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Thesis/Dissertation Template Instructions

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DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

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UNIVERSITY OF HAWAI'I AT MĀNOA

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APRIL 2021

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37 **1. BASIC**

38 **1.1. About the template and instructions**

39 The thesis/dissertation template is a Word document designed to assist students in Civil and
40 Environmental Engineering to prepare theses, dissertations, and journal papers.

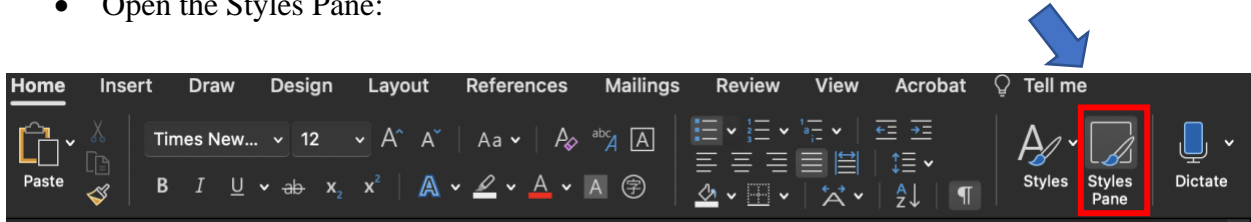
- 41 • The template contains Microsoft® Word styles with formatting.
- 42 • The headings, figure captions and table captions can be numbered automatically.
- 43 • The Table of Contents, List of Tables, and List of Figures are generated automatically.

44 This instruction is based on Microsoft® Word for Mac, Version 16.45. However, Microsoft®
45 Word for PC may arrange Home Ribbon differently.

46 **1.2. Document setup**

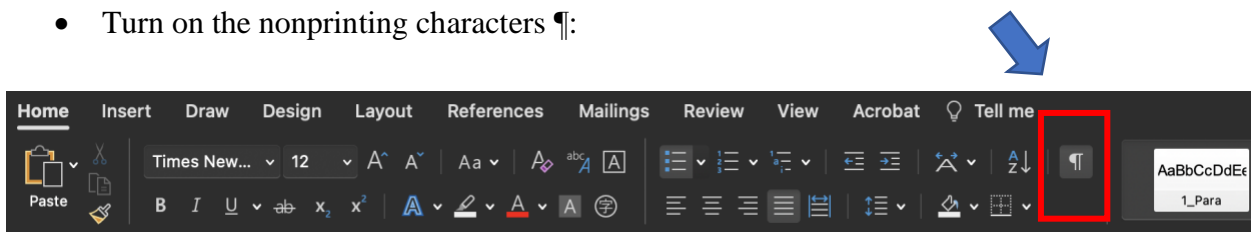
47 The following viewing options are recommended for the best use of the template:

- 48 • Open the Styles Pane:



49
50 *Figure 1. Click to open the Styles Pane*

- 51 • Turn on the nonprinting characters ¶:



52
53 *Figure 2. Click to show nonprinting characters*

- 54 • Check the “Show style guides” box in the bottom of Styles Pane, therefore, the styles
55 guides appears in the left side of documents:

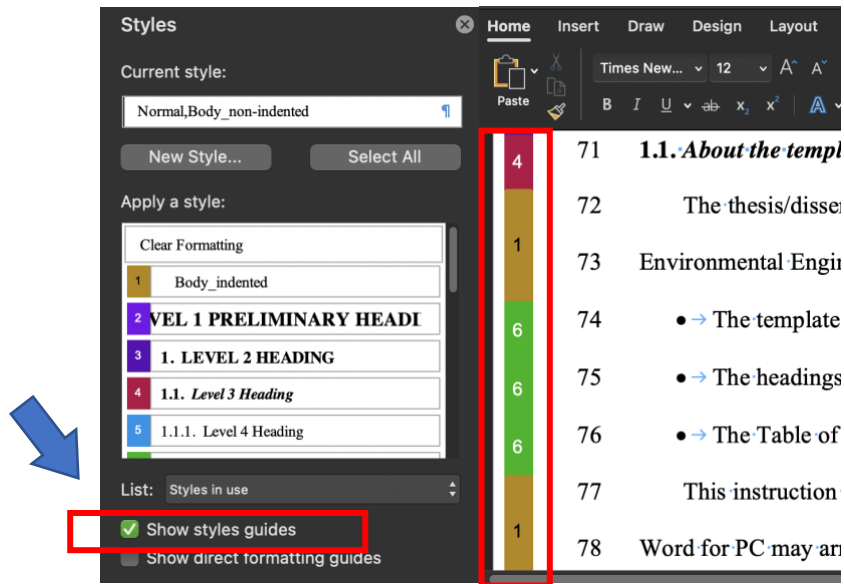


Figure 3. Styles guides

1.3. About Styles

A set of styles are edited that determines font, type size, line spacing, and other attributes. In the thesis/dissertation template, a style always applies to a particular paragraph or other contents.

Any style revision, such as, change of **Font** and **Paragraph** can be modified in Styles Pane for your own preference. However, such changes should be in compliance with the recommended styles listed in the template. Styles ensure consistency throughout the document and allow for quick, global changes to document elements.

Heading Styles must be used to created automatic numbering for chapters and sections, and to populate the Table of Contents.

Paragraph justifications are based on different types of styles, shown in the Styles Pane.

1.4. Adjusting default styles

When you start a new paragraph, the default style is “**Body_indented**”. “**Body_indented**” is the basic style for most of the paragraphs in the documents. The Styles also provides multiple styles, such as:

72 • “**Normal, Body_non-indented**” is for the paragraph start with no indentation.

73 • “**Lists_Number**” is for the list with numbering system.

74 • “**Lists_bullets**” is for the list without numbering.

75 To apply a style, place the cursor anywhere in a paragraph then click on a style on the Style
76 Pane. For multiple paragraphs or pages, highlight the entire area and then click on a style.

77 **1.5. *Heading styles***

78 This template includes four levels of heading styles. The preliminary heading is unnumbered,
79 and it serves for the preliminary pages. The levels from two to four are numbered heading for
80 chapters and sections. Applying a numbered heading style will create automatic numbering.

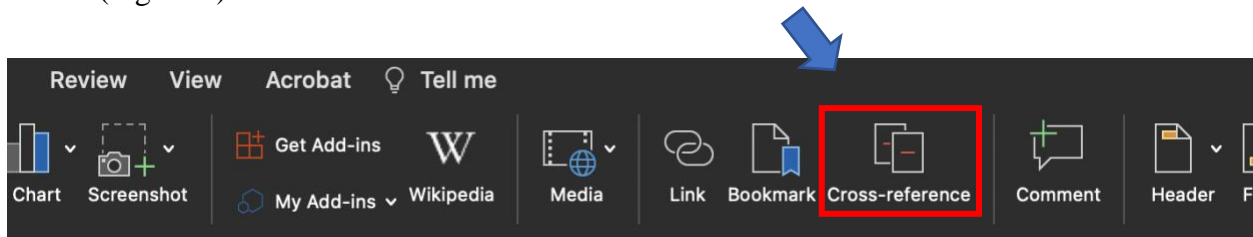
81

82 2. AUTO FORMATTING

83 2.1. *Inserting captions for figures and tables*

84 The captions of figures and tables should be populated using Insert Caption to allow automatic
85 numbering throughout the entire document.

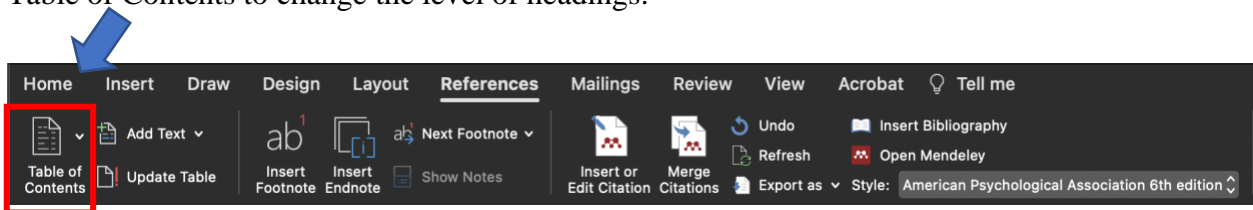
86 To quote the figures and tables in the paragraph, use the “Cross-reference” button on the Home
87 ribbon (Figure 4).



