

# Tips on how to format your thesis

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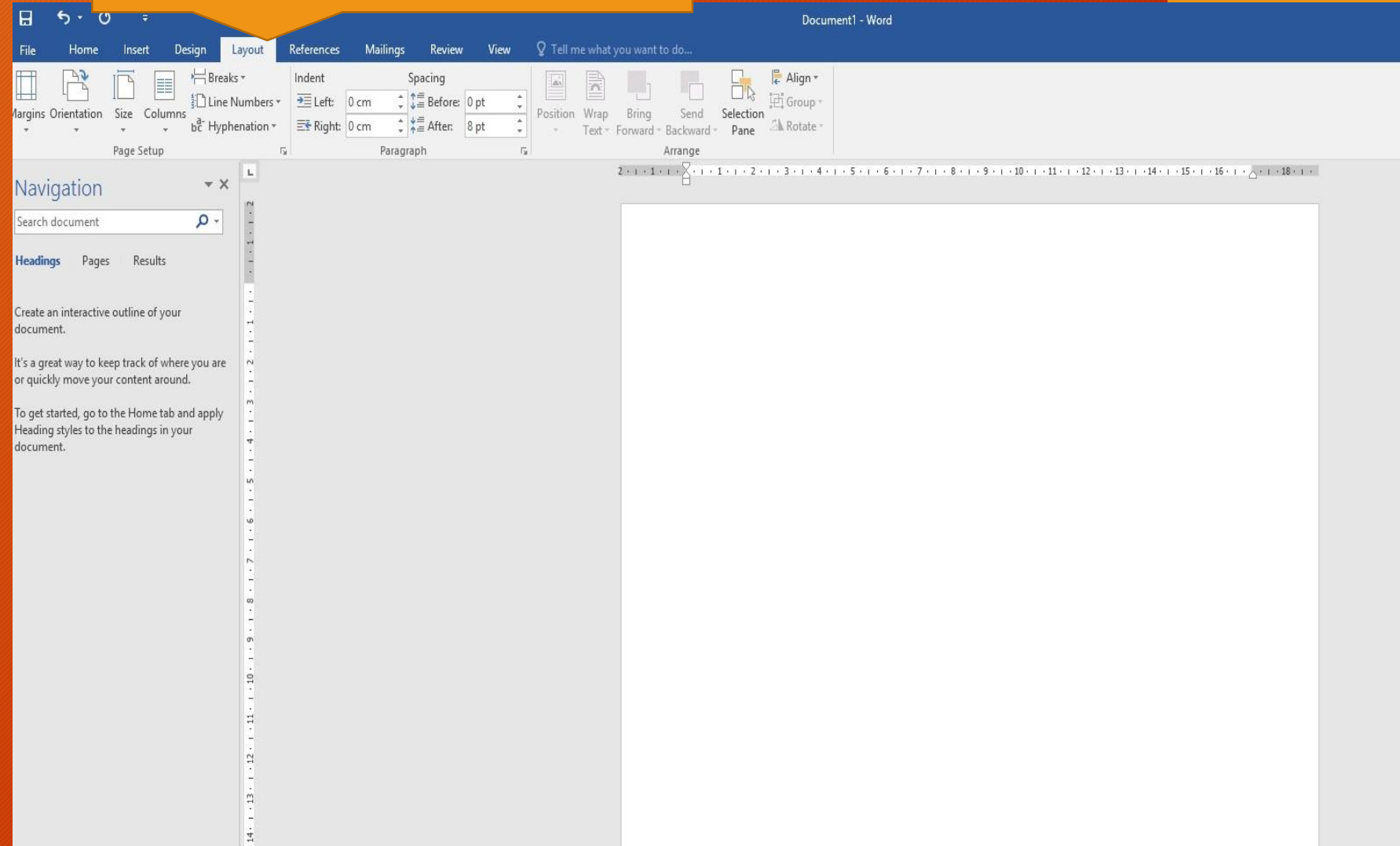
# Outline

- 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

In the ribbon, choose layout and amend the margins accordingly

- 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





# 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

References Mailings Review View Tell me what you want to do...

Indent Spacing

Left: 0 cm Right: 0 cm Before: 0 pt After: 8 pt

Paragraph

Position Wrap Bring Send Selection Group Rotate

Arrange

2 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

"[Type title of thesis]"

by

"[Type your full names and surname]"

December

2016

Thesis

presented in fulfilment of the requirements for the degree

of

"[Type name of degree e.g. Master of Science]"

in the Faculty of

"[Type name of Faculty e.g. Science]"

at

Stellenbosch University

Supervisor

:

"[Type title (abbreviated), full names and surname of Supervisor]"

Co

-

supervisor:

"[Type title (abbreviated), full names and surname of co

-

supervisor]"

[Type month and year of your graduation]

|

(Ctrl)

# Sections

The screenshot shows the Microsoft Word interface with the 'Layout' tab selected. The ribbon includes options for Margins, Orientation, Size, Columns, Breaks, Line Numbers, Hyphenation, Indent, Spacing, Position, Wrap Text, Bring Forward, Send Backward, Selection Pane, Align, Group, and Rotate. The 'Insert Page and Section Breaks' task pane is open, showing instructions to add a break. The document content area displays a list of sections: Declaration, Acknowledgement, Abstract, Uittreksel, Table of Contents, Table of Tables, Table of Figures, Chapter 1: Introduction, Chapter 2: Literature Review, Chapter 3: Research Methodology, Chapter 4: Findings, Chapter 5: Conclusion, Bibliography, and Appendices. The status bar at the bottom indicates 'Page 1 of 8', '141 words', and 'English (United States)'.

Navigation

Search document

Headings Pages Results

Insert Page and Section Breaks

Add a break at your current location to have your text pick up again at the next page, section or column.

