

Thesis Guidelines

AUB University Libraries

2020

TABLE OF CONTENTS

I.	INTRODUCTION.....	4
II.	DEADLINES	4
III.	PROCEDURE	4
1.	Formatting Approval.....	4
a.	Using Microsoft Word	4
b.	Using Latex/Overleaf.....	4
2.	Signed Papers	4
3.	Deposit in AUB ScholarWorks.....	4
IV.	FORMAT REQUIREMENTS	5
1.	Font	5
a.	Types.....	5
b.	Font Sizes.....	5
2.	Margins	5
3.	Spacing & Indentation	5
4.	Numbering of Pages, Figures and Tables	6
5.	Major Headings and Subheadings	6
6.	Preliminary Pages	7
a.	Blank Page (Not numbered)	7
b.	A Mandatory Title page (Not numbered)	7
c.	A Mandatory Thesis Approval page (Not numbered)	7
d.	A Mandatory Thesis Release form (Not numbered).....	7
e.	Acknowledgments, if any (Numbered as 1): Typing of the page numbers starts with this page.	7
f.	A Mandatory Abstract: summarizes the Thesis' main points: No word limit applies.	7
g.	Preface: Optional.	7

h. A Mandatory Table of Contents: 2 samples of templates with 2 styles of Table of Contents are available at the end of this document.....	7
i. List of Illustrations, if any.	7
j. List of Tables, if any.	7
k. List of Abbreviations, if any.	7
l. Glossary, if any.	7
m. Dedication (Not numbered and not counted in the pagination of the preliminary pages). Optional and placed before chapter 1 and without the word "dedicated".	7
7. Footnotes and Bibliography	8
8. Thesis in Arabic	8
a. Translation of Headings for Theses in Arabic	8
V. THESIS/DISSERTATION OR PROJECT TEMPLATES.....	8

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.

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 the Library, copying all members, confirming it). Once signed, it should be added into the final PDF file of the Thesis.

3. Deposit in AUB ScholarWorks

Once formatting is approved and verification from Advisor/Department is received,

- 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 deposit of the digital copy of the Thesis in AUB ScholarWorks, an online receipt will be submitted by the Library to the Office of the Registrar.

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:

1. Font

a. Types

Please use “Times New Roman” typeface for English, and the “Simplified Arabic” for Arabic.

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** of the thesis should be **left aligned (or right aligned for Arabic), and not justified.**

3. Spacing & Indentation

The text throughout the Thesis must be double-spaced, except in footnotes, in any block quotations, or in tables, etc. These are single-spaced within each entry but double-spaced between entries.

The text in the Acknowledgement and Abstract pages is also single spaced.

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. fourspace).

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

4. Numbering of Pages, Figures and Tables

Numbering shall start with ACKNOWLEDGMENTS and continue sequentially using Arabic numerals 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.

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:

First-level subheadings are in bold, regular typefaces

A. First-Level Subheading

Second-level subheadings are in bold, italics typefaces:

1.Second-Level Subheading

Third-level subheadings are in regular typefaces, underlined:

a. Third-Level Subheading

Fourth-level subheadings are in regular typefaces, underlined with dots:

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.

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. Blank Page (Not numbered)
- b. A Mandatory 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 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 be as registered in AUB.

- c. A Mandatory Thesis Approval page (Not numbered)
- d. A Mandatory 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.

- e. Acknowledgments, if any (Numbered as 1): Typing of the page numbers starts with this page.
- f. A Mandatory Abstract: summarizes the Thesis' main points: No word limit applies.
- g. Preface: Optional.
- h. A Mandatory Table of Contents: 2 samples of templates with 2 styles of Table of Contents are available at the end of this document.
- i. List of Illustrations, if any.
- j. List of Tables, if any.
- k. List of Abbreviations, if any.
- l. Glossary, if any.
- m. Dedication (Not numbered and not counted in the pagination of the preliminary pages). Optional and placed before chapter 1 and without the word "dedicated".

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 double-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 more information, please contact the Research & Instruction Services Department, extension: 2164/2620/2629/2659.

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 this [page](#) on the [Resource Hub for Thesis Writers](#).

For more information, contact Jafet Library:

Joyce Aways ja48@aub.edu.lb Ext. 2164