

Word for Academic Writing: Thesis Essentials

Presenter:

Candida Spence - ANU Library Digital Literacy Training



Australian
National
University

Outline

- Top tips for formatting your thesis
- Honours Theses Guidelines
- Procedure: Higher Degree by Research: Submission and Examination of Theses
- HDR Milestone Reporting eForms – Submit your Thesis for examination
 - iThenticate for HDR
 - Upload thesis process and tips



Word for academic writing:
maintaining consistency in your
thesis

EndNote Mendeley and Zotero

Word for academic writing:
putting your thesis all together



RESEARCH ESSENTIALS

Thesis formatting at ANU

1

Use the 'Thesis Chapter Template' to maintain consistency in your thesis

2

Use a Reference Manager to organise and streamline the referencing process

3

Apply Captions for tables, maps, figures and charts

4

Keep your chapters separate throughout the writing process

5

Bring thesis together: Join all chapters into one to maintain consistency throughout

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Honours Theses Guidelines

- Honours Guides are produced by each ANU College
- Format and cover page requirement vary for each ANU College

"Thesis Title"

Bachelor of Arts, Honours in Anthropology

The Australian National University

Ms Joe Blogs

May, 2023

This thesis is submitted in partial fulfilment of the requirements for the degree of Honours in Anthropology in the College of Arts and Social Sciences.

Submitted for the degree of
Bachelor of Asian Studies (Honours)
The College of Asia and the Pacific
The Australian National University

Procedure: Higher Degree by Research: Submission and Examination of Theses

ANU Policy Library: policies.anu.edu.au > ANUP_012815

policies.anu.edu.au/ppl/document/ANUP_012815

HDR Milestone Reporting eForms

Submit your Thesis for examination

- Notification of Intent to Submit Milestone submitted prior and approved by your Primary Supervisor
- You can update Thesis Title and Abstract before uploading Thesis
- Abstract must be 650 to 4,000 characters and cannot contain any accented, subscript or superscript characters
- Thesis and supporting materials file size max 2GB each file
 - Example: thesis with images 16.6MB = 0.0166GB

This video steps you through submitting your thesis using the Thesis Submission Milestone eForm

youtu.be/s85cq6R5uos



Australian National University Home HDR Milestone Reporting (v169.0) Logged in as Joe Bloggs (u4404341) Log Out

Introduction ✓
Student Details ✓
Candidature Details ✓
Thesis Details ✓
Thesis Upload and Distribution
Copyrights and Confidentiality
Publication
Researcher Identifiers
Summary

Thesis Upload and Distribution

Form Details: Joe Bloggs (u4404341) - Thesis Submission Form Id: 1000023943

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Thesis Upload

Upload your thesis or exegesis, and any supporting material to be considered in the examination of your thesis. Individual file size must not exceed 2GB each. Large supporting documents must be zipped before uploading. Your written thesis or exegesis file(s) must be PDFs and not protected by a password. If you have Thesis Access Restrictions, you may need to split your thesis into parts. If you need help converting your file to a PDF, please email the [HDR Examinations Office](#) for further instructions.

If you have been granted Thesis Access Restrictions (Full Confidentiality or Delayed Public Access) to certain parts of your thesis, separate the restricted sections. For example, chapter 3 might be restricted. In this case, upload the unrestricted part of your thesis in one file (all content excluding chapter 3) and chapter 3 as a separate file. Clearly identify the restricted and unrestricted parts in the file names.

Press the + button to add your files and select the file type from the drop down menu. Once you have uploaded all your thesis and supporting material, press Commit Changes. If you need to remove a file, check the box to the left of the file, press the - button and then press Commit Changes again.

<input type="checkbox"/>	File name	Size
<input type="checkbox"/>	Thesis Material - Thesis Name (all content excluding Chapter 10).pdf	167.59 KIB
<input type="checkbox"/>	Thesis Material - Restricted - Chapter 10.pdf	167.59 KIB
<input type="checkbox"/>	Supporting Material - Statistical Analysis.xlsx	64.01 KIB

+ - Commit Changes Discard Changes

Distribution

Would you like to release your thesis for worldwide distribution to ProQuest/UMI (via ANU Open Research Repository)? *
Please read the [ProQuest Publishing Agreement](#)

Yes
 No

Describe any components of your thesis (e.g. physical components) that you wish to deliver these extra components. You can also provide additional relevant information

To upload your documents, click the plus button and select the files from file explorer.

