

Hints for self-editing your thesis

- Have a printed copy of your preferred style guide beside you for easy reference.
- A copy of the *Style Manual* by Snooks & Co will also be useful for reference.
- Load text styles into your document so that you can consistently format the content and create a table of contents.
- Add page numbers, a running head and front matter if required.
- Click the button to show non-printing characters—it will help with formatting (it looks like this: ¶).
- Format your document first, using styles to make line spacing, indents, font, alignment and other elements consistent across your document.
- Use the page break function rather than the enter key to start a new page.
- It may help to read some sentences aloud—this can assist you with punctuation.
- Check that each source cited is also in your reference list.
- Ensure that your acronyms are listed in the front matter of your thesis. An acronym should be introduced at the first mention and then used consistently for the rest of the document.
- Use the find and replace function to replace consistent errors and search for mistakes.
- Ensure that your tables and figures are consistently labelled.
- Rather than highlighting or writing a note within the text, use the comment function if you need to remind yourself to revisit a section.
- After your edit, run the spelling and grammar check.
- Create your table of contents as the final step. If you need to change the text at a later time, make sure you update the table to reflect any changes.