

# Linguistics Department MS Word Thesis Template Instructions<sup>1</sup>

This PYU Thesis template has been kept simple and flexible for all student department use. Particulars of formatting are covered below. There is also a thesis manual that the university has. This writeup will not duplicate the information in that document.

## 1 Thesis

### 1. Cover Page

Select (double-click) THESISTITLE and type in your thesis title. If you want to control where the line breaks occur, type SHIFT-ENTER after the word where you want a break to occur.

Select YourName and type in your name as it appears on your passport.

At the bottom of the page, select Month and type in the month of your thesis defense. Select Year and type in the thesis year.

### 2. Approval Page

Select THESISTITLE and type in your thesis title.

Select YourName and type in your name.

Then for each of the members of your committee, starting with the supervising professor, select Name and type in the name of the professor. Continue selecting Name and typing in the professor name until you have entered the names of all three members of your committee.

Note that there is no need to type anything else. The length of the line will adjust with the length of a professor's name.

### 3. Copyright page

Select YourName and type in your name.

Select Year and type in the year.

### 4. Title page

Follow the instructions for the cover page.

### 5. Dedication (optional)

If you wish, you can insert a dedication page before your acknowledgements page. To do this, turn on the Show/Hide button on your toolbar (the big ¶). Then, at the bottom of the page, place your cursor before the Section Break/Next Page. Choose the FRONT\_NO\_TOC style which will insert another page. Type DEDICATION and

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<sup>1</sup> This thesis template is based, in part, on Vogt, C. 1999. Creating Long Documents using Microsoft Word. Published on the Web at the University of Waterloo.

press the ENTER key, as necessary, to place your dedication in the middle of the page. DO NOT delete the Section Break/Next Page line.

6. Acknowledgements

Enter your acknowledgements using the Body Text style.

7. Abstract (both English and Thai)

Select THESISTITLE (ชื่อเรื่อง) and type in your thesis title. Select YourName (ชื่อนักศึกษา) and type in your name. Finally, select Year (25??) and type in the year of your thesis defense. Then enter your abstract in English or Thai.

8. Table of Contents

When you are ready to generate a Table of Contents, right-click within the grey area of the current table of contents, click Update Field from the menu and click the checkbox by Update Entire Table. For the Table of Contents process to work properly, you must use the Chapter title and Heading paragraph styles correctly.

9. List of Figures; List of Tables (and how to do Tables and Figures in the body)

In order to generate a List of Figures or List of Tables automatically, you will need to caption your figures and tables using the correct procedure. Captions for tables and for figures are placed beneath the table or figure.

To caption a figure or table automatically, click Insert, Reference, Caption and under Options, click either Table or Figure. Type the title for your table or figure in the top line and click OK.

Both of the Insert processes above will automatically give a 'caption' paragraph style.

To generate a List of Figures or List of Tables, place your cursor where you want the list to begin. Then click Insert, Reference, Index and Table, Table of Figures. For a List of Figures, make sure your Caption Label is Figures and click OK. For a List of Tables, do the same as for the List of Figures, except make sure your Caption Label is Table.

10. List of Abbreviations and Symbols, Glossary

Use a two-column table to line up your abbreviations, glossary, etc.

11. To begin a new chapter, use the Chapter 1 Heading 1 style and at the end of the line type Shift-Enter in order to go to the next line to add your chapter title. Then type Enter to get to your first paragraph. Note that you do not start with a section heading directly after your Chapter Heading.

12. For a new section (e.g. 1.1) use the Heading 2 style.

13. For a new sub-section (e.g. 1.1.1) use the Heading 3 style.

14. If you have more than 3 levels of headings, you must select the appropriate heading style (heading 4, heading 5, etc) from the Style drop down menu. (Note that Chapters are Heading 1 styles, Sections are heading 2 styles and subsections are heading 3 styles).
15. For an appendix, use the Appendix A Appendix style. As with your Chapter heading, at the end of the line, click Shift-Enter to take you to the next line so you can enter your Appendix title.
16. For a block quotation, use the Block Text style.

#### 17. Linguistic Examples

Use the *Unicode IPA* character style for your phonetic or phonemic examples. For text examples, enter and interlinearize your text or text examples in Toolbox or Fieldworks. Then export your text using Martin Hosken's export program for Toolbox or the Fieldworks export utility. Then you can copy and paste your interlinearized text examples directly into your paper. (Aj. Larin is a good resource for dealing with exports from Toolbox or Fieldworks to Microsoft Word.)

#### 18. Auto-numbering and cross-referencing of examples<sup>2</sup>

- a. Prevents numbering mix-ups like duplicating, skipping, or wrong order
- b. If you move text around, you can update the new numbering with 2 button clicks

To insert an automatically numbered caption like those above, pull down the "Insert" menu bar, and select "Caption." A menu box comes up with "Figure 1" in the box. Since we want a number between *parentheses*, we press the "New label" button, and type in the left parenthesis "( ". This is what will precede any number. Now we can use this.

To use the "( " label for a new bit of data, pull down the "Insert" menu bar, and press the "Caption" button. Then press the "Label" button with the arrow next to it and select "( ". Press the OK button, and it will insert something like "( 3" . You will need to remove the extra space between the "( " and the number, and then add the right parenthesis, to get your desired "(3)". It will automatically put the correct number in.

To insert a cross-reference to that numbered item, pull down the "Insert" menu bar, and select "Cross-reference." Press the

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<sup>2</sup> Instructions for auto-numbering and cross-referencing copied from Tables and Figures.doc by Mike Cahill (2007)

down arrow next to “Reference type” and select the “(“ option. Press the down arrow next to “Insert reference to:” and select “Only label and number”. Then press “Insert” then “Close.”

You can move text, footnotes, data sets around in the text, and the numbering on the captions and cross-references will be updated when you select them and press F9. It’s good to periodically select the entire document (Ctl-A) and press F9.

## 19. Bibliography

Use the Back\_Head style for your Bibliography title. After the title, use the Biblio Reference style for your bibliographic entries. The student handbook gives many examples of types of bibliographic entries.

## 20. Resume

Fill in the resume using the outline provided in the template.

There are a number of styles used in this thesis template. Some have been mentioned above, and these and others are described below.

### 1.1 *Heading Styles*

Six levels of headings have been defined, Heading 1 through Heading 6. For the purpose of this document, Heading 1s are called Chapters, Heading 2s are called Sections and Heading 3 sub-sections. If you need more, you can define more. Word actually permits up to 9 heading levels.

**Heading 1** paragraphs always begin on a new page.

### 1.2 *Numbering of Headings*

This template numbers the headings in a legal numbering format.

### 1.3 *Document Paragraphs*

#### 1.3.1 First Paragraph Following a Heading

All headings will be followed automatically by a paragraph with a style called **Body Text**. **Body Text** paragraphs do NOT have an indent on the first line.

### 1.4 *Footnotes*

Choose Insert Reference Footnote to make a new footnote; it will automatically number

footnotes for you.<sup>3</sup>

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<sup>3</sup> This is an example of a footnote. Choose Insert Reference Footnote. It will automatically number footnotes for you.