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Beating your thesis into submission

Working with Word for long documents

Fiona Corcoran, Law Library

Menu

- Plagiarism
- Word 2010
- Question Time

“You quote it, you note it”

- reference all sources used – including information from the internet
- quotes <30 words in quotation marks and referenced; larger quotes indented, no quotation marks¹
- paraphrase honestly, don't just move the words around
 - (and provide a source for the thought/s)
- don't misinterpret when paraphrasing



¹ *New Zealand Law Style Guide*, 1.2.2 Quotations

Unintentional plagiarism

- not citing “short phrases” which have been “borrowed” - *quoting*
- not citing “borrowed ideas” - *paraphrasing*
 - source: BlackBoard Academic Suite myedison.tesc.edu/tescdocs/DIAL_Information/plagiarism_exx.htm

Guides on how to avoid plagiarism

- Moodle paper: “Academic Integrity”, developed by Student Learning Centre – click on “Add to My Papers”
- Library home page Guides > WISE > [Avoiding Plagiarism](#)



THE UNIVERSITY OF
WAIKATO
Te Whare Wananga o Waikato

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The Law Library's Legal Research Skills Wiki

What kind of information do you need?



Legislation



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Legal Writing includes page on Academic Integrity



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Jump to...

Research tips

Are you getting the best out of the Law Library? Kay's tutorial gives the 10 best tips for graduate study, followed by a brief overview of law databases and upcoming changes.



Database Alerts


This video shows how to use the Alert function in law databases so that the latest information comes to you without you having to go and find it.

Alerts

Because you've got better things to do than check databases



Microsoft Word 2010 for long documents

Click on the PDF image  to download a copy of our guide on using Microsoft Word 2010 for long documents. It includes information on University of Waikato requirements for layout and formatting of theses.



