

Documentation and guidance

for

Word template *Thesis* writing Master and Doctoral Theses

Einar H. Krogstie – Monday 26 November 2018



Table of Contents

1	Introduction.....	3
2	Repository.....	3
3	Create new thesis based on the template.....	5
3.1	<i>PhD</i>	5
3.2	Master	8
4	Attach existing document to the template	11
5	Tools	12
5.1	Styles.....	12
5.2	Thesis category on the Office ribbon	13

1 Introduction

The Word template Thesis.dotm is developed for use in the Windows environment and is designed with the following purposes:

1. Create a new Master or PhD thesis based on the template
2. Attach an existing document to the template to facilitate layouts, styles, language and get relevant tools and functionality available

The template checks the Office language used in order to adjust style settings, and the thesis may be written in either Norwegian or English regardless the Office language.

2 Repository

The tool consists of two files:

1. Thesis.dotm
2. Style.ini

The two files must reside in the same folder and can be stored anywhere (do not use OneDrive as template repository), and confirm that Word is set up to allow macros. There are different ways to accomplish this, but here is one option:

1. Save the files locally on the computer in this location
 - *Documents\Custom Office Templates (Dokumenter\Egendefinerte Office-maler)*
2. Add the location as a *Trusted location* in Word
 - **File (Fil)–Options (Alternativer)–Trust Center (Klareringssenter)–Trust Center Settings (Innstillinger for klareringssenter)–Trusted Locations (Klarerte plasseringer)–Add new location (Legg til ny plassering)**

