Formatting a

THESIS, DISSERTATION or FINAL YEAR PROJECT

for submission at the University of Hull using the official templates

A step-by-step guide by the University Library Skills Team
Introduction

The University of Hull have approved a set of templates to use when writing your thesis or dissertation documents.

There are 4 templates:

- Numbered Thesis or Dissertation Template
- Unnumbered Thesis or Dissertation Template
- Numbered Chapter Template
- Unnumbered Chapter Template

Your supervisor should be able to advise you on whether to number your headings and therefore which to select.

The main templates (Numbered Thesis or Dissertation Template and Unnumbered Thesis or Dissertation Template) can be used either as stand-alone documents if you are working in a single document or can be combined with the Numbered Chapter Template or Unnumbered Chapter Template (as appropriate) if you wish to work on each chapter separately.

Please note the layout and formatting instructions given in this booklet are not the only acceptable options – but these are agreed recommendations.

The instructions here are for students using Microsoft Word 2013-2019/365 for Windows. Most of the instructions will be the same for Mac users but there may be some slight variation in screen shots. We advise Mac users use Word 2016 or later.

Please note, all students and staff at the University of Hull can download free Office 365 (includes Word) by visiting the ICTD SharePoint site.

Skills Team
University Library
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Using template files

Template files (with the .dotx extension) work slightly differently to standard document files. When you double click on one to open from a file list, it opens a new file based on that template rather than the template itself. This means you can open several documents based on the same template which you can then easily amalgamate into one document at the end. This is obviously ideal for all your different thesis chapters.

- Whenever you want to start a new chapter document, locate your Chapter Template file in your thesis folder and double-click it.

Modifying a template

- If you want to open the actual template (for example if you realise you need to modify a style), always right-click on the template name in your file list and choose the Open option.
- Alternatively, open it from within Word itself using the File, Open option.

Applying templates to existing documents

If you have already written some chapters and want to apply the template to an existing document, please see Appendix 1.

Using the University of Hull templates

Each of the Thesis or Dissertation Templates contains explanatory notes to help you use them:

You will find explanatory notes throughout each template in dark blue, accompanied by a red line (left). Please ensure you delete all of these out of your document before submission. Any writing you do over explanatory notes needs changing back to the normal style.

The Chapter Templates are each a single page document with the margins, styles, captioning and numbering styles all set to match those in the Thesis or Dissertation Templates.

Downloading the University of Hull templates

The templates can be found on the MS Word introduction page in the Skills Team’s Software for Academic Use online guide.
Modifying Margins – for documents that do not require binding only

If you are writing up a final year undergraduate dissertation or independent study, then you do not need to print and bind your document and the extra binding margin set in the templates is not required. You can remove this quite easily as follows:

- On the **Layout** ribbon, click the **Margins** button at the far left.
- Select **Custom Margins** from the very bottom of the list that appears.
- In the **Gutter** setting, change 2 cm to 0 cm
- Change the **Apply to** option at the bottom of the box to be **Whole document**.
- Click **OK**.
Working with text

All four templates have pre-formatted text styles for you to use. These are in acceptable format for most theses and dissertations. There is some flexibility allowed in these however, and if you wish to amend them, please see Modifying Styles below.

Accessing styles

One place to access the styles is the Style gallery on the Home ribbon:

![Style gallery screenshot]

However, if you are going to be working with styles a lot (and you will be!), it is better to display the Styles pane as follows:

- Click the small launcher button in the bottom right of the Styles section of the Home ribbon.

  *This will display the floating Styles pane.*

- Drag on the word ‘Styles’ at the top of the pane and move the floating pane to the right until it docks to the edge of the screen.

  *It will feel like you are dragging it off the screen – don’t worry that is correct. It will suddenly jump back and fix itself.*

- Click on the Show Preview option at the bottom of the pane to be able to see what the styles actually look like.

  ![Show Preview button]

Applying styles

For most styles, you only need to have an insert point in the paragraph you wish to apply it to before selecting the style – selecting the actual text is not necessary.

- Click into the paragraph/heading you want to apply a style to.

- Click on the style name in the Styles pane.

  *The text will change to show the new style formatting.*

Modifying Styles

There is no requirement to modify any of the styles. However, some students, supervisors or external examiners may require slight modifications. Please note that if you intend to use the Chapter Template as well as the Thesis Template you should modify the styles to be the same in both. If you have already created some chapter documents and need to modify the styles, we recommend you modify them in the Chapter Template and then apply this to your existing documents as shown in Appendix 1 on page I.
The main two things that can be changed are:

- The font and text size (currently set to the UoH standard of Calibri 11 point but some may prefer a serif font such as Times New Roman and 12 point)
- The line spacing (currently set to one and a half, but some may require double).

**Modifying the Normal paragraph style**

Change the settings for all normal paragraphs in your document as follows.

- In the Styles pane on the right, hover over the Normal style so that you can see the drop-down option to the right of the name and click it.
- In the list that appears, select **Modify**…

*This opens the Modify style dialog box shown below right.*

Make the changes you need using the Formatting tools in the centre of the box (highlighted in the image).

**Changing the font**

- If you wish to change font, click on the dropdown alongside the Font box (where it currently shows Calibri (Body)) to get the drop-down list of options and choose Times New Roman.

**Changing the font size**

If you prefer 12 point:

- Click on the dropdown alongside the Font size box (currently 11) and choose 12 from the list of options.

**Changing the line spacing**

To change to double line spacing:

Click on the right button in the line spacing section (the buttons showing 3 horizontal lines differently spaced).

**Modifying some other styles**

There is no requirement to modify any of the other styles unless you have changed your Normal style to be double-line spaced

If that is the case, you will need to increase the spacing around your Heading 2-4 styles and your Quote style.
• In the Styles pane, hover over Heading 2 and use the drop-down button to select Modify from the list.
• Click once on the Increase Line Spacing button as shown on the right.
• Repeat for each of the other heading styles you may be using and the Quote style.

Updating the Table of Contents (TOC)

When you make substantial changes in your document you need to update the TOC.

• Click into your TOC.
• At the top you should see an Update Table option. Click this.

The small Update Table of Contents box opens:

You have two options...

• If you have not added or removed or changed any headings, choose Update page numbers only.
• If you have added or removed headings or changed headings, choose Update entire table.
• Click OK.

Your TOC will be updated.
Working with Images and Tables

This document does not give instructions for inserting images or inserting and formatting tables. If you require help with this then please see Microsoft’s own help available from https://support.office.com.

When you have images and tables in your dissertation or thesis it is necessary to caption them with figure and table numbers and labels. It is also best practice to use cross-referencing to refer to these within the text.

Adding a caption and numbering to images

- Select the image.
- On the References ribbon, click the Insert Caption button.

    This will open the following dialog box:

    ![Caption dialog box]

- Add an appropriate caption after the text “Figure 1”. You may wish to add punctuation between the number and the caption.

    i.e. Figure 1: A ginger kitten

    Figure 1 – A ginger kitten

    Figure 1. A ginger kitten

All of these would be acceptable – it is personal choice – just be consistent.

If chapter numbering is not present in your number (i.e. Figure 1.1, Figure 2.1 etc) click on the Numbering button.

    This will open the dialog box on the right.

- Check the Include chapter number box.

    This will only work because chapter numbering is included in your Heading 1 style.

- In the Use separator drop down list, select . (period) to include a full stop between the chapter number and figure number rather than a hyphen.

    This is more commonly seen in academic work.
• Click OK.

• Click OK again.

*The caption should appear under your image like that shown on the right. It is automatically formatted using a style called Caption.*

Figure 1.1: A ginger kitten

These caption numbering settings will be set for all future figures.

**Note,** if you get an error message in your caption it is because no text in your document is using Heading 1. Make sure your chapter headings are using Heading 1 and then right-click on the caption and choose Update Field to put this right.

**Adding a caption and numbering to tables**

• Place an insert point somewhere in your table.

• On the References ribbon, click the Insert Caption button.

*This will open the same dialog box as before.*

*If necessary, change the label to Table (sometimes it does this automatically, sometimes not).*

• Again, if chapter numbering is not present, click on Numbering and then the Include chapter number option and use the same settings as for your figures.

• Click OK.

• Add a caption to your table (i.e. Table 1.1: Amazing data) using the same separator that you used for figures.

*Note that the default setting for table captions is that they appear above the table, whereas figure captions appear below images – this is the convention for most academic work so you do not need to change this.*

• Click OK again.

*Your caption should appear above the table as shown here:*
Using the Caption extra style

The Caption font is automatically applied when you use the Insert Caption option to label your figures or tables (see page 5 for help with this). However, if you want to put text in one of your figure/table captions that you do not want to appear in the lists of figures/tables (for example referencing or copyright information) then you would need to use the Caption extra style. This extra text should be in a paragraph of its own immediately beneath the caption.

- Press Enter after your caption and type the extra text you need.
- Apply the Caption extra style from the Styles pane.
- Click back into your original caption.
- Display the Layout ribbon and change the After spacing to 0.

*This will remove the extra spacing between the Caption and Caption extra text.*

Using the Table text style

There is an additional style in the document to use for text in tables. It is slightly smaller, single line spaced with a little space above and below.

- Select the text in your table.
- Apply the Table text style.

*You may wish to embolden the text in your table headings separately.*

Updating the Lists of Figures/Tables/Equations

There are already place-holders in the document for your Lists of Figures and Lists of Tables. These can be found immediately following the Table of Contents.

- Right click on the placeholder or table you want to update.
- Choose Update Field.

*You will be given the same options as for a TOC:*

- If this is the first time you have updated it, or you have added extra figures/captions choose Update entire table.
- If you just think they may have moved pages, choose Update page numbers only. Cross-referencing to tables, figures etc.

There are many times when writing a long document such as a thesis or dissertation that you want to direct the reader to other parts of the document. The most common type of cross-

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1 If you wish to use numbered equations, please see Appendix 2: Numbering equations.
2 For cross-referencing to equations, which is slightly different, see page IX.
reference is to figures or tables for example (see Table 3.2) which may become Table 3.3 when you add another table in a later draft.

This is where cross-referencing is invaluable.

**Adding a cross reference to a Table or Figure**

- In your text, where you want the cross reference to appear, type the text you want to precede the reference. For example (see

  *Include a space after the word ‘see’.*

- On the References (or Insert) ribbon, click the Cross-reference option.

  ![Cross-reference ribbon](image)

  *The Cross-reference dialog box will open*

  - In the Reference type box, select Figure or Table as appropriate.
  - Select the appropriate figure or table from the list that appears.
  - Change the Insert reference to option to be Only label and number.
  - Click Insert and then click Close.
  - Continue typing to close the bracket and press space if needed.

  *If you click on the Figure text it will be highlighted to show it is a cross-reference and not just standard text (it also indicates it is a hyperlink to the actual figure).*

Over 30,000 clay tablets from (see Figure 2.1) providing religious and administrative

You may also want to write something like (see also Barriers to Engagement on page 122) with the knowledge that Barriers to Engagement may move onto another page at some point and you want to be able to auto-update the numbers. Note that you can also choose your headings or numbered text rather than figures or tables to enable this.
Updating all the cross references in your document

- Select all the text in your document (Ctrl A).
- Right click somewhere in the text and select **Update Field**.
  
  *The Update Table of Contents or Figures dialog box will open.*
- Select **Update entire table** and click OK.
- The dialog box heading may change to say Update Table of Figures – select **Update entire table** again and click OK again.
  
  *This should have updated all your cross-references at the same time.*

Creating landscape pages

If you have a large table or diagram in your thesis it may work better if it is on a landscape page rather than a portrait page.

To switch to landscape for just a page or two, you need to insert a section break (Next Page) before and after the pages you want to be landscape.

- Place your insert point at the beginning of the text/table/diagram that you want to be on a landscape page.
  
  *Sometimes it is easier to place it at the end of the previous page, it doesn’t really matter.*
- On the **Page Layout** ribbon, select **Breaks** and then **Next Page** under Section Breaks.
- Place your insert point at the beginning of the page where you want to return to portrait pages.
- On the **Page Layout** ribbon, select **Breaks** and then **Next Page** under Section Breaks again.
- Place your insert point anywhere on the page you want to be landscape.
- From the **Layout/Page Layout** ribbon select **Orientation** and then **Landscape**.
  
  *All the pages between the two section breaks should display in landscape orientation.*

Ensuring continuous page numbering

When you insert a landscape page the page numbering will probably restart at the beginning of each of the new sections you created. If this happens it can easily be rectified:

- Double click on the footer of the landscape section.
• Choose **Page Number, Format Page Numbers** and change it to **Continue from Previous Section**.

• Repeat in the footer of the next portrait section.
Combining files

If you are using the chapter templates to create each chapter in a separate file, it is a simple job to combine these into the thesis template. As they all have the same styles, margin settings etc, you can just copy from the chapter documents and paste into the full thesis document.

**Note**: EndNote users should read the section at the bottom of the page before undertaking this.

- Open your Chapter 1 document.
- Press Ctrl A to select the whole document.
- Press Ctrl C to copy everything.
- Open your Thesis document.
- Navigate to the page with the text “Chapter 1 Insert text here”.
- Select the text “Insert text here”
- Paste your text into the document (Ctrl V).
- Repeat for each of your chapter files.
- You may need to do some work combining your bibliographies.

*A note to EndNote users*

If you use EndNote, you need to convert to unformatted citations before you combine files. This will prevent you having multiple bibliographies or bibliographies that appear in strange places!

- On the **EndNote** ribbon, select **Convert Citations and Bibliography** and choose **Convert to Unformatted Citations**.
- Save your file.
- Combine the files as above.
- In your full thesis document, select **Update Citations and Bibliography** on the **EndNote** ribbon.
Appendix 1. Applying a template to an existing document

If you have already created some chapters before you create your template, or if you have updated something in your template and need that change to apply to documents already using that template, then you will need to apply (or re-apply) the template as described here:

- Open the document that you wish to apply the template to.
- From the File menu, choose Options from the bottom of the list.
- From the groups down the left edge of the Word Options window, select Add-ins.
- At the bottom of the Add-ins options, open the drop-down list next to Manage and select Templates.
- Click Go.

The Templates and Add-ins dialog box opens.

It shows the current document template (in this example Normal).
- Click the Attach... button.
- Navigate to and select the template you want to attach.

It does not matter if this is the same as the current template (if you have updated it for example).
- Click Open and then OK to apply the template.
- You may not see the changes straight away – if that is the case, close the document, saving the changes and then re-open it.

What will be applied
Styles and captioning settings will change but margins will not as these can be applied at a section level. You would therefore have to change those manually in each document.

The setting should be 2cm all around with an additional 2cm gutter.
Appendix 2. Numbering equations

This assumes that you want your numbered equations to be formatted as follows:

\[ a^2 + b^2 = c^2 \]  \hspace{1cm} (1)

Creating the Equation style

You need to create a style that has a centre-aligned tab in the middle of the page and a right-aligned tab at the far right of your page:

- Make sure you are in a new paragraph and that it is formatted with Main Text style.
- If your ruler is not already displayed go to the View ribbon and check the Ruler box.

\[ \text{A ruler should appear across the top and down the left side of your document.} \]

- Locate the point where the rulers would meet at the top left of the document. There is a small box showing the current tab type – which is a standard left-aligned tab ( \( \hfill \)).
- Click on this once to display the centre-aligned tab type ( \( \hfill \)).
- Click on the ruler where you want this centre-aligned tab to appear.

\[ \text{This is approximately 7.5cm if you have the required margins of Left = 4cm and Right = 2cm.} \]

- Click on the tab type box again to change the tab type to a right-aligned tab
- Click on the ruler at the far right-hand edge to place the tab.

\[ \text{You can drag the tab into position after you have clicked if you need to fine-tune it.} \]
- On the Styles pane, click the New Style button ( \( \text{New Style} \)).
- In the Name box, type Equation and click OK.

\[ \text{This will have created a new style that contains the tab settings you need.} \]
Adding a caption number to an equation

- Insert your equation where you want it to appear.
  
  *It usually automatically puts this in the centre of the page.*

- Click at the end of your equation and type an opening bracket i.e. ( 
  
  *The equation will be moved back to the left margin. Ignore this for now.*

\[ x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \]

- On the References ribbon, select Insert Caption.
- From the Label drop-down list, choose Equation.
- Check the Exclude label from caption option and click OK.
  
  ![Exclude label from caption]

  *The also automatically applies the Caption style to your equation and caption.*

- Type in the closing bracket i.e. )
- Reapply your Equation style to the paragraph.
- Press the Home key on your keyboard and then press the left arrow key.
  
  *The puts your insert point outside the equation although it doesn’t look a lot different.*

- Press the Tab key on your keyboard.
  
  *This will place the equation in the centre of the page at your first tab stop.*

- Move your Insert Point in front of the opening bracket of your caption number and press the Tab key again.
  
  *This will align your caption with your right-aligned tab.*

For this to work, you should not be able to see the ‘bounding box’ of the equation – it should just show a light grey fill:

- **Incorrect:**
  
  ![Incorrect]

- **Correct:**
  
  ![Correct]
Referring to your equation in the text

Unfortunately, although the cross-referencing tool does have the option to refer to an equation, when you try to use this it inserts the whole equation even if you choose “Only label and number”. Therefore, you need to bookmark your equation number and cross-reference to that bookmark instead.

Bookmarking your equation

- Select your equation number. 

  You can choose to include the brackets or not – it depends how you want it to appear in your text.

- On the Insert ribbon, select Bookmark.

- Give your bookmark a name.

  Make the name mean something about the equation rather than just calling it Eq1 etc (the number may change and you need to be able to recognise it). The name cannot have any spaces – use hyphens, underscores or camel case instead.

- Click Add.

  If the Add is greyed out then your name probably contains a space (see above).

Cross-referencing to your bookmarked equation

- In your text, type the introductory text you require.

  The quadratic formula can be see in equation ...

- On the References ribbon, select Cross-reference.

- Select Bookmark from the Reference type dropdown list.
• Select the bookmark you require from the list of bookmarks that appears.

• Make sure the **Insert reference to** option shows **Bookmark text**.

• Click **Insert** and then Click **Close**.

  The equation number should appear in your text – with or without brackets as you decided earlier.

  The quadratic formula can be see in equation (1).

**Updating your cross-referenced numbers**

As you add more equations, the numbers of the equation captions will automatically update – even if you add new ones before existing ones. Your cross-referenced numbers however, will not. You need to update them as follows:

• Select the entire document (Ctrl A).

• Right-click and choose **Update field** (or press F9).

• If you have tables of contents or tables of figures/tables in your document then you will be prompted to update these first – just click OK each time.