

THESIS WRITING

Workshop



Alaa A. Altaay , PhD

Dept. of Computer Science

Collage of Science

Al-Mustansiriyah University

sadco99@yahoo.com



•Session 1

Microsoft Word





Problems in Writing Your Thesis

- Most thesis writing are written using MS Word but writers (students, lecturers) are not using 100% of it's functionality.
- Instead MS Word is just being an electronic type writer for them (doing it manually)
- Waste money, in buying the software
- Waste your time preparing the document according to the formats
- Waste your energy, in solving format's problems in the document

Knowing Your Report

- All reports has their own kind of formats
- Thesis reports (PhD, Master degree, Bachelor degree etc) has their own formats, based on institution regulation (please read UTeM's handbook)
- Documents with proper formats are highly valuable

Knowing MS Word Functionality

Step 1

Understand all the
functions in MS Word

Step 2

Learn the functionality
of each icons provided

Tips and Tricks 1

Handle your References with care

Journal

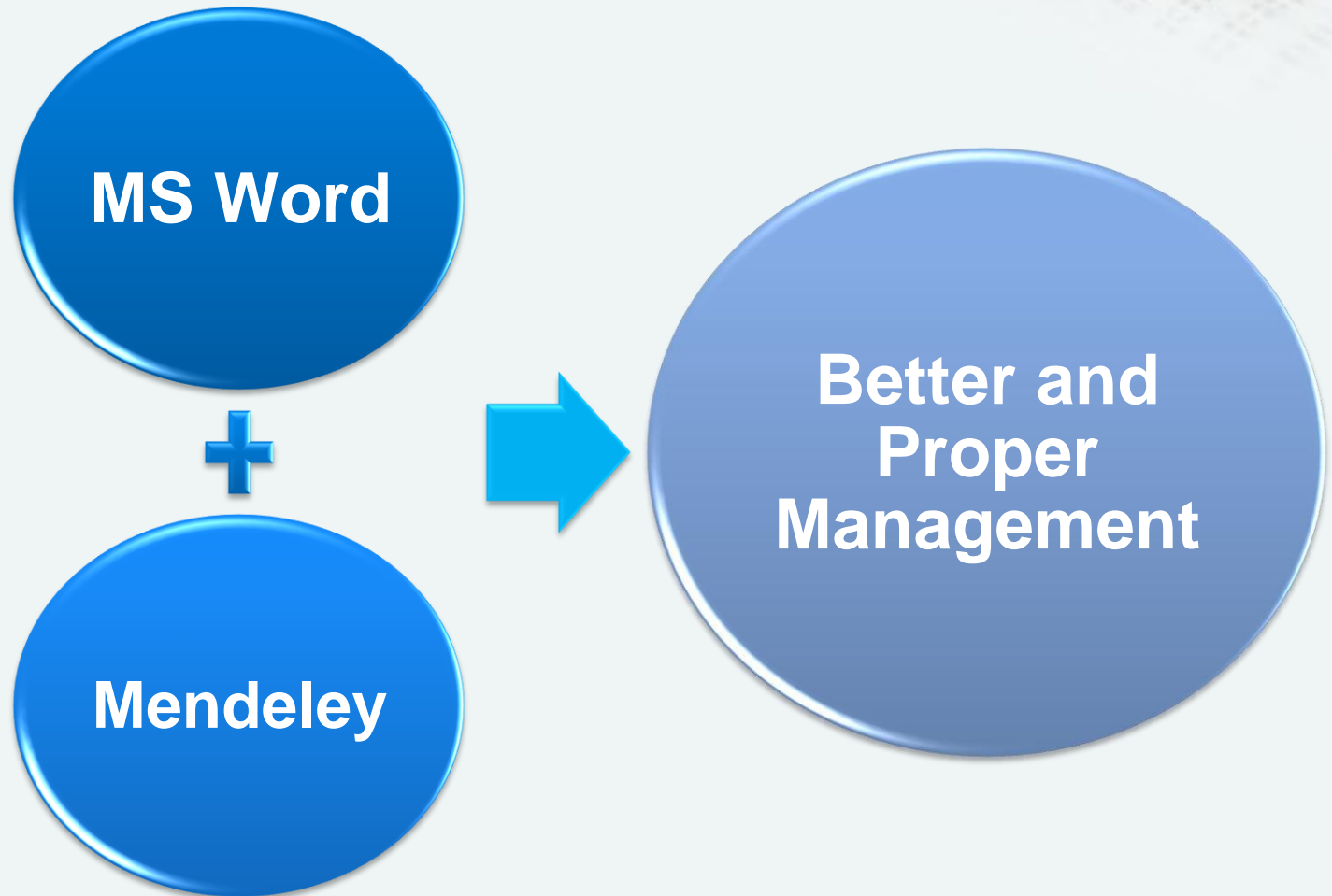
Conference
report

Technical
paper

etc

Tips and Tricks 2

Integrate with another software to handle your references



Why Using MS Word?

A very effective software (All in ONE)

Time saving

Most formats can be generated automatically

Easy to fix the problems which you had made

Thesis Format

In the thesis/dissertation, the pages should be ordered as follows:

Title Page

Copyright (optional)

Dedication (optional)

Acknowledgments (optional)

Table of Contents

List of Tables, List of Figures, List of Abbreviations, List of Symbols

Abstract (English)

Abstract (Malay)

Main Body

Chapter 1 (which includes an introduction)

Chapter 2 (literature review)

Chapter 3 (research methodology)

