

Format Your Thesis

Using MS word

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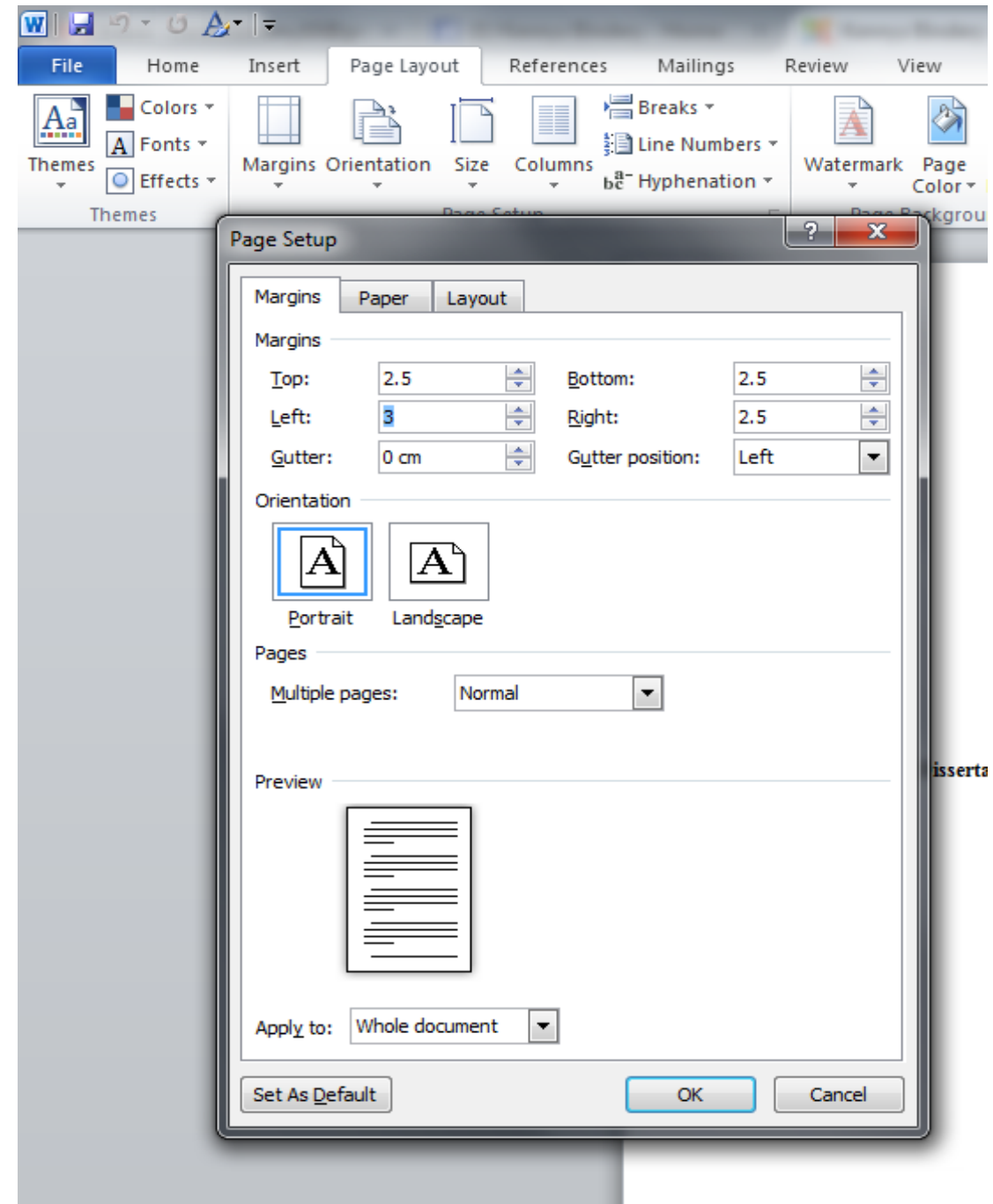
upGrad

Highlight

- Margins
- Fonts.
- Breaks.
- Styles.