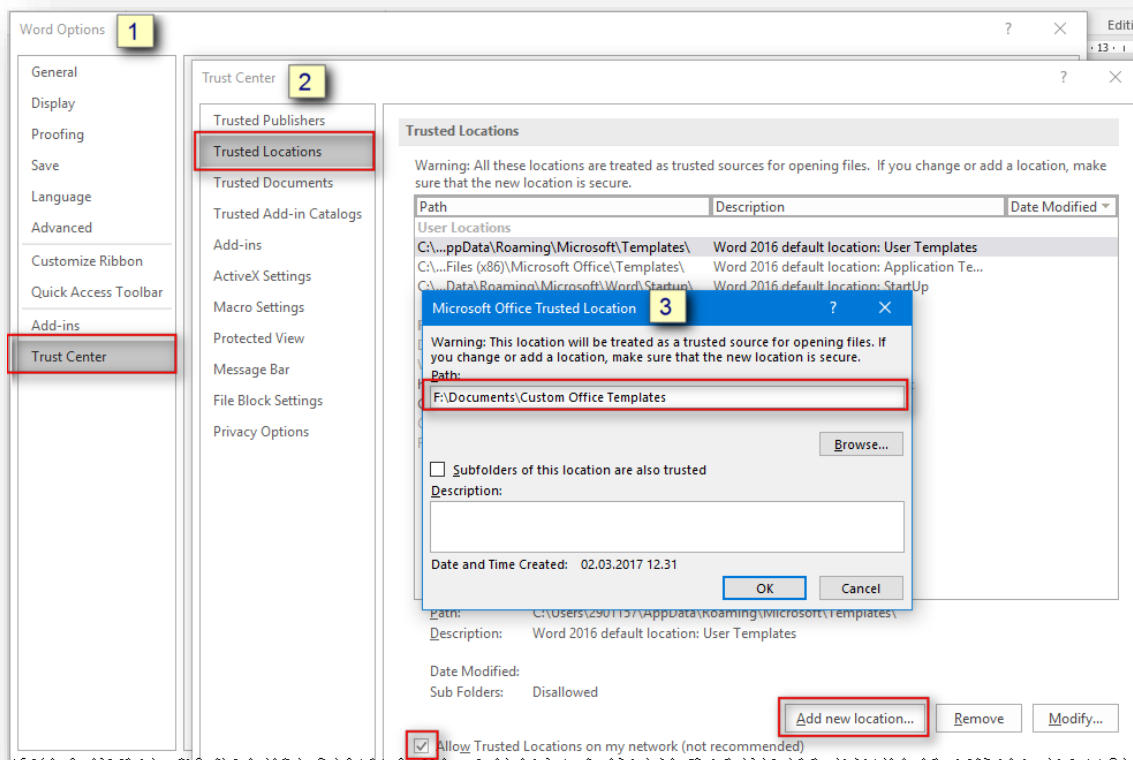


Figure 1 – Add trusted location

3. Enter the folder path in Word here:
 - **File (Fil)–Options (Alternativer)–Save (Lagre)–
Default personal templates location** (Standardplassering for personlige maler)

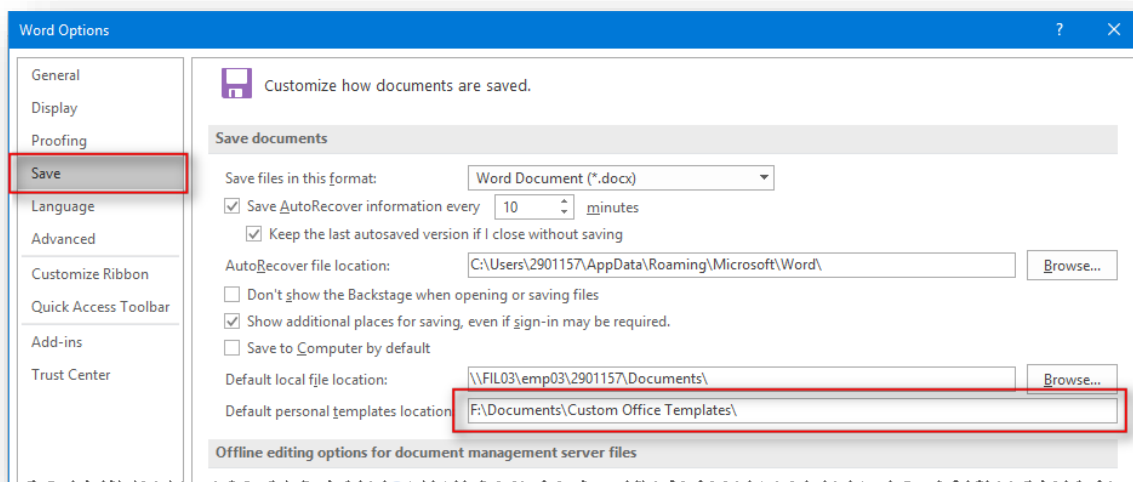


Figure 2 – Specify location for personal templates

3 Create new thesis based on the template

1. Open Word
2. Choose **File (Fil)**–**New (Ny)**–**Custom (Egendefinert)**–[*Template folder*]
3. Select *Thesis*
4. The following dialog will appear, and select the editing language and the document type. (The difference between Master and PhD is the page layout)

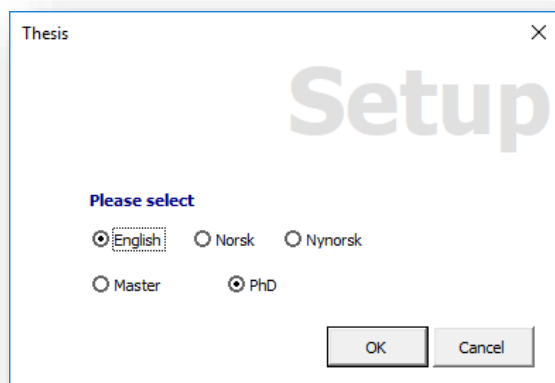


Figure 3 – Dialog for language and document type

3.1 PhD

If you select PhD you will create a new document in a pre-book format where title pages, tables of contents, text pages, page numbering, and headers are set up according to the requirements for the setup at UiS. Enter data in content controls on title pages and replace placeholder text with your own content.



