Thesis Formatting

All thesis formatting requirements are available at https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation. Checklists that summarize this information can be downloaded from the 'Other Resources' tab at http://koerner.library.ubc.ca/services/research-commons/thesis-formatting-info/.

FAQs

1. What are the line spacing requirements? How do I fix line spacing?

    Lines in your body paragraphs should be double spaced or 1.5 spaced. To change the line spacing of all of your body paragraphs, right click on the 'Normal' style in your 'Styles' box on the 'Home' tab. Click 'Modify'. Select either double or 1.5 spacing from the pop-up window.
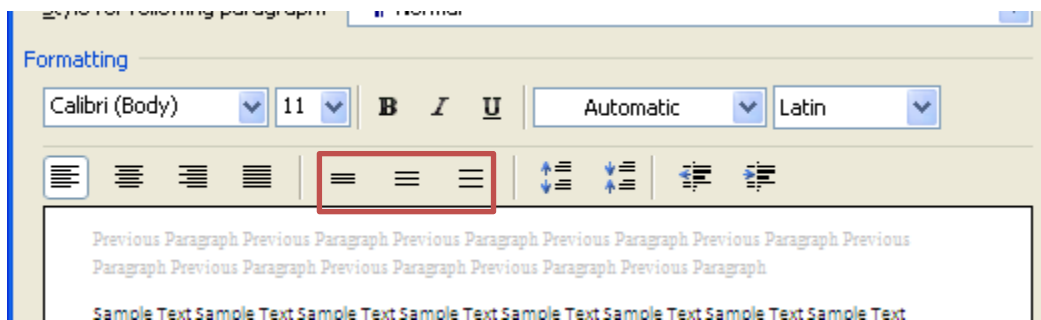
    If you are fixing the line spacing on only one paragraph, we recommend using the 'Line and Spacing' options in the 'Paragraph' section on the 'Home' tab to save time.

2. I have many tables and figures. How do I create a List of Tables/Figures/etc.? How do I get my captions to appear in the List of Tables/Figures/etc.?

   If you have many tables/figures/etc., the following might be of use to you. Use the 'Insert Caption' function (under the 'References'tab) to caption each of your tables/figures/etc. In the sections of your thesis called 'List of Tables' or 'List of Figures', etc. you can now 'Insert Table of Figures' (under the 'References' tab). Select the type of object that you will include in the list from the 'Caption label' drop down menu.
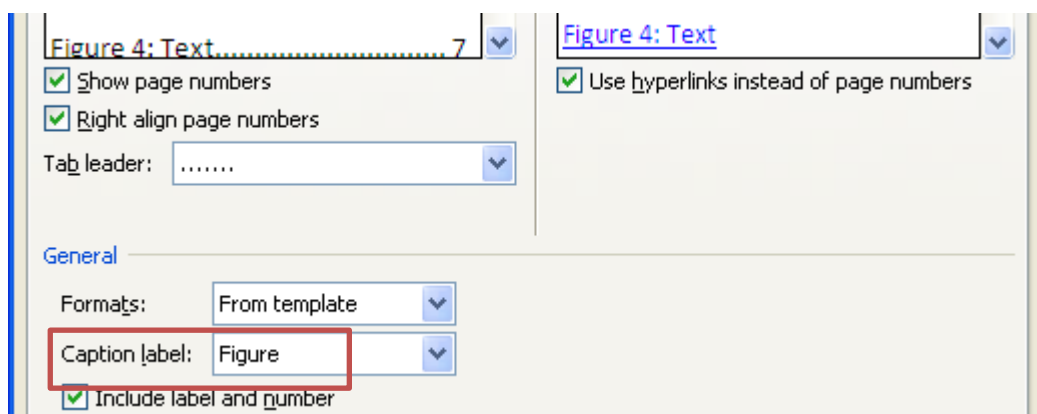

3. How do I change the formatting of my page numbers from Roman numerals, in the preliminary pages, to Arabic in the body of my thesis?

   Note that the thesis template already has this set up for you. If for any reason, the page number formatting has changed; or, if you not using our thesis template, then do the following: In the 'Page Layout' tab, click on the 'Breaks' drop down menu and under the 'Section Breaks' category, select 'Next page'. (Here, you can turn on your hidden codes, the ¶ button on the 'Home' tab, to check where you've placed your section break). Now click around the footer section of each section, separately. In the footer of any of your preliminary pages, select the 'Format Page Number' option from the 'Page number' drop down menu in the newly appeared 'Design' tab. Select lower case Roman numerals from the 'Number format' in the pop-up window. Select Arabic numerals from for the body of your theses. Select the radio button that states 'Start at:' and ensure that your new page numbers start at '1'.
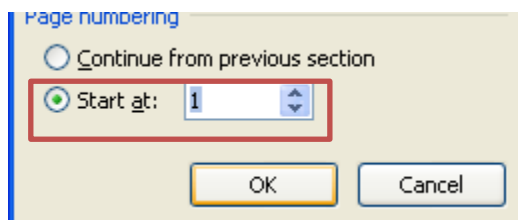
4. I've used heading styles to indicate my chapter and section headings, but they're not appearing in my Table of Contents. How can I make them appear?

In order for new material you've put in to appear in your Table of Contents, you need to update it; it will not update on its own. To update your Table of Contents, right-click somewhere in the TOC. A menu will appear with "Update Field" as an option:
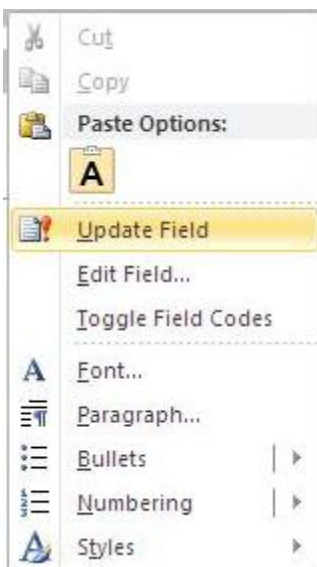
When you click on "Update Field", you'll be asked whether you want to "Update page numbers only" or "Update entire table". Click the radio button next to the option you need.

5. What do I write in my preface?

The Faculty of Graduate Studies provides examples for a number of preface types. You can use this document as a guide for how to write your preface statements.

6. Can you check if there problems with my thesis? Can you format my thesis?

We can provide support to you while you format your theses, but we are not an editing service and cannot give you the final word on whether your thesis will be accepted by the Faculty of Graduate Studies. Neither can we format your theses for you.

We can, however, provide appointment-based instruction and support for how to use Microsoft Word to meet theses formatting requirements, as well as feedback for some of your formatting questions.

If you are looking for a pre-review of your thesis, please contact the Faculty of Graduate Studies at graduate.thesis@ubc.ca.

Are you still unsure whether we can help? Send us your questions and we will get back to you with more information.