



JINAN
UNIVERSITY
Inspiring Minds

Thesis Format Guide

Format Advisor

Research Center

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Thesis Format Guide

This guide has been prepared to help graduate students prepare their research papers and theses for acceptance by Jinan University. The regulations contained within have been updated and, in some cases, clarified for the benefit of students, faculty advisors, departments, the Format Advisor and the Faculty of Graduate Studies. Any questions about the contents of this guide should be directed to the Format Advisor and the Faculty of Graduate Studies.

The Format Advisor is concerned solely with the format of the manuscripts. It is the Advisor's responsibility to make certain that any thesis, dissertation, or research paper submitted in partial fulfillment of a graduate degree at Jinan University conforms to the regulations outlined in this guide. Responsibility for the content of any manuscript remains with the student and the faculty advisor(s).



THESIS FORMAT GUIDELINES

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THESIS FORMAT GUIDELINES

1. Jinan Thesis Guidelines

1. The thesis must represent a coherent body of original work by the student. It must display a scholarly approach and thorough knowledge of the subject.
2. Plagiarism in any form is completely unacceptable.
3. In some disciplines it may be appropriate for the thesis to include published or submitted manuscripts, papers, or reports authored or co-authored by the student. Students who wish to pursue this option must have the prior consent of their supervisory committees, and must obtain appropriate copyright permission. Specific publication format and copyright guidelines are given below.

It is expected that the student has made a substantial contribution to any such manuscripts. Where co-authored manuscript(s) are included in the thesis, the student's contribution must be clearly indicated.

The publication or acceptance of such manuscripts before the thesis defense in no way supersedes the examination committee's evaluation of the work, including requesting revisions.

4. The thesis is the **primary** and **permanent** record of the student's work. As such, it is important that it both be written by the student (with appropriate editorial advice as needed) and conforms to normal academic standards. Assistance in improving writing skills is available at both the faculty and university levels.
5. Prior to undertaking any thesis research, all necessary approvals must be obtained and documented. Students are responsible for contacting the appropriate University offices to determine whether these approvals are required for their research and to get instructions on how they may obtain them. Copies of approval letters should be submitted to the Faculty of Graduate Studies when they have been obtained by the student.
6. STUDENTS SHOULD ALWAYS CONSULT THEIR GRADUATE COORDINATOR AND PROGRAM DOCUMENTS FOR ADDITIONAL REGULATIONS AND POLICIES.

2. Preparation of the thesis

The general guideline or framework for the thesis **preliminary plan** and **final documentation** is as follows:

- a) **Introduction:** background; statement of the problem; purpose of the study; theoretical bases; limitations of the study; definition of terms; and organization of the remainder of the study.
- b) **Review of the Literature:** chronological, categorical or related theoretical viewpoints related to topic.
- c) **Methodology:** research design or approach (quantitative or qualitative); population and/or sample; collection and tabulation of data; and data analysis procedures.
- d) **Analysis of the Data, Results, and Discussion:** presentation of the findings and discussion of the findings.
- e) **Summary, Conclusion, and Recommendations:** summarize the entire research effort.
- f) **Bibliography/References:** includes all sources used in the study.
- g) **Appendices:** material too detailed or lengthy for inclusion in the body of the study (e.g., questionnaires, maps, photos, letters of permission).

The following formatting guidelines have been designed to benefit current and future users of the thesis by ensuring that it is a complete, legible, well organized, and accessible document.

The formatting guidelines include specific requirements and a number of general recommendations. These are intended to help students prepare their thesis manuscripts to an appropriate academic or professional standard, and to facilitate reproduction. Students are advised that significant departures from these guidelines may result in a lower quality of reproduction or, in extreme cases, rejection of the thesis by the University.

Some academic units may have specific approved requirements or guidelines in addition to those listed below. Academic units that provide electronic Style Templates should ensure that these are consistent with the guidelines given below.



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2.1 General Guidelines

The following guidelines apply to both Standard and Publication thesis formats, unless otherwise indicated (see section 2.3).