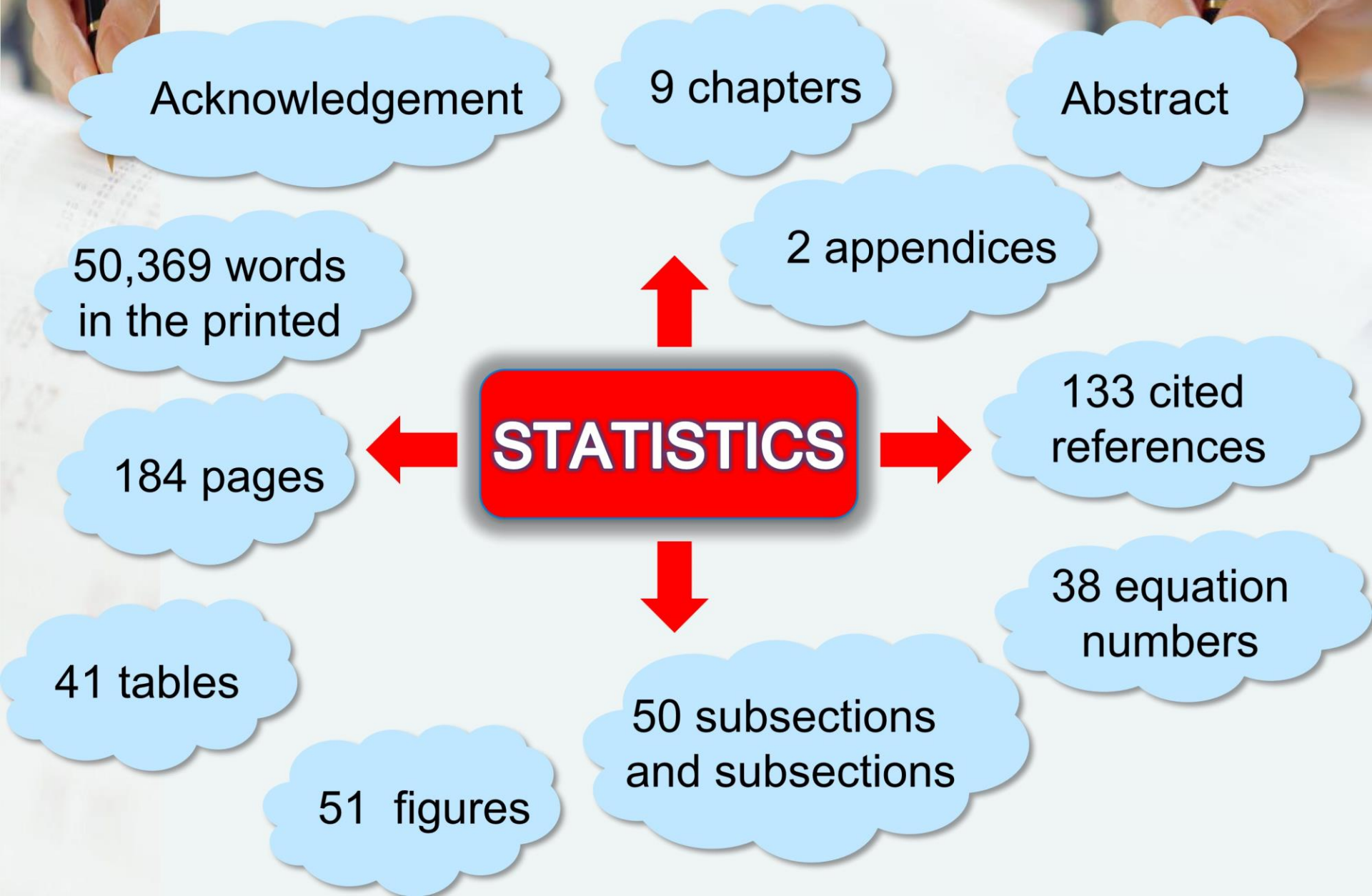
Chapter 4 (Analysis and Result)

Chapter 5 (Summary, Conclusions And Recommendations)

Bibliography/References

Appendices

My Thesis Contents



Template



Template icon(.dotx)

When a new blank document is opened using a given template, all of the pre-set styles associated with that template are automatically incorporated into that document

HOW?

Build your own
template

Using templates from
other documents



Important Functions in MS Word

1. **Styles** – creating table of content

2. **Document Map** – view document

3. **Page Number** – page numbering

4. **Multilevel list** – section and subsection numbering

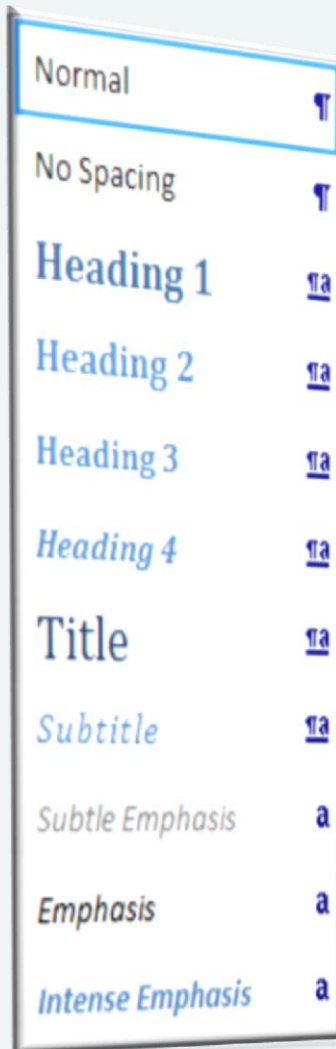
5. **Breaks** – page and section

6. **Equation editors** – equation number

7. **Captions** – Figures, Tables

8. **References** – bibliography

Styles Functionality in MS Word



- Differentiate your chapter title and the paragraphs.
- Handling your writing easier.
- As a link in document map.
- Essential to generate Table of Contents

Formatting Headings with Quick Styles

The screenshot displays the Microsoft Word interface with the Styles ribbon active. The ribbon shows four Quick Styles: Normal, No Spacing, Heading 1, and Heading 2. A red box highlights the first four styles with the text: "four Quick Styles are always visible, but they change depending on the last Quick Style selected". A red arrow points from a "More button" label to the "Change Styles" button on the ribbon. Below the ribbon, a red box labeled "paragraph containing insertion point" has an arrow pointing to the word "Summary" in a document paragraph. The paragraph text is: "This report summarizes a plan to reduce utility bills for Parkside residents. The key to this plan is a process known as an energy audit."

four Quick Styles are always visible, but they change depending on the last Quick Style selected

More button

paragraph containing insertion point

Summary

This report summarizes a plan to reduce utility bills for Parkside residents. The key to this plan is a process known as an energy audit.

Formatting Headings with Quick Styles

The screenshot shows the Microsoft Word interface with the Quick Style gallery open. The gallery displays various styles, including 'Intense Quote', which is highlighted. A red box labeled 'Intense Quote style' points to the 'Intense Quote' style in the gallery. Another red box labeled 'preview of Intense Quote style' points to the 'Summary' heading in the document. The document content includes a heading 'Summary' followed by several paragraphs of text.

audit report - Microsoft Word

Home Insert Page Layout References Mailings Review View

Calibri (Body) 11

Font Paragraph

Clipboard

Find Replace Select Editing

Change Styles

Normal No Spaci... Heading 1 Heading 2

AaBbCcDc AaBbCcDc AaBbCcDc AaBbCcDc

AaBbCcDc AaBbCcDc AaBbCcDc AaBbCcDc

Title Subtitle Subtle Em... Emphasis

AaBbCcDc AaBbCcDc AaBbCcDc AaBbCcDc

Intense E... Strong Quote Intense Q

AaBbCcDc AaBbCcDc AaBbCcDc AaBbCcDc

Subtle Ref... Intense R... Book Title List Para...