Tell me more

Declaration

Acknowledgement

Abstract

Uittreksel

Table of Contents

Table of Tables

Table of Figures

Chapter 1: Introduction

Chapter 2: Literature Review

Chapter 3: Research Methodology

Chapter 4: Findings

Chapter 5: Conclusion

Bibliography

Appendices

- 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

Page 1 of 8 141 words English (United States)

9:48 AM 5/10/2017

# Sections

The screenshot shows the Microsoft Word interface with the 'Layout' tab active. The 'Page Breaks' dropdown menu is open, showing options for Page, Column, Text Wrapping, and Section Breaks. The 'Next Page' option under Section Breaks is selected. The document content includes a Table of Figures and a list of chapters.

Table of Figures

- Chapter 1: Introduction
- Chapter 2: Literature Review
- Chapter 3: Research Methodology
- Chapter 4: Findings
- Chapter 5: Conclusion
- Bibliography
- Appendices

Page 8 of 8 110 words English (United States)

- Insert next section with chapter 1
- Then insert page for the other items



# Page numbering

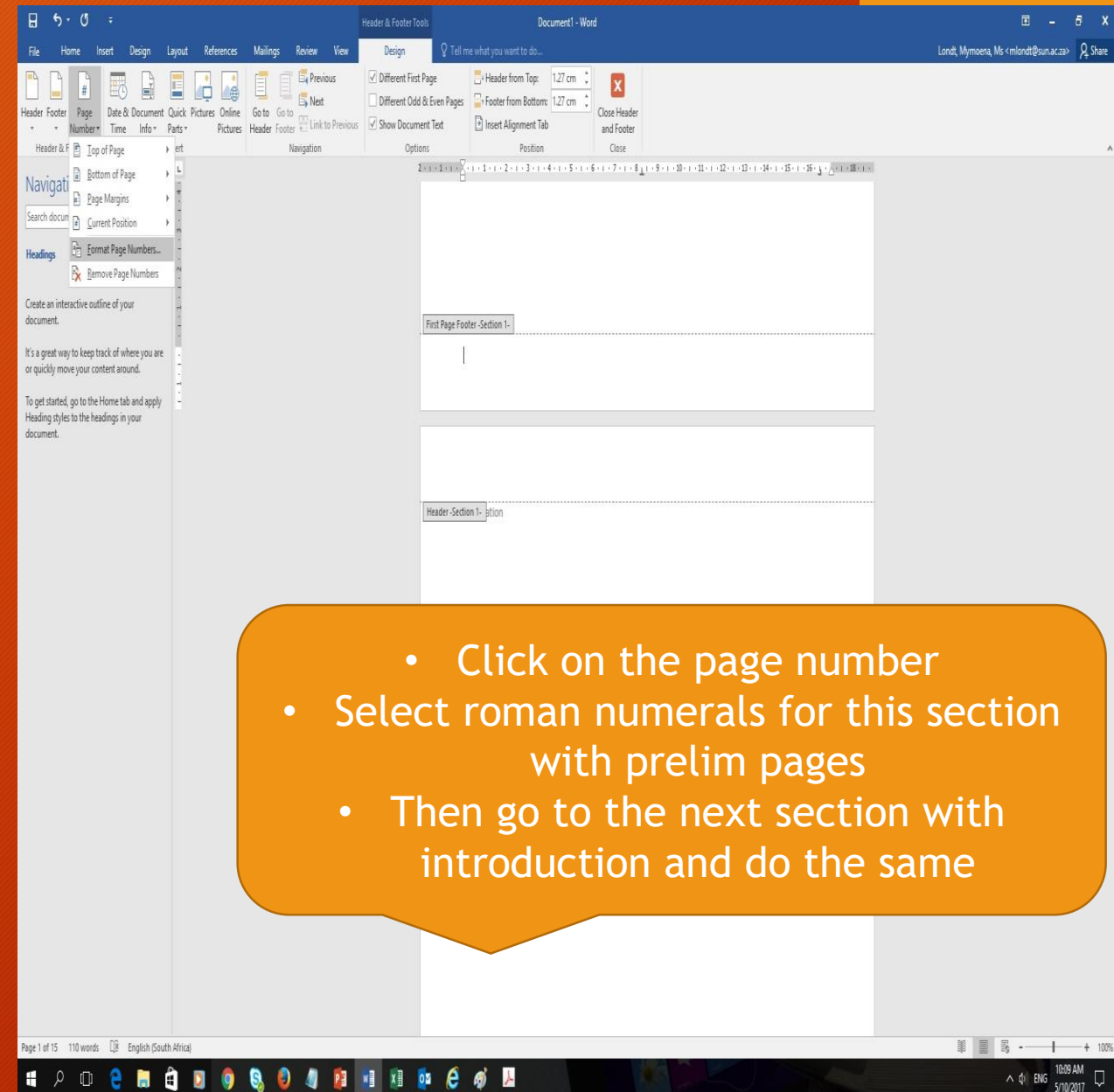
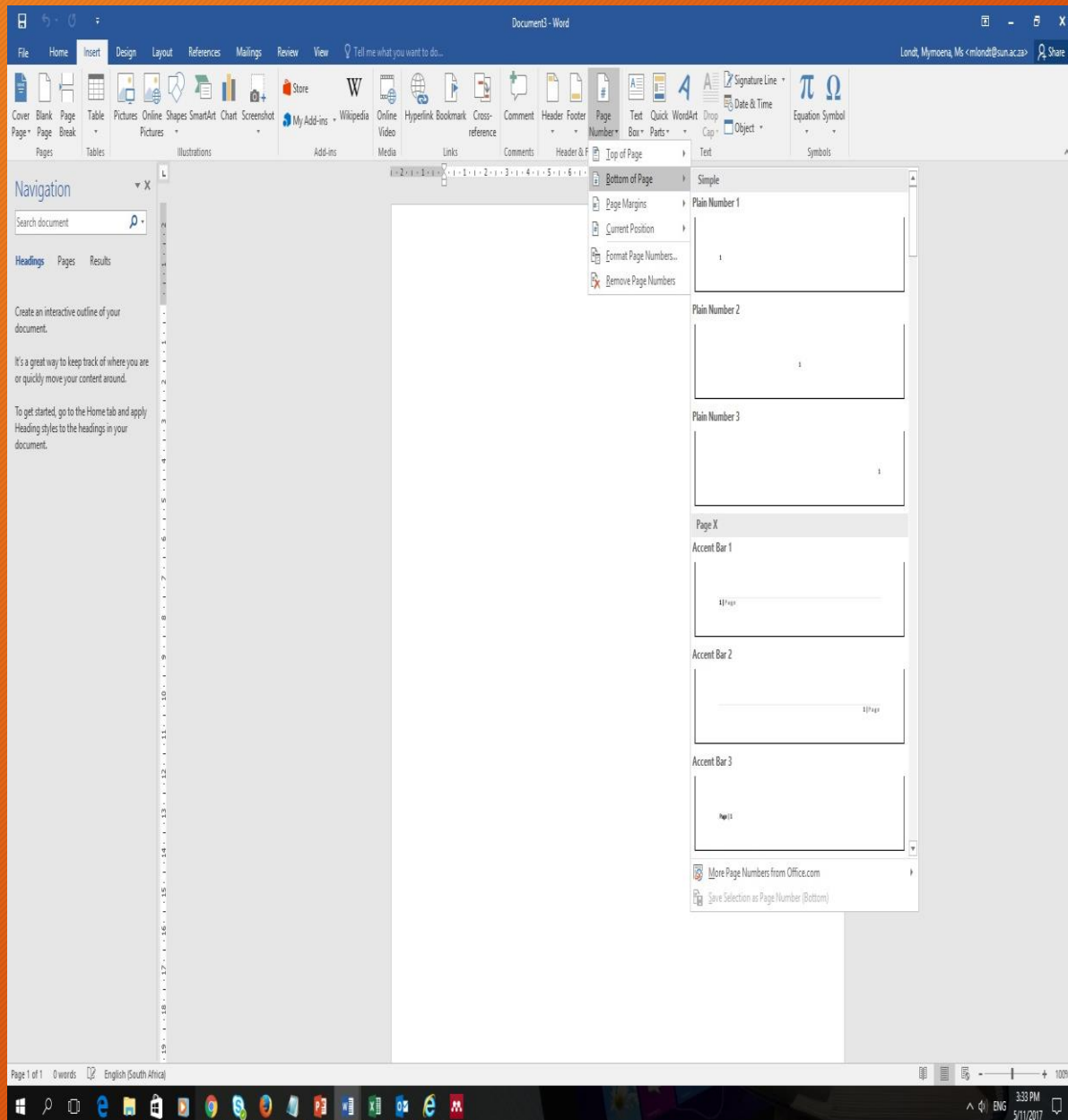
The screenshot shows the Microsoft Word interface with the 'Page Number' ribbon tab selected. The ribbon includes options for 'Page Number', 'Text Box', 'Quick Parts', 'WordArt', 'Drop Cap', and 'Object'. A 'Tell me what you want to do...' search bar is visible above the ribbon. The document content is a thesis template with the following text:

"[Type title of thesis]"  
by  
"[Type your full names and surname]"  
December  
2016  
Thesis  
presented in fulfilment of the requirements for the degree  
of  
"[Type name of degree e.g. Master of Science]"  
in the Faculty of  
"[Type name of Faculty e.g. Science]"  
at  
Stellenbosch University  
Supervisor  
:  
"[Type title (abbreviated), full names and surname of Supervisor]"  
Co  
-  
supervisor:  
"[Type title (abbreviated), full names and surname of co  
-  
supervisor]"  
[Type month and year of your graduation]

The 'Add Page Numbers' task pane is open, showing the option to 'Number the pages in your document' and a link to 'Tell me more'. The status bar at the bottom indicates 'Page 1 of 15', '110 words', and 'English (United States)'.

- In this section we will distinguish between roman and Arabic numerals
- Select page numbers and insert based on your preferences

# Page numbering





# Page numbering

The screenshot shows the Microsoft Word interface with the 'Header & Footer Tools' ribbon active. The 'Page Number' group in the ribbon is expanded, showing options for 'Header from Top', 'Footer from Bottom', and 'Insert Alignment Tab'. The 'Page Number Format' dialog box is open, displaying the 'Number format' as '1, 2, 3...', 'Include chapter number' as unchecked, 'Chapter starts with style' as 'Heading 1', 'Use separator' as '(hyphen)', and 'Page numbering' with 'Start at' set to 1. An orange callout box on the right contains the text: 'Go to page number and select format page numbers and start at 1'. The document is titled 'Document1 - Word' and the footer shows 'Page 9 of 15', '110 words', and 'English (United States)'.

Page Number Format

Number format: 1, 2, 3...

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: (hyphen)