To complete select: 



HDR Milestone Reporting eForms

Submit your Thesis for examination

- File upload generally it is a single file for Examiners version
- Final upload it may include reports from supervisor addressing comments of panel

NEW: HDR candidates will be required to submit a similarity report from iThenticate (text-matching software) with their final thesis from June 2023 onwards, as part of the eForms process.

anu.edu.au/students/academic-skills/academic-integrity/ithenticate-for-hdr



iThenticate Report format

- To share report with your supervisor along the writing process
- To prepare for Final upload to Milestones with your thesis download PDF of current report view
- Press Print icon bottom left > select PDF

The screenshot displays the iThenticate software interface. At the top, the iThenticate logo is visible on the left, and 'Quotes Included' and 'Bibliography Included' are shown on the right, along with a progress indicator '--%'. A 'Match Overview' panel is open on the right side. The main content area shows a 'Loading...' message. Below this, the text 'CYBERCRIME' is displayed. A red box highlights the 'Download PDF' icon in the bottom left corner of the report view. The report content includes the following text:

Article 184: Illegal At

Article 184.1: Definiti

1. A person commits the criminal offence of illegal access to a computer system when he or she accesses the whole or any part of a computer system without right.

Introduction:

Cybercrime has grown in both frequency and severity, particularly over the past decade, most notably aided by the internet. The notion of cybercrime has two core strains:

A red box highlights the 'Download PDF of current report view' button at the bottom left of the report content.



HDR Milestone Reporting eForms

Submit your Thesis for examination

Indicate whether you would like your thesis to be released for worldwide distribution to ProQuest

Distribution

Would you like to release your thesis for worldwide distribution to ProQuest/UMI (via ANU Open Research Repository)? *
Please read the [ProQuest Publishing Agreement](#)

Yes
 No

Introduction ✓

Student Details ✓

Candidature Details ✓

Thesis Details ✓

Thesis Upload and Distribution ✓

Copyright and Confidentiality

Publication

Researcher Identifiers

Summary

Copyright and Confidentiality

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Form Details: Joe Bloggs (u4404341) - Thesis Submission

Form Id: 1000023836

Copyright Declaration

Candidates are required to ensure they have fulfilled their copyright obligations before submission. You cannot proceed without agreeing to the Copyright declaration. For detailed information, reference documents and supporting material on copyright, visit the Library's page on [Copyright for Higher Degree Research students](#). If you need advice on copyright please contact the [Open Research Team](#).

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 I agree

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It is your responsibility to ensure any confidential material in your thesis has been accounted for under your application for Thesis Access Restriction in your NOI. The University policies on copyright, confidential material and intellectual property require that you resolve these issues before you submit your thesis for examination. Detailed information, reference documents and supporting material on copyright can be found at the Library's page on [Copyright for Higher Degree Research students](#).

Intellectual property rights: I confirm that my thesis does not infringe the intellectual property rights of a third party OR that all parties with a claim to intellectual property contained in any content in my thesis have agreed to the deposit of my thesis in the ANU Digital Theses Collection and dissemination online.

Confidential Material: I confirm that my thesis does not contain confidential information or that I have obtained permission from the authorised party to make the confidential information public.


Do you confirm all of the above? *

- Yes (or I have approved restrictions)
 No

Congratulations on submitting your thesis!



Submit your Corrected Thesis

 Home | HDR Milestone Reporting | **Thesis Corrections Milestone**

Introduction ✓

Candidature Details ✓

Thesis Details ✓

Thesis Upload and Distribution

Thesis Corrections

Copyright and Confidentiality

Researcher Identifiers

Summary

Thesis Upload and Distribution

Form Details: Joe Bloggs (u4404341) - Thesis Corrections Help Save Back Next Form ID: 1000024073

Thesis Upload

Upload your revised or corrected thesis or exegesis, and any supporting material to be considered in the examination of your thesis. Individual file size must not exceed 2GB each. Large supporting documents must be zipped before uploading. Your written thesis or exegesis file(s) must be PDFs and not protected by a password. If you have Thesis Access Restrictions, you may need to split your thesis into parts. If you need help converting your file to a PDF, please email the [HDR Examinations Office](#) for further instructions.

If you have been granted Thesis Access Restrictions (Full Confidentiality or Delayed Public Access) to certain parts of your thesis, separate the restricted sections. For example, chapter 3 might be restricted. In this case, upload the unrestricted part of your thesis in one file (all content excluding chapter 3) and chapter 3 as a separate file. Clearly identify the restricted and unrestricted parts in the file names.