Save Selection as a New Quick Style...

Clear Formatting

Apply Styles...

Intense Quote style

preview of Intense Quote style

Summary

This report summarizes a plan to reduce utility bills for Parkside residents. The key to this plan is a process known as an energy audit.

Expert Advice

At its spring meeting, the board of directors of Parkside Housing Coalition asked me to propose a plan to reduce utility bills for Parkside residents by at least 10%. To make sure I proposed the most effective plan possible, I decided to seek the advice of experts. Fortunately, one of the area's top experts in energy efficiency, Tomas Carson, president of Energy Experts Consulting, LLC, offered the services of his staff pro bono. Thanks to his offer, I was able to meet several times with the following consultants:

Tandra J. Melleray

Our conversation focused on ways to reduce utility bills for Parkside residents. Under their guidance, I also studied information obtained from the League of Urban Housing Professionals and the Illinois Utility Taskforce. This research suggests that our first step is to conduct energy audits of all our properties.

What is an Energy Audit?

Page: 1 of 2 Words: 809 114%

1) Handling your document.

Easily jump to each section.

2) As a link in styles.

Document Map

PERMULAAN KATA

Panduan Menulis Tesis Menggunakan MS Word.
Fungsi:

Tips: Penyediaan menulis thesis

Tips: Proses penulisan

Chapter 1. PENGENALAN

[-] Chapter 2. CIRI-CIRI UTAMA

2.1 Apa yang penting?

[-] 2.2 Rangka

2.2.1 Rangka dan Makro: 'Thesis template.dot'

[-] Chapter 3. Menulis tesis anda

[-] 3.1 Heading styles

3.1.1 Menggunakan style Heading untuk kesemua

3.2 Menukar style

3.3 Bab dan penomboran Heading

3.4 Fields

3.5 Memasukkan nombor kepada rajah dan jadual

3.6 Memasukkan 'cross-referencing' kepada jadual da

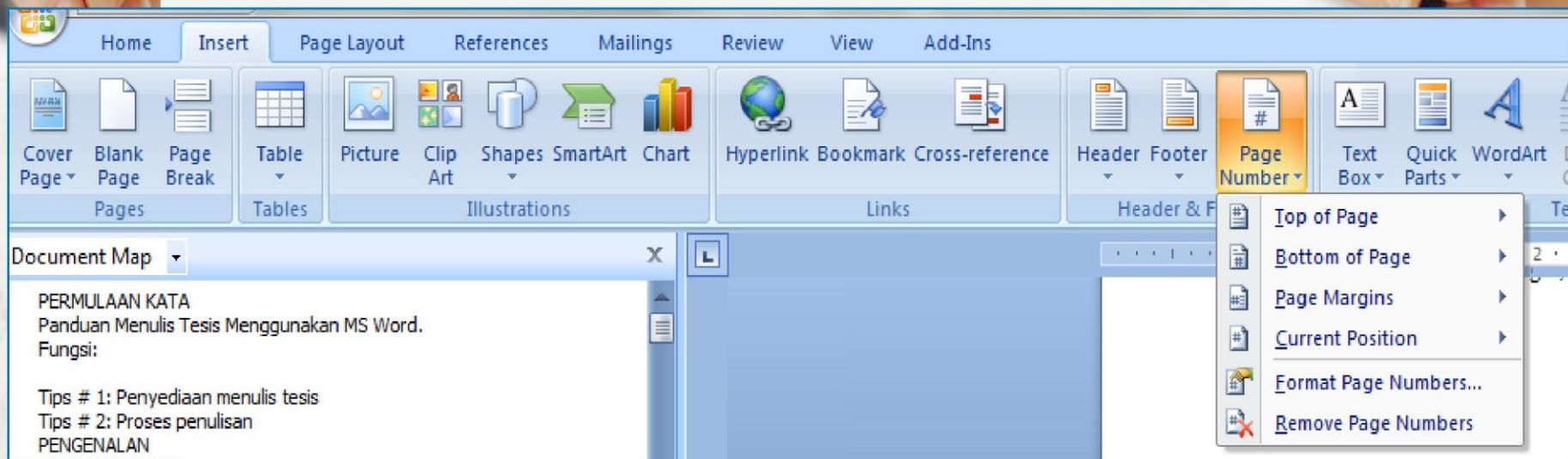
[-] 3.7 Penomboran persamaan secara automatic

3.7.1 Menggunakan system 'Caption'

3.7.2 Menggunakan 'Fields'

3.8 Jadual

[-] 3.9 Rajah [Office 2007 buat perubahan dlm section n



- 1) Different numbering system - Roman (front page), Arabic (thesis contents) and Others (Appendices - A1)

- 1) Set the level of thesis
- 2) Using together with Styles function



Inserting a Manual Page Break

- A **manual page break** is one you insert at a specific location; it doesn't matter if the previous page is full or not
- You insert a manual page break by clicking the Page Break button on the Insert tab or by holding down the "Ctrl" key and pressing the "Enter" key

Formatting a Document in Sections

- A **section** is a part of a document that can have its own page orientation, margins, headers, footers, and so on
- To divide a document into sections, you insert a **section break**

Formatting a Document in Sections

The screenshot displays the Microsoft Word interface with the 'Page Layout' tab selected. The 'Breaks' group is expanded, showing options for Page Breaks and Section Breaks. Annotations in red boxes provide context for these options.

options for dividing text on a page (points to Page, Column, and Text Wrapping)

options for dividing a document into sections (points to Section Breaks)

inserts a page break, like the Page Break button on the Insert tab (points to the Page Break icon)

Materials-Cost	
\$10,000	
\$8,500	
\$350	

Formatting a Document in Sections

The screenshot shows the Microsoft Word interface for a document titled "Audit Report". The ribbon includes Home, Insert, Page Layout, References, Mailings, Review, and View. The Home ribbon is active, showing Font, Paragraph, and Styles groups. The document content includes a table and a section break. Annotations with red boxes and arrows explain the formatting: pages 1-3 are in portrait orientation, and page 4 is in landscape orientation. A "Next Page section break" is indicated by a dashed line and a red box.