Examples: 1-1, 1-A

Page numbering

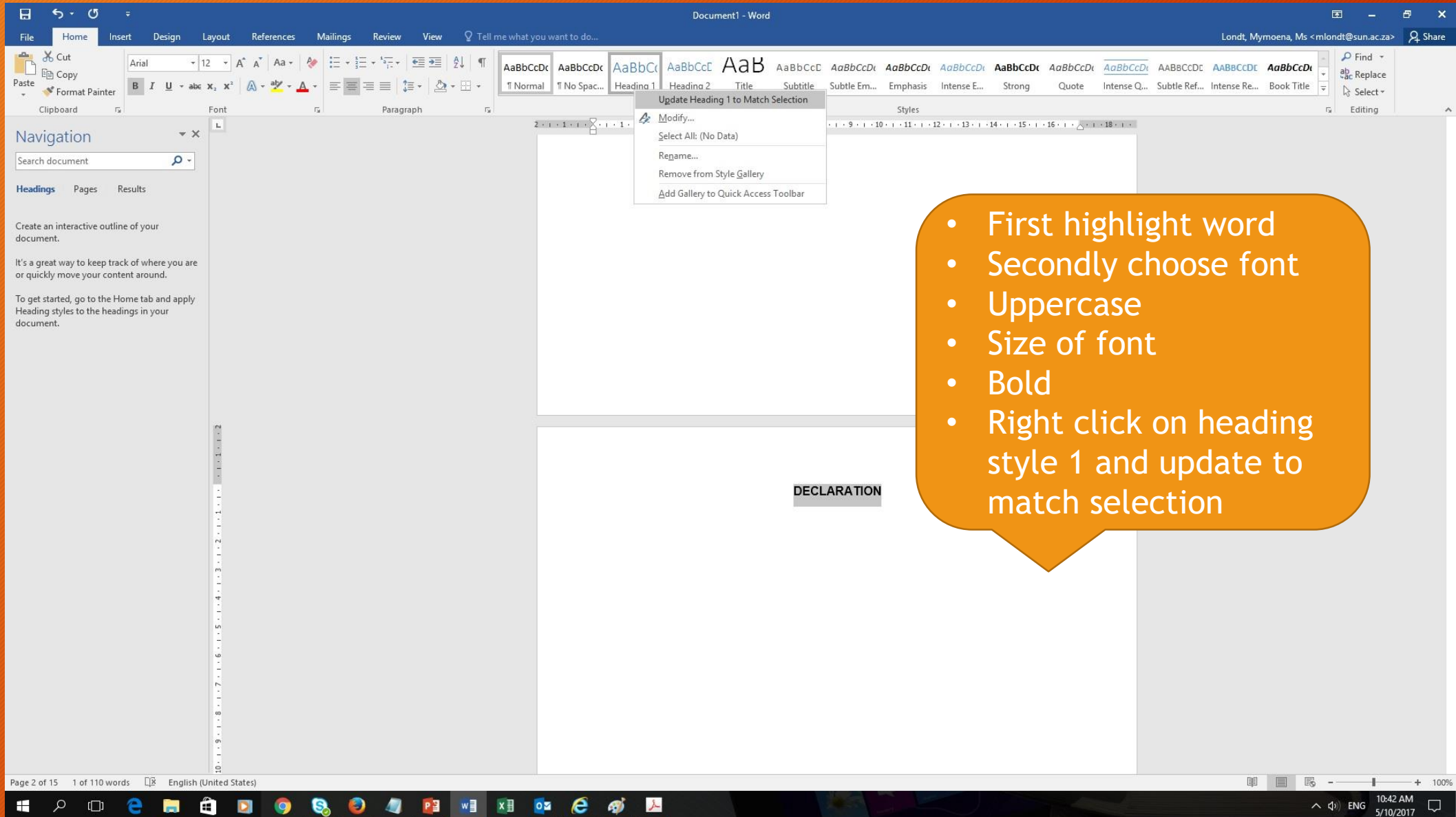
☐ Continue from previous section

☒ Start at: 1

OK Cancel

Go to page number and select format page numbers and start at 1

# Prelim pages and Bibliography - Heading style 1







# Chapters- Heading style 2

Define new Multilevel list

Click level to modify:

1 2 3 4 5 6 7 8 9

Chapter 8 Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

Heading 7

Heading 8

Heading 9

Apply changes to:

Whole list

Link level to style:

Heading 1

Level to show in gallery:

Level 1

ListNum field list name:

Number format

Enter formatting for number:

Chapter 8

Font...

Start at: 8

Restart list after:

Legal style numbering

Number style for this level:

1, 2, 3, ...

Include level number from:

Position

Number alignment: Left

Aligned at: 0 cm

Follow number with:

Space

Add tab stop at:

0 cm

Text indent at: 0 cm

Set for All Levels...

