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

Winter 2013

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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 and Postdoctoral Studies, and the Centre for Teaching, Learning and Technology

- Thanks for coming!

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Agenda

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

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What do YOU Need?

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

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Thesis Formatting Support

- Faculty of Graduate and Postdoctoral Studies (G+PS)
  http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation

- Research Commons
  http://koerner.library.ubc.ca/services/research-commons/

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Thesis Formatting Support: Contacts

- G+PS
  graduate.thesis@ubc.ca

- Research Commons
  research.commons@ubc.ca

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

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Other Helpful Resources

- Copyright Office

  http://copyright.ubc.ca/

  Thesis and Dissertations copyright guide:
  http://copyright.ubc.ca/help-and-resources/theses-and-
  dissertations/

- cIRcle (UBC Institutional Repository)

  https://circle.ubc.ca/

- Writing Centre

  http://cstudies.ubc.ca/writing/

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Other Helpful Thesis Resources

- Your supervisor/committee
- Your department (other professors, grad student support staff)
- Your peers (in your department, in other departments)
  – Thesis Support Group?

  Don't be afraid to ask for help!

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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)

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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)

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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; Vetted by G+PS
- User's guides for PC (Word 2010) and Mac (Word 2011) also available
- 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!

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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 G+PS)
- 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

- Effective May 2013, **all** theses and dissertations require a preface
- Must include a statement detailing the student's contribution to
  - Identification and design of the research program
  - Performance of the various parts of the research
  - Analysis of the research data
- Content must be verified by the supervisor

Preface

- Other information to include, if appropriate
  - Collaboration information
  - Ethics approval information (certificate #(s), NOT certificates)
  - Publication information (NOT publications)
- If none of these apply to you and you did all the work yourself, your preface can be very short!

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?

Wrap-Up

- Evaluation form: Please complete!
  - Available through
  http://www.surveyfeedback.ca/surveys/wsb.dll/s/1g222b

Thanks for coming!

Need Help?

Phone
604.822.5034

Email
research.commons@ubc.ca

Online Help
http://tinyurl.com/by7x8c4

Workshops
http://tinyurl.com/3ejl4xu

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