bibliographic references
- Appendices
- Lists of contents

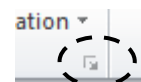
2 ~ Configure page layout

The first thing you need to do is configure the document set up – paper size, margins, headers and footers all need consideration.

The University regulations require that the 'binding' edge margin be no less than 4cm and all other margins no less than 1.5cm. Text will usually be printed single sided but may be on both sides of the paper, providing the paper is opaque enough to avoid show-through. For further information, see the University and departmental guidelines.

The **Page Setup** dialogue box provides full control over page layout features.

- Choose **Layout > Page Setup > Page Setup** dialogue box launcher



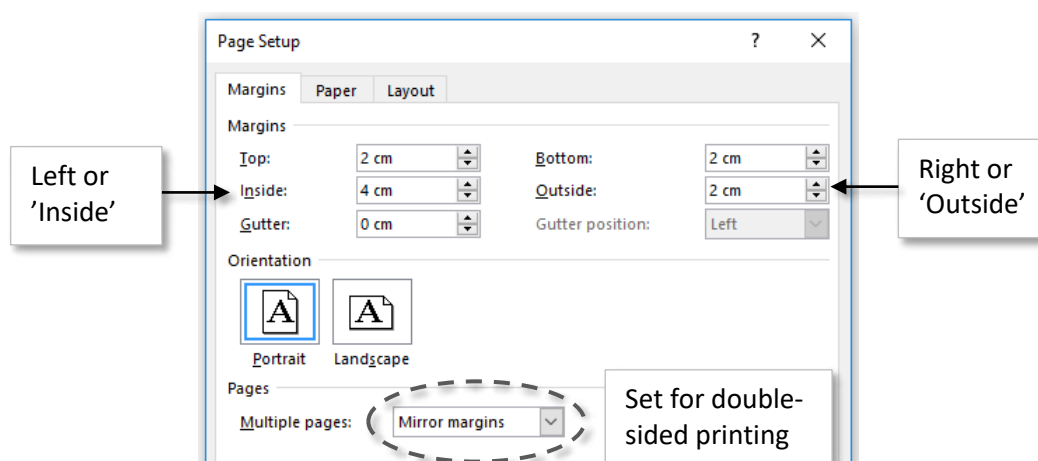
2.1 - Paper size and Margins

Word is probably configured for A4 paper, but it's worth checking as the default Office installation uses US Letter as the standard paper size. You'll then need to set the margins.

- 1 Open the **Page Setup** dialogue and on the **Paper** tab check the paper size (change it if necessary)
- 2 On the **Margins** tab, configure the margins as required
- 3 Check the change will be applied to the **Whole Document** and **OK**

Double-sided Printing

- For single sided output **Multiple Pages** is set to **Normal** (*Left* and *Right* margins shown in dialogue)
- For double-sided output set **Multiple Pages** to **Mirror Margins** (*Inside* and *Outside* margins shown in dialogue, where *Inside* is the binding edge)

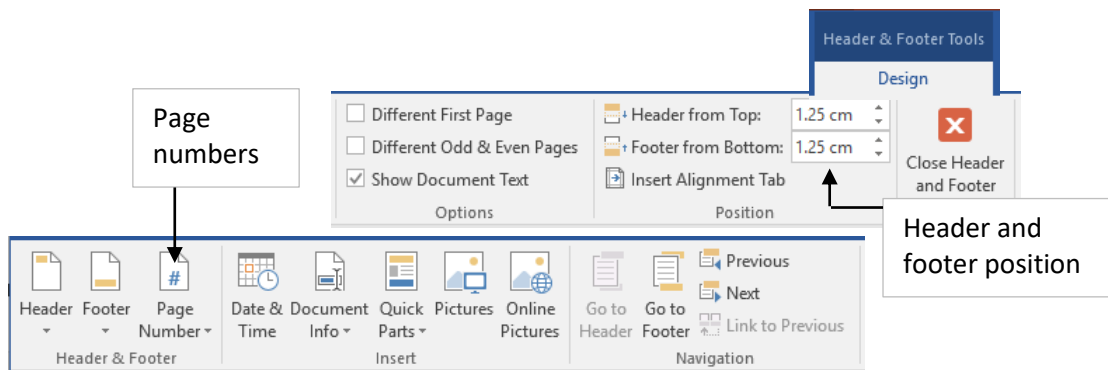


Note: The **Gutter** provides an alternative method for applying a binding margin; a 2cm Inside/Left margin plus a 2cm gutter is equivalent to a 4cm Inside/Left margin.

2.2 - Headers, footers and page numbers

University guidelines require page numbers and running headers to be no nearer the edge of the paper than *half the margin width*. A running header could be used to repeat the thesis or chapter title on each page. Double-sided output could include the title on right-hand pages and author on left-hand pages.

- 1 Right-click at the bottom of the page and select **Edit Footer** (or double-click in the footer area) to view the **Header & Footer Tools Design Tab**.



Position

- 2 Configure the **Position** of the header and footer from the edge of paper (no less than half the margin width).

If your document uses mirror margins for **double-sided output**, you can also select **Different Odd and Even Pages** for headers and footers. This allows you to insert and format different content for odd (right) and even (left) pages, but will require you to edit these separately and is not essential.

Page Numbers

The University guidelines require pages to be numbered in a single sequence using Arabic numerals (check departmental guidelines too). Page numbering can be added to the footer of the template so that numbers are automatically inserted for each document created using the thesis template.

- 3 Ensure the editing cursor is in the footer and choose **Header & Footer > Page Number > Current Position** and select the **Plain Number**.

- 4 Align the page number as appropriate using the alignment tools on the **Home** tab.

If you have configured **Different Odd and Even Pages** you must edit these independently. When designing a template you will need to begin a second (even) page temporarily in order to configure the even page header/footer.

- 5 Close the footer, by double-clicking in the main body of the document or on the **Header & Footer Tools Design Tab** choose **Close Header and Footer**.

3 ~ Configure styles

A style is a named collection of formatting instructions used to identify and format structural elements in a document: the title, headings, body text, footers etc.

Everything you type in a document is controlled by a style. Word automatically applies some styles, whilst others are applied by the user. The body text of a document is usually formatted with the **Normal** style.

Why use styles?

The use of styles brings several advantages, in particular:

- Styles provide a structure to your document that the computer can understand, enabling the use of important features such as tables of contents and outline numbering; this is very important in long documents
- Documents can be formatted and structured consistently using the styles, allowing you to focus on the important bit – the content

3.1 - Style types

Word provides several style types, the most important being:

- **Character** styles contain formatting characteristics that can be applied to text such as font style and size, text effects, borders and language; most often used to apply emphasis
- **Paragraph** styles include everything that character styles contain, plus they control aspects of a paragraph's layout: alignment, indents, line spacing and tab settings
- **Linked** styles have the same properties as a paragraph style but can be used as either a paragraph or character style; the result depends on the text selected when the style is applied

Important

There is a broad range of built-in styles and these should be modified for use in preference to creating new custom styles.

It is very important you use the styles on which other features depend, including:

- Normal (your main text should be in this style)
- Heading styles (Title, Subtitle, Heading 1, Heading 2...)
- Caption

Other styles you may find useful for achieving consistency are:

- Quote (this can be used for both block and in-line quotes)
- Header
- Footer

Working with a sample document

You will find it difficult to configure styles in a completely blank document, so use a sample document containing example text and make this into a template for future use (see below).

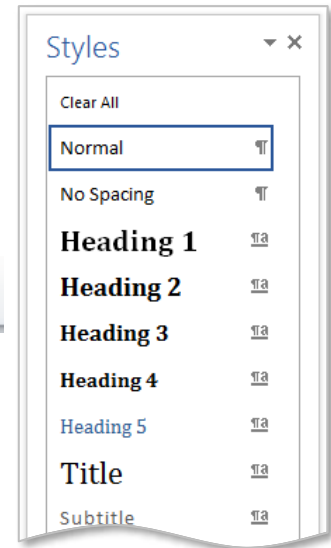
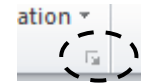
3.2 - Applying Styles

A selection of styles is available on the **Home** tab in the **Styles** group. The style attached to the current selection of text is indicated by a grey box around the style name.

However, a more comprehensive and flexible list is available in the styles pane.

To display the styles pane:

- 1 Choose the **Styles** dialogue launcher at the bottom right of **Home > Styles**.
- 2 Dock the floating Styles pane by dragging to the far right (or left) of the window.



To apply a style from the styles pane:

The method depends on the type of style being applied:

Character	Select the relevant text and choose the style from the pane
Paragraph	Place the editing cursor anywhere in a single paragraph (without selecting any text) or select a group of paragraphs; choose the style from the pane
Linked	To apply to a whole paragraph use as a paragraph style; to apply to a portion of text use as for a character style

Notes: The symbol to the right of the style name indicates the style type: **a** character, ¶ paragraph or ¶a linked.

Position the mouse pointer over a style name to display a description of the style's properties.

If style names display unformatted in the pane, check **Show Preview** to display each according to its formatting attributes.

Configuring Styles Pane Options

By default the Styles pane displays styles as **Recommended**. To list **All styles**:

- 1 Select **Options... > Select styles to show > All styles**.
- 1 To list alphabetically choose **Select how list is sorted > Alphabetical**.

Tip: Once you have applied the styles you plan to use in a document, you can choose to display only the styles **In Use** or **In Current Document**. The latter displays styles that are not in use but are related to styles that are, eg the set of hierarchical Heading styles.

