

# Thesis Formatting Workshop Module

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## Page Layout

1. Page Layout → Size → A4 210 x 297 mm
2. Page Layout → Margins → Custom Margins

## One File One Thesis (OFOT™) using Document Map or Navigation Pane

1. View → Tick 'Document Map'

## Styles

1. Styles Gallery → More Button → List of Styles

No.	Styles	Apply for
1.	Clear All	To clear the formatting
2.	Title	Text in Cover Page
3.	Book Title	Text in Title Page
4.	Pre Title	Heading in Front Matter pages (Abstract, Approval Page, Acknowledgement, Table of Content, List of Figures, List of Tables, References , Appendices)
5.	Normal, Text Normal	Body text
6.	Table & Figures	Caption of table and figure
7.	Heading 1	CHAPTER ONE, TWO, & so on...Chapter title e.g. Introduction, Literature Review, Materials and Method
8.	Heading 2	Second level subheading ( 2 numbers e.g 1.1)
9.	Heading 3	Third level subheading (3 numbers e. g 1.1.1)
10.	Heading 4	Fourth level subheading ( 4 numbers e.g 1.1.1.1)

## Page Break

1. Page Layout → Breaks → Page Breaks → Page

## Landscape page

1. Page Layout → Breaks → Section Breaks → Next Page
2. Page Layout → Margins → Custom Margins → Page Setup Window
3. Margins:
  - a. Top: 2.5 cm (1 inch)
  - b. Bottom: 2.5 cm (1 inch)
  - c. Left: 4.0 cm (1.5 inch)
  - d. Right: 2.5 cm (1 inch)
  - e. Gutter position: **Top**

(All information (text, headings, footnotes and figures), including page number, must be within the text area)
4. Orientation → Landscape
5. Apply to → This section → **OK**
6. **Insert another Section Breaks (step 1) if the next page is portrait.**
7. Insert → Page Number → Format Page Numbers → Continue from previous section

## Page Numbering

1. Preliminary Pages
  - a. Roman numbering
  - b. Started with Number 'ii'
  - c. No number for Cover Page & Title Page
2. Thesis content pages
  - a. Arabic Numbering
  - b. Start with number '1'
  - c. Portrait Page – Numbering position at the Bottom
    - i. Insert → Page Number → Bottom of page
    - ii. Insert → Page Number → Format Page Numbers → Continue from previous section
  - d. Landscape Page – Numbering position at the Right Margin
    - i. Insert → Page Number → Right

## Figures

1. Insert → Picture → File name (the picture)
2. Select the picture → Click Style Figure
3. References → Insert Caption → Options → Label: Figure → Untick 'Exclude label from caption' → Click numbering → Tick 'Include chapter number' → Use separator: . (period) → OK
4. Caption figure → Click Style **Table & Figures**
5. The Caption is **ABOVE** the Figures

## Tables

1. Insert → Table → The numbers of rows and columns depends on you.
2. References → Insert Caption → Options → Label: Table → Untick 'Exclude label from caption' → Click numbering → Tick 'Include chapter number' → Use separator: . (period) → OK
3. Caption table → Click Style **Table & Figures**
4. The Caption is **ABOVE** the Tables

## List of Figures / Tables

1. References → Insert Table of Figures → Table of Figures Window → Caption label: Figure / Table → OK
2. Modify the List of Figures / Tables manually

## Table of Contents

**MUST BE CREATED AT THE END OF THESIS WRITING!**

1. References → Table of Contents → Insert Table of Contents → Table of Contents Window → Customs Table of Content → Tab Leader → none → OK
2. Modify Table of Contents  
-Pre Title: Heading in Front Matter pages (Abstract, Approval Page, Acknowledgement, Table of Content, List of Figures, List of Tables, References , Appendices) must be **Bold** and similar aligned with Heading 1

## Printing Tips & Trouble Shooting

1. Change paper size to A4
2. Specify the page number & section during printing
3. Click on the footer to see the section of the page. Select which page to print (e.g. p4s7 – page 4 section 7).