

# **Thesis & Dissertation Manual**

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**Office of Research & Graduate Studies  
Alfaisal University**

**First Edition**

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# THESIS & DISSERTATION MANUAL

This manual was prepared by the Office of Research and Graduate Studies (ORG) at Alfaisal University to help graduate students and their committee members prepare theses and dissertations. Its purpose is to define uniform standards of style and format and to allow enough flexibility to satisfy the practices of each academic discipline. It is based in part on the Thesis Manual prepared by the *Jafet Memorial Library* at the American University of Beirut.

## I. Standards and Requirements

Alfaisal University requires a thesis from all thesis option master's candidates and a dissertation or record of study from all doctoral candidates. The thesis or dissertation should be presented in a scholarly, well-integrated and properly documented manner and should report the original work done by the student under the supervision of the advisory committee.

## II. Deposit Procedures

Depositing a copy of the Thesis is a prerequisite for graduation. Upon deposit at the Library, the student receives a receipt to be submitted to The Students Affairs Office.

**During the semester in which a student expects to deposit her/his Thesis/Dissertation, the student must visit the Alfaisal University Library, in person and as early as possible: please do not wait for your defense to contact the Library, especially if you plan to travel abroad, or have committee members who are abroad. Kindly arrange for a visit to the Library as soon as possible, and bring along a printed copy of the following: the preliminary pages, a chapter, and a bibliography of the thesis. A digital copy of these materials on a USB will not be accepted. These materials will be checked by the assigned Library staff, to ensure that all are properly formatted, and are ready for deposit.**

## III. Number and Format of Required Copies

The Alfaisal University Library requires the deposit of **three (3)** unbound copies of the Master's Thesis, Project or Doctoral Dissertation; one copy for the College, one for the Office of Research & Graduate Studies, and one for the Library. In addition, the student should also provide the Library with a digital copy of the Thesis/Dissertation saved in both a Microsoft-Word file and a PDF format file in a USB. The student converts the thesis/dissertation from the original format to PDF using PDF conversion software. Adobe Acrobat can be found on all computers at the Open Access Labs.

## IV. Thesis/Dissertation Format Requirements

In order to format your Thesis/Dissertation properly, please use and download the [Thesis/Dissertation template](#), or [Project template](#) as appropriate. The template should be saved as a Microsoft-Word file. Templates for Theses/Dissertations or Projects are available for downloading at the end of this document.

### A. Paper

Durable A4 80gr high quality paper should be used for printing out the Thesis/Dissertation. Please note that in case the Thesis/Dissertation includes maps, tables or illustrative material which is an integral part of the document and which requires oversized paper, it is acceptable to include those in the final print out of the Thesis/Dissertation. Please print the oversize material on 80gr., and use the larger than A4 size, as appropriate.

### B. Ink

The ink used must be black, with the exception of any colored illustrations which are an integral part of the Thesis/Dissertation. The Thesis/Dissertation must be laser-printed.

### C. Font

Please use *Times New Roman* typeface for English, and the *Simplified Arabic* typefaces for Arabic. For the body of the text, **Font size** should be **12** for **English** and **14** for **Arabic**. For major title headings and for preliminary pages headings, the **font size for capital letters** should be **16** for **English** and **20** for **Arabic**. **Do not use bold face** in preliminary pages and major headings, e.g. chapters, appendices, and bibliography.

### D. Margins

Please click here for a [Sample of Text Page with subheadings, bullets and dashes](#). The margins in text pages should have the following dimensions:

- Left side margin: 3.5 cm.
- Right side margin: 2.5 cm.
- Top of the page: 3 cm.
- Bottom of the page: 3 cm.

Illustrative materials, tables, charts, graphs, etc., should not be placed closer than 2 cm from the top, right and bottom edges of the paper, and 2.5 cm from the left.

The **text** of the thesis should be **left aligned**, and **not justified**.