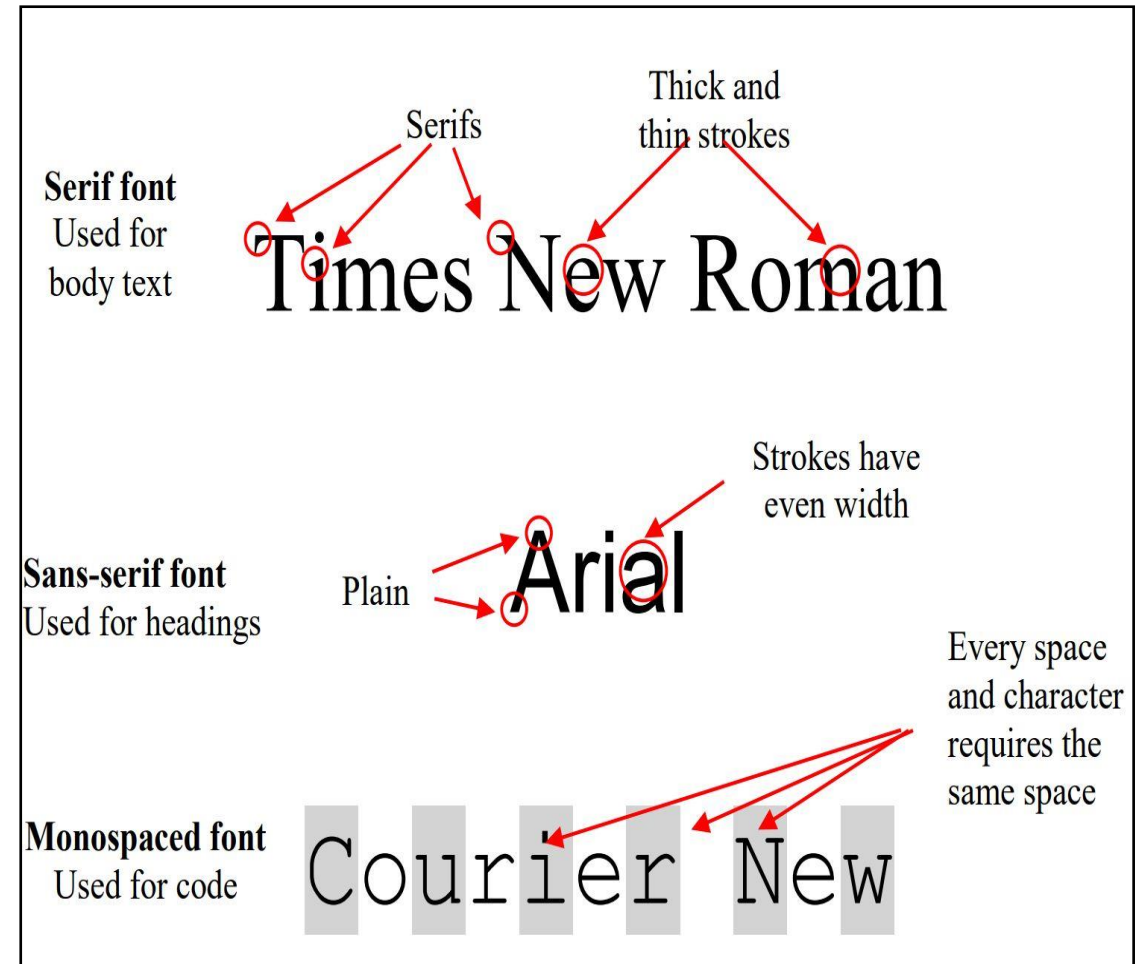
Margins

- Margins are very important when it comes to binding, without margins Text/images cut off in the binding process.
- It is recommend that a margin of **3cm** on the left side and **2.5cm** on the other three sides.
- To set your page margin, from the top menu-
- Select "**PAGE LAYOUT**"
- Select "**MARGINS**"
- Input "top, left, bottom and right" sizes as per requirements






Fonts

- Do not use colour on headings.
- All your text should be black.
- For body text, use **Times New Roman**, size 12, line spacing 1,5.
- For headings, use Arial, size 12.
- For source code, use **Courier New**, size 11, single line spacing.
- Captions and text in figures should also be **Times New Roman**.



