

Word Processing for a Thesis, based on UEA instructions**[Word 2016 version]****Paper**

To be A4 size, weight 70–100 g/m², which is the standard paper we use in photocopiers and printers at UEA.

Word Count

You can read the word count on the Word status bar, at the bottom left of the screen, or you can select the text to count the words of and read that on the status bar, eg 27 OF150 WORDS.

Margins

Margins must be ≥ 1.5 cm, and binding edge margin must be ≥ 4 cm. So the normal default setting (of 2.54cm) is fine for all but the binding edge. If intending using both sides of the paper you must make sure that the print does not show through from the other side.

Click on Page Layout tab, Margins, Custom Margins...

To use just the front (recto) side of the paper: alter the left margin to 4cm.

To use both front (recto) and reverse (verso) sides of the paper: Set 'Multiple Pages:' to 'Mirror margins', then set the Inside margins to 4cm.

The reason we don't use the smaller 1.5cm setting is because when inserting page numbers in a header, they would not be sufficiently separated from the text on the page.

Font

Height of text should be 2mm (11pt approx) or more. Arial 11pt or Times New Roman 11pt both look fine, but 12pt is probably a better size if you want to be closer to the expected number of characters per line (see below).

Alignment

Text should be set with even or proportionate spacing between words. This is automatic in Word. Left aligned text (the default) is usually used. The paragraph below demonstrates the setting.

Characters per line, line spacing and paragraphs

The guidelines say that there should be 60-70 characters including word spaces per full line. This is very difficult to achieve with any level of accuracy and one wonders why it is expected. If you use text of 12pt and the margin settings suggested above you will be close enough. I wouldn't want to increase point size above 12pt. Set the line-spacing to 1.5 throughout (double line-spacing may be used if you wish but it will increase the overall number of pages).

It should be clear where a paragraph starts and ends – I suggest that the default 'After' paragraph spacing of 10pt is fine. That's what we have in this document.

Tables

Tables shouldn't be reduced or stretched to fill space. The table is to appear complete on one page if possible (if longer it may span a page break). It should be in the same orientation as text, so upright on portrait oriented paper. This means you can't really have a very wide table, but they do allow for a sideways/landscape table if absolutely necessary – this is problematic to achieve but below is a way that won't cause problems with section breaks and page numbering.

A number and title (ie a caption) should appear below each table. If the table occupies more than one page it has to have the number on each page – they don't suggest where on the first page, so I'd suggest manually splitting the table so that a caption can be placed beneath both halves. It makes sense to add a proper caption to the first part of a split table (as explained next) but manually put an identical caption beneath the second part of the table – the reason for this is so that only the first caption will appear in an automatically generated list of tables, which you might want to create for the thesis.

To add a caption to a table: Click in the table then click on References tab, Insert caption. Make sure Label: is set to 'Table'. Change the Position setting to 'Below selected item' and add some detail to the end of the caption which begins 'Table 1', then click OK. The font and colour of the caption is controlled by a style – you could alter this style in the template, but it is probably easiest to select the caption and manually change it to something that fits with your body text, eg Arial, Black, 10pt.

The character size in a table should be “large enough to allow the table to be reproduced without risk to legibility.” They do not specify what this might be. You could probably reduce it to 10pt to accommodate more text yet still look ok.

A series of tables must all look the same.

Having a sideways/landscape table with a caption

Create a blank new document in landscape orientation, and create your wide table. Then turn off the editing marks and text boundaries (if on) so you get a clean image of the table with no extra lines or symbols:

Click on **Home** tab and click on **Show/Hide** button  to hide editing marks.

Click on **File** tab, **Options, Advanced** (on left), scroll down to 'Show document content' heading, uncheck 'Show text boundaries', click **OK**

Increase the zoom setting (slider at bottom right of screen) to make the table as large as possible on the screen but without losing any of it.

Capture an image of the screen by pressing **[Alt]** and **[PrtScn]/[PrintSc]**.

In a blank portrait-oriented document paste the image with **[Ctrl]** and **[V]**.

You must now crop the image to leave just the table, so click in the image, then click on **Format** tab, **Crop**. Drag the markers in to crop the image so just the table is

retained. Click away from the image to exit cropping, then click on the image again and resize it. You should now see an image of the table like this...

| Film | Year | Gimmick | A value | B value |
|-----------------------------|------|-----------------|---------|---------|
| The Hypnotic Eye | 1960 | Hypnomagic | 12 | 567 |
| 13 Ghosts | 1960 | Illusion O | 2 | 35 |
| Terror in the Haunted House | 1959 | Psycho-rama | 7 | 243 |
| Mr Sardonicus | 1961 | Punishment Poll | 20 | 119 |

Rotate the image to make it appear sideways on the page, with the head of the table to the left edge of the page. To do this click in the image, **Format** tab, **Rotate**, **Rotate Left 90°**. Click in the image and copy it with **[Ctrl]** and **[C]**.

On the appropriate page in your thesis paste the image.

Make any necessary adjustments to size and position. It is likely the table will be the only thing on the A4 page but you need to leave a little space below it for the caption.

Click in the image of the table and add a caption as explained above.

Although this is an image and not a table, if you label it as a Table it will be accepted as one.

The final result should look something like the example shown right. Notice that the caption is the same as your upright tables and it will be numbered correctly within the series of tables.

Headings

Headings are used to indicate the hierarchy in the document content. They need to be distinguishable from each other by position (indentation) and/or typography (point size, bold, italics etc). You can also use greater paragraph space to emphasise a heading (greater than that used between normal paragraphs) but you mustn't use less space.

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| Film | Year | Gimmick | A value | B value |
|-----------------------------|------|-----------------|---------|---------|
| The Hypnotic Eye | 1960 | Hypnomagic | 12 | 567 |
| 13 Ghosts | 1960 | Illusion O | 2 | 35 |
| Terror in the Haunted House | 1959 | Psycho-rama | 7 | 243 |
| Mr Sardonicus | 1961 | Punishment Poll | 20 | 119 |

Table 1 - Film Gimmicks

Illustrations

Labels with thin line linking clearly to the relevant part of image can be used as shown below:



Figure 1 - Posters

In this example a text box was inserted for the label and the shape outline (border) removed. The line was an inserted shape. Note that you need to take care that the line can be seen against the detail of the picture – perhaps a slightly thicker line, or angle the line so it goes across a lighter part of the picture, or lighten the picture (click on it, Format tab, use the Adjust group of tools on the left). The text box could be placed on the image and would have a white background by default.

The UEA instructions say “A legend shall accompany each illustration.” According to Wikipedia, a legend is “a key to the symbols and color codes on a map, chart, etc.” Not all illustrations are maps or charts, sometimes they are just pictures, so a legend may be irrelevant. If a legend *is* appropriate then use a text box to contain it.

A caption can be used and this may be all that is needed to say what the picture is of. If you add Captions to all illustrations (see examples on this page) you can then generate a list of figures (explained next page).

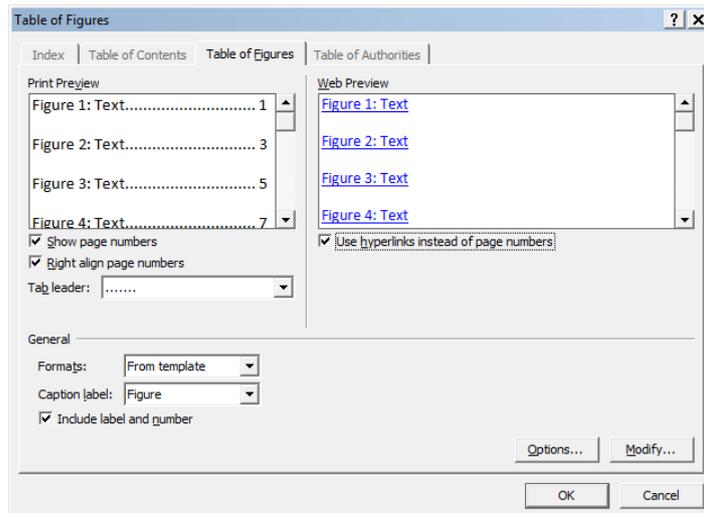
To add a caption to an image, right-click on the image, click on **Insert Caption**. Make sure Label: is set to 'Figure'. Add some detail to the end of the caption which begins 'Figure 1', then click **OK**. The font and colour of the caption is controlled by a style – you could alter this style in the template, but it is probably easiest to select the caption and manually change it to something that fits with your body text, eg Arial, Black, 10pt.



Figure 2 - Buttercups

Table of Figures

If you have added captions to illustrations or tables you can automatically generate a table of figures or a table of tables in your thesis. Place your cursor at the appropriate position (usually just after your table of contents). Click on **References** tab, **Insert Table of Figures**, **OK**.



| | |
|-----------------------------|---|
| Figure 1 - Posters..... | 4 |
| Figure 2 - Buttercups | 4 |

The default settings are usually fine, though if you want to generate a table of tables, change the Caption label: to 'Table'.

Numbering

Use Arabic numerals throughout, eg 1, 2, 3.

Page numbers should be clear of the text. Put them in a footer or header which will place them in the margin space.

The title page should be counted (as page 1) but not numbered. In Header/Footer use 'Different first page' option, or have title page as a separate Word section and start numbering on next page/section at '2'. Otherwise all pages are numbered, and blank pages should be avoided.

Chapters are simply numbered from start to finish, Chapter 1, Chapter 2 etc. Appendices are numbered in a separate sequence from chapters, so probably start at 1 again though you may wish to use a different number format such as Roman numerals.

Illustrations are numbered consecutively, eg Figure 1, Figure 2 etc.

Tables are numbered consecutively, separately from illustrations, eg Table 1, Table 2 etc.

There is nothing in the instructions to say you should use complex legal numbering systems, eg 1, 1.1, 1.2, 1.1.1 etc, unless your school specifically asks for it. This document only covers the general UEA requirements.

Bibliographical References

Superscripted number immediately after the word in the text² or in brackets(2)

OR

Cite author's name and date of publication after word (Smith, 2012)

Bibliography in alphabetical order of originators' names (sort automatically in Word) or "if the bibliography is long, according to a conventional bibliographical system".

Must be consistent throughout thesis.

Many will be using EndNote which looks after all this automatically. The use of EndNote is not covered in this document.

Expected Sequence of Material in a Thesis

Title Page:

Full title and any subtitle

Full name of author followed by qualifications and/or distinctions

Qualification for which the thesis is submitted

Name of the University

Name of the School or Institute in which research conducted

Month and year of submission

Abstract Page

Abstract on its own page, max 300 words. A synopsis of thesis, nature and scope, contribution made to knowledge

List of Contents

List of main parts of thesis with page numbers, titles of chapters, sections and subsections, list of references, bibliography, list of abbreviations, appendices, index (ie the pages that these items are on!)

Automatically generating a table of contents in Word is very helpful as it will ensure the page numbers are correct, and it can easily be updated when there are changes. But it does depend on you formatting relevant headings with Word styles, and this will probably mean setting up a template so you can dictate how these styles/headings will appear. It's not difficult but you'd have to learn how to do it.

List of Tables, Illustrations etc

List of accompanying material

Preface

Acknowledgements

The text of the thesis divided into chapters, sections etc

Appendices

Additional material that if included in text would interrupt its flow. Presented in the same style as the main text.

Definitions

Terms specific to the thesis, abbreviations and codes used in illustrations

Glossary

Terms requiring explanation and abbreviations used

List of references

Bibliography

Index

E-theses

On the UEA website at <http://www.uea.ac.uk/is/etheses> it says, "From January 2013 there has been a change of University policy regarding the deposit of your thesis. From that date you are required to deposit one hard copy and one electronic copy with the Postgraduate Research Office, the one electronic copy will then be held in UEA's central repository on open or closed access, depending on circumstances." There is also the option to redact the electronic copy if there are copyright or confidentiality issues. I am aware that there is a free Microsoft Word add-in that enables you to redact properly (so that no-one can access the censored words) but at the time of writing I am waiting to hear if UEA will provide this software and give any support. I will update this document when I have any further information.

You can still redact manually by applying a black highlight to text (which should itself be black) then making the file read only. A useful step-by-step illustrated guide can be found here <https://www.wikihow.com/Redact-in-Word>

Joining separate documents together

You should normally be able to create the thesis as a single Word file, but if you have for some reason created separate files (eg each chapter as a separate Word document) you can join them together. How easy and successful this is depends on how you have formatted the separate files – if they all have the same formatting (ie margins, orientation) the material should not change in appearance.

Using this method, the document text, specific text formatting, images, equations, index marks and text boxes will be preserved. However, anything outside of the document text, such as headers, margins or orientation will not be kept – you will have to set these up again and insert any necessary section breaks.

Open the first document in the sequence, eg Chapter 1

Press **[Ctrl] & [End]** to go to the end

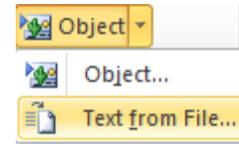
Insert a Page Break or a Next Page Section Break (*you will need the latter if you intend having different headers for the different chapters*)

Click on **Insert Tab** then on down arrow next to **Object** button

Select **Text from File...**

Locate and select the next document, eg Chapter 2

Click **Insert** button



The text from the second file is inserted at the current cursor position. Check the formatting and note whether you have to make any adjustments.

Further Instructions

If you are not familiar with techniques such as automatically generating a table of contents, or using section breaks in Word documents, you are directed to the CSED training booklets on the web.

Visit <https://portal.uea.ac.uk/csed/resources> then under “**INFORMATION & COMMUNICATION TECHNOLOGY**” click on **CSED IT Documentation** where you will also find links to UEA Guidelines (upon which this document is based) and information about submitting an e-thesis.