Item	Labor Cost	Material Cost
High-Power Turbine	\$2,000 to \$4,000	\$12,000
High-Power Water Turbine	\$1,000 to \$1,000	\$4,000
Water Cooling and Insulation	\$1,800	\$900

Section Break (Next Page)

Next Page section break

pages 1-3 are still formatted in portrait orientation

page 4 is formatted in landscape orientation

Page: 4 of 4 Words: 884 50%

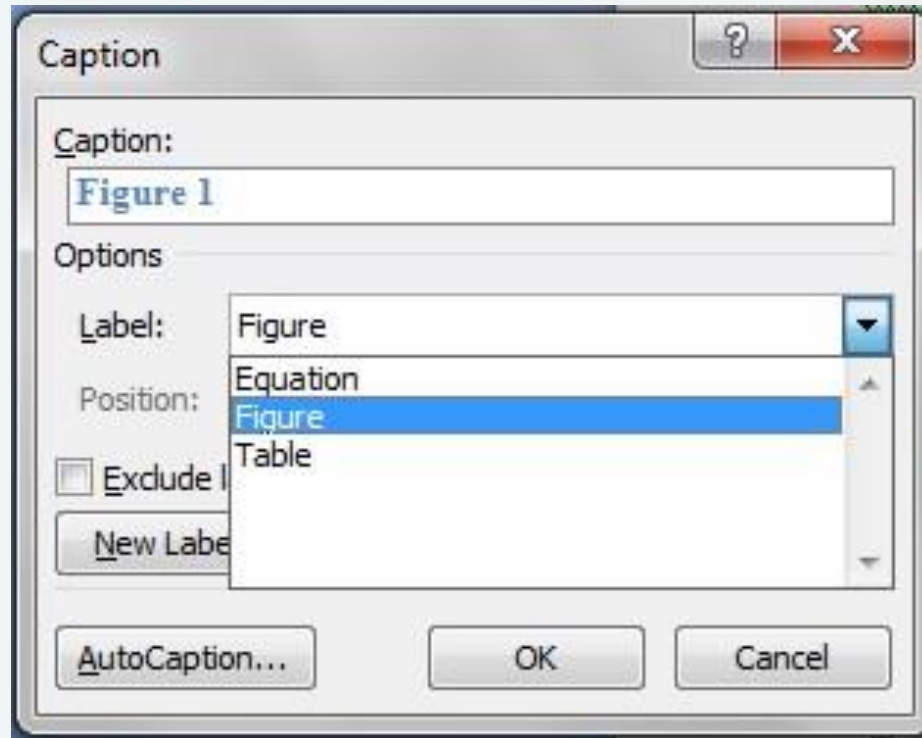
Equation Editors



- 1) Proper equation format
- 2) Easy to arrange

Captions

- Name the Figure, Table and Equation
- Click 'References' > 'Captions' > 'Insert Caption' > 'OK'.

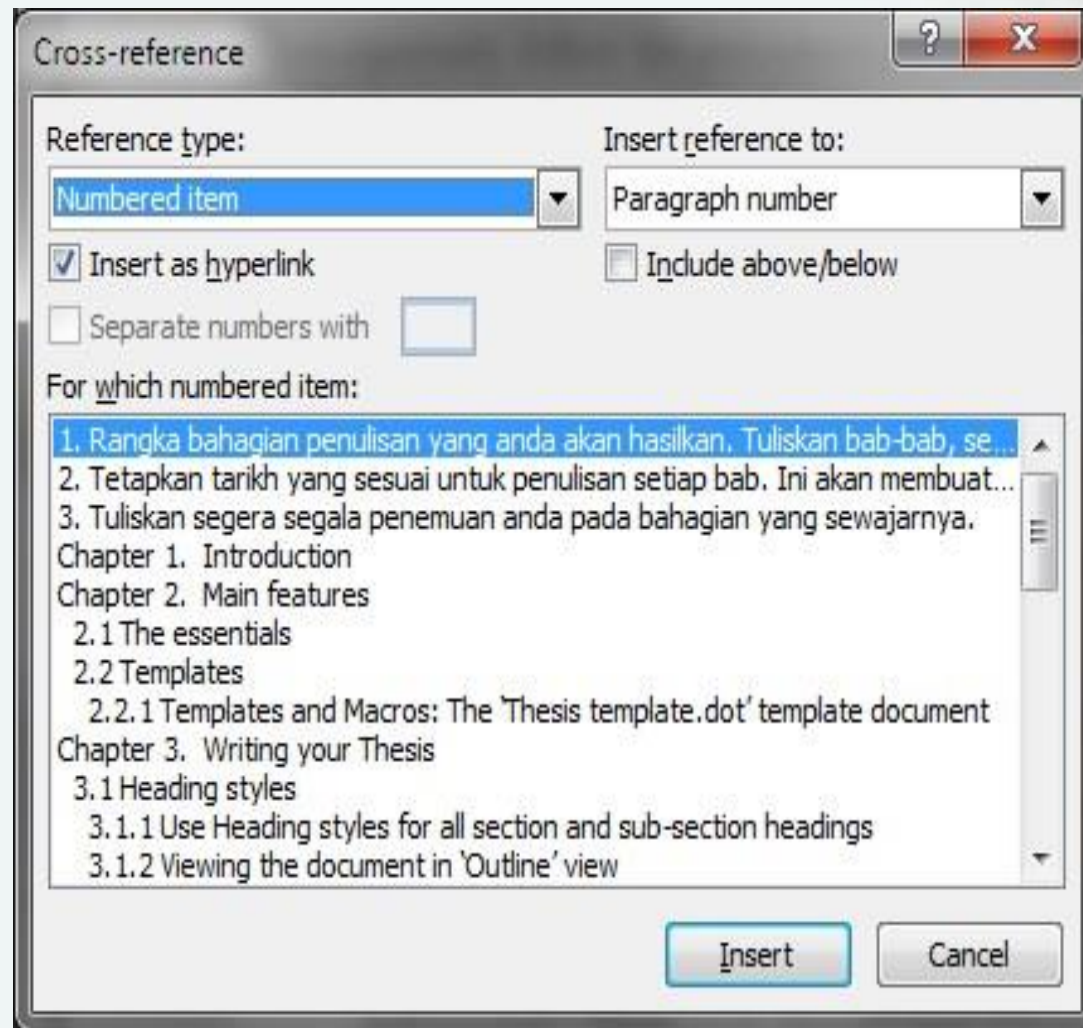


IMPORTANT




- Table – Title position is **TOP**
- Figure – Title position is **BOTTOM**

Cross-reference

Making Figures, Headings, Tables as hyperlinks



- 1) Table of Contents can be generated automatically
- 2) Go to References tab and click on Table of Contents

