CREATE YOUR OWN THESIS TEMPLATE



Open a blank document in Microsoft Word

Add a title page (no page number on the title page)



Add section breaks so that each Chapter stars on a new page



Add Table and Figure labels and Appendix headings & insert Lists of Tables, Figures and Appendices



Populate all sections and be sure to celebrate each step of the journey!!

10 quick and easy steps!

- with video instructions -

1

Locate and follow the thesis requirements from your institution - you can decide on the look of those aspects which are not specified, just be consistent in the application of your decisions

3

Create the chapter headings and subheadings using the heading styles and multilevel lists functions & insert an autogenerated Table of Contents

5

6

Add Roman numerals to the pages before Chapter 1 and Arabic numerals to the pages from Chapter 1 onwards



Change the size of the margins if needed

9

Ensure that the section headings before the Table of Contents get inserted into the Table of Contents

WANT MORE?

Visit <u>this page</u> for video instructions and for more tips on putting together a superb dissertation or thesis!

Really don't have time to spend on the mundane? We've developed a comprehensive Thesis/Dissertation template for you plus we've thrown in some additional tips and tricks to give you a head start. Buy this template and give your thesis a professional look while you enjoy the ultimate convenience! Click here to see what is inside.