Figure 4 – First title page

University of Stavanger
NO-4036 Stavanger
NORWAY
www.uis.no

©Click to enter year. Click to enter author.

ISBN: Click to enter ISBN.

ISSN: Click to enter ISSN.

PhD: Thesis UiS No. Click to enter PhD No.

Figure 5 – Second title page

Acknowledgements

Click here to enter text.

Summary

Click here to enter text.

Figure 6 – Text page

Table of Contents

Acknowledgements	iii
Summary	iii
1 Introduction	1
2 Theory.....	2
3 Methodology.....	3
Appendices.....	4

Table of Figures

Figure 1 – Rolling.....	1
-------------------------	---

List of Tables

Table 1 – Participants.....	2
-----------------------------	---

Appendices

Appendix 1 – First entry.....	4
-------------------------------	---

Figure 7 – Table of Contents

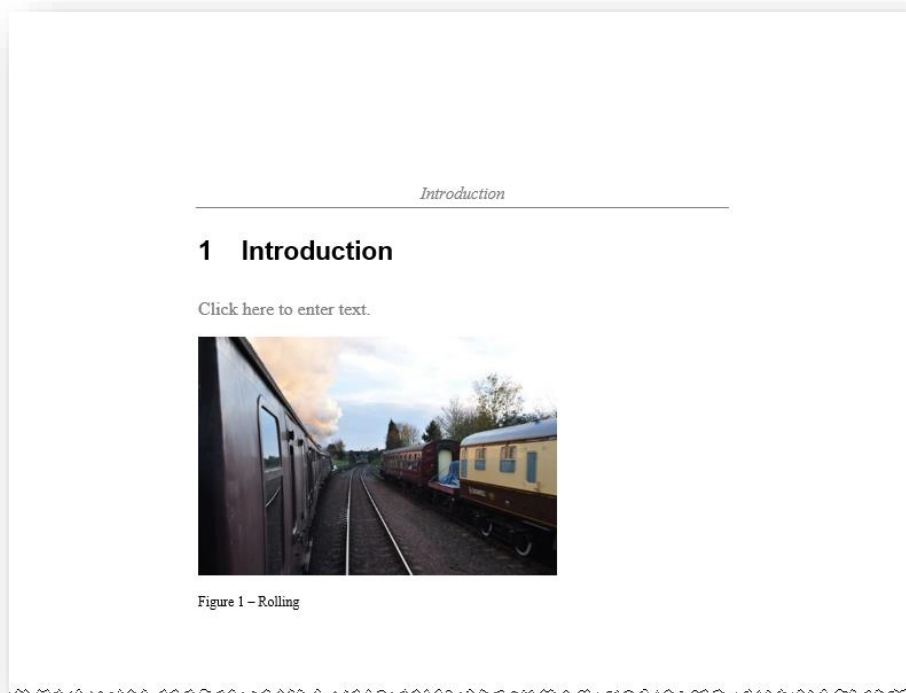


Figure 8 – Text page

3.2 Master

If you select Master you will create a new document where title page, tables of contents, text pages, and page numbering are set up. Enter data in content controls on title page and replace placeholder text with your own content.

 University of Stavanger	
CLICK HERE AND TYPE FACULTY. MASTER THESIS	
Curriculum: Click here and type text.	Choose an item. semester, Click and type year. Choose an item.
Author: Click here and type text.	 (author signature)
Tutor: Click here and type text.	
Master thesis title: Click here and type text. English title: Click here and type text.	
Keywords: Click here and type text.	Number Number of pages. of pages: + Number of appendices/other: appendices. Stavanger, Pick a date. date/year