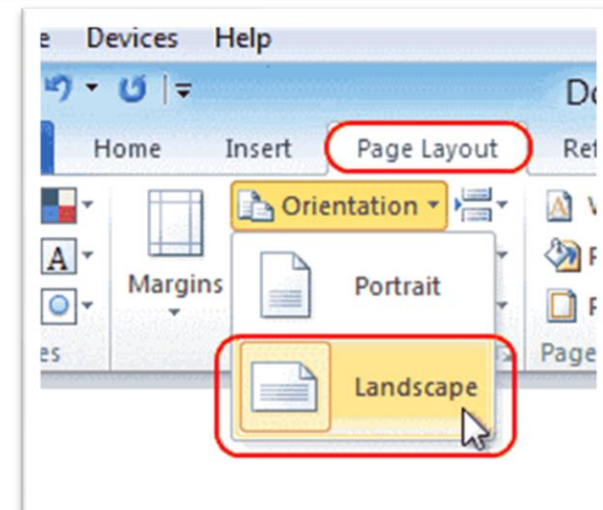
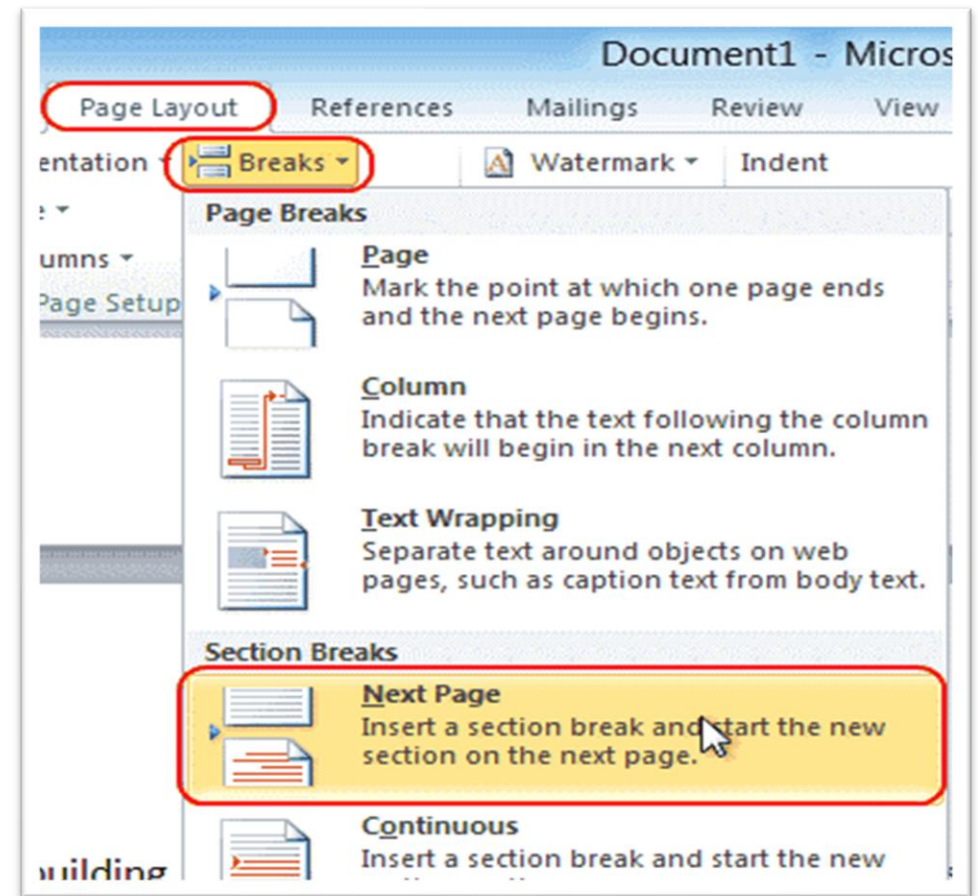
Breaks

