Prof Khajamohiddin Syed
Department of Biochemistry and Microbiology
University of Zululand
Email: khajamohiddinsyed@gmail.com

Tips for writing report/dissertation/thesis

1. Open a word file.
2. Write all the sections: title page; declaration; abstract; dedication; acknowledgement; research outputs; Table of contents (just put the title on the page and leave blank); List of figures (just put the title on the page and leave blank); List of Tables (just put the title on the page and leave blank); Abbreviations and then chapters….also at the end include appendix if you want to.
3. Add references while you writing the thesis using Endnote. Let references add at the end of everything.
4. Now watch video: How to Insert Roman, Arabic & English Page Numbers in Same Word Document (Easy Steps). Give different page numbers.
5. Now watch video: Word: how to insert a list of tables or figures. Then add these sections. Manually edit table and figure titles so that they won't appear like paragraphs. **Whenever you update….only update page numbers.**
6. Now watch video: How to insert page numbers and a table of contents using Microsoft Word 2010? **Don't add any title page or something….just add table of contents and format**. Now you can actually change font style to any format for all these sections.
7. Now watch video: Endnote: creating multiple reference lists in one Word document. Automatically references will be separated for each chapter.
8. Now just update table of contents, list of figures and tables sections.
9. Finally go over entire report/dissertation/thesis. Take care adjusting sections by removing spaces.
10. Table and figure legends…don't do bold. Its better leave it normal case letters. Make it uniform.
11. Please note that each sections of the report/dissertation/thesis are independent so give full name for species or anything. When it appears again then you can give abbreviation.
12. **Very important…….use your brain and apply logic.**

Videos and links

- How to Insert Roman, Arabic & English Page Numbers in Same Word Document (Easy Steps): https://www.youtube.com/watch?v=QEfvn0bvNlI
- Word: how to insert a list of tables or figures: https://www.youtube.com/watch?v=82-uUnpfus4&t=227s
- How to insert page numbers and a table of contents using Microsoft Word 2010?: https://www.youtube.com/watch?v=sn39D0SpFnI
- How to merge two or more word documents, no copy and paste, no Software needed: https://www.youtube.com/watch?v=LVanybHQmFI
- Endnote: creating multiple reference lists in one Word document: https://www.youtube.com/watch?v=sL4KAgQScnA