Digital literacy training

Word for Academic Writing

Thesis Chapter Template
2023

Sample of Thesis Chapter Template
Version: Windows

To maintain consistency in your thesis a word chapter template is used.

A Word template determines the basic structure of a new document as it inherits three areas:

- Styles – The fonts are built into the styles and are used to create Table of Contents, List of Tables, List of Figures and other Lists required. Styles allow use of the Navigation Pane in Word to quickly move throughout your chapter

- Page settings – paper size and margins

- Layout – headers, footers, page numbers and text on page

Using a chapter template allows the user to set the formatting once and use that formatting over and over again for each chapter of a thesis. Templates save time and effort and produce consistently formatted documents.

Templates must meet the requirements list in the Content section of the
Procedure: Higher Degree by Research: Submission and Examination of Theses
(#10-#20)

Download and save a Sample Thesis Template - there are 2 versions to choose from
(see next page for examples)

Additional training materials

Sample of Thesis Chapter Template with Chapter-Numbering

Sample of Thesis Chapter Template without Chapter-Numbering*

*used for thesis to allow for Chapter Headings with a stylish format

The structure of the *Chapter-Numbering* attaches automatic numbering to all headings to allow each chapter to identify independently and follows begins with Heading 1 **Chapter 1** and follows with Heading 2 of **1.1**.

If you wish to deviate from this set structure you will require the use of the other sample template *without Chapter-Numbering* as it allows each chapter to have a 1.0 section of Introduction before section 1.1

Sample of Thesis Chapter Template with Chapter-Numbering

Chapter 1 Research Context

1.1 Background Research

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

1.1.1 Survey

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new

Chapter 2 Water Quality

2.1 Methodology

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new

2.1.1 Data Collection

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new

Chapter Heading set at: Arial 16pt Bold

Body Text Thesis (for paragraphs) set at: Arial 11pt 1.5 line spacing as per policy and a 15 point spacing at end of paragraph before beginning next paragraph

Sample of Thesis Chapter Template without Chapter-Numbering*

*used for thesis to allow for Chapter Headings with a stylish format

CHAPTER ONE
RESEARCH CONTEXT

1 Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page and text box designs that complement each other. For example, you can add a matching cover page, header and sidebar. Click Insert, then choose the elements you want from the different galleries. Themes and styles also help to keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

1.1 Background Research

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column,

CHAPTER TWO
WATER QUALITY

2 Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page and text box designs that complement each other. For example, you can add a matching cover page, header and sidebar. Click Insert, then choose the elements you want from the different galleries. Themes and styles also help to keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

2.1 Background Research

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column,

Chapter Heading set at Arial 16pt Bold
To reflect image above – it can be changed to Arial 20pt SMALL CAPS Bold

Body Text Thesis (for paragraphs) set at: Arial 11pt 1.5 line spacing as per policy and a 15 point spacing at end of paragraph before beginning next paragraph

Changes to the Template

Open Word > **File > Open >** locate **Microsoft Word Template** file in **Type** column

Name	Date modified	Type	Size
Thesis Chapter Template.dotx	22/08/2018 9:59 AM	Microsoft Word Template	23 KB

Make changes such as:
- Margins
- Header or Footer
- Modify Styles:
  - font type
  - font size
  - apply multilevel numbering to headings 1-4
  - indentation
  - line spacing before or after