- At some point, you will want a paragraph or a heading to start on a new page.
- Hitting enter several times is an unreliable method.
- Instead, you should use the **Enter-key with different combinations.**

Keyboard shortcut	What it does	Symbol
Enter	New paragraph	
Shift + Enter	New line within a paragraph	
Ctrl + Enter	New page (page break) Page Break
Ctrl + Alt + Enter	New style (within a paragraph)	

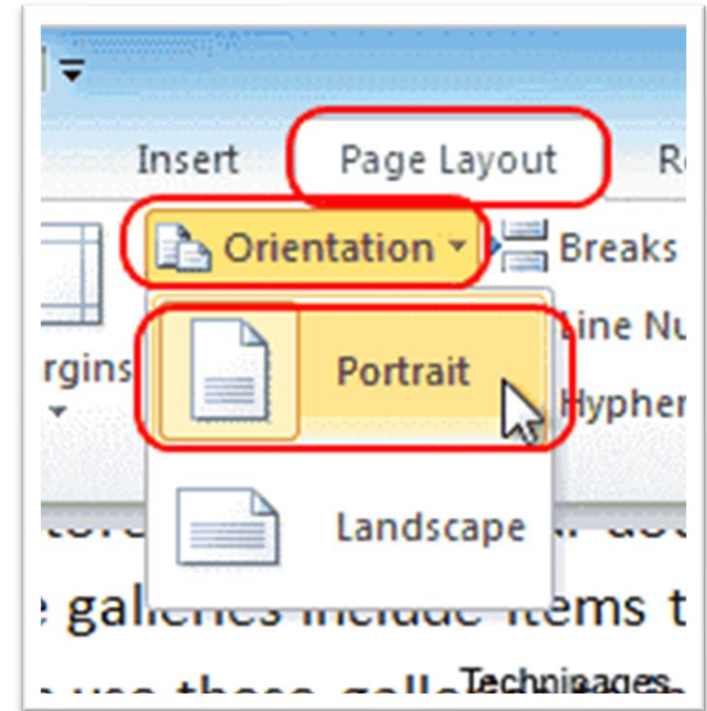
Breaks

- Make a Single Page Landscape (for example, wide tables).
- Select (**Page Layout**) -> (**Breaks**) -> (**Next Page**)
- Select the (**Page Layout**) -> (**Orientation**) -> (**Landscape**)
- This will mark all pages after the break you made in step 2 as landscape. We will need to change any forward pages back to portrait.