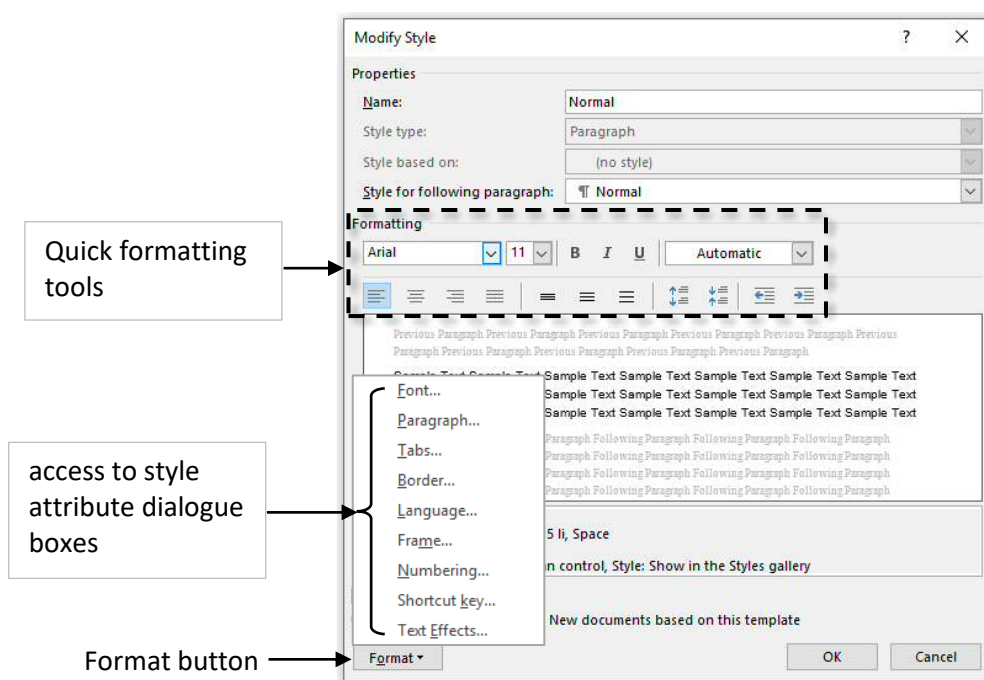
3.3 - Modifying styles

Any Word style can be modified by redefining the attributes of the style. All text formatted with that style is updated without the need to select every instance.

In the context of a thesis, any changes should be made with reference to University and departmental presentation guidelines.

The **Modify Style** dialogue box provides full control over the formatting and other properties associated with the style. To open the Modify Style dialogue:

- 1 Right-click on the relevant style in the **Styles pane** (or activate the drop-down at the right-hand end of the style name) and choose **Modify...**



- 2 Use the quick formatting tools for simple changes to font and paragraph attributes or select the **Format** button to change other attributes for the style. (The options available will vary depending on the **Style type**). See below for more information about setting paragraph and character attributes.
- 3 **OK** to apply the changes.

Quick Cheat

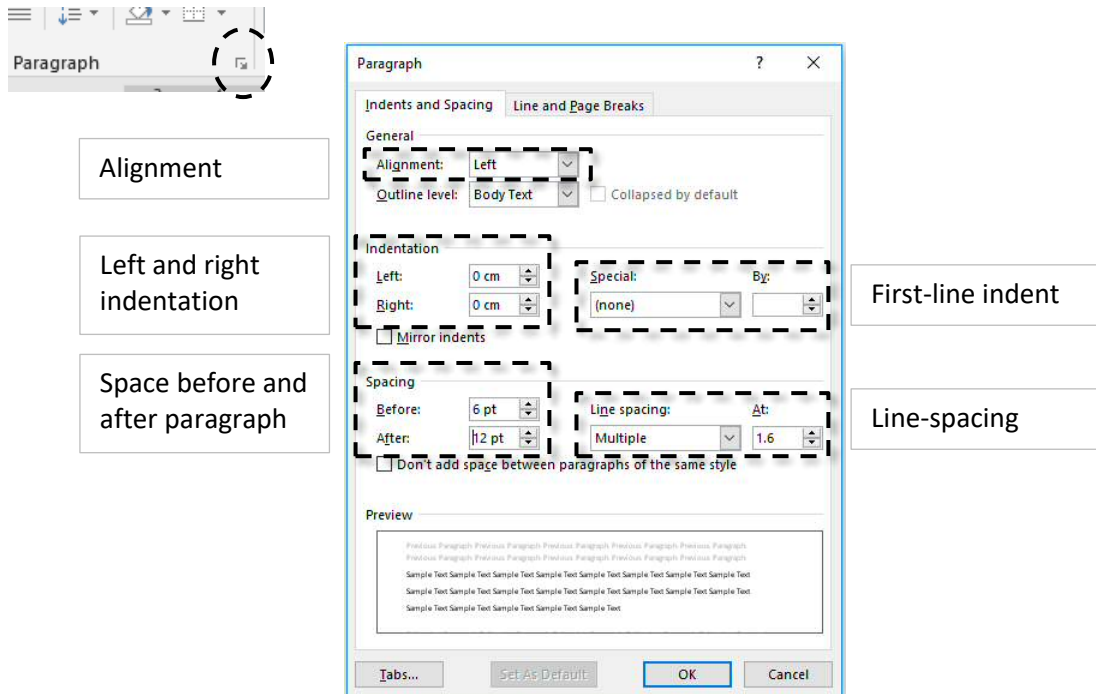
You can also modify a style *by example*:

- 1 Select an example of text in the relevant style.
- 2 Use *direct formatting* tools (font, size etc on the **Home** tab) to change its attributes.
- 3 Ensuring it is still selected, right-click the style (or activate the drop-down) in the styles pane and choose **Update style name to Match Selection**.

3.4 - Paragraph Attributes

Although some paragraph attributes can be controlled from the quick formatting tools, more precise control is available through the **Paragraph** dialogue box.

This dialogue box is activated from the **Modify Styles** dialogue via **Home > Paragraph**.



Notes:

- Normal paragraph text will usually be left-aligned or justified (with variations affecting word spacing)
- Left and/or right indentation will usually only be needed for indented blockquotes
- The **Special** indentation allows for an indented **First line** for normal paragraph text. The convention to indicate a new paragraph is you either leave extra space (see next point) or indent the first line, but not both
- Setting space before and after a paragraph of normal text will ensure there are suitable gaps between paragraphs – use this rather than pressing ‘enter’ twice
- Line-spacing should be set here – 1.5 or Double for normal paragraph text
- When you have made changes for a style, make sure you choose **OK** – don’t just close the dialogue box the changes won’t take effect

3.5 - Character Attributes

In this context the only attributes that need consideration are the font and size. Normal paragraph text should be about 10pt or 11pt, though this partly depends on font choice.

Note: Always remember to configure these attributes through the styles, not by direct formatting. Use the quick formatting tools or **Home > Font....**

3.6 - Heading styles

In any structured document Headings are used to indicate the hierarchical structure of the text. Heading styles provide this clear and logical structure, and also enable the use of other Word features such as the Navigation Pane and tables of content.

There are nine levels of built-in heading styles but for your thesis you should normally use a maximum of 4.

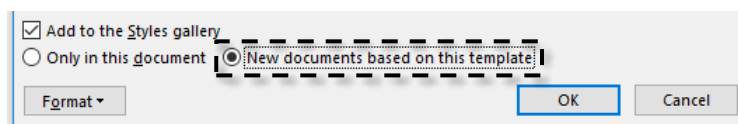
Numbered headings

An automatic numbering scheme can be attached to the different heading levels using the **Multilevel List** function. However, this considerably increases the complexity of heading style configuration; see **Appendices**.

3.7 - Updating styles in the template

All documents are based on a **template** (see next section) in which the style definitions are stored. If it becomes apparent a style is not configured correctly, modify the style in the document first and then force the update to be applied to the underlying template:

- 1 Modify the style in the document as necessary, using the **Modify Style** dialogue.
- 2 Choose the option to apply the change to **New documents based on this template**.
- 3 Select **OK**.



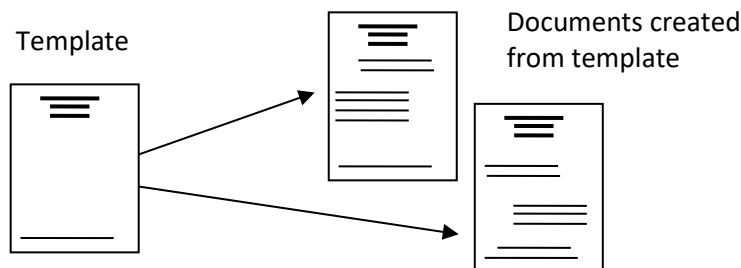
Force the change to apply to the template too

Notes: When saving or closing the document, select **Yes** when prompted to save the change to the template.

Changing the template will **not** change other existing documents and these may need their styles updating. See **Appendices** for more details.

4 ~ Make a Template

Every Word document is based on a **template**, which contains document settings for page layout and text formatting, and may include default content such as page numbers. This enables documents to be quickly and consistently presented without having to start from scratch every time.