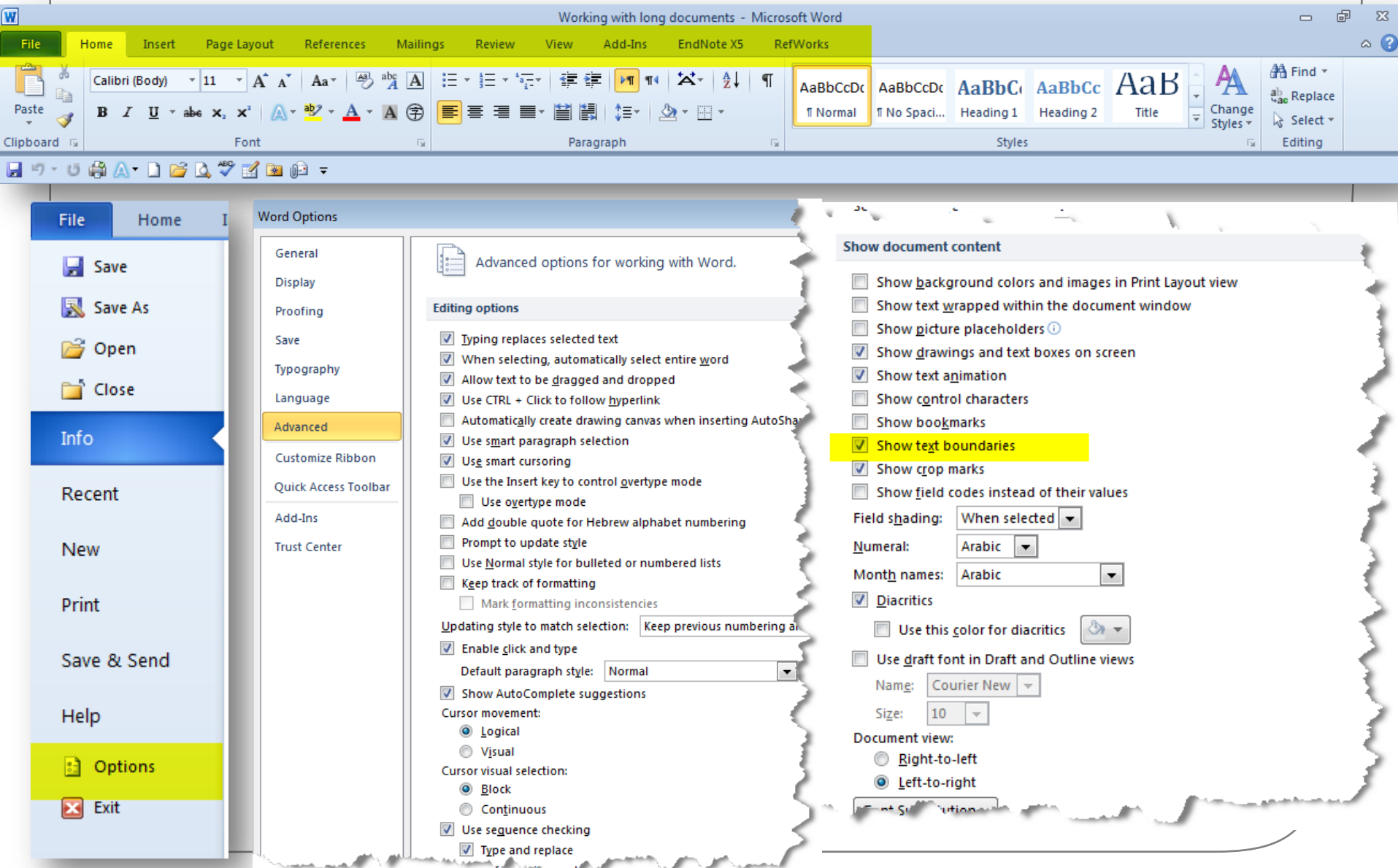
Law Thesis Templates

Click on the Word images to download these Microsoft Word 2010 templates:

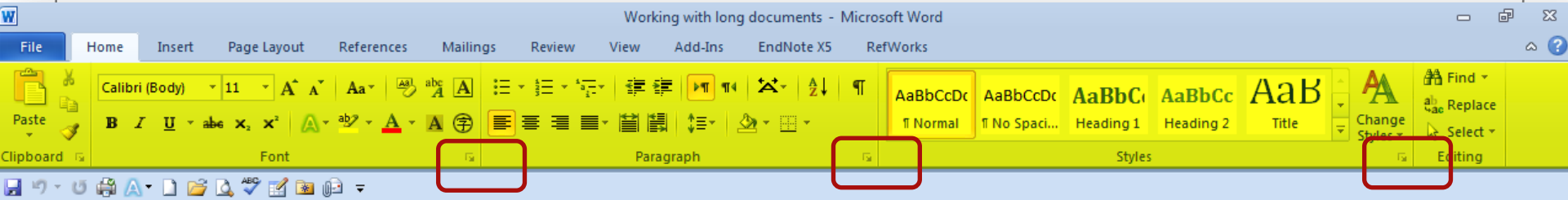
- Thesis title page template
- Chapter template
- Thesis_complete template - includes preliminary, chapter and final pages



Word 2010 features: Tabs and Options

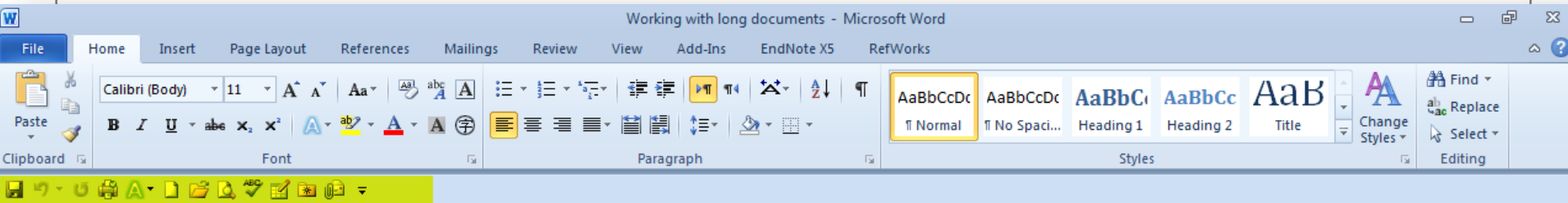


Word 2010 features: Formatting



Paragraph

Word 2010 features: Quick Access bar



Shortcut keys (some of many)

- **Ctrl+Enter** new page / page break
- **Ctrl+E** text aligned centre
- **Ctrl+L** text aligned left
- **Ctrl+C** copy
- **Ctrl+V** paste
- **Ctrl+F** find
- **Ctrl+Home** start of document
- **Ctrl+End** end of document
- **Ctrl+N** new document

Quick How to ...

- Formatting new text
 - Home Tab > Styles
- Find and replace
 - Home Tab > Replace [next to Styles]
- Table of Contents – updating
 - Right-click current ToC > Update Field > Update Entire Table
- “Soft” cross references in footnotes
 - outlined in 15.4 of Guide

“Soft” cross-references

1. Insert a footnote
2. In footnotes field type **above n** followed by a space
3. References tab – Captions – Cross-reference
4. Change Reference Type to Footnote

Question Time

- If it isn't in the Guide, **F1** gets the Word Help screen


Contact us – we're here to help you



In person

Level 4, Central Library
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