

# Master's Thesis Tips and Guidelines

[Guidelines for AUP Master's Thesis Presentation Standards](#) updated November 2016

## Save as PDF

There have been some problems with the PDF files being saved correctly. The PDF version should be a word-processor document saved as a PDF file, **not** a scanned image PDF file, so that the full text can be searched. This is possible by using Word (or another word processor) to create the document and using 'save as' PDF (if the necessary software is on that computer). Please ask at the Library, ARC or the AUP Computer Labs for more help if needed. It would be good to save a version of the word processing file and a copy of the pdf file for yourself in case of problems.

## Tips on using copyrighted photos, maps, graphic and charts

Using photos, maps, charts, and other graphic materials add value to an argument. When using a figure or table, you should always refer to it and explain what it shows. Label your figures clearly (i.e. figure 1, figure 2, etc.), make it clear to the reader which element you are referring to. Often students writing a thesis are not aware of the need of asking permission to include photos, cartoons, illustrations, graphics and charts taken from copyrighted sources such as a web page, a book a periodical publication, etc. Having permission to include such elements in the body of the research is mandatory. To know how to include them refer to the MLA Handbook for Writers of Research Papers, seventh edition (copies are available at the AUP Library reference section). Permissions are the student's responsibility and they need to be kept among the student's records. Making your own charts/ graphics using the external copyrighted information won't change the need for the required permission. The library will check on the source and the permission statement in the thesis. If no permission is obtained after all of the efforts made by the student the library will accept a second electronic version of the text (on the same CD-ROM) without the graphics, charts, photos, etc. and with the web links pointing to the specific item on the World Wide Web.

For more information see: ["L'utilisation d'une ressource protégée dans le cadre de mes travaux"](#)

## Tips on pagination and creating a different section in Word document (*Office 2016*)

Often students need to present a paper with two pagination systems (introductory pages in Roman numerals and the rest of the research paper in Arabic numerals). In order to have clean numbering you need to create two different **sections** in your Word document.

### 1. Creating two separate Sections on your Word document using Word 2016:

- 1.1 Position your cursor at the end of the first section of your document.

- 1.2 Select the **Layout** tab on the top template. Click on **Breaks**. On the drop down menu go down to **Section Breaks: Next Page**. Be sure you don't choose **Page** but **Section Breaks - Next Page** in order to create a new section and not just a new page. You have created two sections in your document, which will allow you to create different formatting elements for each section (such as page numbers, margins, headers, footers etc.).

## 2. Format Page Numbering using Word 2016

- 2.1.1. Go to the **Insert** menu, click on **Page Number**. Follow the drop down menu and select **Bottom Page**. A small window will open where you can select the position of your number on the page (select **Plain Number 2** for bottom of the page centered position).
- 2.1.2. Select the **Insert** menu again, click on **Page Number**, in the drop down menu select the **Format Page Numbers**. For the first section of your thesis select the Roman numerals (i, ii, iii, ...) in the new small window. Choose **Start at ii** (or other) Word will start giving sequential and consecutive numbers to your pages.
- 2.2 For your second section: double click on the page number (in the footer) of your first page of section two. Go to the **Insert** menu and click again on **Page Number** and go down to **Format Page Numbers**. Select the Format of your new numbering system (in this case Arabic numerals), making sure that you also click on **Start at: 1** and that the case **Continue from previous section is unchecked**. Word will automatically start giving sequential and consecutive Arabic numerals to your pages until the end of your document.

## Authorship and Academic Integrity

You will be required to sign a statement of authenticity of your Master's thesis and include it in your final version. On this page you will be stating that the thesis is all your own work and that you respect the intellectual property. The Statement of Authenticity requires you to be aware of the University's policies on [academic integrity](#) and [plagiarism](#).

If you have any questions do not hesitate to email the library at: [researchhelp@aup.edu](mailto:researchhelp@aup.edu)

## Thesis binding

The Library will store all these in our Special Collections for posterity therefore the type of binding needs to be durable. The University accepts, either hardbound copies or softcover but only with glued spine, known as thermal binding, it comes with a clear plastic front cover and a card back cover (black or white). The clear cover allows to clearly see your title page. In France this binding technique is called reliure thermocollée. No other soft cover binding is accepted (spiral, stapled, punched, etc.). The last appendix of the AUP Thesis standards refer you to the local commercial binders.



For further information we recommend you look at the Office help pages:  
<http://office.microsoft.com/en-us/word-help/insert-a-section-break-HA010031073.aspx>