

1. Introduction

This workbook covers the process of creating a thesis using Microsoft Word 2010. It looks at standards and regulations, planning, and the features in Word you need to use to create a long, complex document.

University regulations

The University publishes regulations that govern the assessment of a thesis. You will find the regulations at:

<http://www.ed.ac.uk/schools-departments/academic-services/policies-regulations/regulations/assessment>

There are also regulatory standards covering the format and binding of a thesis. Click on the link **Thesis Binding** at:

<http://www.ed.ac.uk/schools-departments/academic-services/policies-regulations/guidance>

There may be additional department or school-specific regulations for layout and formatting – check before you start.



Remember: It is *your* responsibility to check that your thesis complies with the University and departmental regulations and standards.

Planning your document

When producing a large document, it is worth considering whether it should consist of one large file or several smaller files which can be assembled at the end of the process. If a single, large file becomes corrupted, you could lose everything. Additionally, a large document can sometimes slow down tasks like navigating, spelling and so on, especially if it contains pictures and graphics.

An option is to create separate files for each chapter then assemble them into a single document at the end. If you have to make changes after assembly, they should be made to the original files, which can then be re-inserted into the document.

Think also about how you are going to name your document. Make sure you can identify versions easily by using clear naming and numbering conventions.

If you need help with how to write a thesis and prepare for the examination process, the Institute for Academic Development provides resources. For a full list of courses, including the PhD Thesis Workshop, see:

<http://www.ed.ac.uk/schools-departments/institute-academic-development/postgraduate/doctoral/courses/course-list>