10 TOP TIPS FOR THESIS USING WORD

1. **Page Setup**
   - If you are using your own computer, check it is set up properly for A4 Paper
   - The LEFT MARGIN must be at least 35mm
   - Text should be double or one-and-a-half spaced (tables look better one-and-a-half spaced)

2. **Heading Styles**
   - Use HEADING 1 for your chapter headings
   - Use HEADING 2 for a subheading; then HEADING 3 etc.
   - Try not to create too many heading levels — Heading 4 should be the most
   - A *Table of Contents* can be generated from the headings

3. **Captions**
   - Use a CAPTION for your figures, tables, maps, photographs etc.
   - A *Table Of Figures/Tables/Maps etc.* can be generated from the captions

4. **Cross Referencing**
   - Use a CROSS REFERENCE to reference a table, figure etc. in your text (e.g. see Figure 3)

5. **Don't press <Enter> or <Spacebar> more than TWICE**
   - Insert a PAGE BREAK if you want to force a heading or table/figure onto a new page
   - Press the <TAB> key if you want to line up text

6. **Avoid Landscape (Sideways) pages**
   - It’s a good idea to paste an Excel chart (or similar) as a Picture which can then be rotated
   - Wide tables can be fitted unto an upright page by rotating the text sideways

7. **References**
   - Use EITHER the ENDDATE program for managing your references
   - OR use the bibliographical functions in Word

8. **Backing up**
   - If you are using your own computer, make sure you have an up-to-date backup of your work
   - The backup should be kept in a completely different location
   - Backup onto the University system (or email it to your University email) for maximum safety
9. Time
- Leave plenty of time for finishing off your thesis/dissertation
- Thoroughly check your work in PRINT PREVIEW before printing
- Get a friend to proof read your work

10. Help
- Come and get training if you need to
- Come and seek help from IT when you have a problem
- Don’t leave seeking help until the last minute — we operate a drop-in service every Wednesday morning from 10-12pm in Sail 105 (first floor of Library)