<< Less

OK

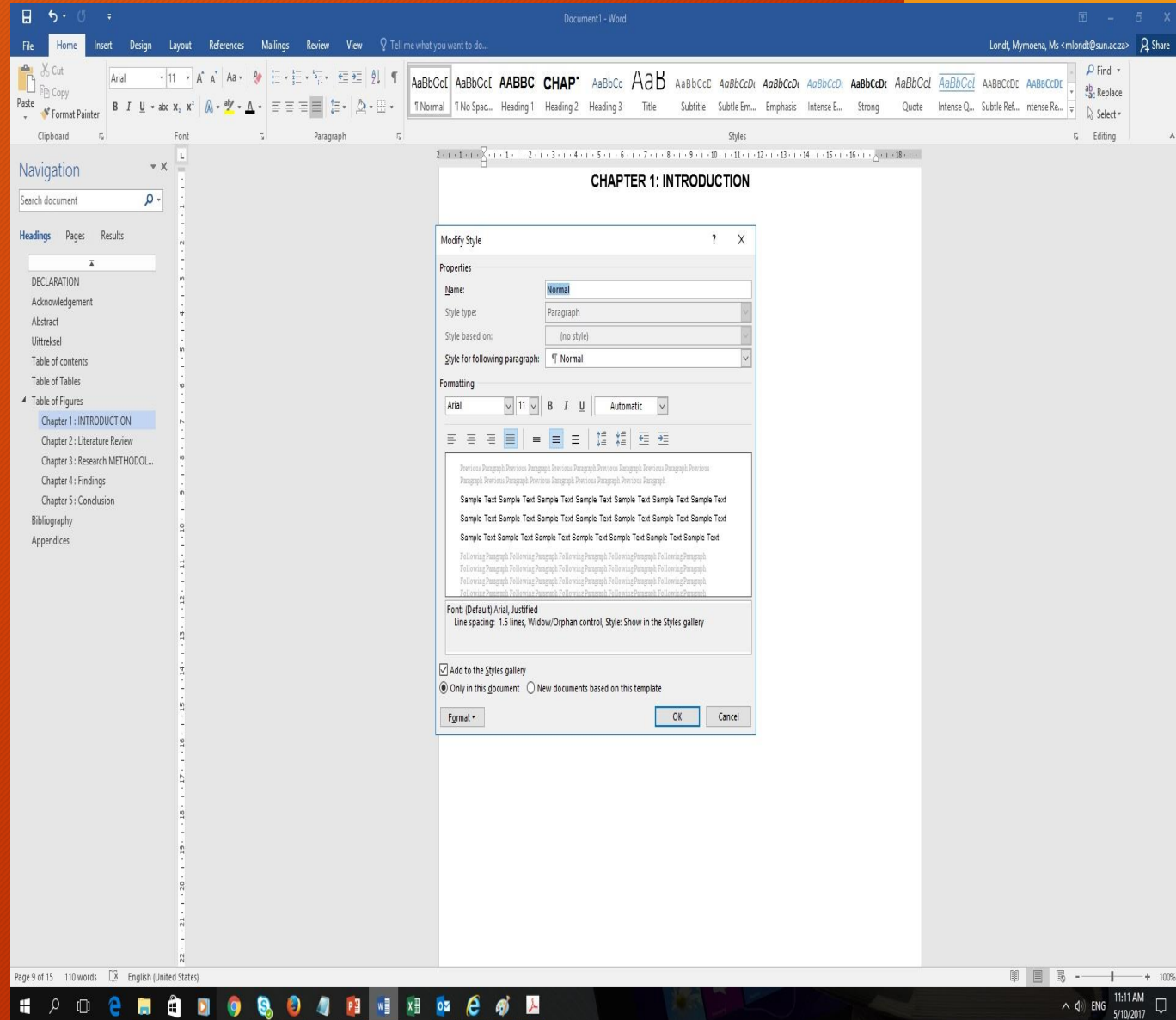
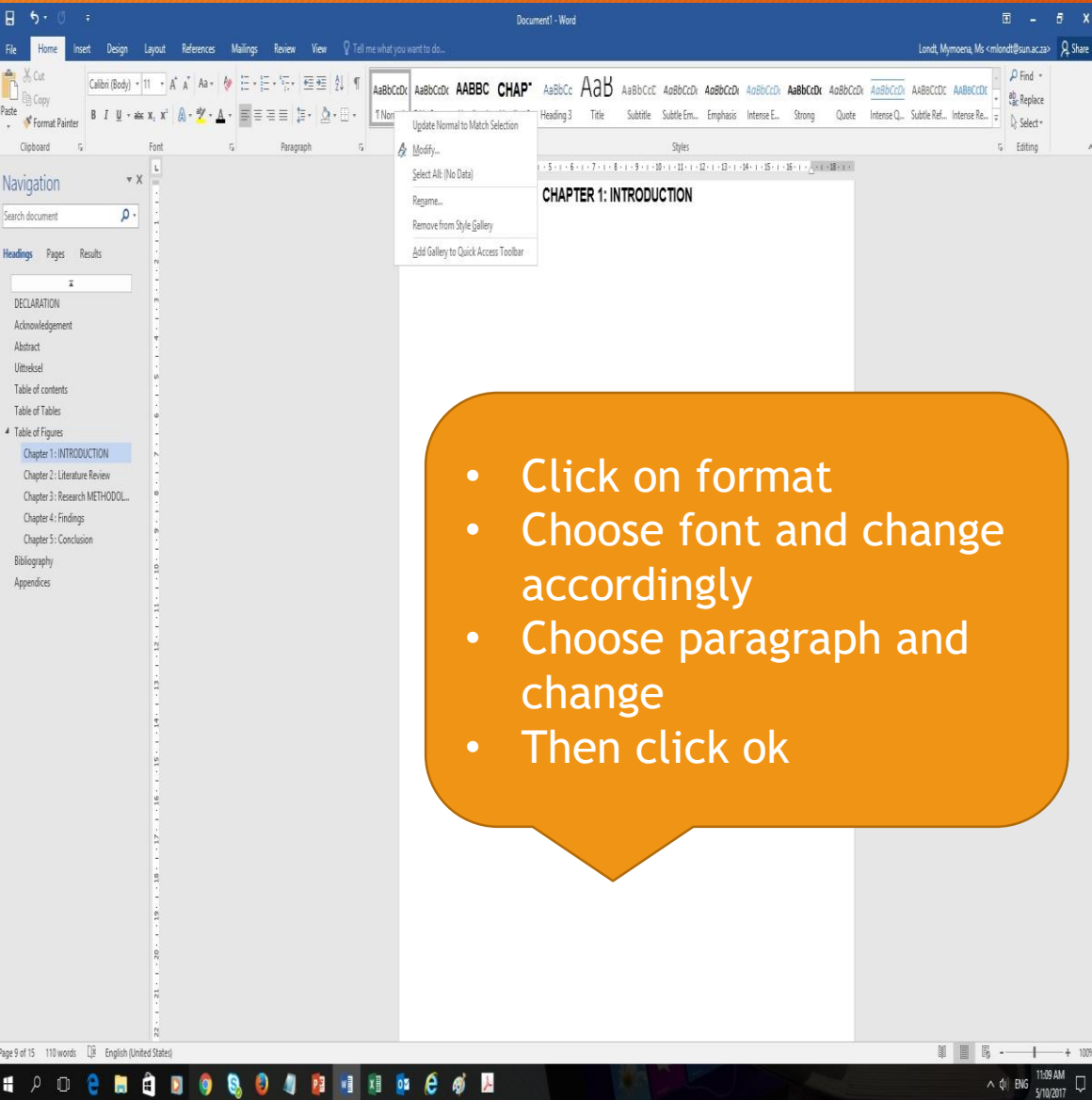
Cancel

Page 9 of 15 128 words English (United States)

