

# Thesis Manual

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**Archives and Special Collections**

**Jafet Memorial Library**

# Table of Contents

<b>I. Introduction .....</b>	<b>2</b>
<b>II. Deadlines .....</b>	<b>2</b>
<b>III. Deposit Procedures .....</b>	<b>2</b>
<b>IV. Number and Format of Required Copies .....</b>	<b>2</b>
<b>V. Thesis Format Requirements.....</b>	<b>3</b>
A. Paper .....	3
B. Ink.....	3
C. Font .....	3
D. Margins.....	3
E. Spacing .....	4
F. Indentation.....	4
G. Numbering of Pages, Figures and Tables .....	4
H. Major Headings and Subheadings .....	4
I. Preliminary Pages.....	5
J. Multi-Volume Thesis .....	6
K. Thesis in Arabic .....	7
i. Translation of Headings for Theses in Arabic: .....	7
<b>VI. Style and Bibliography .....</b>	<b>7</b>
A. Writing and Citation Style .....	7
B. Citation Management .....	7
C. Footnotes and Illustrative Matter.....	8
D. Bibliography.....	8
<b>VII. Thesis/Dissertation or project templates (rtf format).....</b>	<b>9</b>
<b>VIII. Brief Checklist .....</b>	<b>10</b>

# THESIS MANUAL

## I. Introduction

The following guidelines are offered to help graduate students meet the Library's requirements for depositing a thesis, dissertation or project. Theses, dissertations and/or projects are all thereafter referred to as “Thesis” or “Theses”.

[↑ Return to Top](#)

## II. Deadlines

The deadlines for deposit of all Theses at the Library, as required by the Registrar, are found at the following link:

<http://www.aub.edu.lb/graduatecouncil/Documents/thesisdeadlines.pdf>

[↑ Return to Top](#)

## III. Deposit Procedures

Depositing a copy of the Thesis is a prerequisite for graduation. Upon deposit at the Library, an online receipt will be submitted to the Registrar’s Office.

**During the semester in which a student expects to deposit her/his Thesis, the student must visit the Archives and Special Collections Department (ASC), Jafet Library, *in person and as early as possible*: please do not wait for your defense to contact us, especially if you plan to travel abroad, or have committee members who are abroad. Kindly arrange for a visit to ASC 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.**

[↑ Return to Top](#)

## IV. Number and Format of Required Copies

Jafet Memorial Library requires deposit of **one** unbound copy of the Master's Thesis, Project or Doctoral Dissertation for all Faculties and Schools. In addition, the student should also provide the Library with a digital copy of the Thesis saved on a CD-ROM in the following formats: one Microsoft-Word file and one PDF (Portable Document Format) file.

[↑ Return to Top](#)

## V. Thesis Format Requirements

In order to format your Thesis properly, please use and download the [Thesis/Dissertation](#) template, or [Project](#) template as appropriate. The template should be saved as a Microsoft-Word file. If you are using LaTeX style, you may download the following [template and its documentation](#) or use any LaTeX version required by your Department. Templates for Theses/Dissertations or Projects are available for downloading at the end of this document.

[↑ Return to Top](#)

### A. Paper

Durable A4 Fabriano 80 gr. (with a watermark) paper should be used for printing out the Thesis. Please note that in case the Thesis includes maps, tables or illustrative material which is an integral part of the Thesis and which requires oversized paper, it is OK to include those in the final print out of the Thesis. Please print the oversize material on Fabriano 80gr., and use the larger than A4 size, as appropriate.

[↑ Return to Top](#)

### B. Ink

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

[↑ Return to Top](#)

### 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.

[↑ Return to Top](#)

### D. Margins

Please click here for samples of a [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 a 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 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).

[↑ Return to Top](#)

## F. Indentation

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

[↑ Return to Top](#)

## 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.

[↑ Return to Top](#)

## 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: eg.,  
**A. First-Level Subheading**
- Second-level subheadings are in bold, italics typefaces: eg.,

### **1. *Second-Level Subheading***

- Third-level subheadings are in regular typefaces, underlined: eg.,
  - a. Third-Level Subheading
- Fourth-level subheadings are in regular typefaces, underlined with dashes: eg.
  - i. Fourth-Level Subheading

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.

[↑ Return to Top](#)

## **I. Preliminary Pages**

The Thesis 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 are blank.
- **A Mandatory Title page** (Not numbered. Considered ii).

Please click here for a sample of a [Thesis title page](#).

This page includes the name of the University, the full title of the Thesis, 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 or School, the place and the date of submission.