- a) **Language:** Normally **English**, but **French** is also acceptable. Language departments may have their own requirements. Quotations in languages other than English or French may require a translation. Theses written in a language other than English must have two abstracts, one in the language of the thesis and one in English.
- b) **Style:** A style appropriate to the subject matter should be followed consistently. Students should consult their academic units to see if electronic Style Templates are required or recommended. The form and location of notes and bibliographic references must be consistent throughout the thesis and conform to discipline practice. **Canadian**, **American**, or **British** spelling is acceptable, but one form must be used consistently throughout the thesis.
- c) **Paper: 21 x 29.7 cm (A4)**, portrait (vertical) orientation. The thesis must be printed on good quality white paper (20-40 lb. bond) on one side of the paper only. Photographs and other special figures or tables may be printed on photographic quality paper. Oversize or undersize pages (e.g., maps) can be included but will not be bound into the thesis—they will be placed in a pocket at the back of the thesis.
- d) **Margins:** Left-hand margins should be **38 mm wide**, to facilitate binding. All other margins should be well defined at approximately **30 mm**. Right-justification is not necessary.
- e) **Font:** For the main body of the text, a standard, easily legible, **12-point font** is preferred (e.g., Times New Roman) although for some font styles (e.g., Arial or Helvetica) 11-point may be acceptable. Condensed type is not acceptable. Chapter titles and section (sub)headings may be in a different style and should stand out clearly from the text. Text styles and title/(sub)heading styles should be consistent throughout the thesis, except that 11- or 12-point font consistent with the thesis text may be used in the table of contents (see section 2.2(g)). Italics may be used for quotations and words in a foreign language. Fonts used for appendices, charts, drawings, graphs, and tables may differ from the text. The thesis must be printed in black ink; printing should be laser printer or letter quality.
- f) **Page Numbers:** All pages must be numbered in sequence. There must be no missing, blank, or duplicate pages. Specific page number formats, where applicable, are indicated below. Minimum font size is **10-point** and must be consistent throughout the text.
- g) **Line Spacing:** **1.5** or **2** for text; exceptions are noted below.
- h) **Order of Items:** The following order of items is common to both Standard and Publication thesis formats. Please note which items are required.

Preliminary Pages

- Title Page (**required**)
- Signature Page (**required**)
- Copyright Agreement Page (**required**)
- Certificate (**required**)
- Dedication Page (if applicable)
- Table of Contents (**required**)
- List of Tables (if applicable)
- List of Figures (if applicable)
- Abstract (**required**)
- List of Abbreviations and Symbols Used (if applicable)
- Glossary (if applicable)
- Acknowledgements (if applicable)
- Body of Text (**required**; organized as chapters)
- Endnotes (if applicable)
- Bibliography or Reference List ¹(**required**)
- Appendices ¹(if applicable)

- i) **Word Limit: not to exceed 80,000 words (or 350 pages)** for the PhD Degree and 60,000 words (or **250 pages**) for the Master Degree, exclusive of words in tables, figures, bibliographies, appendices and footnotes.

¹ The order of these two items may be reversed for consistency with discipline practice.



THESIS FORMAT GUIDELINES

2.2 Preliminary Pages

- a) **Page Numbers:** The page numbers in the preliminary material are to be in lower case Roman numerals, centered at the bottom of the page, except for the title page, which is not numbered.
- b) **Title Page:** The title page provides a basic introduction to the research. The title for the student work should be a meaningful description of the manuscript and include key words that can be used by modern retrieval systems. Use word substitutes, formulas, and symbols. There is no page number written on this page, but it is considered to be page one (i). The Title Page requires the chief instructor's signature. This must be in standard format. It must bear the statement:

*Submitted in partial fulfillment of the requirements
for the award of the degree of [enter degree type here]
at
Jinan University
Tripoli, Lebanon
[enter month year here¹]*

- c) **Signature Page²** (page ii): This must be in standard format. The original copy must bear original signatures, preferably in black ink. The signature page includes the **thesis title**, the names and signatures of the **student**, all **committee members**, the **dean**, and the **department chair**.
- d) **Copyright Agreement Form²** (page iii): This must be in standard format. A copy of the form must be included in every copy of the thesis, and the original copy must bear an original signature. The wording required is of a standard form as given below. "*I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the university or other institute of higher learning, except where due acknowledgment has been made in the text. (signature/name/date)*"
- e) **Certificate** (page iv) (in standard form by the thesis supervisor(s))
This is to certify that the thesis entitled submitted by Mr./Ms..... to Jinan University towards partial fulfillment of the requirements for the award of the degree of Philosophy/Master of in Faculty (.....) is a genuine record of the work carried out by him/her under my/our supervision and guidance. (Signed by Thesis Supervisor(s) with name(s) and date Place Date)
- f) **Dedication Page** (page v) (if applicable): The content and format of this page are up to the student.
- g) **Table of Contents:** The thesis must contain a complete table of contents. Individual entries (titles, headings, etc.) that extend onto more than one line should be single-spaced; line spacing of **1.5 - 2** should be maintained between entries. For clarity, chapter titles and (sub)headings should be in **12-point font** regardless of their font size in the main body of the text. Page numbers listed in the table should be aligned at the right-hand side of the page.
- h) **List of Illustrations/Figures and/or Tables** (if applicable): Individual entries (titles, captions, etc.) that extend onto more than one line should be single-spaced, but line spacing of **1.5 - 2** should be maintained between entries. The lists should include any material inserted in a back pocket.
- i) **Abstract:** The thesis must contain an abstract. This should occupy a single page, and may be single-spaced, if necessary. There should be no illustrations or footnotes. Students are advised to truncate abstract text strings at **150 words for Master** theses and **350 words for PhD** theses. The abstract is to be a succinct description of the student work and should be organized in the following order:
 1. Statement of the Problem
 2. Procedure and/or Methods
 3. Results
 4. Conclusion

¹ The date entered here should be the month and year in which the oral defense occurred or if you didn't have an oral defense this would be the month and year in which your "read" defense was approved.

