



Australian
National
University

Digital literacy training

Word for Academic Writing

Thesis Chapter Template
2025

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Sample of Thesis Chapter Template

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 [Thesis Template](#) -

Sample of Thesis Chapter Template with Chapter-Numbering	
<p>Chapter 1: Introduction</p> <p>1.1 Research problem and questions</p> <p>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</p>	<p>Chapter 2: Methods</p> <p>2.1 Introduction to methods</p> <p>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</p>
<p>Chapter Heading set at: Aptos 16pt Bold</p> <p>Body Text Thesis (for paragraphs) set at: Aptos 11pt 1.5 line spacing as per policy and a 18 point spacing at end of paragraph before beginning next paragraph</p>	
<p style="text-align: center;">Chapter 1:</p> <p style="text-align: center;">Paragraphs or use Heading 2 to have a sub heading. Use style of Body Text Thesis for paragraphs</p> <p style="text-align: center;">1.1 Heading 2</p> <p style="text-align: center;">1.1.1 Heading 3</p> <p style="text-align: center;">1.1.1.1 Heading 4</p> <p style="text-align: center;">1.1.1.1.1 Heading 5</p>	

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

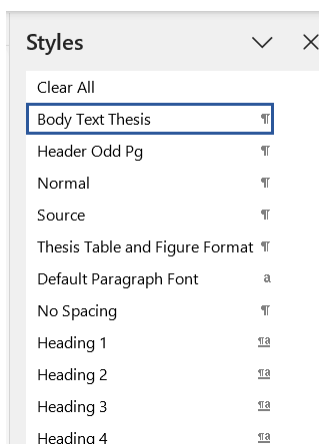
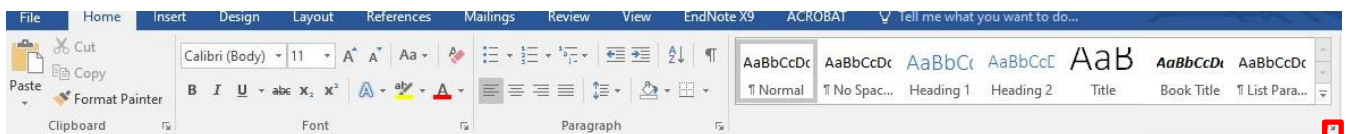
Using the Template

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**



The document now needs to be saved:

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

Begin typing your chapter using the styles as required:

- Headings 1, 2, 3 & 4
- Body Text Thesis (for paragraphs)
- Quote
- Thesis Table and Figure Format (to apply single line spacing for tables)
- Source
- Caption style is used by selecting Reference Tab > Insert Caption and turn on Numbering > Format > tick include chapter number (Figure 1-1)

Start a new document for Chapter 2 and subsequent Chapters

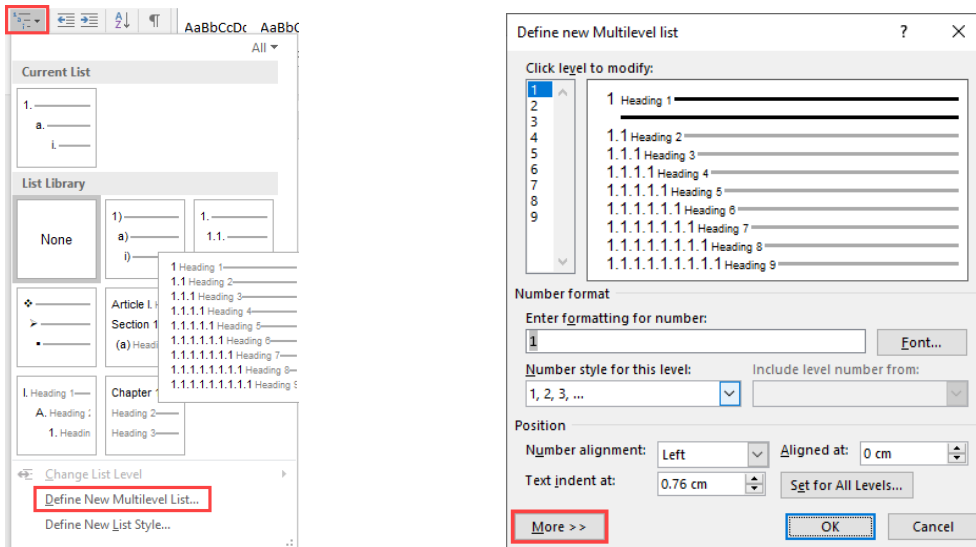
Double click the template file located at:

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

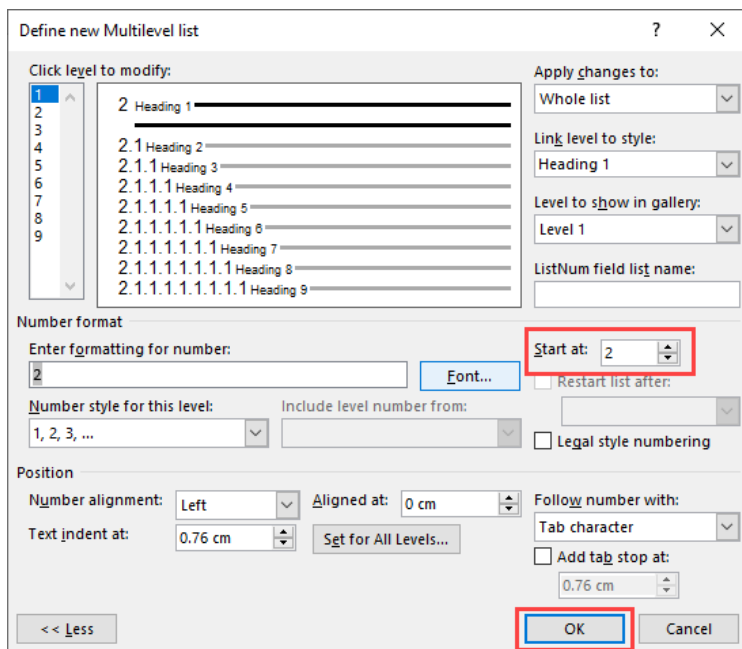
Select **File > Save - Documents/Thesis/ddmmyChapter 2.docx**

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.

Add Drafts to the Chapter Template

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

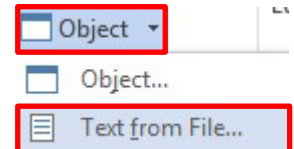
Double click the template file located at:

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

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:

- Headings 1, 2, 3 & 4
- Body Text Thesis (for paragraphs)
- Thesis Table and Figure Format (to apply single line spacing for tables)
- Source
- Quote

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