Figure 9 – Title page

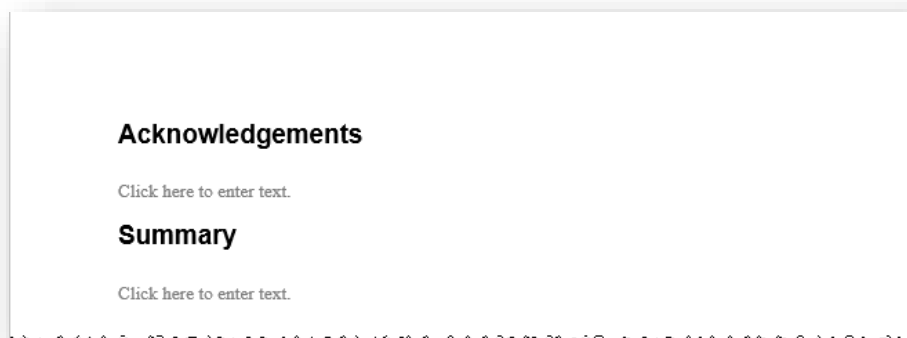


Figure 10 – Text page

Table of Contents	
Acknowledgements.....	i
Summary.....	i
1 Introduction.....	1
Appendices.....	1
Vedlegg 1 – First entry.....	1
Table of Figures	
Figure 1 – Ringo.....	1
List of Tables	
Table 1 – Participants.....	1
Appendices	
Vedlegg 1 – First entry.....	1

Figure 11 – Tables of Contents

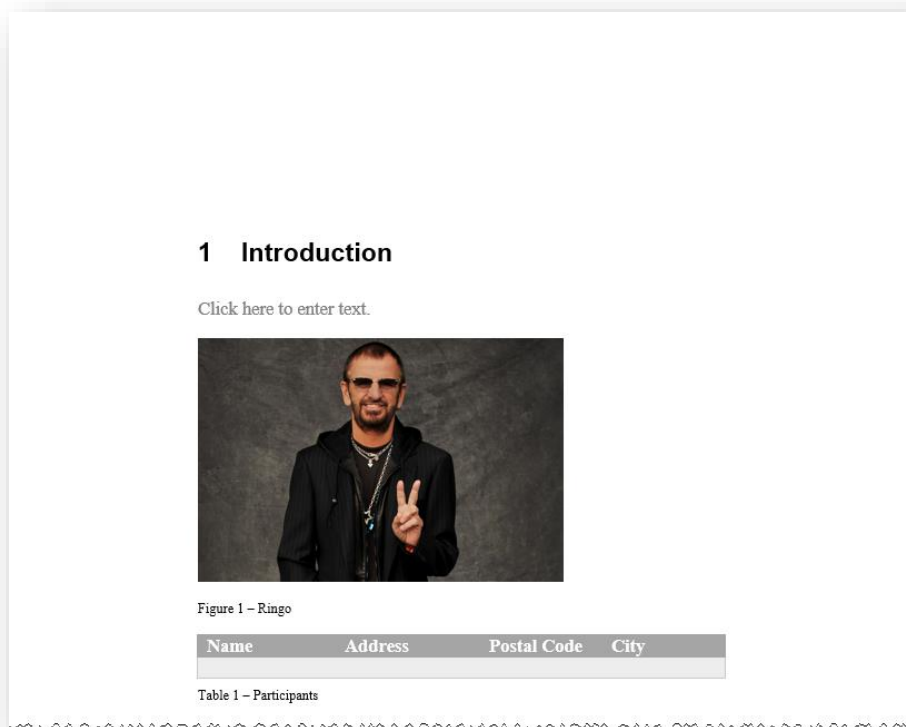


Figure 12 – Text page

4 Attach existing document to the template

1. Perform the steps in paragraph 2 *Repository*
2. Open the document to be attached to the template
3. Select **File (Fil)–Options (Alternativer)–Customize Ribbon (Tilpass båndet)**

