

Comments for Writing a Thesis

Number all equations (best to use, for example 1.3, for 3rd equation in Chapter 1)

Number all figures (best to use, for example 1.3, for 3rd figure in Chapter 1)

Number all tables (best to use, for example 1.3, for 3rd table in Chapter 1)

Cite all figures in text (e.g. say “Figure 1.3 shows....”)

Cite all tables in text (e.g. say “Table 1.3 shows....”)

Use spelling/italicization/etc. consistently (e.g. colour/color, *via*/via, etc.) and keep a list (e.g. Word document) that you can consult

Keep figure and caption together on same page

Keep table and caption together on same page

Hyphenate compound adjectives (e.g. solid-state reaction)

Do not hyphenate words ending in “-ly” as they are adverbs, not adjectives (e.g. thermally insulating...)

Make a list of abbreviations as you go

All figures must be your own, or, if from other sources, get permission and quote as per the copyright holder’s request

Do your references automatically (see http://www.youtube.com/watch?v=UG_PrYj54FI or directions)

Do your table of contents and lists of figures and tables using the automatic features of Word

Use the same font for special symbols in the text and in equations (e.g. do not use ϵ in one place and ε elsewhere for the same thing)

Use each symbol only for one unique representation (make your list of symbols alphabetically as you go to avoid duplicate uses)

It is easier to read if left adjusted

Do not start sentence with number (e.g. “1-octadecanoic acid...”); re-word

Do not start sentence with Greek letter such as α

Everything should be written in sentence form, not point form (like this list!)

“The majority” is singular

“Data” is plural

Use SI units throughout

No first person (I, we); write in passive voice

All variables should be italicized

Keep verb phases together (e.g. “usually is annealed” not “is usually annealed”)

Use “to” not “-” to indicate a range of values (e.g. 2 to 200 K)

Figures should be at the bottom of page where cited, or at top of next page.

Experimental work and results should be written in the past tense

Whole numbers less than ten should be written out in full (e.g. three squares..., not 3 squares)

Follow the thesis format rules from Graduate Studies, right from the beginning so you do not waste time later re-formatting

Do not use abbreviations (e.g., use “do not”, not “don’t”)

The terms “i.e.” and “e.g.” are abbreviations from Latin and should be in italics (*i.e.* and *e.g.*)

Always follow “*i.e.*” with a comma, to mean “that is,”

Always follow “*e.g.*” with a comma, to mean “for example,”

“This” is not a suitable subject for a sentence. You need to explain what “this” refers to as in “This result...”

Tables should have a box around them, and the bottom line should be double to indicate the end of the table.

Figure captions should have sufficient information that they stand alone (and a reader should know from the information given exactly what is being shown here).

Specific Comments for Mary Anne White's group members:

I will read printed (not electronic) copies only for a thesis. For subsequent drafts, bring the printed copy with the annotated version of the previous draft.

Print as full page (not as the commented copy)

Proof read each page before giving it to me

If you have information that is incomplete at the time of writing this draft, mark it (e.g. as a **yellow highlight**) as such

Give me complete references with each draft section unless I specify otherwise

Mary Anne White
Dalhousie University
August 1, 2013