Tips on how to format your thesis

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Outline

- Manage the different sections in your document e.g. Title page, preliminary pages and chapters
- Page setup
- Formulate your title page e.g. include the SU watermark logo
- Insert different page numbering formats e.g. Roman vs Arabic numerals
- Apply headings to the different sections in your thesis
- Number your sections in your theses e.g. 1.1 Introduction
- Insert a landscape page in between two portrait pages
- Insert captions for figures and tables
- Insert a Table of Contents
- Insert tables of figures
- Insert a bibliography or reference list
Page setup

- Recommendations for normal documents: Margins: Normal or 2.54cm, Orientation: Portrait and size: A4.

- Recommendations for a thesis: Margins: 2cm width open around all text areas, Orientation: Portrait and size: A4

In the ribbon, choose layout and amend the margins accordingly
Title Page

- Master’s Degree
- Doctoral Degree

- Edit this page by moving the text to the position you need
- Next to “thesis presented in” go to insert picture
- Format picture by ensuring it is behind the text and that it does not move with the text
Sections

- Next section go to layout
- At the breaks select the first option to insert new page
- Remember this is to distinguish between the various sections in the document
- Prelim items insert page - the first option
• Insert next section with chapter 1
• Then insert page for the other items
In this section we will distinguish between roman and Arabic numerals.

Select page numbers and insert based on your preferences.
Page numbering

- Click on the page number
- Select roman numerals for this section with prelim pages
- Then go to the next section with introduction and do the same
• Go to page number and select format page numbers and start at 1
Prelim pages and Bibliography - Heading style 1

- First highlight word
- Secondly choose font
- Uppercase
- Size of font
- Bold
- Right click on heading style 1 and update to match selection
Chapters
Heading style 2

- First highlight word
- Secondly choose font
  - Uppercase
  - Size of font
  - Bold
- Right click on heading style 1 and update to match selection
Chapters - Heading style 2

- Click on more to expand
- Link to level style 2
- Start at number 1
- Right click on style 2
- Modify
- Font
- Paragraph spacing
Modify - normal style

- Click on format
- Choose font and change accordingly
- Choose paragraph and change
- Then click ok
• Let's say you have 3 pages in your document and you want the middle one to be landscape.
• Insert 3 pages, do NOT create a section break, just a new page.
• Place the cursor next to the first word on the middle page
• Go to layout
• Hover on the arrow and click so that you can see the page set up
• Change the page to landscape
• Apply to this point forward
The document will look like this and the rest of the pages will be landscape.
You then need to do the same thing.
Go to the next page that you want portrait.
Click next to the first word and change to portrait from this point forward.
Once you have repeated the process, your document will look like this.
• Click on the page number and format the page number to continue from previous section so that you do not have different numbering.
Insert TOC

- Click on reference tab
- Use the drop down arrow and select customise table of content
- Select the level you wish to include in your TOC
- Modify the font
- Then say ok
• Click on reference tab
• Go to the insert table of figures
• Select the heading table of tables
• Modify the font
• Then say ok
Insert TOF

- Click on reference tab
- Go to the insert table of figures
- Select the heading table of figures
- Modify the font
- Then say ok