- If no other template is chosen, a new document is based on the **Normal** template.
- Templates may be customised or new ones created to suit specific needs.
- Templates have the file extension **.dotx** or **.dotm** if macro-enabled.
- Template files behave differently to documents – a ‘double-click’ does not open a template for editing, but instead creates a new document based on the template

Location

Templates may be saved in any folder, but those that appear in My Templates (see below) use the path in **File > Options > Advanced > File Locations ... > General > User templates**

4.1 - Creating a new template

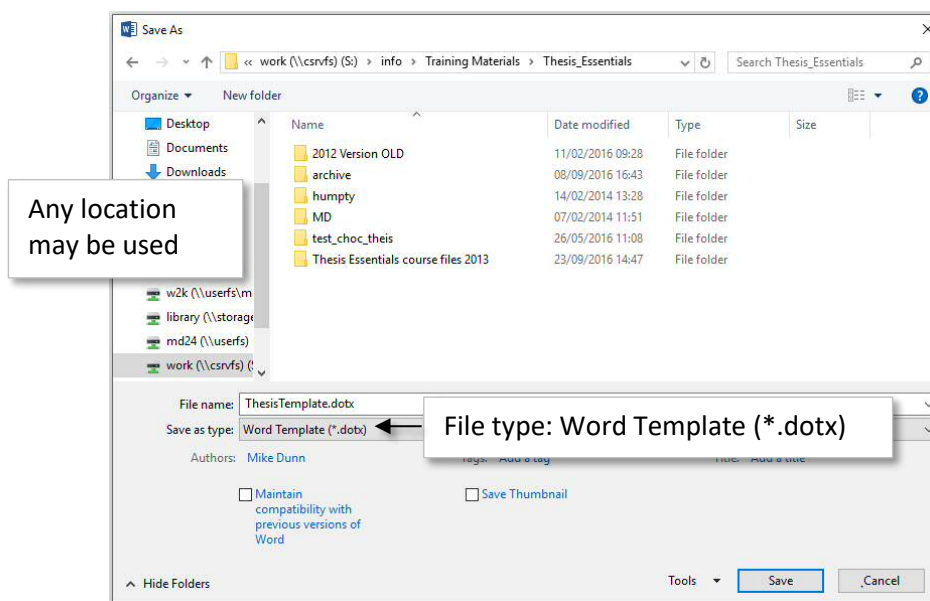
Any document can be saved as a template, so you can start with an existing file or a brand new one.

Before you start make sure you know where you want to save it. In the context of writing a thesis, you may prefer to keep the template in a folder together with the subsequent chapters and other resources rather than use the My Templates location.

- 1 Create a document that contains styles, content, page layout settings, etc as required. Remember the aim of a template is to create a starting point for new documents that contains the page settings, text styles and common content required.
- 2 Select **File > Save As** and in the **Save As** dialogue box for **Save as type** choose **Word Template (*.dotx)**.
- 3 Select a location for the template. As recommended above, you may find it best to save the template along with other resources for your thesis.

If you want the template to appear in **My Templates**, select the **Microsoft Word > Templates** folder as the location (listed in shortcuts pane).

- 4 Enter a suitable name for the template then choose **Save**.



Note: If you later need to edit the template, you must open from within Word (**File > Open**) or locate in an explorer window and choose **Right-click > Open**; do not double-click as this creates a new document.

4.2 - Creating a new document based on a template

Whether a template is created by you or supplied by someone else for your use, the methods available to start a new document based on the template are the same.

- In a file explorer window, navigate to a template file and double-click.
- **Note:** Do *not* choose *Right-click > Open* as this will open the template for editing.

Part 2~Writing

When creating a long document such as a thesis it is more manageable to work on individual chapters which can later be combined to produce the final document.

When creating the individual documents, make sure you use the same **template** as the starting point – don't just start a 'new' document.

5 ~ Writing with style

As you write, you **must** apply the **Heading** styles in proper sequence (maximum of 4 levels. If you don't other features may not work correctly.

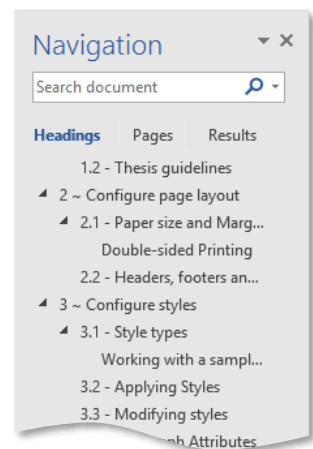
Use **Heading 1** for chapter titles (*not* the *Title* style).

So you can see the document structure, turn on the **Navigation Pane**:

View > Show > Navigation Pane

Longer headings must remain as a single paragraph. To force a new line without starting a new paragraph, insert a *soft return* (**Shift + Enter**).

Tip: To ensure the next level of Heading is always available, in **Styles Pane > Options...** check **Show next heading when previous level is used**.



Some Word features (eg **Captions**) will automatically apply styles; don't apply alternative styles to these as it may prevent other features from working properly.

5.1 - Bullets and Numbers

For simple bullet and numbered lists, use either the controls on the ribbon or the List and bullet styles. Although the ribbon controls partially break the 'always use styles' rule, their layout is style-based and should not cause problems in straightforward cases.



Not a strict use of styles, but simple bullets and numbered lists can be applied from the ribbon

5.2 - Page Breaks

A common mistake when word-processing is starting new pages by inserting several extra paragraphs (ie hitting **Enter** several times). This should be avoided as it introduces the likelihood of a simple edit affecting pagination later in the document.

If you need to force the start of a new page, insert a page break:

- Choose **Layout > Page Setup > Breaks > Page**

Tip: The short-cut is **CTRL + Enter** (much quicker!)

5.3 - Document sections

Word Sections are used where page attributes need to be changed for only a part of a document. In the context of a thesis, this is most likely to be:

- A page containing a table needs to be rotated to landscape orientation
- The final compilation of the thesis may need section breaks between chapters, particularly if you want chapter headings to appear in the page headers

Note: If you use a *Master Document*, section breaks will be inserted automatically between chapters (see **8.2 - Master Documents**).

5.4 - Inserting section breaks

For effective document management, you need to see the precise location of sections breaks. Choose **Home > Paragraph > Show/Hide** – this also shows the location of other non-printing characters.



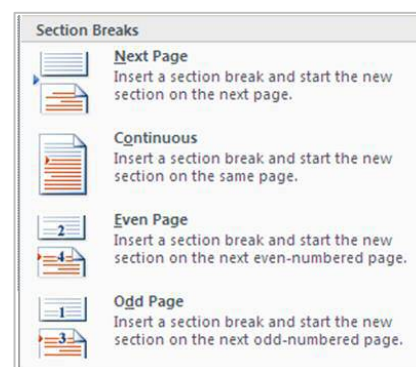
There are in fact *four* types of section break:

Next page	New section starts on the next new page
Continuous	New section begins at current position
Even page	New section begins on next odd-numbered page; any necessary blank pages are automatically inserted on preview or printing
Odd page	New section begins on next even-numbered page; any necessary blank pages are automatically inserted on preview or printing

Note: By convention right-hand pages are odd numbered, left are even.

To insert a section break:

- 1 Position the cursor where you want to insert the section break.
- 2 Choose **Layout > Page Setup > Breaks...**
- 3 Select the type of section break you require.
- 4 Place the cursor within the appropriate section before you make page setup changes.



Note: To change the orientation of page(s) you will need to enter a section break both before and after the section.

To delete a section break:

- 1 Ensure non-printing characters are visible and place the cursor immediately to the *left* of the break you wish to delete.
- 2 Hit the **Delete** key, not Backspace delete. The break is deleted.
The page settings of the section *after* the break are applied.

6 ~ Tables and illustrations

Thesis guidelines require illustrations and Tables to be positioned near to the first reference in text if possible. They should also use the same orientation as any surrounding text.

Where labelling is used on images, it must be unambiguous. In-text illustrations are therefore best inserted as inline images, without wrapping of text.

All illustrations and tables require captions.

6.1 - Tables

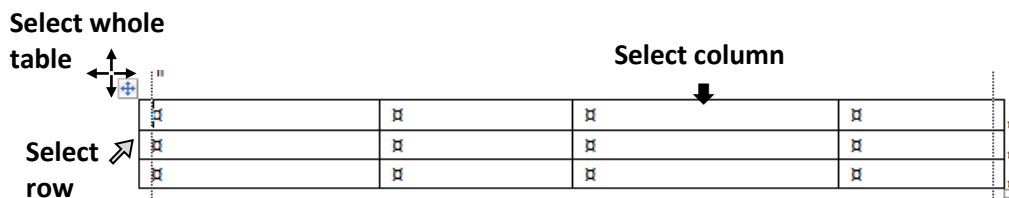
When inserting a table, try to choose the correct number of columns; it is very easy to add new rows, slightly harder to add more columns later. To insert a new table:

- 1 Begin a new paragraph and choose **Insert > Table**.
- 2 Drag over the grid to choose the correct number of columns and approximate number of rows – the table is created when you release the mouse.

Tip: The alternative method is to select **Insert > Table > Insert table...** and complete the dialogue box to define rows and columns.

Modifying Table Layout

When the editing cursor is within a table, two additional tabs are available on the ribbon: **Table Tools Design** and **Layout**. To use the Layout tab to best effect you need to be able to select specific rows and columns. The pointer shaper is significant.



- Select the whole table using the small symbol at the top left.
Caution: avoid dragging this control as it will make the table 'float'.
- Select a column by clicking with the pointer positioned at the top (a thick down-pointing arrow is displayed); select multiple columns by dragging left or right.
- Select a row by clicking with the pointer to the left (an open arrow leaning to the right is displayed); select multiple rows by dragging up or down.

Once a table, column or row is selected, any changes you make to font, cell borders and shading, or alignment will affect the selected cells.

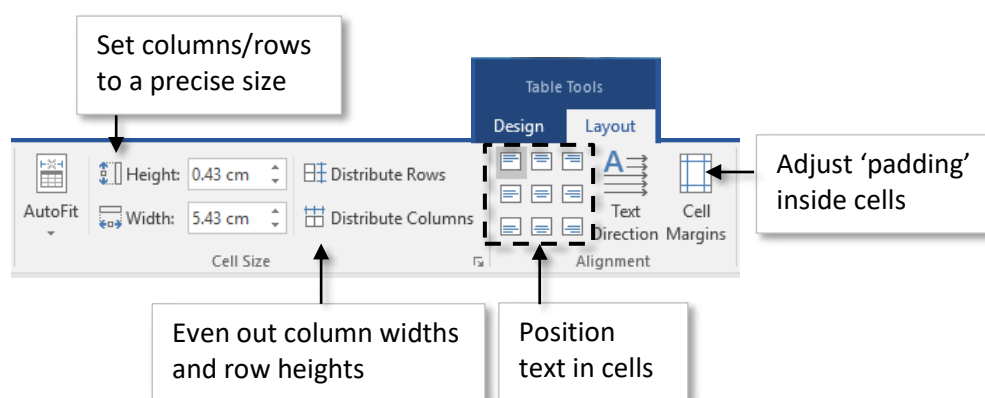
Extra rows and columns may also be added or deleted after selection – choose the appropriate option from **Table Tools Layout > Rows & Columns**.