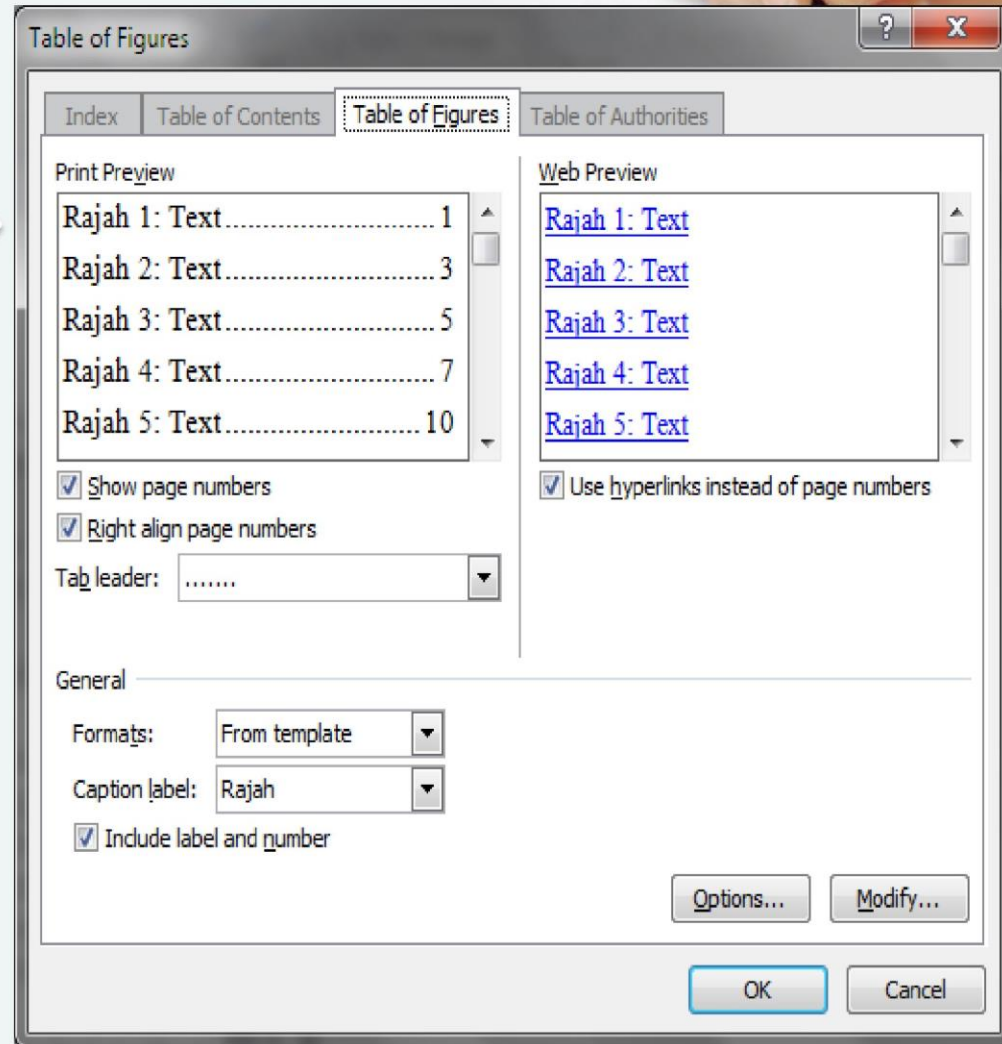
Built-In	
Automatic Table 1	
Contents	
Chapter 1. Heading 1	1
1.1 Heading 2	1
1.1.1 Heading 3	1
Automatic Table 2	
Table of Contents	
Chapter 1. Heading 1	1
1.1 Heading 2	1
1.1.1 Heading 3	1
Manual Table	
Table of Contents	
Type chapter title (level 1)	1
Type chapter title (level 2)	2
Type chapter title (level 3)	3
Type chapter title (level 1)	4
Type chapter title (level 2)	5
 I nsert Table of Contents...	
 R emove Table of Contents	
 S ave Selection to Table of Contents Gallery...	

1) Go to
References tab
and click on
Table of Figures

You need to include Caption
on your figure first!!