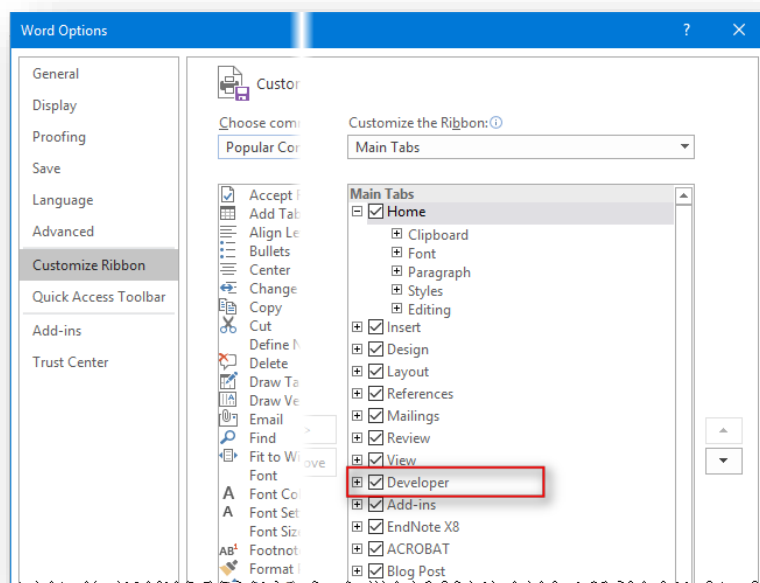


Figure 13 – Make Developer category available in the ribbon

4. Select **Developer** (Utvikler)–**Document Template** (Dokumentmal)
5. In the dialog click **Attach** (Tilordne)

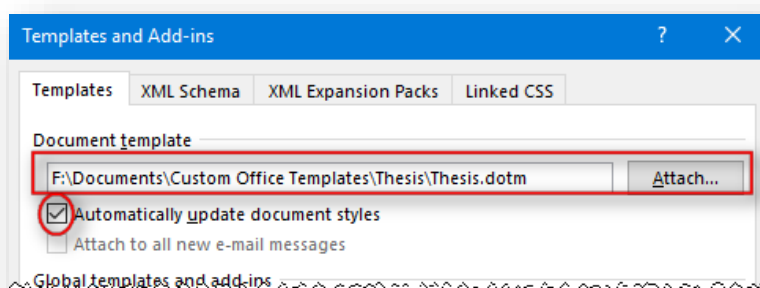


Figure 14 – Attach a document to the template

5 Tools

5.1 Styles

In the Style gallery on the Home category, you will find the appropriate styles

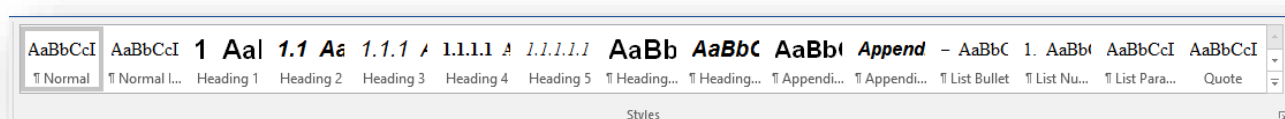


Figure 15 – Style gallery in Word

Notice that most of the styles in the gallery are renamed governed by the Office language. For example, the style *Heading 1* in English Office reads *Overskrift 1* in Norwegian Office.

5.2 Thesis category on the Office ribbon

On the Office ribbon there will be a category - *Thesis* - containing various tools for writing and editing the document.

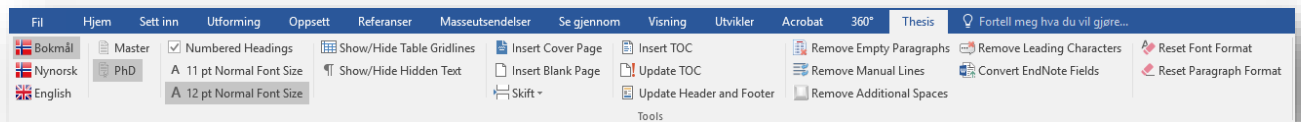
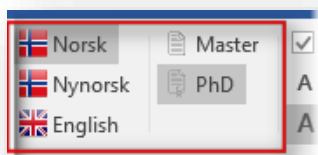


