Thesis Guidelines

AUB University Libraries

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TABLE OF CONTENTS

I. INTRODUCTION

Depositing a copy of the thesis is a prerequisite for graduation. The following guidelines help graduate students meet the Library's requirements for depositing a thesis, dissertation or project, all thereafter referred to as "Thesis" or "Theses".

II. DEADLINES

The deadlines to deposit all Theses at the Library, as required by the Registrar, are found at the following link:
http://www.aub.edu.lb/graduatecouncil/Pages/thesisdeadlines.aspx

III. PROCEDURE

1. Formatting Approval

a. Using Microsoft Word

- e-mail to the Library a file containing the preliminary pages, table of contents, one chapter with headings, and the bibliography of the thesis to ensure that all are correctly formatted.
- after confirmation from the Library that all is correct, e-mail the whole thesis to the Library as a Word file for final Library approval.

b. Using Latex/Overleaf

- e-mail to the Library the whole thesis as a PDF file for final Library approval.

Please send the following information to **lib-thesis@aub.edu.lb:**

- o   Full Name:
- o   AUB ID:
- o   Degree (MA, MS, ME, MSN, PhD,etc..):
- o   Department/Program/Center:
- o   Faculty:
- o   Thesis/Project Title (Capitalize the 1st letter of each word except conjunctions, articles & prepositions):

lib-thesis@aub.edu.lb receives emails from AUB email domains ONLY (*aub.edu.lb* or *mail.aub.edu*), please do not send emails from other accounts nor from cloud storage websites (wetransfer, googledrive, etc.) as they will not be received/delivered.

2. Signed Papers

Ensure that the "Approval" page is signed by the Advisor and Committee members. Both hand and electronic signatures are accepted;

In case the advisor is signing on behalf of the Committee members, he/she is required to send an email to **lib-thesis@aub.edu.lb**, copying all members, for documentation purpose. Once signed, it should be added into the final PDF file of the Thesis.

3. Deposit in AUB ScholarWorks

Once formatting is approved, you will be instructed by the Library to submit to AUB ScholarWorks your final Thesis document as PDF which must **include the signed Release and Approval Forms**.

Put in the **Release Form** the date of deposit in AUB ScholarWorks.

Upon successful deposit of the digital copy of the Thesis in AUB ScholarWorks, a confirmation will be sent by the Library to the Office of the Registrar and to the student.

IV. FORMAT REQUIREMENTS

To save yourself a lot of formatting, download and use the templates at the end of this document. Word and LaTeX templates are available, depending on the requirements of your Department. The guidelines are listed below for the Word documents. For LaTeX, please follow the guidelines inside the template :

1. Font

a. Types

Please use "Times New Roman" typeface for English, and the "Simplified Arabic" for Arabic for Word Documents. For LaTeX, keep the default font.

b. Font Sizes

Body of the text: 12 for English and 14 for Arabic.

Major title headings and preliminary pages headings: 16 for English ALL CAPS and 20 for Arabic.

DO NOT USE BOLD face in preliminary pages and major headings, e.g. chapters, appendices, and bibliography.

2. Margins

The margins in text pages should have the following dimensions:

- Left side: 3.5 cm.
- Right side: 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 page, and 2.5 cm from the left (while 2.5cm from right instead of left for Arabic Thesis).

The text can be **left aligned** (or right aligned for Arabic) or **justified**.

3. Spacing & Indentation

The text throughout the Thesis must be **double-spaced**, except in footnotes, in any block quotations, or in tables, etc.
The text in the Acknowledgement and Abstract pages is **single spaced**.

Line space for **Arabic text should be 1.5**.

Each subheading should be preceded by an empty line, except if there is no text paragraph between two consecutive subheadings.
Tables and illustrations should be preceded and followed by a double-space (an empty line).

All paragraphs should be indented 1.5cm from the margin. Subheadings are not indented (except level 5).

4. Numbering of Pages, Figures and Tables

Numbering shall start with ACKNOWLEDGMENTS and continue sequentially using Arabic numerals (1, 2, 3…) placed in the center, and at the bottom of the page.

Figure and table numbering must be either continuous throughout the Thesis (Figure 1, Figure 2,…) or by chapter that is (Figure 1.1, Figure 1.2, Figure 2.1, …).

5. 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:

	Template ABC	Template 123	Education
1st-level subheading (Heading 2)	**A. First-Level Subheading**	**1.1. First-Level Subheading**	**Level 2 in APA** Text starting on a new line
2nd-level subheading (Heading 3)	*1. Second-Level Subheading*	*1.1.1. Second-Level Subheading*	*Level 3 in APA* Text starting on a new line
3rd-level subheading (Heading 4)	<u>a. Third-Level Subheading</u>	<u>1.1.1.1. Third-Level Subheading</u>	**Level 4 in APA.** Text starting on same line and heading indented
4th-level subheading (Heading 5)	<u>i. Fourth-Level Subheading (dotted underline)</u>	<u>1.1.1.1.1. Fourth-Level Subheading (dotted underline)</u>	*Level 5 in APA.* Text starting on same line and heading indented

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.

6. 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. A <u>Mandatory</u> Title page (Not numbered)
   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 defense.

   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 be as registered in AUB.

b. A <u>Mandatory</u> Thesis Approval page (Not numbered)
c. A <u>Mandatory</u> Thesis Release form (Not numbered)

This form must be signed and dated when the Thesis copy is deposited at AUB ScholarWorks. Filling in the box of one of the options below, as appropriate. Once done, sign and date on the day it is submitted to ScholarWorks.

d. Acknowledgments, if any (Numbered as 1): Typing of the page numbers starts with this page.
e. A <u>Mandatory</u> Abstract: summarizes the Thesis' main points: No word limit applies.
f. Preface: Optional.
g. A <u>Mandatory</u> Table of Contents
h. Illustrations, if any, and becomes <u>mandatory</u> if you have one illustration or more in your documents (images, charts, photos, etc.)
i. Tables, if any, and becomes <u>mandatory</u> if you have one table or more in your document.
j. Abbreviations, if any.
k. Glossary, if any.
l. Dedication: Optional, placed before chapter 1 without the word "dedicated" and is not included in the ToC.

7. Footnotes and Bibliography

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 spaced between two notes.

For all matters not discussed in the present Thesis Manual, theses must follow the form and style specified by your Department or Program such as AAA, APA, MLA, etc… using Microsoft-Word or LaTeX, provided it conforms to all specifications laid out in this Thesis Manual for preliminary pages.

In order to help you organize your bibliography, footnotes, references, and citations; Citation managers, EndNote and Mendeley are available for your convenience on the library homepage.

For assistance or for more information, please contact the Archives and Special Collections Department, extensions: 2140/2609, or send an email to **lib-thesis@aub.edu.lb**.

8. Thesis 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.

a. Translation of Headings for Theses in Arabic

- Acknowledgements = شكر

- Abstract =مستخلص
- Contents =المحتويات
- Preface= التصدير
- Dedication= الاهداء
- Introduction = مقدمة
- Appendix = ملحق
- Appendices= ملاحق
- Bibliography = ببليوغرافيا

V. THESIS/DISSERTATION OR PROJECT TEMPLATES

To access all templates, go to the **Resource Hub for Thesis Writers**.

For more information, contact Jafet Library: lib-thesis@aub.edu.lb

Wishing you ALL THE BEST!