88
89 *Figure 4. Cross-reference*

90 2.2. *Generating the Table of Contents and lists*

91 The Table of Contents can be automatically generated in References Ribbon. Use the Custom
92 Table of Contents to change the level of headings.



93
94 *Figure 5. Table of Contents*

95 The List of Tables and Figures can be automatically populated using Insert Table of Figures.

96 2.3. *Updating the Table of Contents and Lists*

97 To update the Table of Contents, List of Tables, or List of Figures:

- 98 1. (Windows) Right-click anywhere in the table to open the field menu.
- 99 2. (Mac) Ctrl+click anywhere in the list to open the field menu.
- 100 3. Select Update Field; if prompted, select Update entire table.
- 101 4. The list will populate with the document headings and their page numbers.

103 **3. REFERENCE LIST OR BIBLIOGRAPHY**

104 **3.1. *References styles***

105 The references should follow a consistent referencing style. The acceptable bibliography sample
106 styles are:

107 • **American Chemical Association**

108 – (1) Terzaghi, C. Settlement of Buildings Due to Progressive Consolidation of Individual Strata.

109 Journal of Mathematics and Physics 1929, 8 (1–4), 266–292.

110 <https://doi.org/10.1002/sapm192981266>.

111 • **American Psychological Association (APA)**

112 – Terzaghi, C. (1929). Settlement of Buildings Due to Progressive Consolidation of Individual

113 Strata. Journal of Mathematics and Physics, 8(1–4), 266–292.

114 <https://doi.org/10.1002/sapm192981266>

115 • **Chicago - Author-Date**

116 – Terzaghi, Charles. 1929. “Settlement of Buildings Due to Progressive Consolidation of

117 Individual Strata.” Journal of Mathematics and Physics 8 (1–4): 266–92.

118 <https://doi.org/10.1002/sapm192981266>.

119 • **Harvard**

120 – Terzaghi, C. (1929) ‘Settlement of Buildings Due to Progressive Consolidation of Individual

121 Strata’, Journal of Mathematics and Physics, 8(1–4), pp. 266–292.

122 doi:10.1002/sapm192981266.

123 • **Nature**

124 – 1. Terzaghi, C. Settlement of Buildings Due to Progressive Consolidation of Individual Strata.

125 Journal of Mathematics and Physics 8, 266–292 (1929).

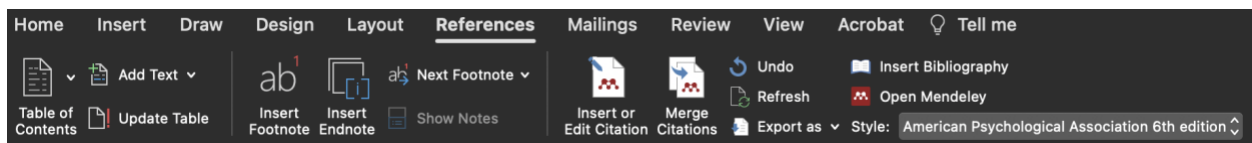
126 • **Elsevier: Harvard**
127 – Terzaghi, C., 1929. Settlement of Buildings Due to Progressive Consolidation of Individual
128 Strata. Journal of Mathematics and Physics 8, 266–292.
129 <https://doi.org/10.1002/sapm192981266>

130 • **IEEE**
131 – [1] C. Terzaghi, “Settlement of Buildings Due to Progressive Consolidation of Individual
132 Strata,” Journal of Mathematics and Physics, vol. 8, no. 1–4, pp. 266–292, Apr. 1929, doi:
133 10.1002/sapm192981266.

134 • **MLA (Modern Language Association)**
135 – Terzaghi, Charles. “Settlement of Buildings Due to Progressive Consolidation of Individual
136 Strata.” Journal of Mathematics and Physics, vol. 8, no. 1–4, Apr. 1929, pp.
137 266–92. DOI.org (Crossref), doi:10.1002/sapm192981266.

138 **3.2. Generating References**

139 The references should be generated using bibliography software programs (such as Mendeley,
140 Zotero, and EndNote). A citation plugin is a good option to allow you quickly and easily insert
141 styled citations to reference list.



142
143 *Figure 6. Mendeley Citation Plugin*
144