Press the + button to add your files and select the file type from the drop down menu. Once you have uploaded all your thesis and supporting material, press Commit Changes. If you need to remove a file, check the box to the left of the file, press the - button and then press Commit Changes again.

Original submission	
File name	Size
<input type="text" value="Thesis Material - Thesis Name (all content excluding Chapter 3).pdf"/>	<input type="text" value="167.59 KiB"/>
<input type="text" value="Thesis Material - Restricted - Chapter 10.pdf"/>	<input type="text" value="167.59 KiB"/>
<input type="text" value="Supporting Material - Statistical Analysis.xlsx"/>	<input type="text" value="64.01 KiB"/>
<input type="text" value="Supporting Material - Supporting Graphs.xlsx"/>	<input type="text" value="20.69 KiB"/>

Corrections	
File name	Size
<input type="checkbox"/> <input type="text" value="Thesis Material - Thesis with Corrections.pdf"/>	<input type="text" value="167.59 KiB"/>



Submit your Corrected Thesis

 Home | HDR Milestone Reporting

Thesis Corrections Milestone

- Introduction ✓
- Candidature Details ✓
- Thesis Details ✓
- Thesis Upload and Distribution ✓
- Thesis Corrections**
- Copyright and Confidentiality
- Researcher Identifiers
- Summary

Thesis Corrections

Form Details: Joe Bloggs (u4404341) - Thesis Corrections

Form Id: 100024075

Set out what corrections you made and provide justification for any corrections not made.
You can separate your comments about the corrections you have made or not made into sections if required.*

Grammatical errors fixed

Please ensure your Primary Supervisor, someone on your panel or another appropriate person has proofread your final thesis before submitting. The Delegated Authority will make a recommendation and the Associate Dean will make a decision based on this submission and no further amendments will be able to be made. If you have an email from your Primary Supervisor supporting your submission of your corrected thesis you can upload this.

Submission support evidence (optional)

I confirm this is my final corrected thesis and it has been proofread by an appropriate person.*

14

Submit your Corrected Thesis

The screenshot displays the 'Thesis Corrections Milestone' page in the Australian National University's HDR Milestone Reporting system. The page features a dark header with the university logo, navigation links for 'Home' and 'HDR Milestone Reporting', and the title 'Thesis Corrections Milestone'. On the left, a sidebar lists various milestones, with 'Summary' selected. The main content area is titled 'Summary' and includes a 'Form Details' section for 'Joe Bloggs (u4404341) - Thesis Corrections' with a 'Form Id: 1000024075'. A paragraph explains that submitting this eForm will upload the revised thesis to the ANU secure repository for review. Below this is a 'Declaration' section where the user has checked a box to confirm the accuracy of the information. The 'Next Steps' section provides instructions on what happens after submission. At the bottom, a button labeled 'Submit revised thesis to the Delegated Authority' is highlighted with a red box and a mouse cursor.

Summary

Form Details: Joe Bloggs (u4404341) - Thesis Corrections Download Save Back
Form Id: 1000024075

By submitting this eForm your revised or corrected thesis will be uploaded to the ANU secure repository. The Delegated Authority will review your revised thesis against the examination reports and will make a recommendation to the Associate Dean.

Declaration

I declare that the research presented in this Thesis represents original work that I carried out during my candidature at the Australian National University. A signed statement has been included in the Thesis as required in the [HDR – submission and examination of theses procedure](#).

I confirm that to the best of my knowledge, all information provided is correct. I have uploaded all the files required for my thesis. None of my files are password-protected.*

Next Steps

Submit the revised thesis for recommendation. You will be notified by the Associate Dean once a decision has been made. Should the decision be to grant you the research award, this eForm will upload your submission to the ANU Open Research repository and you will receive an email with a link to your thesis.

Once you press submit, your thesis will be submitted and cannot be modified or re-uploaded. Double check the files you have uploaded are correct before submitting the eForm.

[Submit revised thesis to the Delegated Authority](#)



THANK YOU

Contact Us

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Appointments bookings:

anu.libcal.com/appointments/academic-competencies-digital-capabilities

Word thesis formatting consults provide an opportunity to ask questions about Microsoft Word, including troubleshooting and help with advanced academic writing requirements such as formatting your thesis – setting up your chapter template.

EndNote formatting consults provide an opportunity to manage your EndNote library and maintain consistency in your referencing style, including fixing inconsistencies, updating referencing styles, ensuring you are meeting academic referencing requirements and creating an online EndNote library.



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