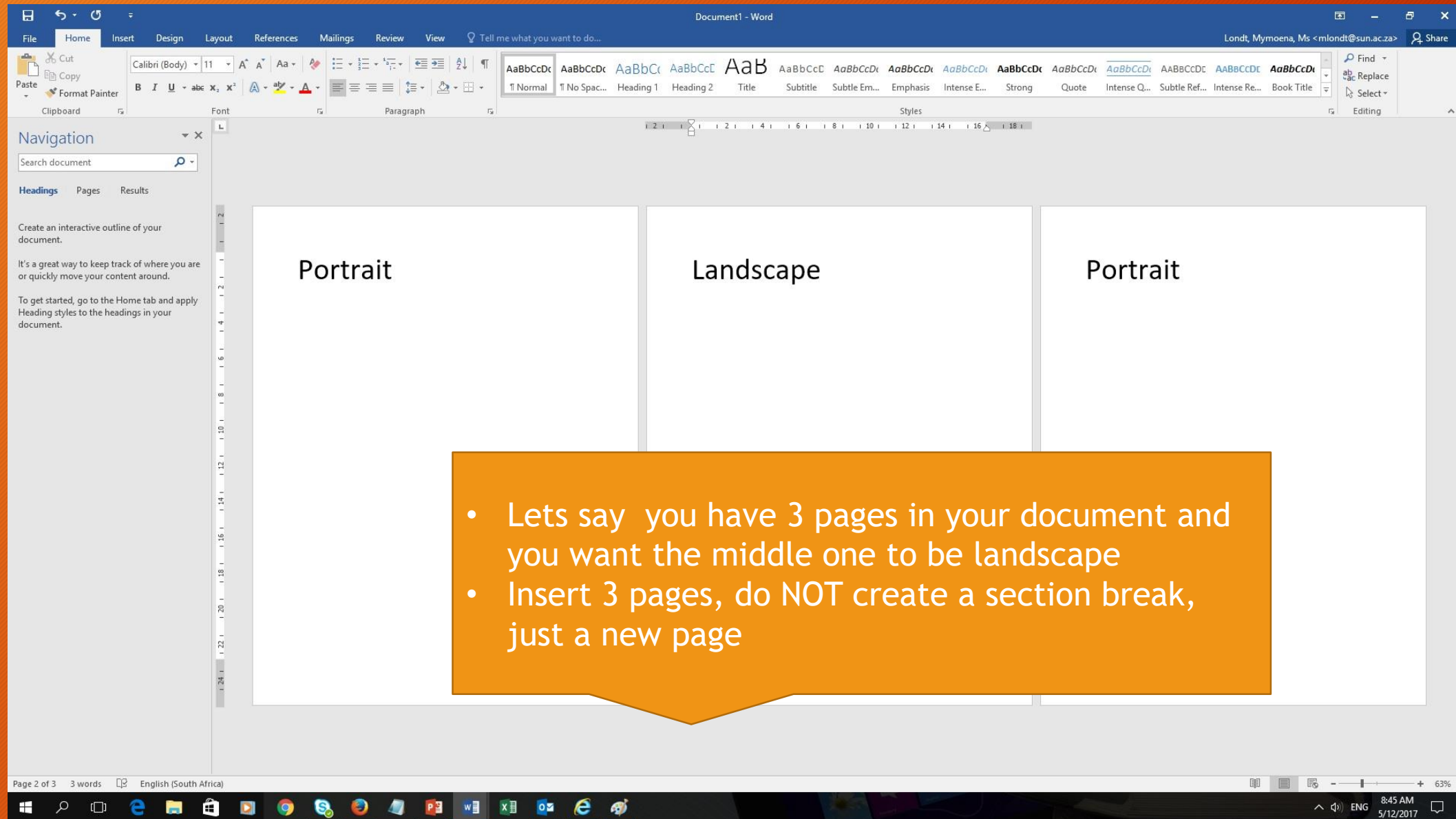
10:49 AM 5/10/2017

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

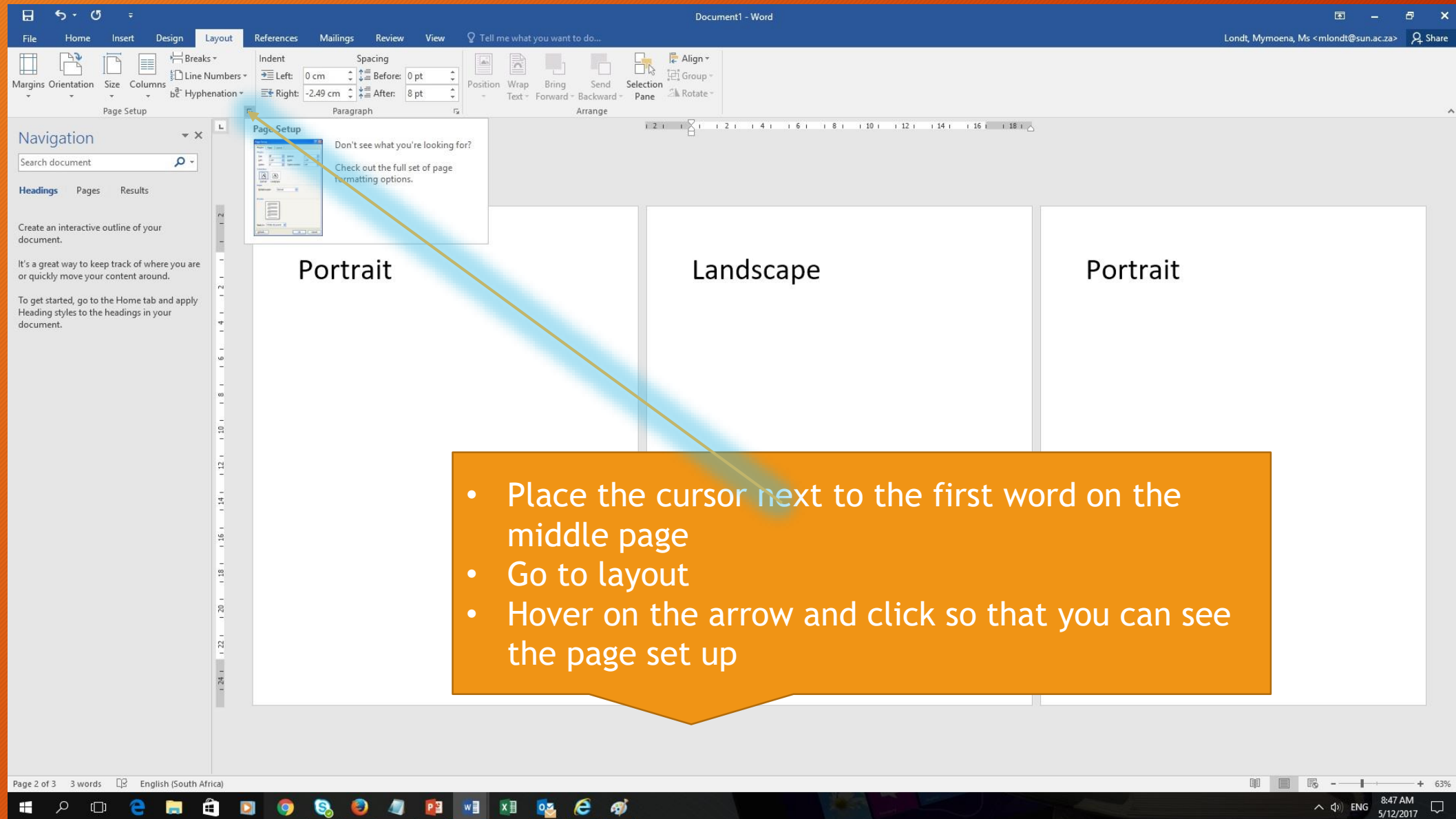
# Modify - normal style



# Landscape and Potrait







Document1 - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do...

