

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

Fall 2012

Research Commons
research.common@ubc.ca



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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 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



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 Studies (FoGS)
<http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>
- Research Commons
<http://koerner.library.ubc.ca/services/research-commons/>



Thesis Formatting Support: Contacts

- FoGS

graduate.thesis@ubc.ca (pre-reviews)

max.read@ubc.ca (Associate Director, Student Academic Services)

daniel.fritz@ubc.ca (Senior Thesis/Information Clerk)

- Research Commons

research.common@ubc.ca

Service desk on 2nd floor of Koerner Library



Other Helpful Resources

- Office of Research Services (research with non-humans)

<http://www.ors.ubc.ca/home>

- Office of Research Ethics (research with humans)

<http://research.ubc.ca/ethics>

- Copyright Office

<http://copyright.ubc.ca/>



Other Helpful Resources

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



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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)



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



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Thesis Template

- Word .doc format
- Will be available soon through the Research Commons website (currently being approved by FoGS)
- In this workshop, we'll be using a practice version of the template – NOT the real version!



Components of the Thesis

- Checklists are available at
<http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/resources-thesis-preparation-checking>



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
- How to add in a new one?
 - Under the “References” tab
- 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



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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
- Thanks for coming!



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