Place cursor at top of document > Select **Save**

Close File and **Exit** Word
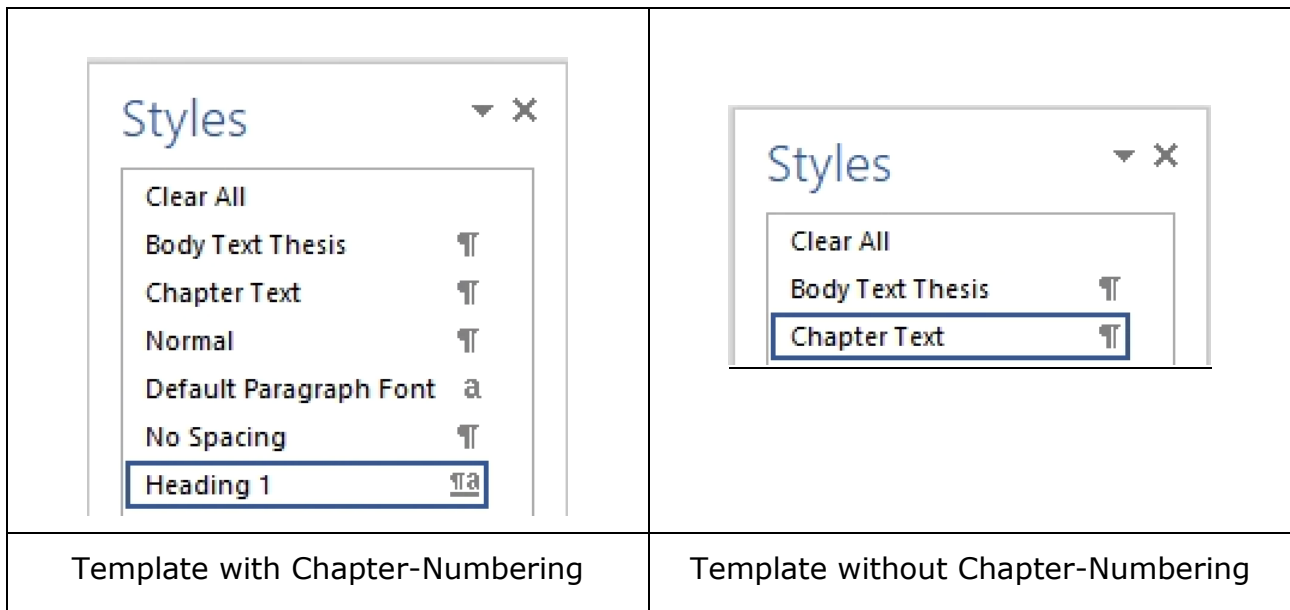
Using the Template

Open **File Explorer**

Double click the template file located at:

Documents/Thesis Template/Thesis-Chapter-Numbering-Template.dotx

Documents/Thesis Template/Thesis-Chapter-Template.dotx

Home Tab > **Styles** > **Launcher**

Styles ▾ ✕ Clear All Body Text Thesis ¶ Chapter Text ¶ Normal ¶ Default Paragraph Font a No Spacing ¶ Heading 1 ¶a	Styles ▾ ✕ Clear All Body Text Thesis ¶ Chapter Text ¶
Template with Chapter-Numbering	Template without Chapter-Numbering

The document now needs to be saved:

Select **File >Save** - *Documents/Thesis/**Chapter 1.docx***

Begin typing your chapter using the styles as required:

- Chapter Text (*only for Template without Chapter-Numbering*)
- Headings 1, 2, 3 & 4
- Body Text Thesis (for paragraphs)
- Thesis Table and Figure Format (to apply single line spacing for tables)
- Quote
- Caption style is used by selecting Reference Tab > Insert Caption and turn on Numbering > Format > tick include chapter number (Figure 1-1)

Heading Numbering

Place cursor on first instance of Heading 1

> **Home tab** in the Paragraph Group select drop down of the **Multilevel list** icon

Select 1 Heading 1 option

Styles will look like this:

Start a new document for Chapter 2 and subsequent Chapters
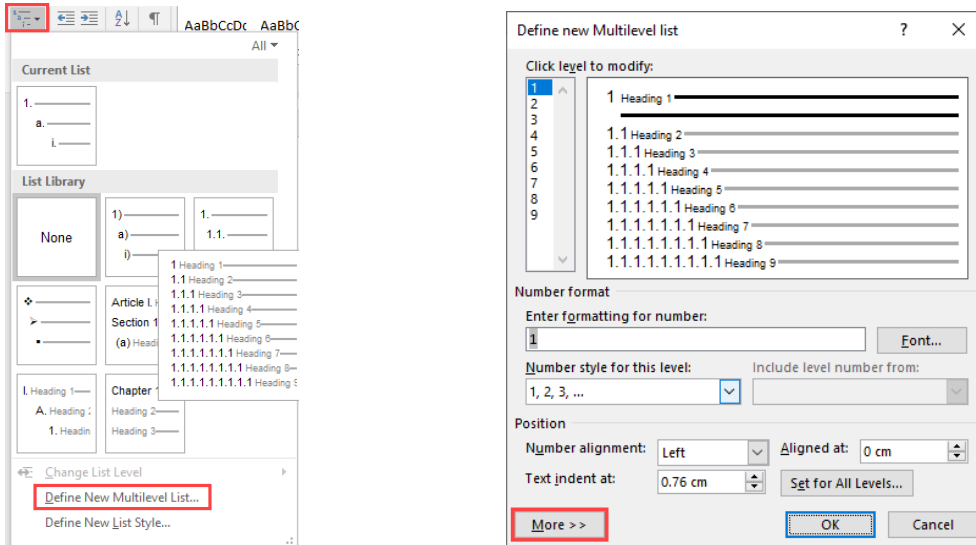
Double click the template file located at:

Documents/Thesis Template/Thesis-Chapter-Numbering-Template.dotx

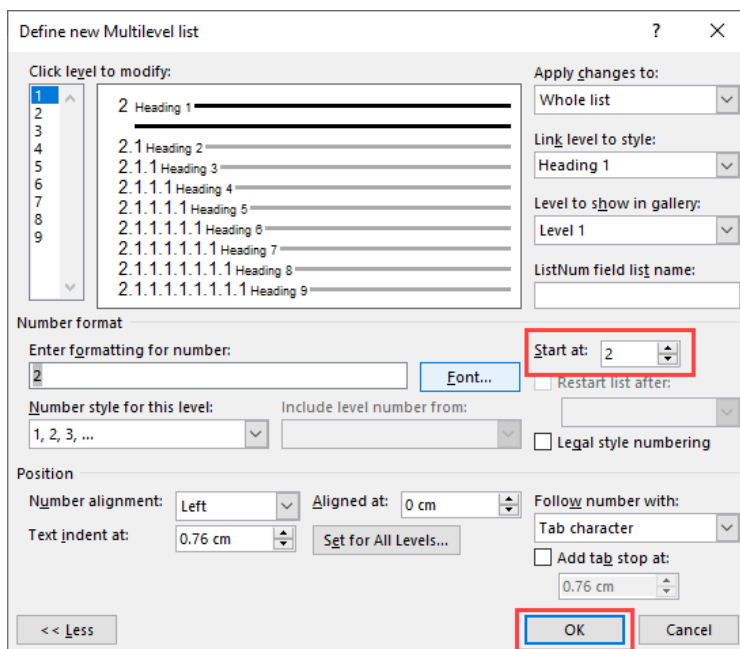*Documents/Thesis Template/Thesis-Chapter-Template.dotx*

Select **File >Save** - *Documents/Thesis/**Chapter 2.docx***

To change the numbering

> Select Multilevel list icon – select **Define New Multilevel List** – select **More**

Select **Start at**: change to **2**

Same for remaining chapters when saved as separate files.

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Add Drafts to the Chapter Template

To add text to the Chapter Template use the following function.

Double click the template file located at:

Documents/Thesis Template/Thesis-Chapter-Numbering-Template.dotx

Documents/Thesis Template/Thesis-Chapter-Template.dotx

Place cursor on the row where Body Text Thesis style is selected.

This is important otherwise the text will be imported in a heading or other style format.

1. Activate the **Insert** tab > **Text** group > click the <Object> button dropdown list > choose **Text from File**.

2. **Browse** to the file (chapter) required Click <Insert>.
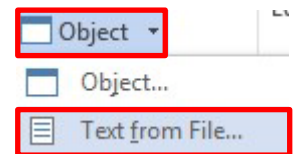
Apply the styles as required:

- Chapter Text (*only for Template without Chapter-Numbering*)

- Headings 1, 2, 3 & 4

- Body Text Thesis (for paragraphs)

- Thesis Table and Figure Format (to apply single line spacing for tables)

- Quote

Paragraphs can be kept as Normal style if preferred – otherwise select multiple paragraphs and change to Body Text Thesis style.