

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 onto an upright page by rotating the text sideways

7. References

- Use EITHER the ENDNOTE 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)