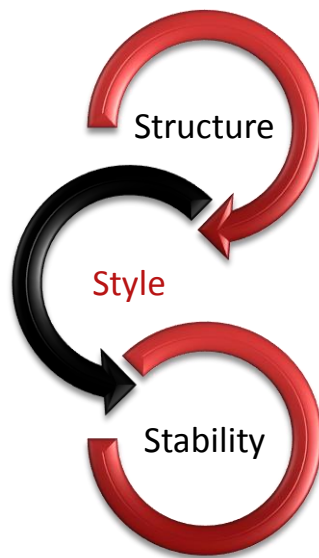




# Format My Thesis

## The Essentials



## Workshop Outline

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Presented by Michael Done

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## Intended Outcomes

**In this workshop you will learn the principles and practical skills needed to format your Ph.D, Masters or Honours thesis to submission standard.**

The workshop is tailored for students in the closing 6 months of their thesis preparation, when thesis content is nearing completion and the chapter structure is well-defined and fairly stable.

However, the principles and practices covered in the workshop are applicable at all stages of thesis development. In fact, the earlier the better. Students who apply sound formatting practices from the early stages save themselves considerable time, energy and stress compared with those who leave formatting until the very end of their projects.

## The “3-S” Framework

The workshop is based on the *3-S Framework*, which identifies three pillars underpinning a well formatted thesis:

- **Structure** –horizontal and vertical sequence of main thesis sections and elements
- **Style** – the “look and feel” of the thesis
- **Stability** – the ability of the thesis to undergo change without formatting disruptions

The *3-S Framework* provides a concise map of the formatting process, enabling students to follow a clear and systematic formatting process, especially in those cases where formatting issues in their thesis documents require “debugging” and correction.

For each of the three pillars, there are some simple but critical principles to be understood, and some key WORD features and techniques to be applied. All of these are explained clearly in the workshop and illustrated practically through live, on-screen demonstrations.

## Formatting Strategies: Options, Pros and Cons

Once students are equipped with the knowledge and skills gained from the workshop, they must select their formatting strategy to bring their theses to submission standard. There are two broad options:

- **Retro-fit** the *3-S Framework* to an existing thesis document
- **Migrate** existing content to a pre-built, *3-S* compliant thesis skeleton

Both options are discussed and compared. A *3-S Framework* skeleton will be made available (at no cost) to students wishing to take the migration option.

## Workshop Schedule

<b>2.00-2.05</b>	Introductions and Overview <ul style="list-style-type: none"> <li>- About me</li> <li>- About you</li> <li>- Aims</li> <li>- Prerequisites and assumptions</li> <li>- University formatting specifications</li> </ul>
<b>2.05-2.20</b>	Major Trouble Spots <ul style="list-style-type: none"> <li>- Page numbering schemas and header/footer formatting</li> <li>- Chapter and heading numbering schemas</li> <li>- Caption numbering schemas</li> <li>- Auto-generating tables of contents, figures, illustrations, etc</li> <li>- Unwanted ripple effects on formatting when content is changed</li> <li>- Positioning paragraphs, images, tables relative to top of page</li> <li>- Managing content splits (especially “orphaning”) across pages</li> <li>- Positioning of images, tables relative to captions</li> <li>- Formatting tables</li> <li>- Physical printing – left-hand, right-hand page positioning</li> </ul> Other Trouble Spots? <ul style="list-style-type: none"> <li>- What other trouble spots are you experiencing?</li> </ul>
<b>2.20-2.25</b>	The “3-S” Framework: Structure, Style, Stability <ul style="list-style-type: none"> <li>- What they mean</li> <li>- Why they matter</li> <li>- How WORD helps us with each</li> </ul>
<b>2.25-2.45</b>	Structure: The Sequence of Core Elements in the Thesis <p style="color: #A52A2A;">Horizontal structure</p> <ul style="list-style-type: none"> <li>- Sequence of main sections: front matter, body, back matter</li> <li>- Key WORD features:             <ul style="list-style-type: none"> <li>o <i>Page Layout   Breaks   Section Breaks</i></li> <li>o <i>Insert   Page Number   Format Page Numbers</i></li> </ul> </li> </ul> <p style="color: #A52A2A;">Vertical structure</p> <ul style="list-style-type: none"> <li>- Hierarchy of heading levels</li> <li>- Key WORD features:             <ul style="list-style-type: none"> <li>o <i>Home   Styles   (Heading styles)</i></li> <li>o <i>Home   Paragraph   Multi-level List</i></li> <li>o <i>References   Table of Contents   Custom Table of Contents</i></li> </ul> </li> </ul>
<b>2.45-2.50</b>	Structure: Q & A

<b>2.50-2.55</b>	Break
<b>2.55-3:15</b>	<p>Style: The “Look and Feel” of the Thesis</p> <p><b>Page Attributes</b></p> <ul style="list-style-type: none"> <li>- Page size, orientation, margins</li> <li>- Key WORD features:           <ul style="list-style-type: none"> <li>o <i>Page Layout   Margins, Orientation, Size</i></li> </ul> </li> </ul> <p><b>Styles for non-headings</b></p> <ul style="list-style-type: none"> <li>- Normal and custom styles (including TOC styles)</li> <li>- Paragraph attributes (to control vertical spacing)</li> <li>- Key WORD features:           <ul style="list-style-type: none"> <li>o <i>Home   Styles   (Non-Heading styles)</i></li> <li>o <i>(Style)   Modify   Paragraph</i></li> </ul> </li> </ul> <p><b>Table Styles</b></p> <ul style="list-style-type: none"> <li>- Key considerations in formatting tables</li> <li>- Key WORD features:           <ul style="list-style-type: none"> <li>o <i>Table Tools   Design   Table Styles</i></li> <li>o <i>Table Tools   Design   Table Style Options</i></li> </ul> </li> </ul>
<b>3.15-3.20</b>	Style: Q & A
<b>3.20-3:40</b>	<p>Stability: The Resilience of the Thesis Under Change</p> <p><b>The Villains</b></p> <ul style="list-style-type: none"> <li>- Manual and <i>ad hoc</i> “spot” adjustments to formatting</li> <li>- Manual page breaks to avoid page-splitting and orphaning</li> <li>- Blank lines, spaces and tabs to manipulate positioning</li> <li>- Manual captions, cross references and lists of figures, etc</li> </ul> <p><b>The Heroes</b></p> <ul style="list-style-type: none"> <li>- Custom styles for each formatting variant in the thesis</li> <li>- Paragraph attributes to control page-splitting and orphaning</li> <li>- Line breaks and paragraph indents defined within styles</li> <li>- WORD-managed captions, cross-references and lists of figures, etc</li> </ul>
<b>3.40-3.45</b>	Stability: Q & A
<b>3.45-3:55</b>	<p>Formatting Strategies: Options, Pros and Cons</p> <ul style="list-style-type: none"> <li>- Applying key WORD features to your existing document</li> <li>- Migrating your content to a pre-formatted template</li> </ul>
<b>3.55-4.00</b>	Next Steps