



THESIS WORKSHOP

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1 Goal: Producing your thesis by working smart instead of hard

- To reduce the work and stress required**
 - ◇ to meet the university requirements for producing a publishable thesis or project or extended essays.
- By helping you understanding thesis document essentials**
 - ◇ To prevent deadline crises
 - ◇ Why? Because these are the last requirements for graduation (besides paying your last debts to the university, of course)
 - Copyright compliance.
 - Ethics review compliance.
 - Referencing and citations.
 - Formatting needs.
- By drawing your attention to future needs**
 - ◇ The need to produce a work that will aid and not hinder your career
 - Because all theses and projects are going to be PDF'd and therefore have high visibility
 - ◇ Consequences of high visibility
 - **A thesis or project becomes the most public sample of your professional work**
 - Employers are already seeking out theses and projects to check up on graduates, as one said, **“Before we decide whether to give her an interview.”**
 - So your published work has to look as professional as the contents claim to be, because appearance, or body language, is more readily believed than words or text.
 - Theses and projects need to look close to professional reports in your field.
- To reduce the work it takes to achieve all this “value –added” in your thesis or project.**
 - ◇ Method: taking the lead time to learn the essential MSWord “work smart” tools.
- Prof. Harestad’s task matrix for producing a thesis**
 - ◇ Alton Harestad, in his workshop, talks about the thesis process in terms of task units, into which the work of writing, from raw data to finished write-up, can be broken.
 - Consider also how the work of formatting, from raw blank document to final edition, can fit in this matrix:

Section	Data collected	Data entered	Data analyzed	Words 1 (for yourself alone)	Words 2 (sharable with supervisor)	Words 3 Final edition
Formatting from regulations, without template or advanced skills	Start here studying regulations	Initially set-up document to comply	Manually set-up, edit and re-edit	End level of skills		
Formatting with template and skills	→	→	→	→	Start here	Polish

2 Essential elements of a publishable thesis

□ Referencing and Citation

- ◇ Know what plagiarism is, and how to avoid it.
 - <http://www.lib.sfu.ca/researchhelp/writing/plagiarism.htm>
- ◇ In-Text Citations required - standard academic acknowledgements of source, in the form prescribed by your chosen style manual. Manual preference is set (or left open) by discipline or department.
- ◇ For style, choose a manual and stick to it.
 - <http://www.lib.sfu.ca/researchhelp/writing/biblio.pdf>
- ◇ Reduce the workload by adopting reference management software early
 - <http://www.lib.sfu.ca/researchtools/refworks/BibSoftware.htm>
 - <http://www.lib.sfu.ca/researchhelp/writing/EndNoteGuidedTour.pdf>
 - <http://www.lib.sfu.ca/researchtools/citationmanager/citationmanagerhelp.htm>
 - <http://www.lib.sfu.ca/researchtools/refworks/>

□ Copyright - The divide between private research/study and publishing.

- ◇ Know the legal requirements and how to work within them.
 - <http://www.lib.sfu.ca/researchhelp/writing/thesesformatting/Copyrightissues.pdf>
 - <http://www.lib.sfu.ca/researchhelp/writing/thesesformatting/WorkingWithinCopyright.pdf>
- ◇ Copyright Acknowledgements and Permission
 - Acknowledgements required in text for any borrowed material, including personal communications, and without fail for all borrowed graphic material regardless of source: pictures, charts, graphs, tables in graphic form.
 - Copies of permission letters/emails required for delivery to Theses Office at time of thesis/project submission.

□ Ethics Review Evidence

- ◇ If the thesis/project includes human research, evidence of course pre-approval or copy of clearance letter from Office of Research Ethics required for delivery to Theses Office at time of thesis/project submission.
 - Author of thesis/project must be named in the letter as principle investigator or a co-investigator of the approved project.

□ Pages, Margins and Page Numbering

- ◇ Page size: 8.5x11 North American letter sized paper. A4 not acceptable.
- ◇ On screen page set-up: measurements: 1.5 (3.8 cm) left, 1 inch (2.5 cm) top, right and bottom, page number .5 inch (1.25 cm) from edge. This on-screen set-up prevents violation of “hard” print margins through shifting in printing and copying.
- ◇ Preliminary page numbers in small Roman numerals; main body and all following pages in Arabic numbers.

□ Basic Features

- ◇ Preliminary pages – Title page, Approval, Abstract, (Dedication, Quotation) Acknowledgements, Table of Contents, (List of Figures/List of Tables), (Glossary)
 - http://www.lib.sfu.ca/researchhelp/writing/thesesformatting/Checklist_OrderOfThesisParts_ps.pdf
- ◇ Main Body – Sections or chapters each beginning on new page, Subheadings as needed.
- ◇ Figures and Tables must have captions. When tables and figures are present, a list of tables and list of figures must appear in the preliminary pages.

- ◇ Reference List or Bibliography, in the form prescribed by your chosen style manual. Required for SFU theses and projects, even if the style manual says not required. A bibliography may have sub-divisions.
- ◇ Appendices as needed to support the main text. May appear before or after the reference list.

3 MSWord skills inventory - *How many skills do you have?*

The Quiz - an essential inventory

- ◇ These are the “work start” skills that will make your writing task smoother, and therefore faster, and multiply the “value-added” of any one task.
- ◇ How many are you going to need for a thesis?
 - Most of the top three sections: 18-20.

4 Guideline for reducing the frustration of repetitious revisions

If you are doing something repetitively, and your guts are screaming, “There has to be a better way than this!”: Listen to your tum.

- ◇ There is a better way. Go to the help menu right in the moment, and find it.
- ◇ The instant thrill when you teach yourself one, new small skill this way is a real high, and may serve you better than cocaine ever could.
- ◇ If you do this every time, you will not only reduce your inclination to an ulcer, it will produce a steep, but surprisingly painless learning curve.

Examples

- ◇ Paragraph – repetitive re-designing is hard to remember and excessive labour
 - Alignment
 - First line indent
 - Spacing before and after
 - Line spacing
 - Better still,: use styles to set up paragraph types for consistent use.
- ◇ Tabs – repeat tabs are the danger signal
 - A single customized tab can save you some carpal tunnel inflammation.
 - Can be built into a style, so that every paragraph of that type remains the same over iterations and re-design.

5 Taming MSWord to make your life easier

Goals:

- ◇ Gaining control of your tools
- ◇ Matching MSWord speed to your speed
- ◇ Making your preferences the first choice.

Help Menu:

- Search for automatic functions to find out how to turn them off, as needed.

Tools/Options/

- ◇ If available: View/Text boundaries - Tick
- Need to know that your tables and figures are right

- ◇ General/ Measurement/ Inches Centimetres
- ◇ Edit/Keep track of formatting - Untick
- ◇ Edit/Use CTRL and Click to follow hyperlink. Tick .
- ◇ Edit/Insert pictures and Graphics as: In Line with Text
- ◇ Spelling and Grammar choices – Explore to aid in own strengths and weaknesses.
- **Tools/Autocorrect Options/**
 - ◇ Autoformat As You Type/ can cause sudden, inexplicable formatting changes.
 - Define Styles Based On Your Formatting: Untick .
 - Set left and first line indent with tabs and backspaces: Untick .
 - ◇ Autocorrect/Replace text as you type: Paste in all your common typos and misspellings, and then paste in the correct versions.
- **Tools/Autocorrect Options/ and Format/Styles/ ▼/Modify/**
 - ◇ “Automatically Update” Untick .
- **Tools/Customize/**
 - ◇ Options/Always Show Full Menus
- **View/Headers and Footers**
 - ◇ Same as Previous” or “Link to Previous”
 - Click “Link to Previous” button to de-activate this feature –
 - The default I have not learned how to disconnect yet.
 - Reward offered to anyone who can tell me how.
- **Show All**
 - ◇ When formatting issues are the priority, turn on non-printing marks: click: to see space and change styles.
 - Can be turned off when writing has priority
- **Tools/Options/Security can generate unwanted security blocks**
 - ◇ Recent versions of MSWord have such high spam and virus security that they can block work getting done at all.
 - ◇ Frequently “add-ins” such as Endnote are completely blocked.
 - ◇ How to fix:
 - Go to: Tools/Options/Security/Macrosecurity button.
 - Select and click “Medium.”
 - If that does not permit your Endnote to work, then go back to select “Low”

6 Smoothing the writing/editing process

MS Word features that can aid writing – smoother leads to faster

- **SpellCheck 1 - Maximize your Dictionary**
 - ◇ Can be used to reduce manual corrections that break rhythm of typing.
 - ◇ Enter all reference list surnames and professional terms
 - Reduces amount of underlining and exposes true typos and spelling errors.
 - First ensure correctness, and then add all the names in your reference list to your custom dictionary.

□ **SpellCheck 2– Sweep your Mistakes under the Rug.**

- ◇ When a real typo or spelling error occurs: always add it to your Autocorrect Reduces repetitive corrections.
- ◇ Highlight the error. Click Spellcheck:
- ◇ Select correct spelling from the suggestions list. Click **Autocorrect**.
- ◇ Result: regular typos automatically disappear, and only misspelled names and specialized words and additional typos appear.
 - Continue adding these so all variants go into the Autocorrect list.

□ **Tools/Autocorrect Options/Autotext - not for everyone.**

- ◇ Autotext: Show autocomplete suggestions; To accept, hit Enter.
 - Too quick for you? Untick .
 - Too slow? Computer can't keep up with your thinking? Tick and add words you don't want to have to type in full all the time.
 - Very valuable for long terminology for which you customarily speak of in a shortened version, i.e. "typo" which stands for "typographical error."
 - Useful for when you habitually make the mistake of using informal speech when more formal language is required in writing.

7 Headings styles – 4 for the price of 1

What are headings generally for? and why you have to have them.

□ **Overview function for the reader**

- ◇ within text, headings demonstrate the structural relationship or framework of your ideas
 - Break up dense text, allowing readers to "plateau" in their thinking, shift perspective.
 - Permit consistent look and spacing to keep reader smoothly oriented to flow of the work

□ **Overview function for the writer**

□ **Generation of the Table of Contents**

- ◇ Provide guide to text in form of table of contents lines.
- ◇ Always use heading styles to create headings and subheadings.
 - Offers the writer an early overview of the draft text, as well as offering the reader an overview of the final edition.
 - Select from the "style pane" (where you commonly see **normal** in a box on the menu line).
- ◇ Then go to Table of Contents page
 - Use **Insert/Reference/Index and Tables/Table of Contents/Show page numbers** , **Right align page numbers** , **Tab Leader** [.....], **Show levels** **3or 4**.
 - Note that when many more levels of headings are in use in an early draft, a working table of contents that reflects all the headings is very useful.
 - As text is refined, and headings disappear, this work will be reflected each time the ToC is updated.
- ◇ Quick and easy update: place cursor in table, so table turns grey. Hit **F9** or **Right mouse/Update Fields**. Update entire table whenever additional headings are added or changes have been made to text of headings.

□ **Editing function: View/Outline mode. Headings for organizing ideas**

- ◇ Permit development of outline out of text - "grounded theory" approach" or "emergent" approaches to writing.

- Very useful for those who cannot write an outline first.
 - Papers can be drafted initially (roughed out) entirely in headings, using all 9 levels available, then the ideas can be easily moved around in relation to each other (above, below, nested together, higher/lower in hierarchy) so that the ideas are thought out, organized, inter-related; main ideas identified, expanded, and clarified before the work of writing good English starts.
 - **Bonus for ESL students:** or for ESL situations where initial thinking is easier in another language. This method allows the generation of an outline (Headings 1-4) from the initial outpouring of ideas.
- Automatic numbering**
- ◇ Easier than re-editing chapter and heading numbers
 - Can limit numbers to higher levels of headings with non-numbered for lower levels.
 - Enables automatic chapter/section numbering of captions, ie. "Figure 1.1"
 - Insert/Reference/Caption/**Numbering...**/ Tick Include Chapter Numbering.
 - ◇ Limitations of numbers
 - Chapter "1" not "One"
 - Can crash a Word document if combined with extensive automatic paragraph numbering and bulleting.

8 Captions for figures and tables

- Permit generation of required List of Figures and List of Tables**
- ◇ If figures or table appear in the work, numbered captions are also required, and a List following the Table of Contents is required.
 - Having the list early in drafting provides an inventory of those figures and tables completed
 - Save the labour of manually copy/pasting captions to create a manual list, and then constantly re-editing the page numbers.
 - ◇ How to: Above a table or figure (or below a figure if required by supervisors) use Insert/Captions.
 - Note **Format...** button. Used to configure chapter-based numbering, if automatic numbering is in use in headings, and for choosing format of that numbering (1.1, 1-1, 1:1)
 - Chapter numbering is dependent on having automatic numbering.
 - ◇ Numbers are automatically updated as new figures and tables are added.
 - If they don't update automatically, use Select Browse object button to move from field to field, and right mouse/update field to stimulate update.
 - ◇ On page with heading "List of Tables" or List of Figures": Insert/Reference/Captions/Choose Label/. Format **numbering** to include/exclude automatic chapter numbering, add separator etc. . Create new label as desired. "Exclude label from caption: Untick . Okay.
 - ◇ Never edit the lines in this list. Edit the captions. Then update the table.
 - ◇ To update: place cursor in table, so table turns grey. Hit **F9** or Right mouse/Update Fields. Update entire table.
- Cross-referencing Creates Mobile and Updatable text**
- ◇ Search and explore MSWord help menu for "cross referencing"
 - ◇ For the adventurous or the committed conserver of energy
 - If it seems cluttered or uncertain to you, forget it.
 - ◇ Insert/Reference/Cross-reference
 - Can be used in text to create updatable fields referring to tables and figures by number, so that they can be updated as additional figures and tables are added, and positions change due to editing

- Not for everyone – can be “too technical” a form of micromanagement of text.
- Need to be updated manually by browsing by field and clicking each field in turn.

9 Tables and figures editing (without re-editing)

- ◇ <http://www.lib.sfu.ca/researchhelp/writing/thesesformatting/StrategiesforFigsandTables.doc>

□ Tables

- ◇ The goal here is to make all tables fit the margins and glue the table to the caption to meet regulations:
 - so they appear on the page indicated in the List of Tables, but also
 - make tables flexible enough to stay together if they can, but
 - break only where you want, if they have to, while you are adding and removing text in the course of writing.
- ◇ Fitting into the margins
 - Autofit/ Autofit to contents – to adjust columns to content
 - Autofit/ Autofit to window – to adjust tables to margins correctly (boxes can be slightly outside).
 - Use Arial font for tables even in a Times roman document: this permits reduction of font to 10 pt or change to Arial Narrow, if needed.
- ◇ Always use Tables/“Headings Rows Repeat” in case tables have to break.
 - Repeats the selected heading row or rows on top of next page, making “continued” table caption unnecessary.
 - Disappears when table goes back together again due to adding and subtracting of text
- ◇ Always highlight selected rows of table: Format/ Paragraph/Line and Page Breaks/Keep with Next
 - Will hold an entire table together
 - Can be applied to caption, table and table notes (all but last row or paragraph) to hold entire unit together
 - “Keep with Next” can be removed from any table row situated above a table subheadings or other natural break, so that a long table breaks where preferred. Table will still come back together without editing if text above is added or subtracted.
- ◇ Choose any one table style , i.e. “Table Grid”, then customize it using Format/Styles with above features.

□ Figures

- ◇ The goal here is to glue the figure captions and the figures together so they appear together on the page indicated in the List of Figures.
- ◇ There is one exception to the rule that figures and their captions must be together, and that is when the figure is so large there is no room for the caption. The caption then goes, alone, on a preceding page.
- ◇ Always configure picture layout “in line with text”
 - This keeps picture sequential in relation to the text referring to it. Anchoring a picture to a page will leave a picture behind when text moves, so re-editing and dragging is constantly required.
 - Click on picture. Right click mouse. Choose “Format Picture/Text box/Object”/Layout/Inline with text.
 - This permits “keep with next” configuration between the caption and figure, to keep on same page.
 - Also permits centering and space before and after control through either manual Format/paragraph or creating a special paragraph style for this “base paragraph”

- ◇ Decide whether your figure caption will be above, as for tables, or below.
 - I recommend above, for consistency and smoothness in production, but your academic
 - Will require removing “Keep with Next” configuration of the caption created with Insert/Caption
 - Then manual formatting with Format/Paragraph/Line and page breaks/Keep with Nest for tables
 - And configuration of the paragraph where the picture is placed to have “Keep with Next.”
- ◇ Getting placement right, consistently
 - Set the default: Tools/Options/Edit/Insert pictures as **In line with text.**
 - Or after: Click on frame, then Right mouse/format picture/”Doggy in the window” “In line with text”.
 - Use or create a specialized paragraph style for placement and spacing: Format/Styles/. See new template with “para_pic_placement”, including “Keep with Next” if caption is placed below the figure.

**Bonus tool for checking tables and figures (and other features):
“Select Browse Object” Button**

- ◇ See lower right corner of MSWord window. A round button with a double arrow above pointing up and below pointing down.
 - Click the button to open a window offering types of document features.
 - Select one of these, i.e. the icon representing a table.
 - The double arrows turn blue to indicate they are active.
 - Click the lower double arrow to go to the next table, and the next.
 - The upper arrow leads to the preceding table.

10 Text formatting: structure first, basic formatting second, styling much later.

Why use a template?

- ◇ The basic design requirements for the university are pre-set for you.
- ◇ Contains tools and guidelines which facilitates easier writing
- ◇ Contains and highlights the tools that reduce the work required
- ◇ Offers set, but modifiable, styles for authors control and consistency with layout and spacing
- ◇ Facilitates personal styling with little additional time/labour because the looks of the features are not fixed in regulatory stone.
- ◇ Permits evolution of personal style while maintaining quality control of final document
 - http://www.lib.sfu.ca/researchhelp/writing/thesesformatting/ThesisTemplates_042.zip

Using or creating a template provides consistency plus freedom to evolve, so you can have it both ways.

Middle-of-the-road design is only the beginning , if you want more

- ◇ Basics don't have to be-re-invented, so your time isn't wasted.
- ◇ Permits greater time and freedom for personal style while maintaining quality control of final document

Switching templates

- ◇ Interchangeability of library templates

- Based on fact that the “style” names are identical. Ease of switching assumes that the same styles are being used in both documents. Any added or different styles would need to be updated with format/styles.
- **APA template allows strict compliance with faculty request to learn to use APA manuscript requirements,**
 - ◇ But also allows change to final print edition style in the 30 seconds it takes to change templates and automatically update styles.
 - ◇ AND permits switch back to APA if opportunity for submitting a paper comes later.
- **General paper template allows portions of previously written papers to be combined into the final thesis**
 - ◇ and then rapidly converted to a thesis template.

11 Essential MSWord style tools for thesis/paper writing

Systematizing and styling for control and efficient production

- **Document factors**
 - ◇ File/Page Setup/Margins: Left: ; Top, right/bottom
 - ◇ File/Page Setup/Page Layout/Header and Footer distance from edge:
 - ◇ Preview/
 - ◇ Landscape pages differences Top: ; Left/ right/bottom
 - ◇ Why?
 - Physical requirements of binding, microfilming, durability of the book;
 - Protection from image shifting in printing and photocopying.
 - <http://www.lib.sfu.ca/researchhelp/writing/thesesformatting/bestmargins.pdf>
- **Sections and Page Numbers**
 - ◇ Insert/Break/Section Break/Next Page
 - ◇ Insert/Page Number/Position, Alignment and Show number on first page [meaning: of this section]
 - ◇ Insert/Page Number//Format/ number format and Page Numbering /
 - Ⓐ Start at: .
 - or if after page 1, ⒶContinuous from previous section

12 Text design for organization



Format/Styles / ▼ /Modify/Format/

- **Styling: Text Design for Cohesion and Coherence**
- **Basic Concepts – cohesion and coherence**
 - ◇ Choosing a contemporary professional style that matches your career field
 - ◇ Selecting a style that is a good fit for yourself
 - ◇ Capacity for style evolution
 - ◇ Standardization for quality control


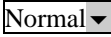

13 Headings

- ◇ Numbering optional
- ◇ Font choice and size optional
 - Size differential required to indicate hierarchy of headings as a structural guide for reader.
 - Room for individual taste
- **Spacing needs**
 - ◇ Heading 1 always begins a new major section or chapter, and always begins on a new page.
 - “Paragraph/Line and page Breaks/Automatic page break before is built into Heading 1
 - ◇ Set spacing before and after to manage for consistency.
 - Don’t waste labour by adding additional “enter” marks for paces
- **Control needs: Headings must never appear at bottom of page**
 - ◇ “Keep with Next” built in to attach headings and subheadings to following text.
 - ◇ Never use “Enter” marks for space again – they disable this function.

14 Table of contents/List of figures: using “styles”

- ◇  “Show All” to view the style in full
- ◇ Highlight paragraph “Enter”  mark **only**.
- ◇ Format/Styles .../ ▼ /Modify/Format/

15 Paragraphs and other set styles

- **Types of paragraphs which can benefit from pre-set styles**
 - ◇ Standard text – “para”
 - ◇ Numbered, bulleted styles
 - ◇ Block quotes, interviewee quotes, ornamental quotes
 - ◇ Reference list entries
 - ◇ Spacer, picture placement, table/figure notes
 - ◇ Captions
- **Creating new styles: Format/Styles.../New Style/Add to Template/Format/**
 - ◇ Use names that will be meaningful at 2 o’clock in the morning
 - ◇ Use names that cluster alphabetically to reduce scanning labour
- **Controls for Using Styles**
 - ◇  “Show All” to view the style in full
 - ◇ Style pane 
 - ◇ Format/Styles .../ ▼ /Modify/Format/ or 
- **Features of a style**
 - ◇ Add to template , name , based on , style for following ▼
 - Feature Note: “Style for following paragraph” means change of style without working at it.

- ◇ **Format font** – choices
- ◇ **Format paragraph** – **Indent and spacing** choices:
 - Indentation: controls alignment and distance from right and left margins
 - Spacing: permits space within and space between paragraphs
- ◇ **Format paragraph** – **Line and page break** choices
 - Controls clustering within and between paragraphs
- ◇ **Format tabs** – choices
 - Uses of tab alignment for numbers, and leaders in Table of Contents/Lists
- ◇ **Format Bullets and numbering** – choices
 - Careful use adds variety and keeps reader awake to key points.
 - Too much variety creates distraction; beware of incongruence with content.
- ◇ **Okay** and **Apply**: two ways: **Apply** button or Style window/click on new style.
 -

□ **Example of how smoothly this can work:**

- ◇ What paragraph style to follow headings?
 - For those who favour an unindented paragraph after headings or after quotes, followed by indented paragraphs, it is easy to set up, using “style for following paragraph” in serial fashion. First, set up a second paragraph style, say, **para_indent** to be the following paragraph. The “style for following paragraph” is then itself, **para_indent**. Then, because the headings prescribe **para** to follow them, **para** style needs to be configured with “no indent”, and the “style of following paragraph” is changed to become **paraindent**. Then, the **para_bloc** style is checked to ensure the style that follows it is **para**. Correct. Then merely hitting **Enter** will cause these sequence of styles to occur without having to search the style window to change them manually.

□ **Smoke and Mirrors in the final stage: reducing length.**

- ◇ **Fact:** The standard measure of length of a thesis is double spacing and 12 pt font. It is worth working in this size and space setting, to ensure you don’t lie to yourself about how long it really is. Keep this trick in your back pocket for the “end game.”
- ◇ **Fact:** There can be length limits set by supervisors and departments.
- ◇ **Fact:** There can be legitimate reasons for supervisors to nag you to shorten your work.
 - Your topic really is too broad, and needs to be “scoped” down to a portion of what you want to do. Solution: move all the extra questions you want to answer into the “Discussion” section of your last chapter, under the heading “Future Research”. Or hide it in a section at the end if you want to keep this private.
 - Your writing needs to be more journalistic, tighter, more cogent. Solution: learn to use Tools/Options/Spelling & Grammar to search out grammar and style problems, and tick the “Readability Statistics” to get an evaluation of your writing. Good writing is worth working at
 - That all said and done, if it is still too long and you don’t want to cut any more, it is time to use the smoke and mirrors.
- ◇ **How?** If you change “Normal” from 12 pt to 11 pt, this is a saving of 1/12 or 8% of length.
- ◇ If you change your “para” style(s) from double spaced to 1.5 line spacing, this is a change from 3 lines to the inch to 4 lines to the inch, a 25% saving in length.
 - Total saving: 33%: Yes, it means you can cut a document from 100 pages to about 66-70 pages in the 30 seconds it takes you to change the styles.

16 Fonts for theses

Choices for cohesion, clarity, style, size, compactness

Serif fonts at 12 pt:	Sanserif fonts at 12 pt:	Notes
Thesis: Garamond Thesis: Sylfean Thesis: Apple Chancery Thesis: Times New Roman Thesis: Tekton Thesis: Californian Thesis: Palatino Thesis: Book Antiqua Thesis: Bookman	Thesis: Arial Narrow Thesis: Century Gothic Thesis: Gautami Thesis: Tahoma Thesis: Arial Thesis: MS Sans Serif Thesis: Antique Olive Thesis: Verdana	Some fonts cannot be reduced to less than 12 pt in main text use because they are already small: Garamond Sylfean Arial Narrow (may be smaller in tables)
Special functions: computer code inner voice raw material children's voices raw interview quotes	Special function fonts: Thesis: Courier Thesis: Comic Sans Thesis: Agency FB	Try for congruence with dignity, function and content.
Ornamentation Ornamental quotes Dedications Poetry Etc.	Ornamental fonts: <i>Thesis: Monotype Corsiva</i> <i>Thesis: Bradley Hand</i> Thesis: Comic Sans etc	Ornamentation requires care, simplification and a unified sense of style to avoid a "kitschy" or "kinder-garten" look and to maintain visual coherence.
Other languages:	A bilingual dedication may be appropriate when addressed to someone who does not speak English. Subject matter may require dual text	Many other scripts are available.

17 Miscellaneous features

□ Running Heads

- ◇ Acceptable within the margin requirements. May be top or bottom. Need to be clearly separate from main body text, and in distinct and smaller font.
- ◇ Useful if congruent with professional look.

□ Footnotes or Endnotes

- ◇ In MSWord, footnotes are technically easier than endnotes. Endnotes are often placed after each chapter, yet this requires section breaks after each chapter. Section breaks increase the risk of page numbers going wrong, which is the most expensive error.
- ◇ Using footnotes does not eliminate the university's requirement for a reference list or bibliography

□ Reference List or Bibliography?

- ◇ A reference list is strictly a list of those works cited within the main text.
- ◇ A bibliography can be the same as a reference list, but can be broader and more inclusive, and may have subsections
- ◇ Subsections can be:
 - Works cited [i.e. the reference list]
 - Works consulted
 - Websites [homepages, as opposed to web-based citations, which are specific pages]
 - Laws and case law cited
 - Further reading
- ◇ Reference list or bibliography can be placed before or after appendices. Choice depends on style manual instructions, or writer's own evaluation of which location best serves their own readers.

□ Appendices

- ◇ What goes in appendices?
 - Data that supports the main text arguments and presentation
 - Data too detailed to be contained in the main text summary
 - Documents supporting the research. Such as ethics/consent documents and interview protocols.
- ◇ Variations
 - Numbers or letters? Lettering is more traditional and literary. Numbering acceptable
 - Placement – may be before or after the Reference List, at discretion of author or supervisory committee.
- ◇ Some relaxation of requirements permissible
 - Smaller font
 - Single spacing
- ◇ Tip: Design questionnaires and questionnaire scales in advance to fit into the 6 inch wide thesis text space.
 - If not possible, adapt the questionnaire to the limited space by reducing the font size. This is easier than trying to reconfigure spacing and tabs in the scales.

18 Overall design goals: congruence, coherence and cohesion

□ Harmony with goals, unity of form, function and content

- ◇ Coherence
 - Logical AND aesthetic consistency
- ◇ Visual Unity
 - Interactive grouping and use of space

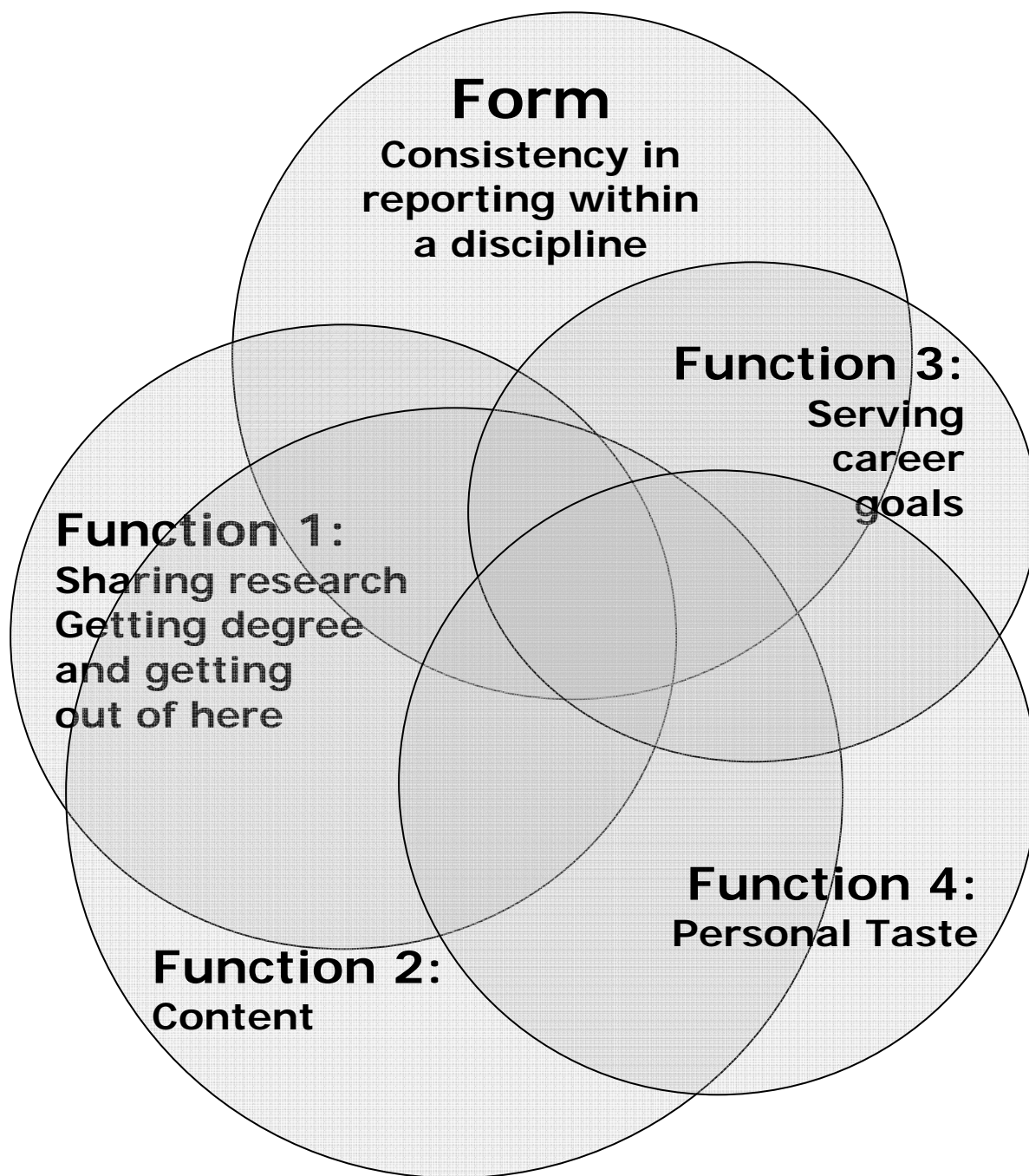
19 Summary

Coherence

Logical consistency
Only attained through
the art of good writing.

Aesthetic consistency
Attained through
bringing fonts, headings
and overall design
into unity
with the text and goals.

Congruence: Unity of Form, Function and Content



Sample: Cohesion and Clustering for Visual Unity

TITLE OF YOUR RESEARCH PROJECT REPORT

OR THESIS, NORMALLY BOLD

AND ALL CAPITAL LETTERS

by

Your Name in Given/Surname Order

Your previous degree, university and year

THESIS SUBMITTED IN PARTIAL FULFILLMENT OF

THE REQUIREMENTS FOR THE DEGREE OF

MASTER (DOCTOR) OF

In the

Department/School/Faculty

of

Name of Department

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