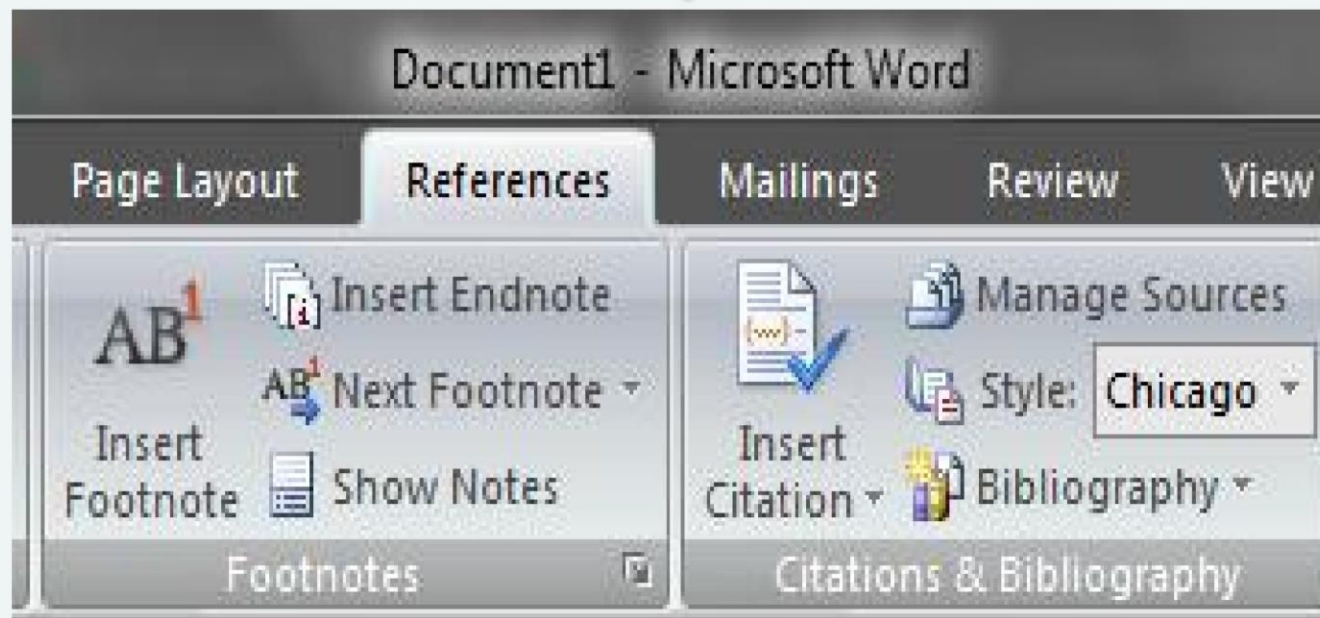


Rajah 1



References & Bibliography

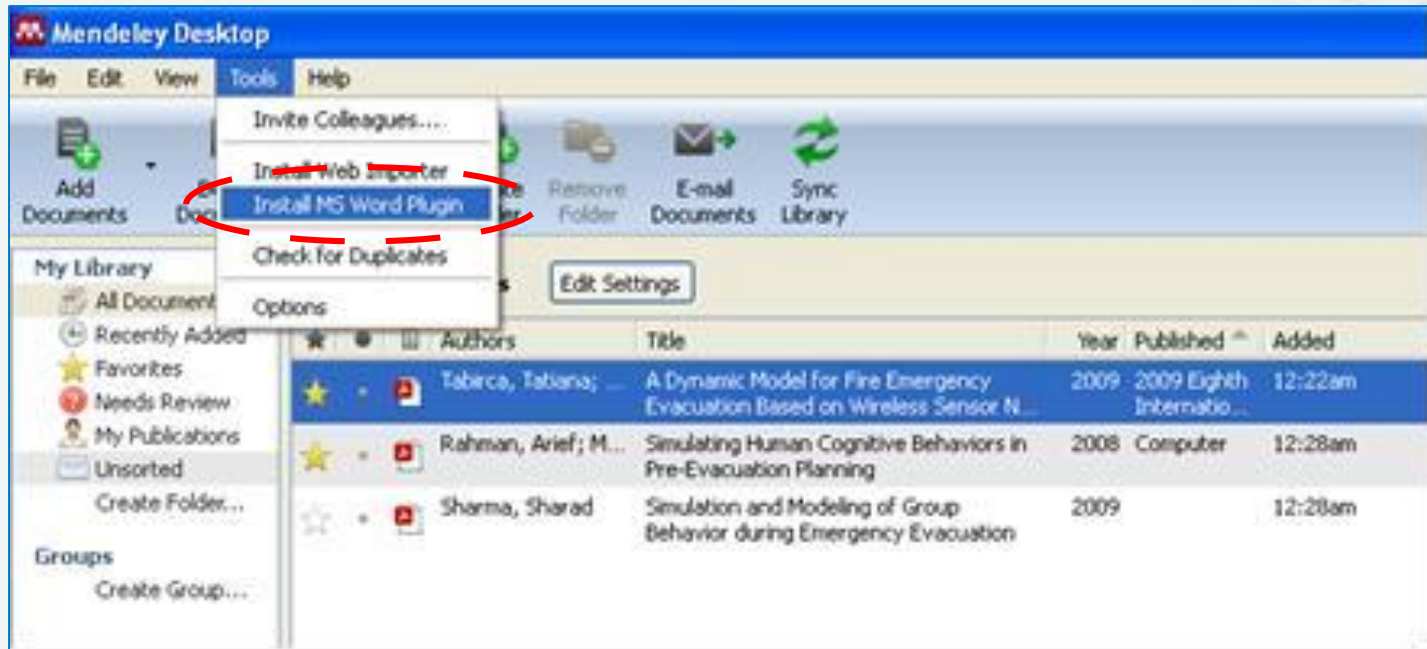
- 1) Display the list of your source
- 2) Go to References tab and click on Manage Source