### E. Spacing

Please click here for a [Sample of Text Page with subheadings, bullets and dashes](#). The text in the title page, the acknowledgments and the abstract are all single spaced; the text throughout the Thesis/Dissertation must be double-spaced, except in the footnotes, in any block quotations, or in tables, etc. These are single-spaced

within each entry but double-spaced between entries. Line space for Arabic text should be 1.5.

Only one double-space is left between paragraphs. Subheadings are preceded by two double-spaces (i.e. four spaces). Subheadings are double spaced (i.e. two spaces) only in case there is no text between them. Tables and illustrations should be preceded and followed by two double-spaces (i.e. four spaces).

#### **F. Indentation**

All paragraphs should be indented 1.5 cm from the margin. Subheadings are not indented.

#### **G. Numbering of Pages, Figures and Tables**

The preliminary pages are numbered in lowercase Roman numerals centered at the bottom of the pages, and placed 2 cm from the bottom edges of the paper. The first numbered page will be the "ACKNOWLEDGEMNT" page, numbered "v", or the first page which appears after the release form. Numbering will continue sequentially, thereafter, and all Arabic numerals must be placed in the center, and at the bottom of the page. Figure and table numbering must be either continuous throughout the Thesis or by chapter that is 1.1, 1.2, 2.1, 2.2.

#### **H. Major Headings and Subheadings**

Major headings, e.g. the titles in the preliminary pages: "CHAPTER's title, "NOTES", "REFERENCES" or "BIBLIOGRAPHY" should all be typed in capital letters, size 16, centered and not bold. If a chapter's title runs on more than one line it should be **single spaced**. The heading CHAPTER and its TITLE should be double-spaced.

Each subheading is preceded by its number as it appears in the Table of Contents of the Thesis.

Each subheading has a higher attention value than any subsequent ones. These are designated as first-, second-, third- and fourth-level subheadings, and are differentiated as follows:

- First-level subheadings are in bold, regular typefaces: e.g.,  
**A. First-Level Subheading**
- Second-level subheadings are in bold, italics typefaces: e.g.,  
**1. *Second-Level Subheading***
- Third-level subheadings are in regular typefaces, underlined: e.g.  
a. Third-Level Subheading
- Fourth-level subheadings are in regular typefaces, underlined with dashes: e.g.,  
i. Fourth-Level Subheading

Please note that boldface may be used for major headings. Bold or italics may be used for subheadings and for emphasis in the text. The use of italics for *et al.*, *in vivo*, *in vitro*, and other Latin and foreign words is determined by the style guide being followed or common practice in your field of study. Consistency is needed

in the thesis/dissertation (exception: keep the original style (italic or not) of foreign words in a publication title listed in the reference section of the thesis.) In order to list items, major points or ideas, use bullets at the beginning of the line, after an indentation of 1.5 cm for a new paragraph. You can further subdivide the bullets using dashes.

## **I. Preliminary Pages**

The Thesis/Dissertation includes the following three parts: Preliminary pages, body or text, and end pages which include appendices, endnotes, if any, and references or bibliography. Each of these parts may be subdivided into sections and subsections. These should be clearly reflected in the table of contents.

The preliminary pages should be ordered as follows:

- **A Mandatory Blank page** (Not numbered. Considered i). The first and last pages of the thesis/dissertation are blank.
- **A Mandatory Title page** (Not numbered. Considered ii).

Please click here for a [Sample of Title Page](#). This page includes the name of the University, the full title of the Thesis/Dissertation, the full name of the student, as well as the title of the degree conferred, the name of the Department, the name of the Faculty, College or School, the place and the date of submission.

N.B. The student's name should include her/his First name, Father's name (if applicable) and Family name.

- **A Mandatory Thesis/Dissertation Approval page** (Not numbered. Considered iii).

Please click here for a [Sample of Thesis/Dissertation Approval Page](#) or a [Sample of Project Approval Page](#). The signatures of the Committee members should be **original** and in **black**. Please scan and include this page in the PDF file submitted to the Library.

- **A Mandatory Thesis/Dissertation Release form** (Not numbered. Considered iv).