Tip: After entering content in the final (bottom right) cell, press the **Tab** key to enter a new row. When not in the final cell, Tab moves the cursor between cells.

Useful table tools

There are several table adjustments, relying on selection, which can help improve the quality of presentation in a table. Many of these are found on the **Table Tools Layout** tab, but you may also need to adjust other text attributes in the usual way.

Desired effect	Action
Evenly spaced column – columns of equal width	Select the columns to be affected and choose Distribute Columns .
Rows of equal height	Select the rows to be affected and choose Distribute Rows . Also consider using the Height adjustment to increase or decrease this equalised row height.
Position text within cells	Select the cells to be affected and choose one of the position options in the alignment group. If the result does not seem to reflect your choice, check the paragraph configuration for the text; space before and after paragraphs will affect text position. Also consider adjusting Cell Margins (internal ‘padding’).



Tips: Blocks of text can be positioned using tables. The information above is positioned using this method; it was created as a table but the gridlines were ‘hidden’.

A table copied from another document may extend beyond the page, making it difficult to re-size. If this happens, select the table and choose an option from **Table Tools Layout > Cell Size > Autofit** to bring it back to a sensible width.

6.2 - Tables and styles

University guidelines require tables to be consistent and legible. If you have a number of tables this may be best achieved by creating a new style for text within tables particularly if the Normal style does not include suitable character size or line spacing.

For information on creating new styles, see **Appendices**.

6.3 - Inserting a simple inline graphic

University guidelines require illustrations to be of a quality that reproduces well.

Images should be prepared as separate files to a resolution of 300 dpi (dots per inch), which is about 120 d/cm, in an appropriate image format; JPG, TIFF or PNG are commonly used.

This means a 10cm x 10cm image ideally needs to be 1200 x 120 pixels.

Charts created using data in Excel can be copied and pasted as an Enhanced Metafile (Paste Special) to produce a scalable image.

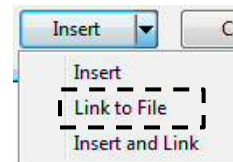
If the illustration is a single image file, use this method:

- 1 Press **Enter** to create an 'empty' paragraph.
- 2 Choose **Insert > Illustrations > Picture**.
- 3 Navigate to and select the image file; choose **Insert** to add the image.
- 4 You may wish to centre the image using the direct formatting.

Note: There are benefits to creating a paragraph style for inline images that adds extra space above and below the image as well as applying centring.

Tip: If you expect to use a large number of images you can use linked images to ensure you don't exceed the maximum file size that Word can open (512Mb): on the **Insert** drop-down choose **Link to File** to insert.

Store all the image files in a folder together with your documents. If you later move the file to a different folder the link will be broken.



Sizing

An image may be re-sized by dragging the sizing handles – use the corners to preserve proportions – but the precise dimensions of an image can also be set using the height and width controls found on **Picture Tools Format > Size**.



6.4 - Combined graphics

If an illustration needs labels adding, or you need to combine multiple images, use a **Drawing Canvas**. This is a defined area where you can insert images and add drawing objects, but unfortunately is not currently available in the Mac version of Word.

To insert a Drawing Canvas:

- 1 Start a new paragraph and choose **Insert > Illustrations > Shapes > New Drawing Canvas**.
- 2 Ensure the canvas has sufficient vertical height, but leave it full-width.
- 3 Add labels, pointers, lines etc using the drawing tools, **Insert > Illustrations > Shapes**.

Note: The canvas border (guide only) must be visible when inserting images.

Pasting Images into a Canvas

It is not always possible to place or paste an image directly onto the selected canvas. If you encounter this problem:

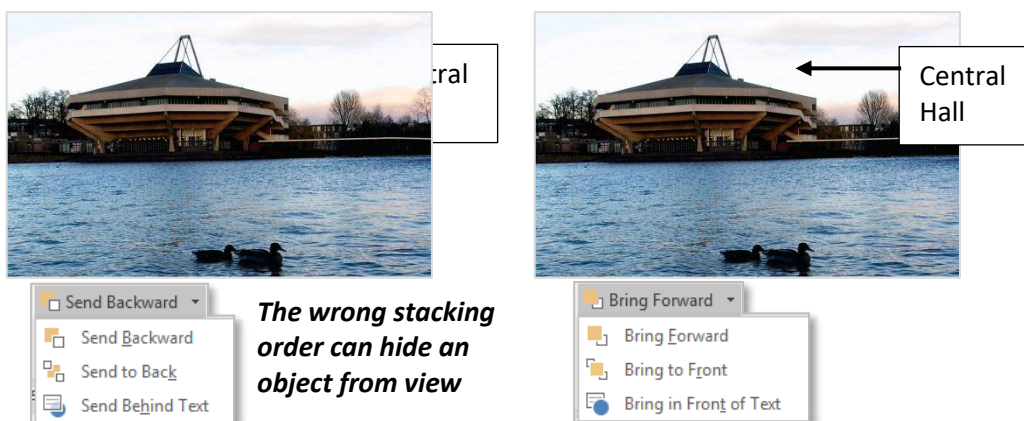
- 1 Paste the image somewhere else on the page
- 2 Check its size to make sure it will fit in the canvas, then select and **Cut** the image
- 3 Select the canvas and **Paste** the image

Note: It is possible to place an image **over the top** of the canvas, without it actually being **on** the canvas. When you select an item on the canvas, the canvas border should be visible – if it's not, the image is floating above; cut and paste the image.

Stacking Order

Each new item you add to the canvas sits in front of existing ones, but you can change the order, sending an item behind or bringing it to the front. You may need to do this, for example, if a label is partially hidden behind an illustration.

- Select the item to be affected and choose the appropriate move from **Picture/Drawing Tools Format > Arrange**:



6.5 - Captions

An automatically numbered caption can be added to a figure, a table or other object; the captions can then be used to create *Tables of Figures* and *Tables*.

Thesis guidelines require figures and tables to be clearly captioned and numbered continuously using separate sequences.

Adding a caption

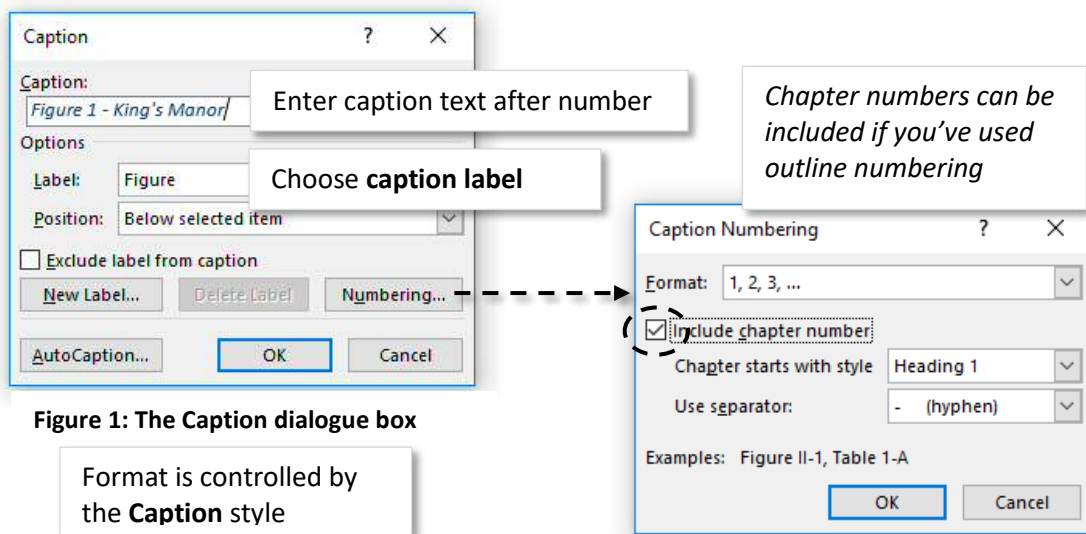
The caption feature is used to add captions to sequences of Figures, Tables, Equations etc – you have the option of defining your own labels too.

By default, captions are numbered continuously, but you can choose to include the ‘Chapter’ number too. In order for this to work, you **must** have used **Heading styles** correctly and you **must** have applied **outline numbering** to your headings.

- 1 Select the object to which you want to add a caption and choose **References > Captions > Insert Caption**.

Note: If your illustration uses a drawing canvas, make sure you select the canvas and not one of the objects on the canvas.

- 2 Select the required **Label** and enter the caption text in the **Caption** box.
- 3 Check the **Position** (usually below for figures and above for tables) and **OK**.



Notes If you have some very long captions, they may look better in a Table of Figures if you include only the first phrase. To achieve this, insert a **Style Separator** in the caption text; only the text before the break will be included in the Table of Figures.

Windows: Hold down **Ctrl & Alt**, and press **Enter**.

Mac: Sorry, not available (but existing separators can be copied/pasted from documents created on PC), or you can insert a paragraph break but format it as ‘Hidden’.

Caption numbering will automatically update as new labels are inserted, but you may need to force the update if content is pasted from another document: select the whole document (**Ctrl + A**), then right-click and **Update Field**.

7 ~ Referencing

Word includes features that help you to employ common techniques for referring to other content, including cross-referencing, foot/endnotes and bibliographic citations.