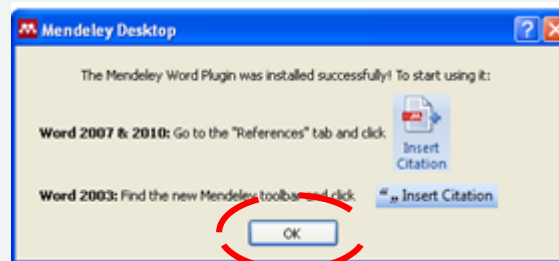
References & Bibliography

CITATION in MS WORD

- Install Ms Word Plugin

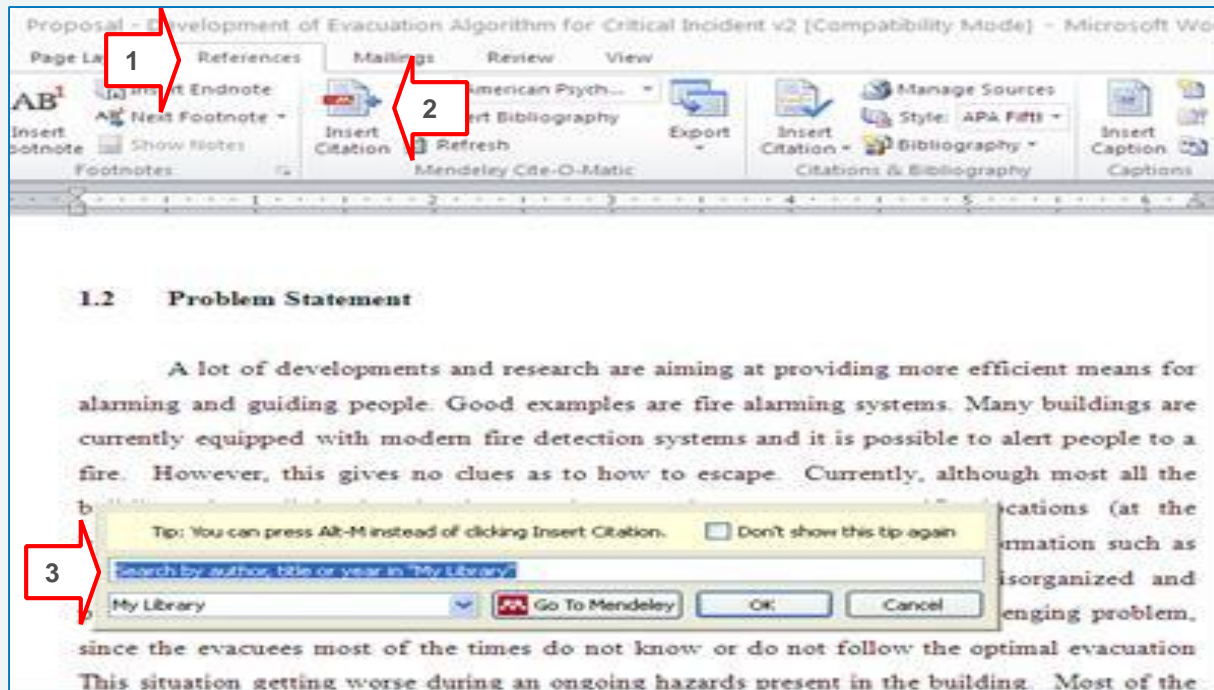


- Click "OK".



References & Bibliography

- At MS Word, at the end of any sentences that you want to insert citation,
 - 1) Click 'References'
 - 2) Click icon 'Insert Citation'
 - 3) Automatically open dialogue box appeared

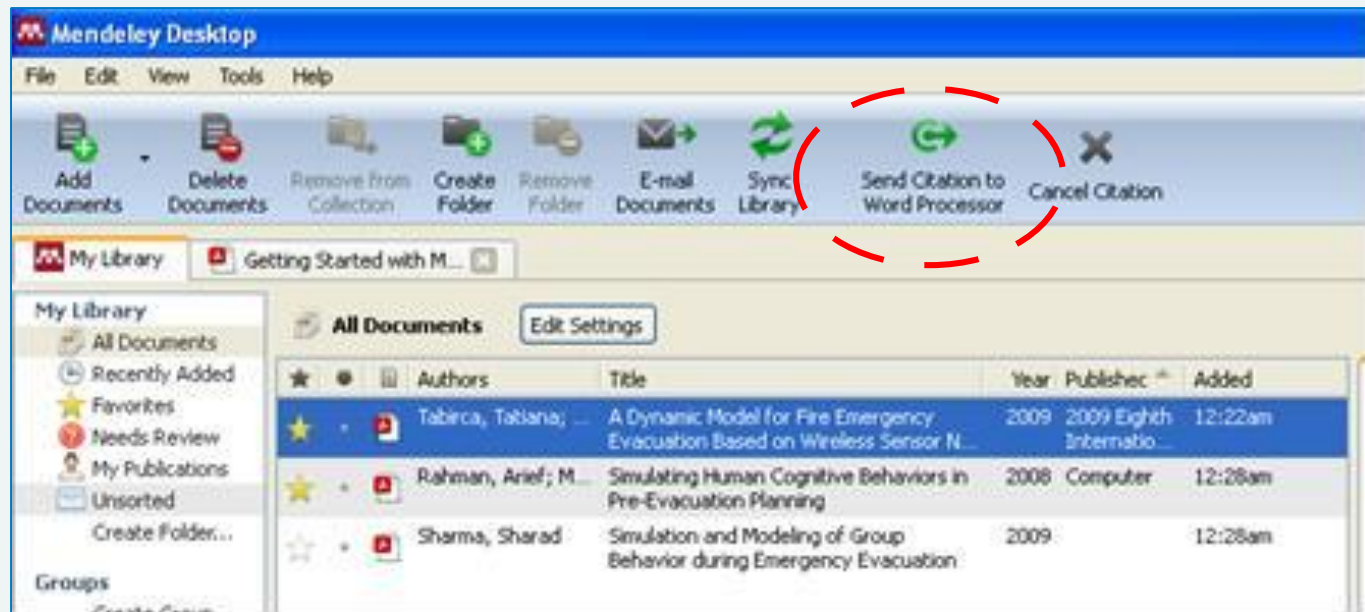


References & Bibliography

- Click 'Go To Mendeley'



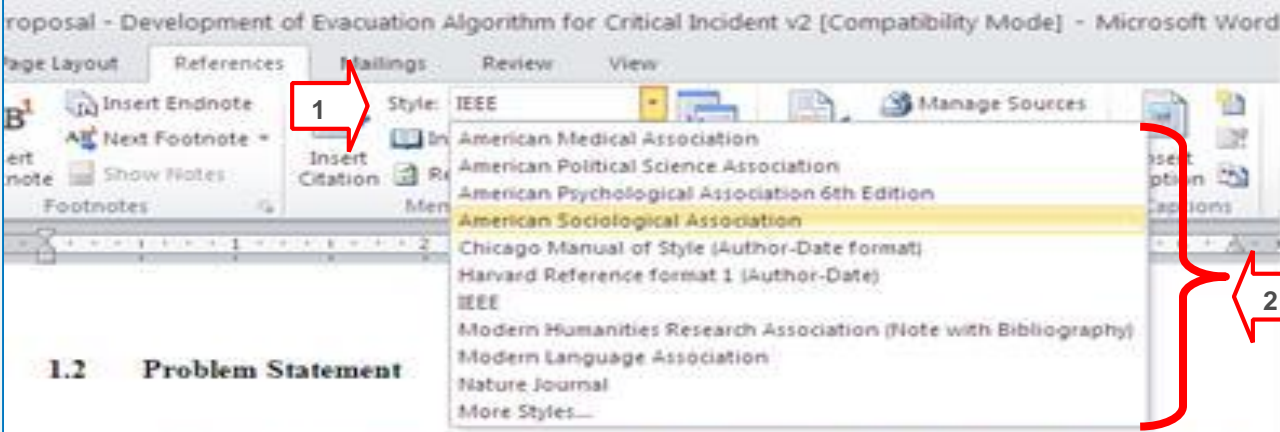
- Choose the correct references file and click the 'Send Citation to Word Processor' icon



References & Bibliography

CHANGE CITATION FORMAT

- Click 'Reference' > 'Style' > Choose University format



The screenshot shows the Microsoft Word interface with the 'References' tab selected. A red arrow labeled '1' points to the 'Citation' button in the 'References' ribbon. A dropdown menu is open, showing various citation styles. A red bracket labeled '2' encompasses the list of styles, with a red arrow pointing to the 'American Sociological Association' style, which is highlighted in yellow. Below the menu, the document text is visible, showing a section titled '1.2 Problem Statement' and a paragraph of text ending with a citation '[1]'. A red circle highlights the '[1]' in the text.

roposal - Development of Evacuation Algorithm for Critical Incident v2 [Compatibility Mode] - Microsoft Word

Page Layout References Mailings Review View

Style: IEEE

American Medical Association

American Political Science Association

American Psychological Association 6th Edition

American Sociological Association

Chicago Manual of Style (Author-Date format)

Harvard Reference format 1 (Author-Date)

IEEE

Modern Humanities Research Association (Note with Bibliography)

Modern Language Association

Nature Journal

More Styles...