Please click here for a [Sample of Thesis/Dissertation/Project Release Form](#). This form must be signed and dated when the thesis/dissertation project copy is deposited at the Library. Please scan and include this page in the PDF file submitted to the Library only if you choose option (a) below:

- a. I authorize the Alfaisal University Library to supply copies of my thesis/dissertation entitled (*add manuscript title*). It authorizes the Library to provide copies of the thesis/dissertation upon demand.

Or

b. I do not authorize the Alfaisal University Library to supply copies of my thesis/dissertation entitled (*add manuscript title*) for 2 years. It prohibits photocopying of thesis/dissertation for a period of two years starting with the date of the thesis deposit.

- **Acknowledgments**, (if any) (Numbered v). Please click here for a [Sample of Acknowledgments](#)
- **A Mandatory Abstract**: Please click here for a [Sample of Abstract](#). The Abstract summarizes the Thesis' main points: No word limit applies.
- **Preface**: Optional.
- **A Mandatory Table of Contents**: Please click here for a [Sample of Table of Contents \(A\)](#) or a [Sample of Table of Contents \(B\)](#)
- **List of Illustrations**, if any. Please click here for a [Sample of List of Illustrations](#)
- **List of Tables**, if any. Please click here for a [Sample of List of Tables](#)
- **List of Abbreviations**, if any.
- **Glossary**, if any.
- **Dedication** (Not numbered and not counted in the pagination of the preliminary pages). Optional and placed before chapter 1 and without the word "dedicated".

#### **J. Multi-Volume Thesis/Dissertation**

A multi-volume thesis/dissertation should contain a title page for each volume. The respective volumes should be identified as Volume I, II, etc. Pagination should be continuous from the first to the second volume. The title page in volume two should be identical to that in volume one, with the added word "Continuation" just below the title of the Thesis.

## **V. Style and Bibliography**

### **A. Writing and Citation Style**

For all matters not discussed in the present Thesis & Dissertation Manual, theses must follow the form and style described in the latest edition of K.L. Turabian: *A Manual for writers of research papers, theses & dissertations* (University of Chicago Press) which is available for consultation in the Reference Dept. of Alfaisal University Library. You may also use any other form specified by your College such as **AAA, APA, and MLA** using **Microsoft-Word** or **LaTeX**, and others, provided it conforms to all specifications laid out in this Manual for preliminary pages.

## **B. Citation Management**

In order to help you organize your bibliography, footnotes, references, and citations, it is recommended that citation manager software be employed such as RefWorks and EndNote. For more information, please contact the Library at Tel: 215-7942.

## **C. Footnotes and Illustrative Matter**

Footnotes are typed at the bottom of the page, and are separated from the text by a separator. They are indented (1.5 cm) and preceded by the appropriate number (size 12) or (size 10 superscript) assigned to each in the text above. They are single-spaced if they run on more than one line and double-spaced between two notes.

For the formatting of figures and tables and their titles check Turabian's Manual or any other manual specified by your Department or Program. Separate maps, if any, should be numbered.

## **D. Bibliography**

For your bibliography please follow the Turabian Manual or any other style manual as required by your Department/College, such as AAA, APA, etc., or simply use RefWorks or Endnotes.

## **VI. Thesis/Dissertation or project templates (rtf format)**

- I. [Blank page](#)
- II. [Sample of Title Page](#)
- III. [Sample of Thesis/Dissertation Approval Page](#)
- IV. [Sample of Project Approval Page](#)
- V. [Sample of Thesis/Dissertation/Project Release Form](#)
- VI. [Sample of Acknowledgments](#)
- VII. [Sample of Abstract](#)
- VIII. [Sample of Table of Contents \(A\)](#)
- IX. [Sample of Table of Contents \(B\)](#)
- X. [Sample of List of Illustrations](#)
- XI. [Sample of List of Tables](#)
- XII. [Sample of Text Page with subheadings, bullets and dashes](#)
- XIII. [Thesis/Dissertation template](#)
- XIV. [Project template](#)

