

WORD FOR ACADEMIC WRITING: THESIS ESSENTIALS

ANU LIBRARY DIGITAL LITERACY TRAINING

2023

This [workshop](#) provides

- Top tips for formatting your thesis
- Review of working with captions, images, pdfs, section breaks, headers, general overall content layout.
- Understanding the thesis formatting processes and preparing for submitting (file size and format, understand the ANU systems for submission)
- Discuss ORCHID and ResearcherID
- Recommended for those who have completed the [word for academic writing series](#) and working with a thesis chapter template and full thesis.

ANU POLICY

All Word templates and samples are based on the [ANU Policy: HDR submission and examination of theses](#)

CHAPTER TEMPLATES

Two sample chapter templates from the [Word Maintaining Consistency support page](#) from the Digital Literacy Training - ANU Library and Use of Chapter Template instructions on the Training Materials panel.

- The Chapter Numbering has coded "Chapter #" in the Heading 1 so that each table will be linked to that chapter # i.e. Table 2-1, Table 2-2 and same with Figures.
- Whereas Chapter with No Chapter Numbering links to the Introduction and if numbering is turned on then the tables and figures can link to this heading.

The first 5 minutes is the theory I discussed in the webinar - 5 minutes onwards is how to use the template.

Windows:

[Word Template with Chapter Numbering](#)

[Word Template with No Chapter Numbering](#)

Mac:

[Word Template with Chapter Numbering](#)

[Word Template with No Chapter Number](#)

THESIS TEMPLATE

Full thesis template of preliminary pages and ANU Thesis Sample Bound Version provided on the [Word Putting your Thesis all together support page](#).

ANU LOGO

Use of ANU logo on thesis title page is distributed and approved by [Brand and Marketing Services](#) - ANU Brand Brand@anu.edu.au

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FORMATTING

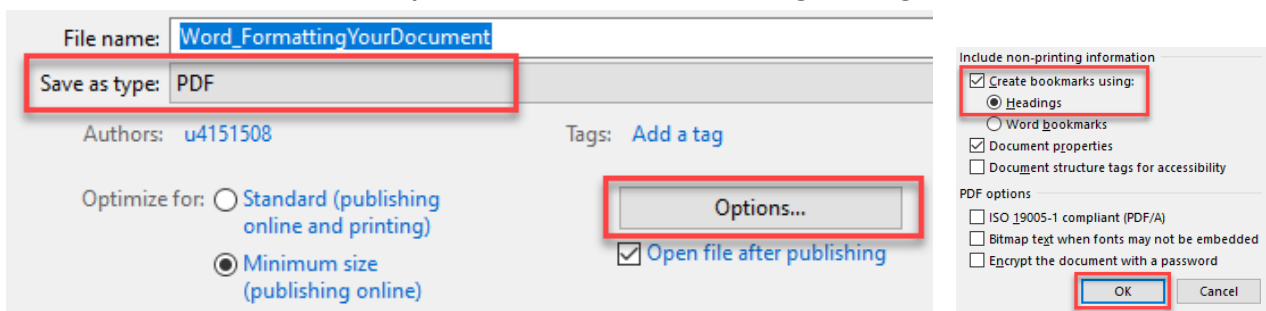
Working with: tables and section breaks covered in the [Formatting your Document support page](#).

STYLES FOR TABLE OF CONTENTS

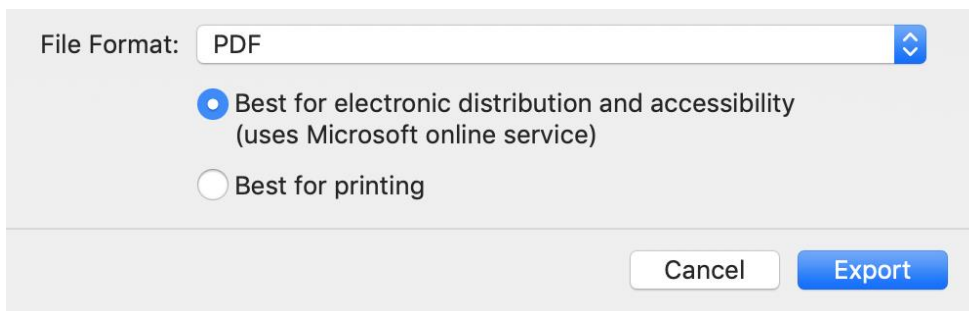
- [Understanding different TOC formats](#)
- [Modifying format of TOC](#)

SAVE AS INTERACTIVE PDF

Windows: **File > Save as > PDF > Options > Create bookmarks using headings:**



MAC: **File > Save as > PDF > Best for electronic distribution and accessibility > Export**



*Limitations with Mac may not accept first option > if not then select Best for printing (it will not create an interactive pdf)

PREPARING FOR SUBMITTING

- Information within the video: [Thesis and Examination - Candidate](#)
- each file upload **must not exceed 2GB**

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ORCHID AND RESEARCHERID

ANU HDR Milestone Reporting eForms prompts candidates to release thesis for worldwide distribution to ProQuest, more information: about.proquest.com/en/dissertations/

ANU promotes creating an ORCID iD to ensure your ORCID iD is integrated with the University's research systems as easily as possible, so as to minimise the work required by you in regards to the reporting of your publications and grants: [ANU Library Guide: ORCID](#)

Differences

At a basic level, both ORCID and ResearcherID perform the same function, that is, help solve the problem of ambiguity by assigning a unique ID to every researcher. Thus, even if there are several researchers with the same name, these tools help make them uniquely identifiable and link this unique ID with publications.

However, there are important differences between the two which explains why you might benefit from having both. While ORCID just provides you with a unique identifier, ResearcherID has some additional features: it enables users to build a publication profile and generate citation metrics from Web of Science. On the other hand, while ResearcherID is owned by Web of Science, ORCID is community-driven and is therefore more neutral. Thus while ResearcherID is restricted to journal outputs in the Web of Science, your ORCID can be associated with an output in any article from any publisher, and you can also attach the identifier to datasets, equipment, media stories, experiments, patents and notebooks.

FINDING THESIS

[ANU Library Guide: Finding Thesis](#)

[Open Research at ANU](#) and search by: authors or key subject words

COPYRIGHT AND REFERENCING

[Copyright information](#)

[Referencing](#)

[EndNote Introduction and Advanced](#) recordings to support your thesis

[EndNote Support Site on Wattle](#) (contains EndNote software for ANU community)

APPOINTMENTS BOOKINGS:

anu.libcal.com/appointments/academic-competencies-digital-capabilities

Word thesis formatting consults provide an opportunity to ask questions about Microsoft Word, including troubleshooting and help with advanced academic writing requirements such as formatting your thesis – setting up your chapter template.

EndNote formatting consults provide an opportunity to manage your EndNote library and maintain consistency in your referencing style, including fixing inconsistencies, updating referencing styles, ensuring you are meeting academic referencing requirements and creating an online EndNote library.