Margins Orientation Size Columns Line Numbers Hyphenation Page Setup

Indents: Left: 0 cm, Right: -2.49 cm, Spacing: Before: 0 pt, After: 8 pt, Paragraph

Position Wrap Text Bring Forward Send Backward Selection Pane Align Group Rotate

Navigation

Search document

Headings Pages Results

Create an interactive outline of your document.

It's a great way to keep track of where you are or quickly move your content around.

To get started, go to the Home tab and apply Heading styles to the headings in your document.

Portrait

Page Setup

Margins Paper Layout

Margins: Top: 2.54 cm, Bottom: 2.54 cm, Left: 2.54 cm, Right: 2.54 cm, Gutter: 0 cm, Gutter position:

Orientation: Portrait, Landscape

Pages: Multiple pages: Normal

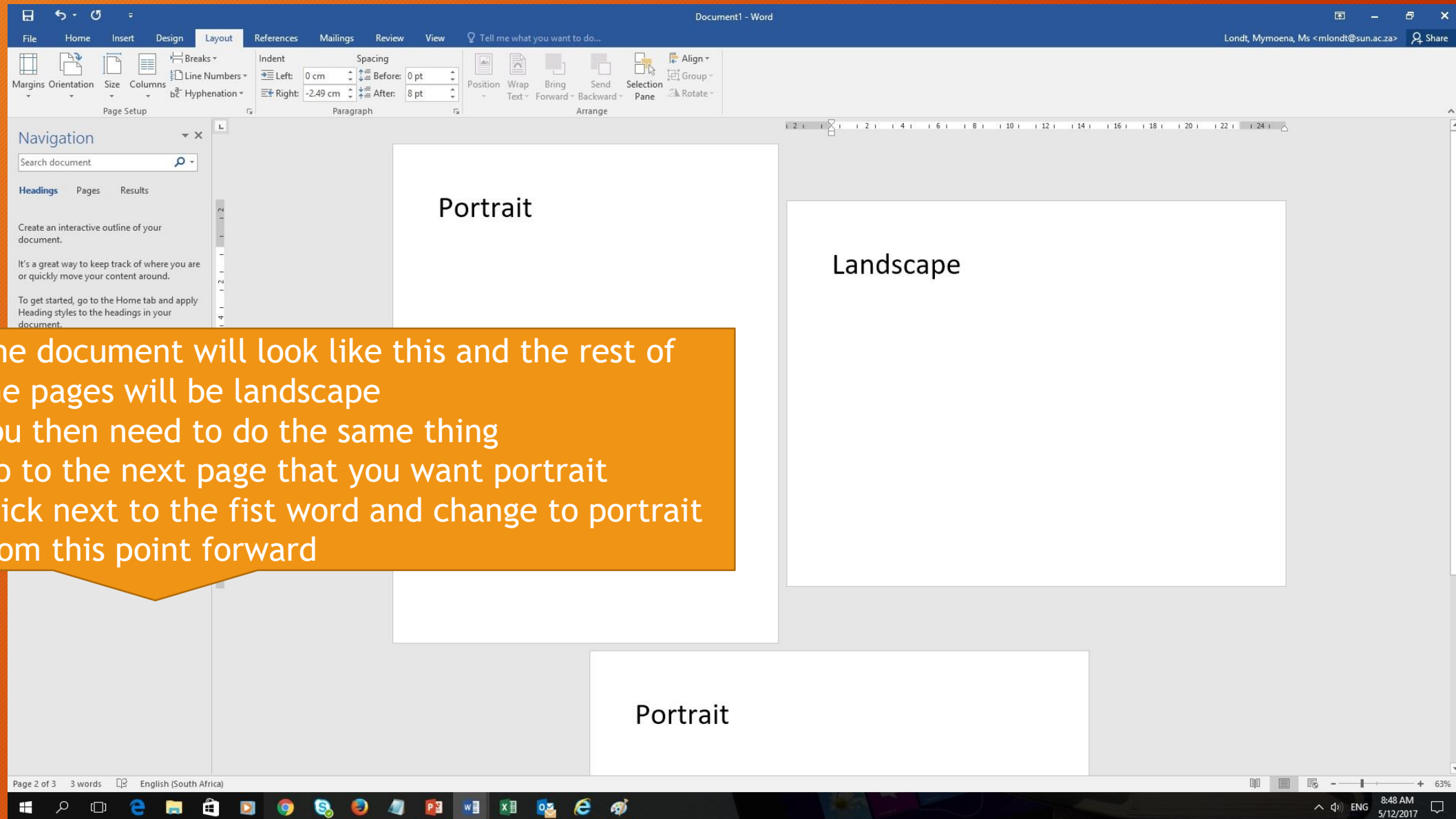
Preview

Apply to: This section, This section, This point forward, Set As Default, Whole document