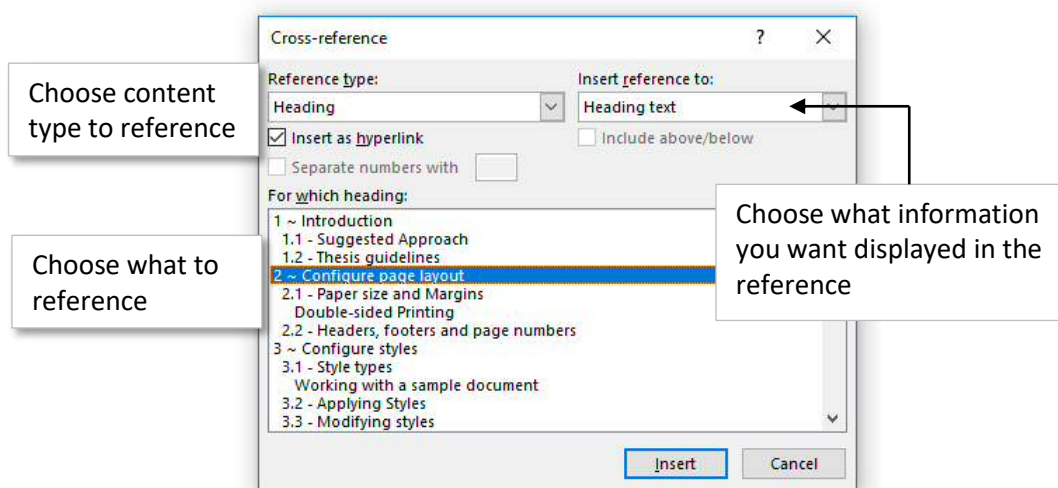
7.1 - Cross-referencing

As you are writing you may want to refer to another part of your document. Headings, captions and other numbered content may be cross-referenced so that changes to numbering and pagination will be reflected in the cross-references.

Note: If chapters are created as separate documents, you cannot cross-reference between chapters until after they are combined. See **Consolidation**.

To insert a cross-reference:

- 1 Position the cursor where the reference is to be inserted and select **References > Captions > Cross-reference** to display the Cross-reference dialogue box:



- 2 From the **Reference type** drop-down list choose the type of item to be cross-referenced – this will display a list of entries of that type.
- 3 Choose the entry, and from **Insert reference to:** choose the content to display as cross-reference text.
- 4 Select **Insert**. The dialogue remains open, enabling you to reference multiple options from **Insert Reference to**, eg *Heading number* and *Heading text*.
- 5 When finished, choose **Close**.

Note: By default, **Insert as Hyperlink** is selected enabling you to click on the reference to jump to the item in the document being referred to.

When content is pasted from another document you may need to force the numbering to update: select the whole document (**Ctrl + A**), then right-click and **Update Field**.

7.2 - Footnotes and endnotes

Footnotes always appear on the same page as the marker, whereas endnotes are gathered together at the end of the document or section (see 5.3 -**Document sections** above for more on sections). A document may contain both footnotes and endnotes.

The format of footnotes and endnotes is controlled by a total of four styles: **Footnote/EndNote Reference** for the in-text marker and **Footnote/EndNote Text** for the note itself.

Tip: These styles are only visible in the styles pane if the option to display all styles is chosen in the Styles Pane **Options**.

Note: Do not confuse endnotes with the reference management application **EndNote**, but note that some footnote referencing styles in EndNote make use of the Word footnote feature – see **Bibliographic Referencing** below.

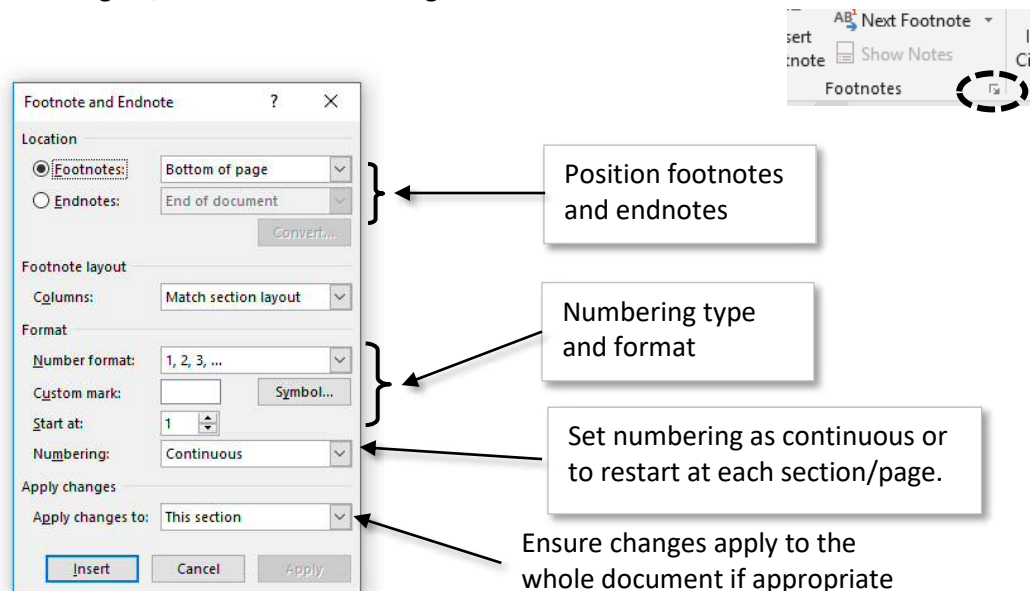
Inserting a footnote or endnote

- 1 Position the cursor where you want the reference mark, then choose **References > Insert Footnote** or **Insert Endnote**.
- 2 A marker is inserted with the cursor positioned ready to enter the note text. Enter the text.

Tip: When pasting text into a foot/endnote, it's best to paste plain text.

Configuring footnotes and endnotes

If you have inserted both footnotes and endnotes, first place the cursor in an example of the type you want to configure, then choose the dialogue launcher in **References > Footnotes**



The dialogue provides controls so you can:

- Position footnotes at the bottom of the page or below text
- Position endnotes at the end of document or section
- Select the numbering format and style (continuous or by page/section)
- Convert between footnotes and endnotes

7.3 - Bibliographic Referencing

MS Word includes a feature to help insert citations and reference lists, however it has very limited functionality and it is strongly recommended that you use a dedicated bibliographic reference management application such as **EndNote** or **Mendeley** (both supported at the University).

With this you can:

- Collect bibliographic information electronically when undertaking literature searches
- Manage this personal collection of references and generate annotated bibliographies or reading lists
- Use your collected references to insert citations and build a reference list as you write (*'Cite while You Write'*)

Note: When using **EndNote**, if chapters are separate documents, a reference list will initially be constructed at the end of each chapter; when combining chapters these are temporarily removed and the citations used to generate a new reference list at the end. The method for this is described in the **Assembling your Chapters** section below.

Part 3~Assembling your Chapters

8 ~ Document assembly

When you have worked with chapters and other content as separate documents, there are two methods for turning these into a single document:

- **Combine chapters** into a single document based on the same template
- Use the **Master Document** feature to combine chapters in a document based on the template

The first method is simpler but can produce very large file sizes; Master Documents are more complex but allow you to work on more manageable individual documents and, when required, view the entire thesis. The chapters remain as separate documents but are referenced from within the Master Document.

Below is a comparison of the two approaches:

Inserted files	Master Document
Conceptually simple	Complex feature Must stick to 'rules'
Whole thesis can only be viewed after chapters are combined into one large document	Chapters remain as separate documents but whole thesis can also be viewed
Cross-referencing between chapters only possible after combining	Cross-referencing available between chapters
Page numbers only correct after combining	Page numbers remain accurate
Tables of content, figures and tables must be constructed after combining	Tables of content, figures and tables may be constructed at any time in Master Document
EndNote reference list must be reconstructed whilst combining	EndNote reference list must be reconstructed at the final stage

Note: There are some file limits for MS Word:

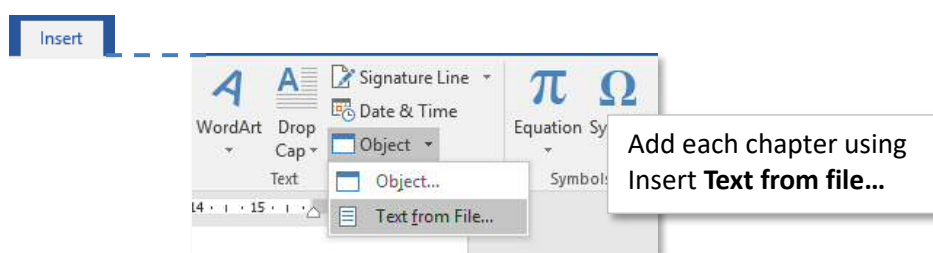
- Maximum size for text in file: 32MB
- Maximum file size that Word can open: 512MB (ie including images)

See the **Appendices** for suggested sequence of material (also check departmental guidelines).

8.1 - Combined files

The easiest method to consolidate the thesis is to combine chapters as one large document. You need to do this when all chapters are complete. The overall process is:

- 1 Create and save a new document based on the thesis template.
- 2 Add front material (title, abstract, acknowledgements etc). Allow for tables of contents, figures and tables, but do not try to enter these yet.
- 3 Insert each chapter:
 - a) Enter a break before each chapter, using either a
 - Page break (shortcut: **CTRL + Enter**), or
 - Section break (eg for changes to header – see **5.3 -Document sections**)
 - b) Choose **Insert > Text > Object > Text from file...**
 - c) Navigate to the (next) chapter, select it and choose **Insert**
 - d) If the chapter contains **EndNote** citations, convert these to unformatted citations (see below)
 - e) Repeat for each chapter
- 4 Construct tables of contents, additional cross referencing and reference list (see below).
- 5 Make sure all fields for captions, cross references etc are updated (see below).



EndNote references

If you have inserted citations into your chapters using EndNote (Desktop or web), each chapter will end with a reference list. When you combine chapters a new reference list needs to be compiled for the combined chapters. This is possible as long as the citations remain and the references are all present in your EndNote Library.

- 1 After inserting a chapter, from the **EndNote** tab choose **Bibliography > Convert Citations and Bibliography > Convert to Unformatted Citations**.