N.B. The student's name should include her/his First name, Father's name and—Family name. For married female students, the name should include the student's first name, her Maiden name and her Family name.

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

Please click here for a sample of a [Thesis/Dissertation approval page](#) or a sample of a [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 ASC.

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

Please click here for a sample of a [Thesis or Dissertation or Project Release Form](#).

This form must be signed and dated when the thesis project copy is deposited at the Library. Please scan and include this page in the PDF file submitted to ASC Dept. only if you choose option (a) below:

- a. I authorize the AUB library to supply copies of my thesis ... It authorizes the Library to provide copies of the thesis upon demand.

Or

- b. I do not authorize the AUB library to supply copies of my thesis for --- -- years... It prohibits photocopying of thesis for a period of ---- years starting with the date of the thesis deposit.

- **Acknowledgments, if any** (Numbered v) **Typing of the page numbers starts with this page.** Please click here for a sample of [Acknowledgments](#)
- **A Mandatory Abstract:**  
Please click here for a sample of a Thesis [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 [Illustrations](#)
- **List of Tables**, if any. Please click here for a sample 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".

↑ [Return to Top](#)

## J. Multi-Volume Thesis

A multi-volume thesis 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.

↑ [Return to Top](#)

## K. Thesis in Arabic

Please click here for a sample of a [Title page in Arabic](#).

A Thesis in Arabic follows the same requirements laid above. An additional title page in English and the translation of the abstract into English should be included.

All specifications applied from left to right in English should be considered from right to left in Arabic (especially the margin for binding).

For numbering, please use أ، ب، ج in theses in Arabic instead of the lower case Roman numerals i, ii, iii, iv, ...

### i. Translation of Headings for Theses in Arabic:

- Acknowledgements = شكر
- Abstract = مستخلص
- Contents = المحتويات
- Preface = التصدير
- Dedication = الاهداء
- Introduction = مقدمة
- Appendix = ملحق
- Appendices = ملاحق
- Bibliography = ببليو غرافيا

↑ [Return to Top](#)

## VI. Style and Bibliography

### A. Writing and Citation Style

For all matters not discussed in the present Thesis 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 and dissertations* (University of Chicago Press) which is available for consultation in the Reference Dept. of Jafet Library. You may also use any other form specified by your Department or Program such as AAA, APA, MLA, using Microsoft-Word or LaTeX, and others, provided it conforms to all specifications laid out in this Thesis Manual for preliminary pages.

↑ [Return to Top](#)

### B. Citation Management

In order to help you organize your bibliography, footnotes, references, and citations, a Citation Manager, [RefWorks](#), is available for your convenience at the Reference Desk of the University Libraries. For more information, please contact the Information Services Librarian, extension: 2629.

↑ [Return to Top](#)

### **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.

[↑ Return to Top](#)

### **D. Bibliography**

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

[↑ Return to Top](#)

## VII. 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 \(B\)](#)
- IX. [Sample of List of Illustrations](#)
- X. [Sample of List of Tables](#)
- XII. [Sample of Title Page in Arabic](#)
- XIII. [Sample of Text Page with subheadings, bullets and dashes](#)
- XIV. [Thesis/Dissertation template](#)
- XV. [Project template](#)
- XVI. [LaTeX template](#)

[↑ Return to Top](#)

## VIII. Brief Checklist

Please double check that:

1. Your name written on the Thesis matches the spelling on your diploma.
2. The title of the thesis is identical throughout the Thesis.
3. The Rank, Name of Faculty/ Department/ Program/ or Center listed in the Thesis matches the information recorded in the AUB graduation catalog for that year.
4. The approval page has been checked at the Archives Department prior to signing by the members of the Committee.
5. All chapter headings are capitalized, not bold, and in “16” font.
6. The text, in the body of the thesis is aligned to the left.
7. The margins comply with the specifications of the Thesis Manual.
8. The signatures on the Approval Page are in black ink.
9. The Thesis has front and back blank pages.
10. All loose-leaves pages are properly numbered, arranged and enclosed in a large envelope.
11. The digital copy of the Thesis is saved in both Microsoft-word and PDF file formats.
12. The Major, Degree and Department names are spelled correctly.
13. The signed approval page is included in the PDF file.
14. The authorized release form page is included in the PDF file.
15. The final copy has been revised before submission.

[↑ Return to Top](#)

For more information, contact the Archives and Special Collections/ Jafet Memorial Library:

Email: [asc@aub.edu.lb](mailto:asc@aub.edu.lb)

Phone: 01-350000 ext.2609, 2610.