

# Little Things Mean a Lot: Tips and Tricks for Formatting Your Thesis

Fall 2012



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THE UNIVERSITY OF BRITISH COLUMBIA

# Welcome!

- Your facilitators today are from the UBC Research Commons, a new (2012) initiative sponsored by the Humanities and Social Sciences Division of UBC Library, the Faculty of Graduate Studies, and the Centre for Teaching, Learning and Technology
- Thanks for coming!



# Agenda

- Introductions and Organization
- Thesis Formatting Support
- Components of the Thesis
- Practice!
- Remaining Questions?
- Wrap-Up/Evaluation



# What do YOU Need?

- Where are you in the thesis-writing process?
- What are your main concerns about formatting?
- Other concerns?



# Thesis Formatting Support

- Faculty of Graduate Studies (FoGS)  
<http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>
  - Website includes thesis formatting checklists
- Research Commons  
<http://koerner.library.ubc.ca/services/research-commons/>



# Thesis Formatting Support: Contacts

- FoGS

[graduate.thesis@ubc.ca](mailto:graduate.thesis@ubc.ca) (pre-reviews and questions)

[daniel.fritz@ubc.ca](mailto:daniel.fritz@ubc.ca) (Senior Thesis/Information Clerk)

[lindsey.bruce@ubc.ca](mailto:lindsey.bruce@ubc.ca) (Thesis/Information Clerk)

- Research Commons

[research.commonson@ubc.ca](mailto:research.commonson@ubc.ca)

Service desk on 2<sup>nd</sup> floor of Koerner Library



# Other Helpful Resources

- Checklist: Do you need ethics approval?

<http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/ethical-issues>

- Office of Research Ethics (research with humans): [research.ubc.ca/ethics](http://research.ubc.ca/ethics)
- Office of Research Services (research with non-humans): <http://www.ors.ubc.ca/home>



# Other Helpful Resources

- Copyright Office  
<http://copyright.ubc.ca/>
- cIRcle (UBC Institutional Repository)  
<https://circle.ubc.ca/>
- Writing Centre  
<http://cstudies.ubc.ca/writing/>





# Things to Keep in Mind When Formatting

- Consistency
  - Headings and subheadings (numbering, style)
  - Figure/table labels and captions (numbering, style)
  - References (in-text, bibliographic section)



# Things to Keep in Mind When Formatting

- Readability
  - Font size and font type
  - Figures/tables (size, size of fonts, placement on page)
  - White space (spacing, page margins)



# Things to Keep in Mind When Formatting

- Professional and External Expectations
  - General format of theses/dissertations across universities
  - Library and Archives Canada



# Thesis Template

- Word .docx format; user's guide coming soon
- Vetted by FoGS
- Available through  
<http://koerner.library.ubc.ca/services/research-commons/thesis-formatting-info/>
- In this workshop, we'll be using a practice version of the template – NOT the real version!



# Useful Views/Tricks in Word

- Outline View
  - “View” tab, or bottom toolbar
- Navigation Pane
  - “View” tab
- Showing Hidden Codes
  - “Home” tab, paragraph symbol



# Title Page

- Your name (as indicated on SSC)
- Program name
- Parentheses (required where they're indicated!)
- Date (of submission to FoGS)
- Page number



# Abstract

- Word count (maximum 350 words)
- Page number
- Line spacing
  - Either 1.5 or double
- Paragraphing
  - This is the first place you'll need paragraphs; must follow the style of the rest of the thesis

# Preface

- When do you need a preface?
  - Collaboration information
  - Ethics approval information (certificate #(s))
  - Publication information
- What goes in the preface?
  - Information about collaborations/ethics/publications **only**
  - **NOT** ethics certificates or publications





# Table of Contents

- How to get it to work the way it does?
  - Use “Styles” for your headings
- How to update?
  - Use the “References” tab or right-click in the TOC
  - Updating the TOC should be one of the last things you do before you submit!



# List of Tables/Figures

- How to get it to work the way it does?
  - Insert “Captions” for your tables/figures (under the “References” tab)
- How to add in a new one?
  - Under the “References” tab, “Captions” box, “Insert Table of Figures”
- How to update?
  - Same as TOC

# Dedication

- Changing the heading to white (optional)
  - Make sure to check the Table of Contents if you change the heading to white; you may need to change the word “Dedication” back to black in the TOC afterwards



# Chapters and Sections

- Headings
  - Use “Styles”
- Where should they start?
  - New chapters should start on a new page
  - Section headings should have at least one line of text after them at the bottom of a page
- How to number them?
  - No particular rules, but be consistent!



# Tables and Figures

- How do I get captions?
  - “References” tab
- How to number them?
  - Either by chapter (1.1., 2.1) or consecutively through thesis; be consistent!
- When do I need landscape pages?
  - If you’ve got a table/figure that’s too big to fit (and be readable) on a portrait page

# Bibliographic Section

- What style should I use?
  - That depends on your discipline. Be consistent!
- What should I title it?
  - That depends on the style you're using. Note that "References" and "Works Cited" only include works you've actually referred to.



# Appendices

- What should go in an appendix?
  - Only things that are referred to in the body of the thesis
  - E.g., detailed methodologies, samples of surveys, diagrams of equipment, details of data
- What shouldn't go in an appendix?
  - Ethics certificates
  - Publications
  - Signatures/personal information

# Particular Questions?



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# Wrap-Up

- Evaluation form: Please complete!
  - Available through  
<http://www.surveyfeedback.ca/surveys/wsb.dll/s/1g1e77>

Thanks for coming!