OK Cancel

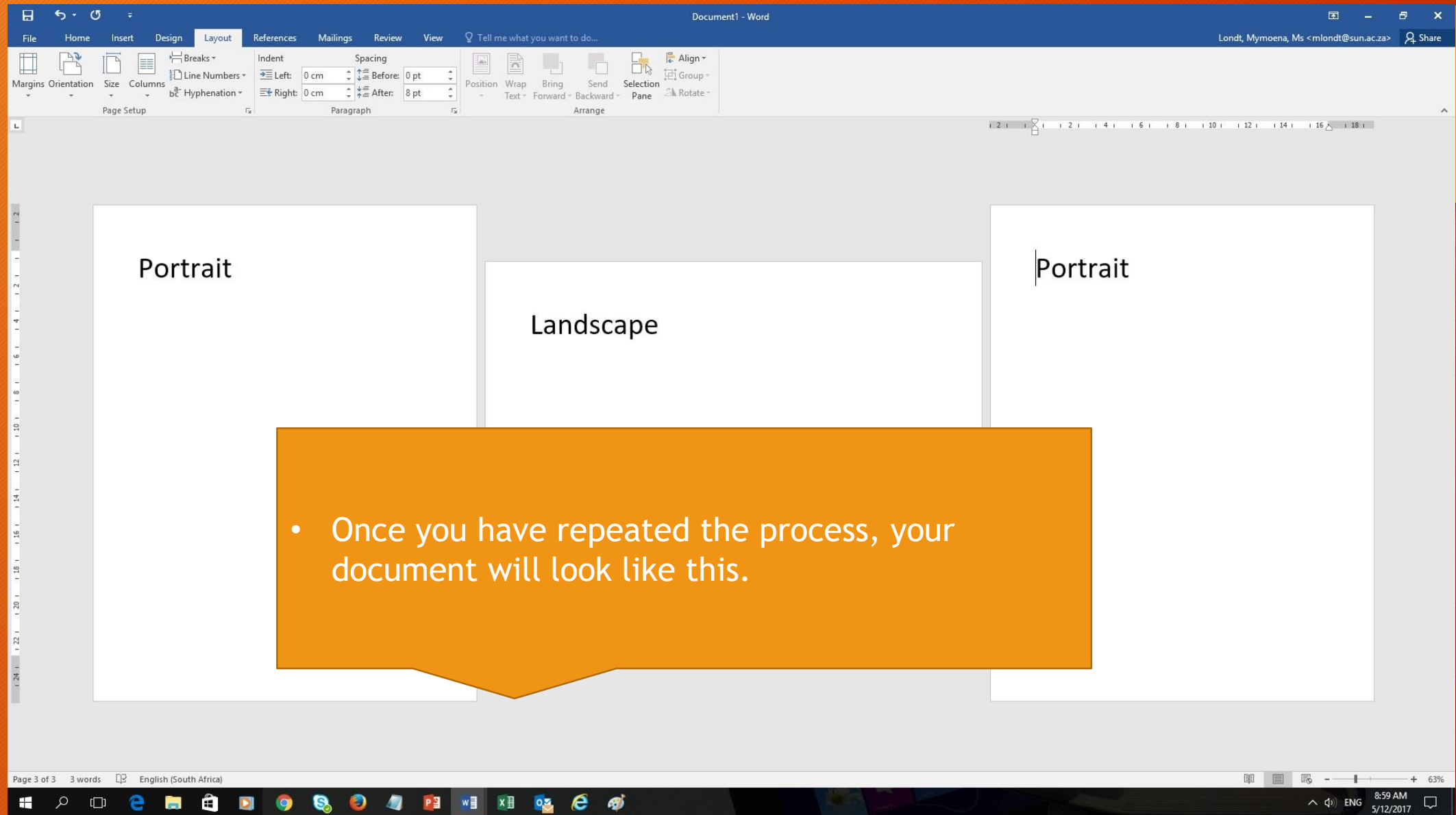
- Change the page to landscape
- Apply to this point forward

Page 2 of 3 3 words English (South Africa) 8:47 AM 5/12/2017

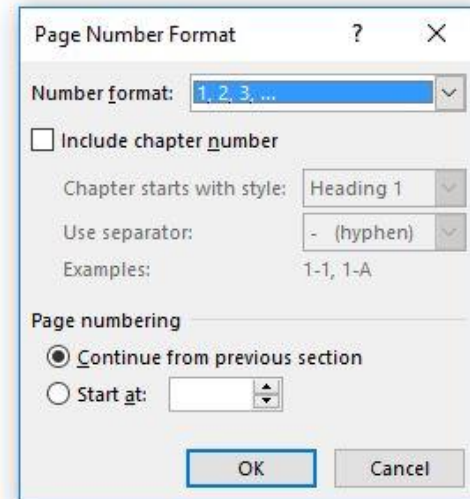


- The document will look like this and the rest of the pages will be landscape
- You then need to do the same thing
- Go to the next page that you want portrait
- Click next to the first word and change to portrait from this point forward





### 3.1.2. Qualitative



The dialog box is titled "Page Number Format" and contains the following settings:

- Number format:** A dropdown menu showing "1, 2, 3, ...".
- Include chapter number:** An unchecked checkbox.
- Chapter starts with style:** A dropdown menu showing "Heading 1".
- Use separator:** A dropdown menu showing "- (hyphen)".
- Examples:** The text "1-1, 1-A" is displayed.
- Page numbering:**
  - Continue from previous section:** A radio button that is selected.
  - Start at:** An unchecked radio button followed by a small numeric input field.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

- 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



# Insert TOT

The screenshot shows the Microsoft Word interface with the 'References' tab selected. The 'Table of Tables' feature is visible in the 'Table of Contents' group. The 'Table of Tables' task pane is open on the left, showing a list of tables in the document. The main document area displays the 'TABLE OF TABLES' heading and two entries: 'Table 2.1: Test Table' and 'Table 4.1 another table'. An orange callout box on the right contains the following instructions:

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

The status bar at the bottom indicates 'Page 9 of 18', '373 words', and 'English (United States)'.

# Insert TOF

The screenshot shows the Microsoft Word interface with the 'References' tab selected. The 'Table of Figures' option is highlighted in the left-hand navigation pane. The main document area displays a 'TABLE OF FIGURES' with two entries: 'Figure 2.1: Rooiplein Stellenbosch' and 'Figure 3.1: Test'. The status bar at the bottom indicates 'Page 10 of 18', '373 words', and 'English (United States)'.

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