

PREPARING TO PUT YOUR THESIS ALL TOGETHER

Keep your chapters separate throughout the writing process

Your final submission will need to be one long document

FORMAT FRONT SECTIONS OF A THESIS:

Cover Page with ANU Policy requirements

Declaration

Acknowledgments

Abstract

List of Abbreviations

Table of Contents

List of Tables

List of Figures

BEFORE COMBINING CHAPTERS:

Captions applied for tables and figures

Checked spelling and grammar

Removed all track changes and comments

Finalised sentence structure editing from supervisor and editor

Place all final chapters into a folder to be ready to combine

If EndNote was used open each Chapter in Word and unformat your bibliography:

If instant formatting was used then each chapter will have formatted in-text citations: (Jones, 1957), with a bibliography at the end of each chapter.

In Word, open each chapter and use the convert functionality:

WIN:EndNote Tab: **Convert Citations and Bibliography > Convert to Unformatted Citations.**

MAC: EndNote Tab: **Tools > Convert to Unformatted Citations**

This should change any citations to their unformatted form to look like this: {Jones, 1957 #4} and the bibliography will disappear.

(No action required for Mendeley or Zotero)

INSERT CHAPTERS, BIBLIOGRAPHY AND APPENDICES:

Word > Insert > Text from File

Word > Layout > Breaks > Section Breaks

GENERATE:

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Bibliography