Thesis title



Name (Arial, bold, 16pt)

PhD (Arial, bold, 14pt)

**Month Year (Arial, bold, 14pt)**

Thesis title

Name

PhD

A thesis submitted in partial fulfilment of the University’s requirements for the Degree of Master of Philosophy (*Arial, bold, italics, 14pt)*

**Month Year**



# Ethical approval

{Add ethical approval}

# Acknowledgements

{Add Acknowledgements}

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Automatically update tables with Ctrl A (Select All) and then F9, select update entire table when window pops up, OR right click the table, update field and entire table.

# List of Tables

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# Abstract

An abstract of up to one side of A4, which provides a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject.

1. Thesis Tip 1

## Introduction

This is normal text for the thesis, font size should be no smaller than 10pt, clear and readable (e.g. Arial or Times New Roman). Text should be in one-and-a-half or double line spacing, except for indented quotations or footnotes where single spacing may be used.

This is an example quote using the heading style quote.

Pages should be numbered consecutively through the main text, including photographs and diagrams.

### Aim

## Methods

This is normal text

### Participant sample

### Procedure

## Results

Table 1: This is an example table of final things to do for the thesis. In my draft thesis I included a table like this at the beginning of my document to keep track of any checks and edits to make.

|  |  |
| --- | --- |
| Page | Still to do |
| Font cover  | Add final title! |
| Title page  | Add final title! |
| Ethical approval |  |
| Acknowledgements |  |
| Contents |  |
| List of Tables | Update F9 |
| List of Figures | Update F9 |
| Abstract | Check fits on one page |
| … Chapters\* |  |
| Note. The table title is not APA format fully as the title would be underneath the table number\* Chapters were added separately from other documents when on final drafts |



Figure 1: This is an example caption

### Theme 1

#### Subtheme 1:

### Theme 2

1. Thesis Tip 2

# Use Styles for headings – this is a heading without the Chapter in front

## Using the Chapter headings then automatically creates the correct numbered subheadings

On the Home tab go to Styles to change it to the appropriate level of heading



“You can also do this for quotes” (Wilde, 2023)



### To change the format of a heading

Go to the heading and right click and *Modify* or highlight the text you want to use the formatting of and click *update [style name] to match selection*. This will automatically change all the headings with that style applied



1. Cross-reference to tables and figures

To add a cross reference within your text, such as to a Table or Figure, first create the captions for your items. Go to Reference and Insert Caption (Figure 4). Write a Caption for your title, select the kind of label it is and position (Figure 5).



Figure 4: Create a caption with a title



Figure 5: Write a caption

To reference these new wonderful captions, go to References> Cross-reference and select Reference Type (e.g. Table, Figure, Section etc.) and select the item to cross-reference.





To update all your cross-references and contents tables: Ctrl A (Select All) and then F9 (on Windows).

1. Creating a new section with a header

To add a new section – go to *Layout>Breaks> Next Page* (see Figure 2: Adding a section)

To change the header of the new section double click the header. To make it different to the previous section deselect *Link to Previous (see* Figure 3: Changing the name of the header in a new section*)*



Figure 2: Adding a section



Figure 3: Changing the name of the header in a new section

Use Paragraph tools to change alignment and spacing really easily and neatly

E.g., To add a space to the line above so it is not directly below the line:



# References

I used Endnote to manage my references and created an edited APA style.

# Appendices

Add these last as it will make it will probably make the document massive. For now, just include headers so you can refer to your appendices as you are formatting. E.g., see Appendix 1.1 (1.1 is formatted to link to 1.1 below, you can do Ctrl and click 1.1 for it to take you to that location).

1. Appendix 1
	1. Example Appendix Item