² The date entered on these pages should be the date on which the oral defense occurred or if you didn't have an oral defense this would be the month and year in which your "read" defense was approved.



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- j) **List of Abbreviations and Symbols Used** (if applicable).
- k) **Glossary** (if applicable).
- l) **Acknowledgements** (if applicable): The content and format of this page are up to the student. The author of the thesis can acknowledge the help and guidance received from different persons in this section. The wording should be formal rather than flowery or exaggerative as it is to be considered only as a method of recording the help received rather than a way of pleasing some one who has helped. Any financial support received from funding agencies in the preparation of the thesis should be definitely stated here.

2.3 Body of Text

2.3.1 Standard Format

- a) **General:** The thesis should be organized as chapters, and should follow the general guidelines and order of items listed in section 2.1.
- b) **Page Numbers:** All pages must be numbered in sequence. Minimum font size is **10-point**. It is normal practice for the page numbers in the main body of the text to appear in the upper right corner, although lower right or bottom center are also acceptable. Page number placement should be consistent throughout the text, although it is acceptable for the first page of every chapter to be numbered at the bottom centre of the page regardless of the number placement on other pages. Page numbers must be at least **1.3 cm from the top** or **bottom** of the page and **2.5 cm from the right**.
- b) **Line Spacing:** **1.5** or **2**, except where indicated otherwise. Short sections (e.g., quotations, equations, footnotes) may require more or less than this, according to discipline practice.
- d) **Chapter Titles, Headings, and Sub-headings:** All chapter titles, headings, and sub-headings must appear in the table of contents. For each level of title or heading, consistent format in font size and style, numbering or lettering, and placement should be maintained throughout the thesis text (except Table of Contents; see 2.2(g)). Each chapter should begin on a new page.
- e) **Reference Citations:** Format and placement of reference citations should be consistent throughout the thesis, and should conform to a scholarly style consistent with discipline practice. All cited references must be listed at the end of the thesis (see section 2.4). Short references to items in the list appear in parentheses in the text itself. Of the two commonly used styles, the first is preferred:
 1. (*author, date of publication, page number*, if applicable) For example: (*Farid, 1971, p. 72*). If you mention the author in the sentence, the note would appear as (*1971, p.72*).
 2. Place a number after the author's name in the text, enclosed in either parenthesis or brackets. For example: *Farid (5)* or *Farid [5]*. Number the items in the list at the end of the manuscript by order of their appearance in the text.
- f) **Footnotes and Endnotes:** Footnotes and endnotes should conform to a scholarly style consistent with discipline practice. There are two types of footnotes: "reference" and "content". Reference footnotes refer to the source from which the information has been taken; content footnotes make incidental comments, amplify, or make acknowledgements. In order to ensure that the thesis will be legible, the font size used for both the superscripts and the corresponding text should be the same as that used in the main body of the text (**10-point** minimum; see section 2.1). Footnotes may be placed at the bottom of the page, at the end of each chapter, or at the end of the thesis (endnotes), as long as placement and formatting are consistent throughout the thesis.

2.3.2 Publication Format

- a) **General:** A student may opt to submit some or all of the thesis as a series of related papers, or manuscripts intended for publication, that form a coherent body of work (see "Format" below). This requires prior consent of the supervisory committee and appropriate copyright permission. The paper(s) will normally form one or more well defined thesis chapters; details of organization and content are determined by the student and the supervisory committee. The publication status (submitted, in revision, in press, or published, with dates) and book or journal details (volume, page numbers, etc.) of any manuscripts or papers included in the thesis must be specified with each such chapter.
- b) **Authorship:** Single or multi-authored papers may be included, provided that the student has made a substantial contribution to the work. Academic unit guidelines may specify the number and/or order of authors in accordance with discipline practice. The student's contribution to both the research and the writing of any multi-authored paper must be clearly specified either in the introduction to the thesis or at the beginning of each relevant chapter.



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- c) **Format:** Publications incorporated as thesis chapters should be in manuscript form in a style consistent with general guidelines (section 2.1). Although manuscript chapters will normally have their own introduction and discussion sections, there should be a single general introductory chapter at the beginning of the thesis and a single comprehensive discussion chapter at the end. Linking sections between manuscripts may be included as necessary. