Preparation of the TFM manuscript using MS-Word

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**Abstract**: Some examples of the use of *MS-Word 2010* are given. Hope this will prove helpful in preparing the manuscripts for the *Treball Fi de Màster* (TFM).

1. INTRODUCTION

In this document you will find the structure as well as the length of what the Treball Fi de Màster (TFM) report is required to have. It uses MS-Word in a two-column format and provides an example of what the essay ought to look like, including lists, tables and figures.

In this document several MS-Word styles are used, including one for the title (*Title\_TFM*) and others for the titles of sections, subsections and unnumbered sections (they are called *Title\_TFM\_section*, *TFM\_subsection,* and *TFM\_unnumbered\_section,* respectively).

The text has to be written in (good) English (compulsory). Make sure you use the syntax and spelling corrector (simply press F7 and correct possible issues). The length of the report should by no means exceed **twelve** pages in the present format, all figures, tables, etc..., included. It is important that the two requirements are precisely met. Otherwise the essay will not be considered for evaluation, and will automatically fail with a mark of *Suspès*.

The report must consist of the following parts:

1. Abstract.

2. Introduction.

3. Development sections.

4. Conclusions.

5. Appendix (Optional)

6. Bibliography.

The final score will combine both the advisor and the jury marks. The defense will consist of a 15-20 minute public presentation before a jury composed by three members.

The deadlines as well as the dates for the presentations will be announced in due time. The students are encouraged to stick to the allowed allotted time (20 minutes), since no extra time will, in general, be conceded by the jury members. At any rate, it should be clear that a list of conclusions needs to be read before the presentation is over.

Make sure that the presentation will include:

1. Introduction.
2. Development sections.
3. Conclusions.
4. EQUATIONS: A FEW EXAMPLES

Let us write a few equations,

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with a label so that we can refer to it later. For instance you can refer to it as Eq. (1). All equations must be numbered. In MS Word 2010 this can be done by inserting a 3 column table (with transparent borders), placing the equation in the central column and a numbered item list in the right-most column. A description on how to number and reference equations in MS-Word can be found at:

<http://ist.uwaterloo.ca/ec/equations/equation2007.html>.

If needed, you can also produce unnumbered equations:

You can insert equations in the text, like or you may prefer. You can also write aligned equations,

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Further examples are,

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as can be found in [3], pag. 14. Also,

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You can write accents: Schrödinger and é, à, À, Martí; calçotada, (the “hbar” symbol is available in MS-Word in the Lucida Sans Unicode character set, symbol 210f),

You can also quote references easily, i.e., [1], [2], [3] and [4], using the main menu Insert -> References -> Insert quote. This will list all references entered in the document previously.

A matrix

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Further examples:

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also,

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and so on.

1. Tables and figures

An example of a table is shown in Table I.

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|  | Piston 1 | Piston 2 |
| Force (N)  Area (cm2)  Pressure (N/cm2) | 4.400  6.160  0.714±0.002 | 2.250  3.140  0.716 |

TABLE I: Force, area, and pressure data for an experiment with glass syringes.

Here we try to insert an illustrating figure, Fig.(1). For that you need to have created the figure before, in this case the Postscript file fig1.eps – other graphic formats such as *TIFF*, *gif* or *png* are also supported.



FIG. 1: A sample figure.

1. DEVELOPING SECTIONS

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Another table,

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| **M1**  (11:45) | Teoria: | Galileo | A11G |
| Problemes: | Newton | A11G |
| (12:45) | Problemes tutoritzats: | Planck (M1A) | A11G |
| Fermi (M1B) | A23M |
| **M2**  (8:30) | Teoria: | Clausius | A12G |
| Problemes: | Huygens | A12G |
| (9:30) | Problemes tutoritzats: | Boltzmann (M2A) | A12G |
| Maxwell (M2B) | A24M |
| **T1**  (18:00) | Teoria: | Gibbs | A12G |
| Problemes: | Helmholtz | A12G |
| (19:00) | Problemes tutoritzats: | Böhr (T1A) | A12G |
| A. Einstein (T1B) | A24M |

TABLE II: A sample table.

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1. Subsection 1

This is the first subsection of section III.

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FIG. 2: A sample figure made smaller by changing the width parameter (set to 70% in the Image > Properties popup menu accessible by right-clicking on the image).

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1. Subsection 2

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1. CONCLUSIONS

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1. APPENDIX

You can add your appendix if needed, or you should like to do so. The following equation,

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is important in Physics.

Acknowledgments

Be sure to thank your advisor, your colleagues, and granting agencies (e.g. parents, etc...) as well.

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