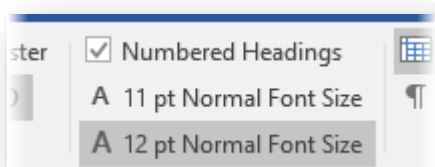
Figure 16 – Thesis category

5.2.1 Command buttons on the ribbon

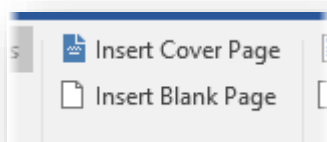
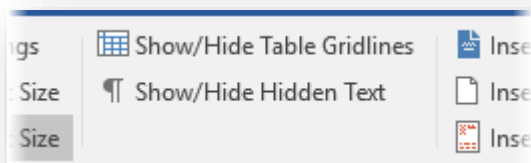
At the initial startup, a dialog box is viewed in order to select the editing language and the type of document, see **Error! Reference source not found.**



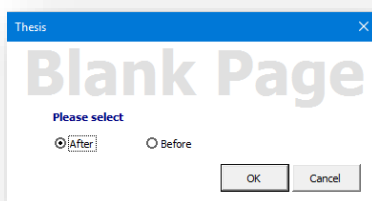
- Shows the selected language in the Setup dialog (these can be altered at a later stage, but should only be set once)



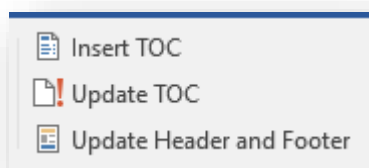
- *Numbered Headings* determines whether heading styles should be numbered
- *11 Pts Normal Font Size* sets the Normal style to 11 Pts, and adjusts the other styles accordingly
- *12 Pts Normal Font Size* sets the Normal style to 12 Pts, and adjusts the other styles accordingly – (Default setting)
- *Show/Hide Table Gridlines* turns the table gridlines on or off
- *Show/Hide Hidden Text* shows or hides paragraph marks and other formatting symbols



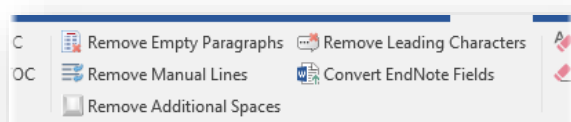
- *Insert Cover Page* inserts page 1 and 2 specified in the document «Oppsett for avhandling» (normally required only in PhD thesis)
- *Insert Blank Page* inserts a blank page where needed (normally only in PhD thesis where *Heading 1* always should be on the right – odd – page.



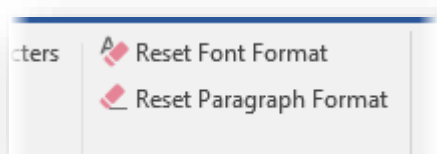
Blank Page dialog to determine if the blank page should be inserted after or before the insertion point



- *Insert TOC* inserts Table of Contents, Table of Figures, List of Tables, and List of Appendices at the position of the insertion point in a functional format. Remove any existing Table of Contents before pressing the button. If a Table of Figures, List of Tables, or a List of Appendices is not required any instance can be deleted manually.
- *Update TOC* updates all tables and lists in the document
 - *Update Header and Footer* updates the content in headers and footers to reflect the document style Heading 1 in the dissertation and inserts correct page numbering



- *Remove Empty Paragraphs* removes all empty paragraphs (paragraphs with no text) in the selected range
- *Remove Manual Lines* removes manual line breaks in the selected range
- *Remove Additional Spaces* removes all redundant (exceeding one) spaces in selected range
- *Remove Leading Characters* removes leading characters (often applicable when text is copied from other sources and where the text initially formatted with bullet points)
- *Convert EndNote Fields* converts EndNote field codes to plain text



- *Reset Font Format* removes manually/directly formatted character or font formatting on selected text
- *Reset Paragraph Format* removes manually/directly formatted paragraph formatting on selected paragraphs