1.2 Problem Statement

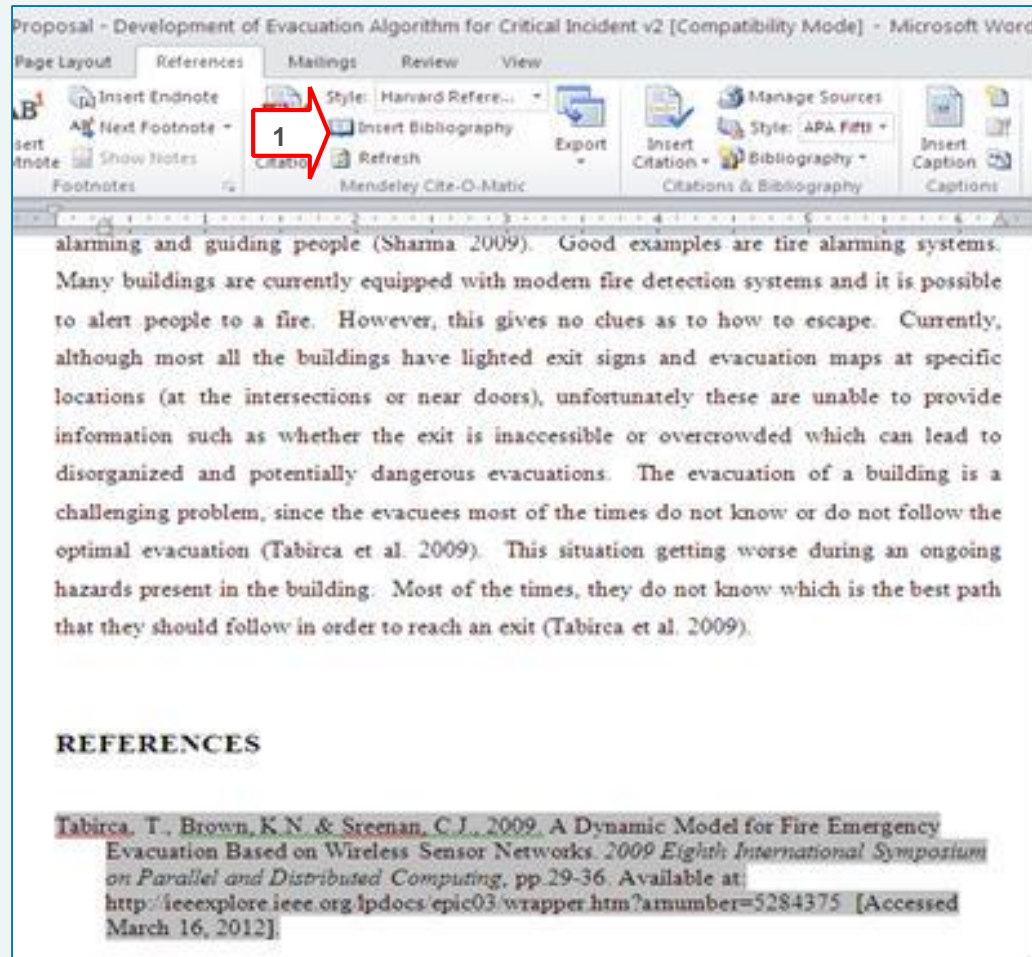
A lot of developments and research are aiming at providing more efficient means for alarming and guiding people. Good examples are fire alarming systems. Many buildings are currently equipped with modern fire detection systems and it is possible to alert people to a fire. However, this gives no clues as to how to escape. Currently, although most all the buildings have lighted exit signs and evacuation maps at specific locations (at the intersections or near doors), unfortunately these are unable to provide information such as whether the exit is inaccessible or overcrowded which can lead to disorganized and potentially dangerous evacuations. The evacuation of a building is a challenging problem, since the evacuees most of the times do not know or do not follow the optimal evacuation [1].

This situation getting worse during an ongoing hazards present in the building. Most of the

References & Bibliography

BIBLIOGRAPHY in MS WORD

- Click 'Insert Bibliography'



Proposal - Development of Evacuation Algorithm for Critical Incident v2 [Compatibility Mode] - Microsoft Word

Page Layout References Mailings Review View

Insert Endnote Next Footnote Show Notes Footnotes

Style: Harvard Refer... Insert Bibliography Refresh Mendelay Cite-O-Matic

Export Insert Citation Bibliography Insert Caption

Manage Sources Style: APA Fifth Citations & Bibliography Captions

alarming and guiding people (Sharma 2009). Good examples are fire alarming systems. Many buildings are currently equipped with modern fire detection systems and it is possible to alert people to a fire. However, this gives no clues as to how to escape. Currently, although most all the buildings have lighted exit signs and evacuation maps at specific locations (at the intersections or near doors), unfortunately these are unable to provide information such as whether the exit is inaccessible or overcrowded which can lead to disorganized and potentially dangerous evacuations. The evacuation of a building is a challenging problem, since the evacuees most of the times do not know or do not follow the optimal evacuation (Tabirca et al. 2009). This situation getting worse during an ongoing hazards present in the building. Most of the times, they do not know which is the best path that they should follow in order to reach an exit (Tabirca et al. 2009).

REFERENCES

Tabirca, T., Brown, K.N. & Sreenan, C.J., 2009. A Dynamic Model for Fire Emergency Evacuation Based on Wireless Sensor Networks. *2009 Eighth International Symposium on Parallel and Distributed Computing*, pp.29-36. Available at: <http://ieeexplore.ieee.org/lpdocs/epic03/wrapper.htm?amumber=5284375> [Accessed March 16, 2012].



THANK YOU

THANK YOU

By Dr. Alaa Abdulhusein Jabbar Altaay