Unformatted citations are enclosed in braces, eg {Kennedy, 2008 #991}

- 2 Check the reference list has been removed.

After all chapters have been inserted into the document, add any necessary headings and rebuild the reference list:

- On the **EndNote** tab select **Bibliography > Update Citations and Bibliography**.

This should reconstruct the reference list at the end of the document.

8.2 - Master Documents

The benefit of employing master documents is you can work on more manageable individual **subdocuments** to edit chapters, but also view the entire thesis when required. Features such as Tables of contents can be inserted at any time and updated regularly.

Recommendations

When working with Master Documents:

- The master document itself does not need to contain any content, but you will want to include front material such as title page, abstract and tables of content before the chapters.
- It is a matter of personal preference whether other material (Preface, Acknowledgements, Author's declaration) is created as a subdocument or entered directly into the master.
- Store the template, subdocuments and master document and other resources together in the same folder.
- For best results you **must** use the same template for subdocuments and the master.
- During the process of constructing the master document, Word will insert additional section breaks. **You must not delete these.**
- To ensure breaks are not removed accidentally **it is strongly recommended you work with non-printing characters visible** (Home > Paragraph > Show/Hide).
- Never add content after the final section break in a chapter.



Constructing a Master Document

The process is:

- 1 First **close all documents that are to be included** in the master document and then create a new document based on your thesis template; save with a suitable name.
- 2 Create your title page and pages for other front material – allow for tables of contents, figures and tables, but do not try to enter these yet.
- 3 Enter a page break ready for the first chapter (shortcut: **CTRL + Enter**).
- 4 Switch to **Outline View** (**View > Views > Outline**).
- 5 On the **Outlining** tab select **Master Document > Show Document**.
- 6 Insert the first document: On the **Outlining** tab select **Master Document > Insert**.
- 7 Make sure the insert point (cursor) is at end of document and continue inserting the remaining chapters.
- 8 **Close Outline View** and re-save the master document.

Note: As you are inserting documents you may see a message if Word detects a discrepancy in the template and style configurations.

For a **template** warning, choose **OK**.

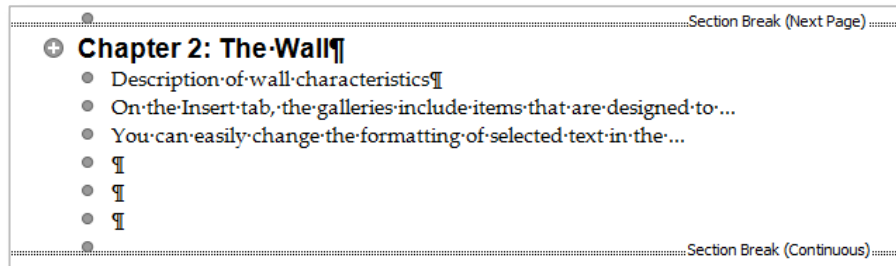
For **style** conflicts, select **Ignore All** to ensure Word uses the template styles.

What you will see

These breaks will be visible in both outline view and the usual print layout view:

- Each chapter will end with a **Continuous Section Break**
- Chapters will start with a **Next Page Section Break**

Do not delete these section breaks.



Viewing the complete document

Close the **Outline View** (from the **Outlining** tab) to view the combined document.

It will appear as if it is one continuous document, but most of the content will still be saved in separate subdocuments. **When working in this view do not edit section breaks between subdocuments.**

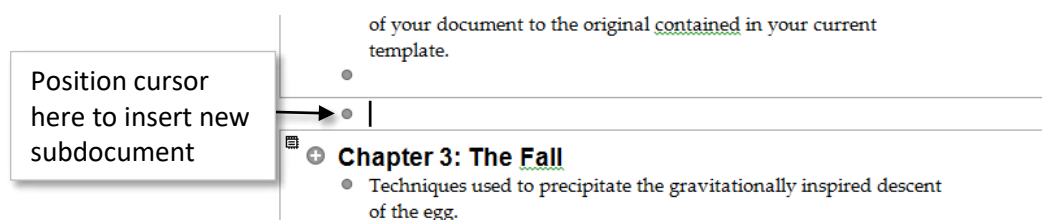
Collapsed documents

When in **Outline View** you can choose to **Collapse Subdocuments**, in which case the content of chapters will be replaced with hyperlinks, reflecting the fact that the chapters remain external documents under the control of the Master Document. Note that:

- Choosing a subdocument hyperlink (**CTRL and Click**) will open the subdocument separately – it may then be edited (but **do not add content after, or remove, the final section break**)
- A subdocument can also be opened for editing direct from the folder, but not if the master is expanded
- Closing Outline View will not expand the subdocuments; hyperlinks will be shown as in the outline view, and these may similarly be used to open subdocuments for editing. Features relying on subdocument content will not appear correctly (eg tables of contents)
- To view the complete document, return to **Outline view**, **Expand Subdocuments** and **Close Outline View**.

Inserting additional documents

- 1 Switch to **Outline view** and expand the subdocuments. With **Show Document** selected a 'box' around the content identifies the start and end of each document.



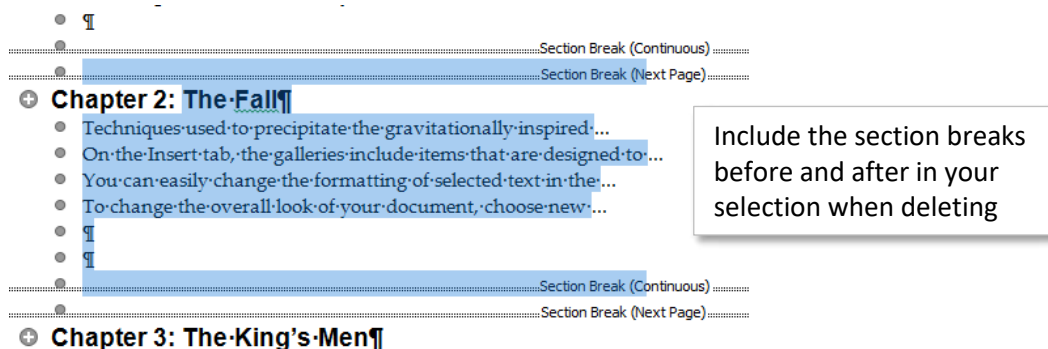
Note: This is one occasion when non-printing characters are a hindrance – switch them off to ensure you position the insert point correctly.

- 2 Position the insert point in the space after a box (above the Section Break, if displayed).
- 3 Select **Master Document > Insert** and insert the required document.
- 4 Resave the master.

Deleting a subdocument

When you remove a subdocument it is essential the section breaks before and after are removed at the same time. Follow these steps, with non-printing characters visible:

- 1 In Outline view expand the subdocuments and check **Show First Line Only** to make the document length more manageable.
- 2 Select the subdocument text to be removed including the two section breaks.
- 3 Delete the selection and check the remaining subdocuments retain the correct pattern of section breaks.
- 4 Resave the master.



Moving a subdocument

First follow the instructions for deleting a subdocument and then add it again in the new position as above.

EndNote references

If you have inserted citations into your chapters using EndNote (Desktop or web), a reference list will have been constructed at the end of text in each chapter.

When working with Master Documents it is recommended that you continue to work with the citations in the individual subdocuments, not in the expanded master document.

At the final stage reconstruct a full reference list using this method which requires non-printing characters to be visible:

- 1 From within the master document open each subdocument in turn using the hyperlink.
- 2 On the **EndNote** tab choose **Bibliography > Convert Citations and Bibliography > Convert to Unformatted Citations**.

- 3 Check the reference list has been removed; citations should now appear in curly brackets { }.
- 4 Check the final section break is still present; if it has been removed choose **Undo** to restore.
- 5 Save and close and repeat for each subdocument.

After the reference list has been removed from each chapter:

- 6 Expand the master document and on the **EndNote** tab select **Bibliography > Update Citations and Bibliography**. If prompted by a dialogue select an appropriate **output style** and **OK**.

This should reconstruct the reference list at the end of the document.

Note: From now on if you add or edit citations you must do this *only* in the expanded master document.

8.3 - Updating automatically generated content

After constructing the combined document, and whenever you add new figure captions, cross-references etc, you may need to update all fields. If using a Master Document, make sure the subdocuments are expanded:

- Select the whole document (**CTRL + A**), right-click and choose **Update Field**

Note: This will also prompt an update to any tables of content; see below.

8.4 - Page numbering

University guidelines require the pages of the thesis to be numbered in a single sequence beginning with the title page, which must be counted but not numbered.

You can prevent the page number appearing on the title page. This must be done at the final stage once all documents are combined to prevent the setting being inherited by individual chapters.

- 1 On the title page of your consolidated document, right-click in the footer area and select **Edit footer**.
- 2 Choose **Header & Footer Tools > Options > Different First Page**. The Footer will be labelled **First Page Footer** and the number will be removed.