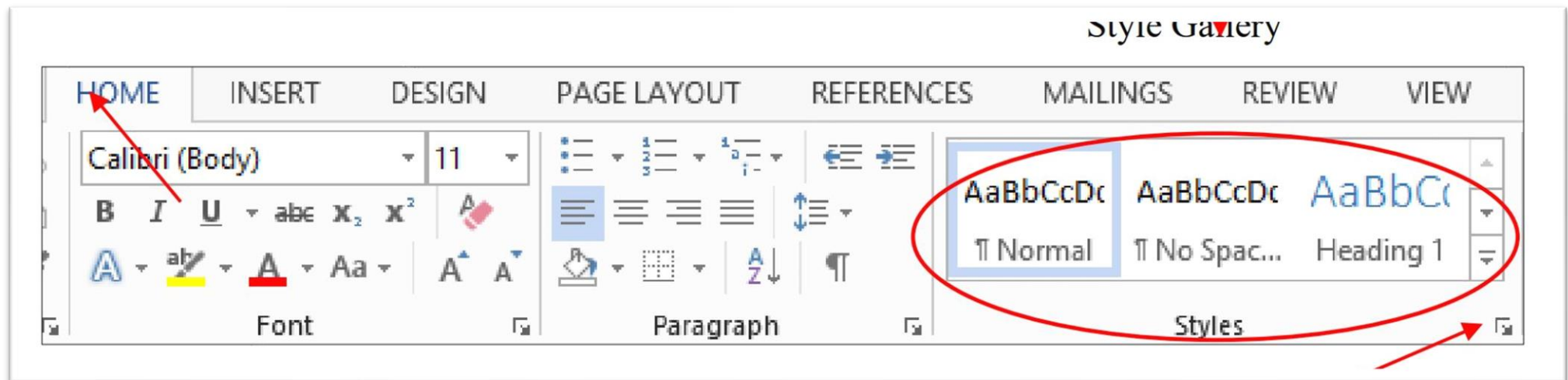
Breaks

- Place your cursor on at the beginning of the next page (after the landscape page).
- Select (**Page Layout**) -> (**Breaks**) -> (**Next Page**) just like what we have done before.
- Select (**Page Layout**) -> (**Orientation**) -> (**Portrait**)

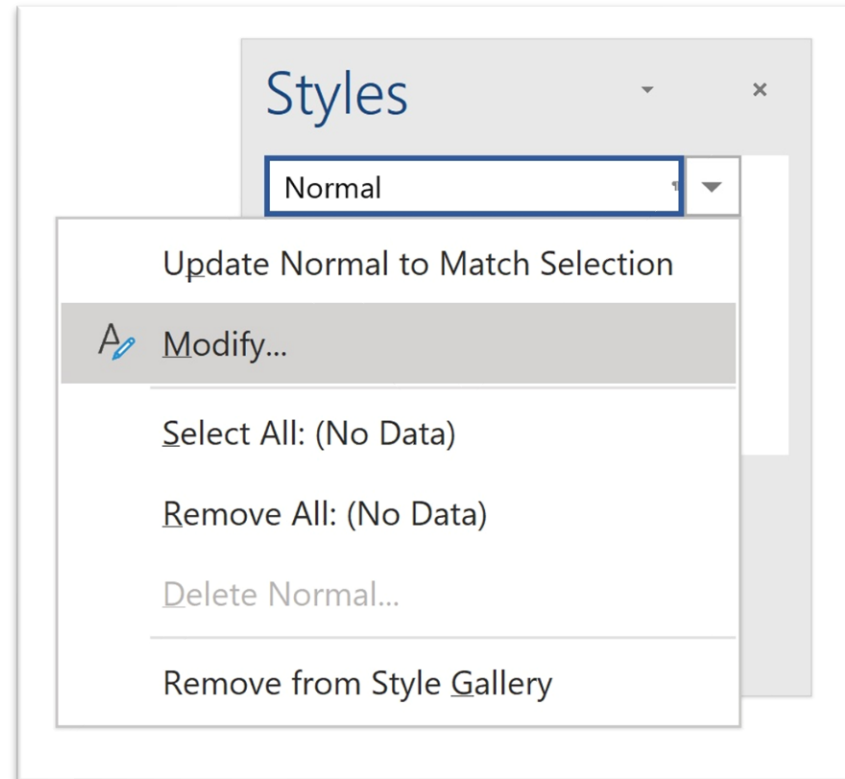


Styles

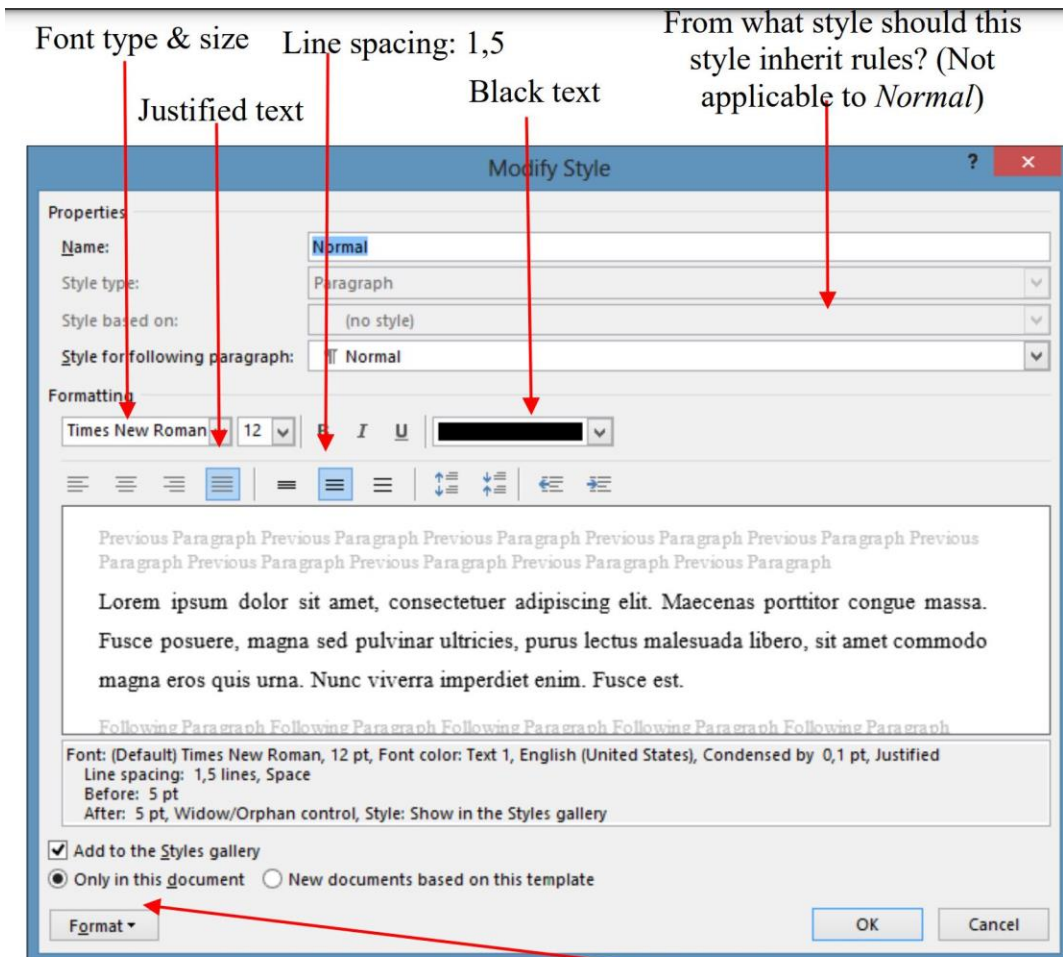
- Using Styles is like applying a tag to parts of your text, telling MS Word the difference between different parts of your text.
- Styles help you make sure similar parts of your text looks the same.
- All text written directly into Word are automatically given the style **Normal**.



Styles



Styles



Click for more

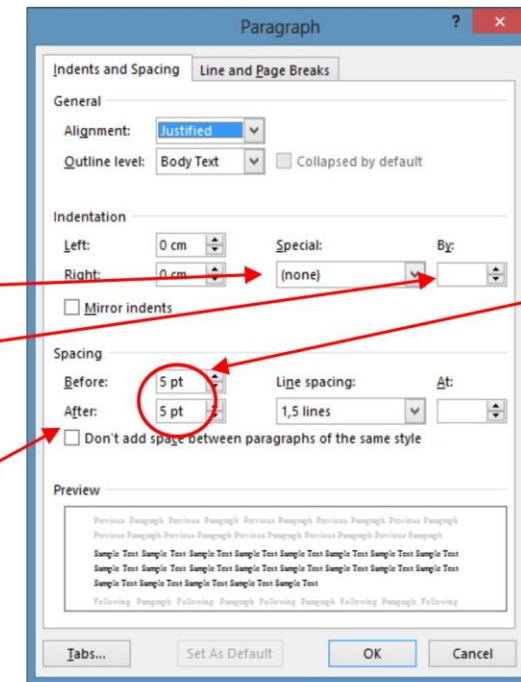
Click *Format* → *Paragraph*

To get paragraphs like figure 3.3 (a), leave the options as shown.

To get paragraphs like figure 3.3 (b), select:

Special: First line
By: 1,25 cm

Check *Don't add...*



Set spacing to 5 pt
Before and After

Thanks

Q and A