9 ~ Numbered headings

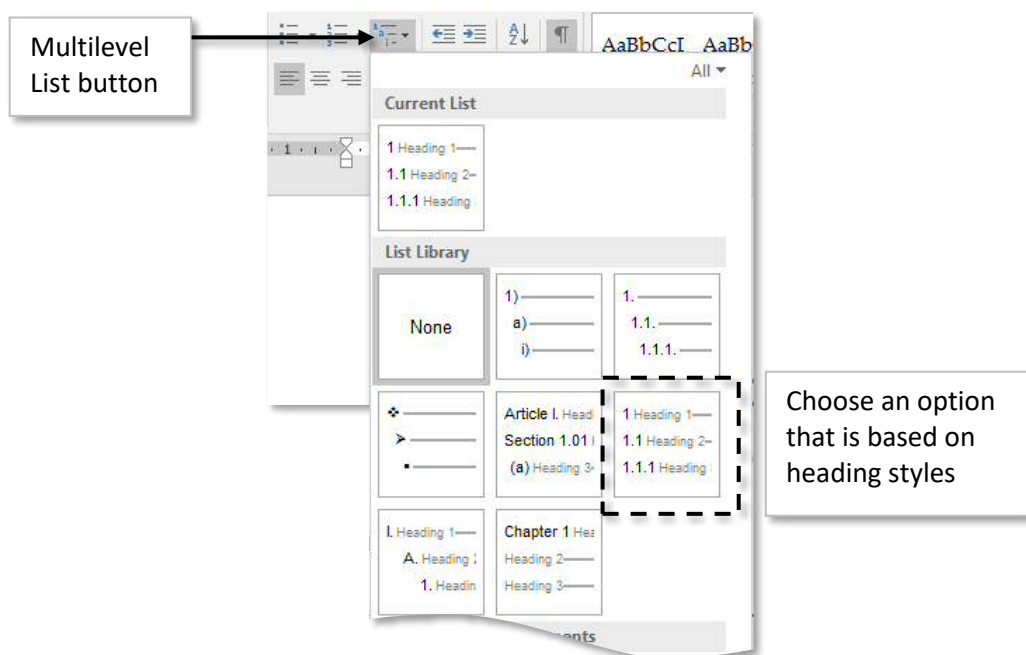
Numbered headings may not be essential, but if you want to include this feature Word can provide it. The can be configured to include text – for example, each instance of **Heading 1** can include the word '**Chapter**' before the number.

To make it work correctly:

- First decide what numbering convention you want to use
- Use the **Heading** styles throughout the document in a strict hierarchy – no exceptions
- **Don't** use Heading styles for any headings you do not want numbered – create additional custom headings styles for these

To apply outline numbering:

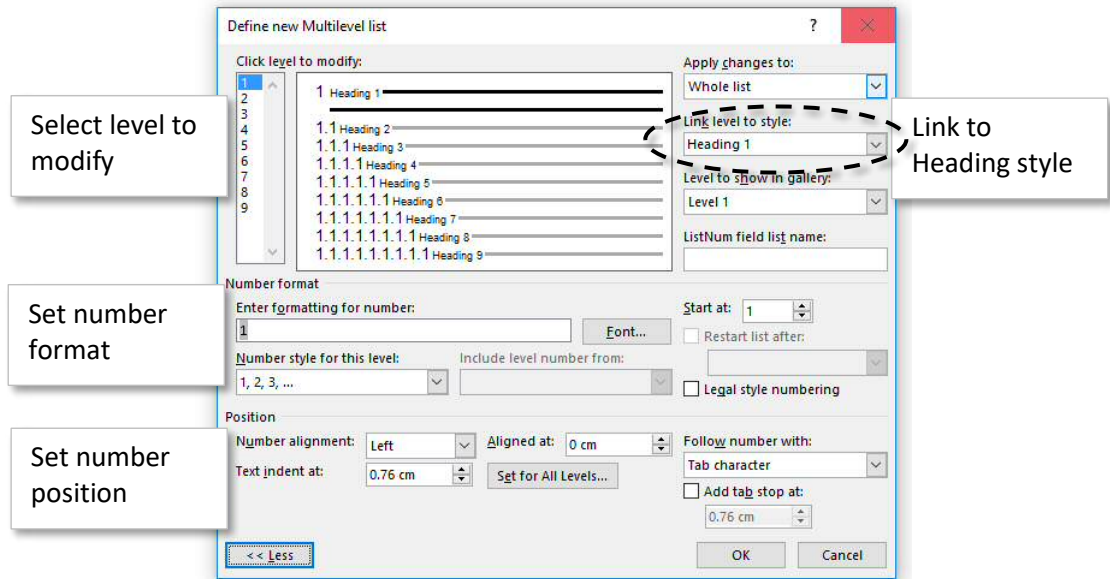
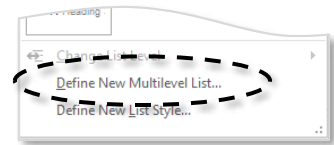
- 1 Place the editing cursor in the first instance of Heading 1 and choose **Home > Paragraph > Multilevel List**
- 2 From the List Library, select a list style that applies numbering based on Heading styles, and most closely matches the numbering convention you want



Editing the numbering

If you want to edit the numbering, you have to create a **new** Multilevel List after you've applied something close to what you want:

- 1 Choose **Home > Paragraph > Multilevel List** and select **Define New Multilevel List**—The **Define New List Style** dialogue box will open:
- 2 Select a level to modify: choose the required number format, position and ensure it is linked to the appropriate heading style.

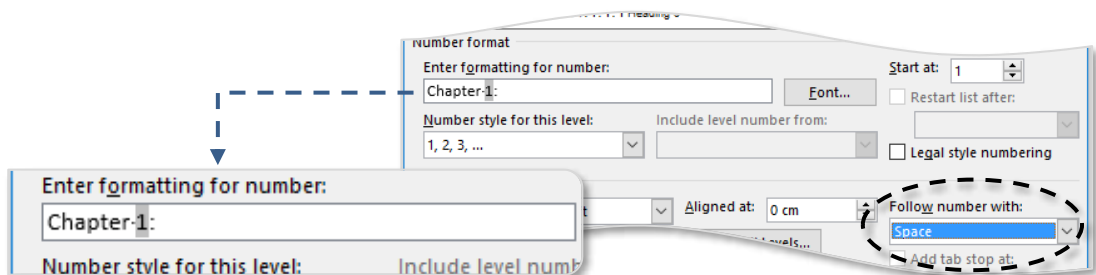


- 3 Repeat steps 4 and 5 for each **Heading** style that requires numbering, then **OK** to close the dialogues.

Including the Word 'Chapter'

When editing a level of the list, you can add text between, before or after the numbers. This means it's very easy to make all instances of Heading 1 appear as Chapter 1, Chapter 2 etc.

You will also need to follow the number with a space rather than a tab.



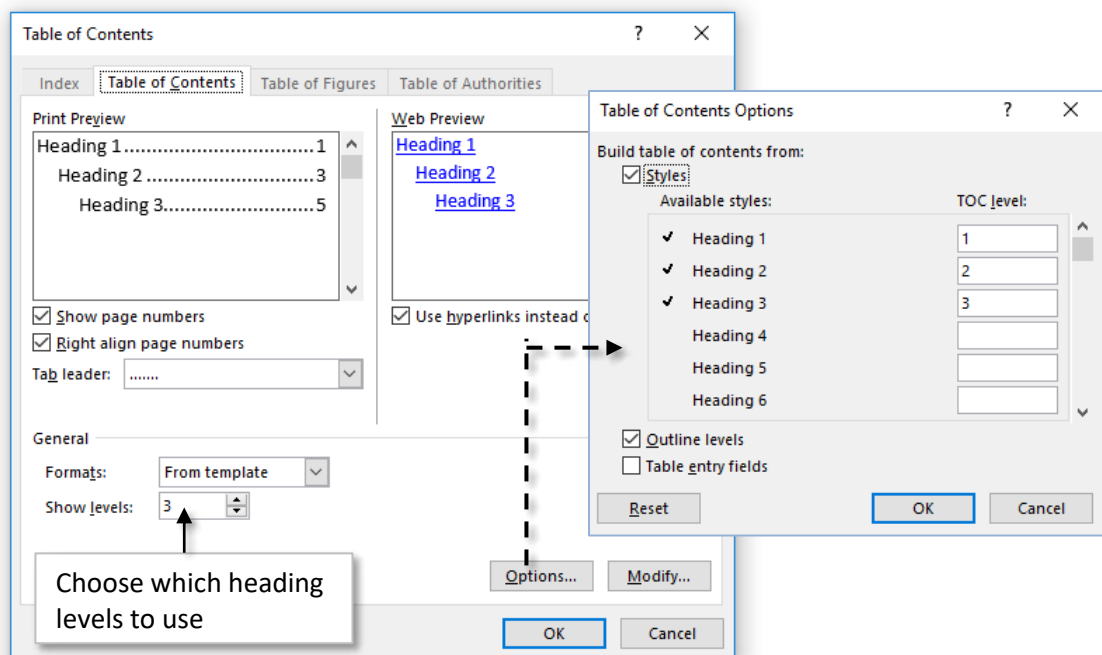
10 ~ Table of contents

University guidelines require a list of contents, tables and figures. These can be quickly created from headings formatted using the **Heading** styles and the **Captions** used to label the tables and illustrations.

10.1 - Creating a table of contents

Before creating a table of contents, check which heading levels you want to include. Also note the names of any other styles you have used that need to be included – this may be because the main heading styles are numbered by chapter, but you also have un-numbered headings in an alternate style that need to be included in the table of contents.

- 1 Place the insert point where you want to position the table of contents (TOC).
- 2 There are some pre-defined options, but better control is achieved using the dialogue box. Select **References > Table of Contents > Table of Contents > Custom Table of Contents** – this opens the dialogue box.



- 3 Use **Show levels** to control how many heading levels will be displayed in the table of contents.
- 4 If necessary, choose **Options...** to control which styles are used to build the table. The **TOC level** column shows which TOC level will be used for a specific style. **OK** to close the dialogue.

Note: The appearance of the table of contents is controlled by the built-in TOC styles which correspond to each heading level. Edit the TOC styles if necessary.

- 5 **OK** to generate the table of contents.

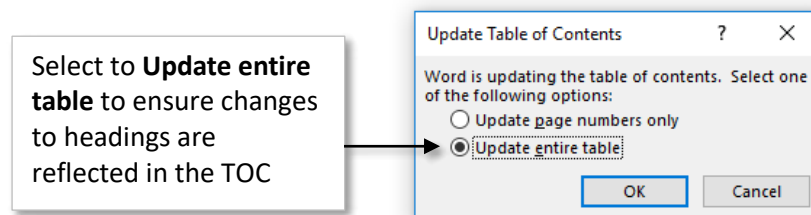
Updating a table of contents

You should update the table of contents after document changes.

- 1 Right-click on the table of contents and select **Update Field** or choose **References > Table of Contents > Update Table**.
- 2 You will be asked if you want to update the entire table or just the page numbers.

If you have added or modified headings, select **Update entire table**; if only the number of pages has changed, select **Update page numbers only** and **OK**.

Note: To change the text displaying in the table of contents you must edit the associated heading in the body of the document.



10.2 - Creating a table of figures

- 1 Place the insert point where you want to position the table and select **References > Captions > Insert Table of Figures**.
- 2 From the **Caption label** drop-down, choose the label type to be used for your table, ie **Figure** or **Table**.

Note: The appearance of the table of contents is controlled by the built-in **Table of Figures** style; edit this style if necessary.

- 3 Choose **OK** to insert the table.

Note: To update the table of figures, right-click on the table and select **Update Field** or choose **References > Captions > Update Table**.

Tip: When a caption is too long for the table of figures, split the caption into two paragraphs (both formatted with the Caption style): only the first, numbered paragraph will be displayed in the table of figures.

Part 4~Appendices

11 ~ Converting to PDF

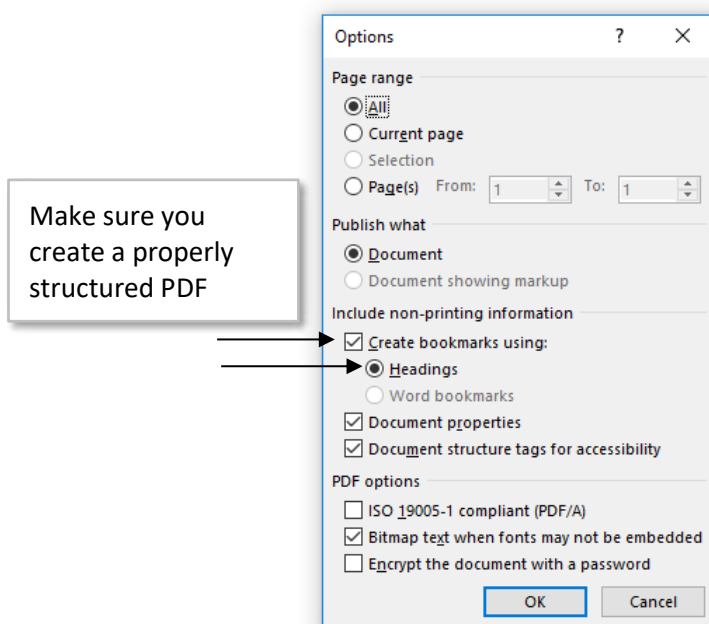
A final 'fixed' version of your thesis is best created as a PDF, and you can do this direct from Word, but there are three methods, often giving slightly different results:

- On the **File** tab select **Export** and choose Create PDF/XPS. This opens a dialogue with the file type already set to PDF.

Or

- On the **File** tab select **Save As...** to open the dialogue. You will then need to change the File type to PDF.

In both these cases always select **Options** and tick the option to **Create Bookmarks from Headings** – this ensures a properly structured PDF.



11.1 - Print method

- Alternatively, you can also usually generate a PDF from the **Print** options. On the **File** tab choose **Print**, and view the alternative Printers available. These may include drivers such as Microsoft Print to PDF or Nuance PDF. These will also generate PDF documents.

Note PDF documents can be managed using Nuance PDF Creator, available on University managed PCs.

12 ~ Style Issues

How do I apply the thesis template and styles to existing documents?

If you have already written material in a standard 'New' document, based on the **Normal** template, you will need to convert it to a document based on the Thesis template. This is the most reliable method:

- 1 First ensure that as far as possible your existing document uses styles correctly, particularly for Headings, but don't worry about the formatting of the styles.
- 2 Create a new document based on your thesis template.
- 3 Insert the existing file. For the method see 8.1 - Combined files, p23.

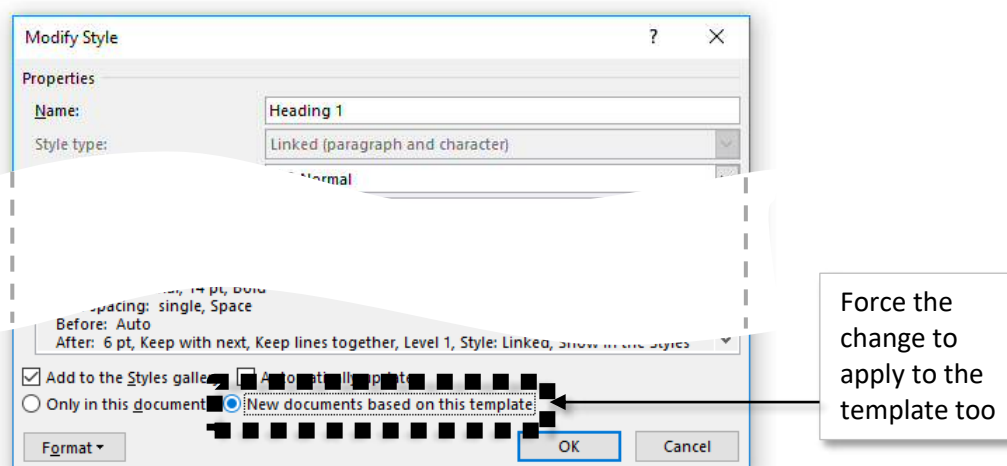
Any styled content will be updated to match the corresponding style definitions in the new document; for other content you may need to apply an appropriate style.

Tip: If some text has direct formatting applied, or the style doesn't seem to be working, select and from the **Styles** pane choose **Clear All** before re-styling.

How do I update styles as I am writing?

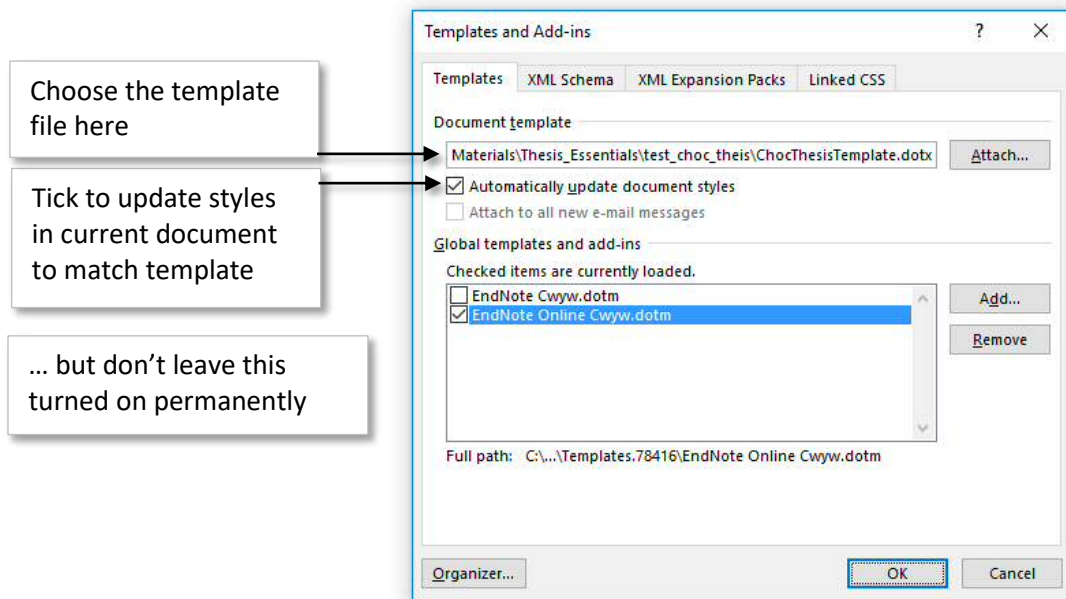
Changes made whilst working on a particular document, will only affect the current document. Update the template so that the style is available for **new** documents:

- In the **Modify Style** dialogue, choose the option to apply the change to **New documents based on this template**



How do I update styles in existing documents?

This method above will modify the template, but will not automatically update the style in any **existing** documents. To do this, the following process must be applied:



- 1 Open each document and display the **Templates and Add-ins** dialogue box – it's a bit buried: **File > Options > Add-Ins > Manage > Templates > Go...**
- 2 On the **Templates** tab, choose the template file that contains the styles and select the **Automatically Update Document Styles** check box, then **OK**.
- 3 Save and close the document.
- 4 Re-open and turn off automatic updating to prevent further changes – if you don't do this, every time you open the document it will start looking for style changes in the template

What if I can't find a suitable style?

If you really can't find an existing style that meets a particular need, create your own. Mostly this will be a 'last resort'.

- 1 In the **Styles pane** choose the **New Style** button to display the **Create New Style from Formatting** dialogue. 
- 2 The dialogue box is identical to **Modify Style** and is configured in the same way.

Tip: An alternative way to create a new style is to select text that already has the appearance required and save this as a new style:

- Right-click on the formatted text and choose **Styles > Save Selection as a New Quick Style....**

13 ~ Sequence of materials

University guidelines require content to be arranged in the following sequence:

Title and subtitle*

Abstract*

List of contents* including (with page numbers):

Abstract

List of Contents

List of Tables (if any)

List of Figures (if any)

List of Illustrations (if any)

List of Accompanying Material (if any)

Preface (if any)

Acknowledgements (if any)

Declaration

Main content (Chapters and chapter sections/subsections)

Appendices (if any)

Abbreviations and/or Glossary (if any)

Bibliography and/or References

Index (if any)

List of tables, list of figures, list of illustrations, etc

List of accompanying material

Preface

Acknowledgements

Author's declaration*

Text*: This is the main body of your thesis.

Appendices

Glossary and/or Abbreviations

References and/or Bibliography

Index (if included)

* Indicates this **must** be included

Please also check Departmental Guidelines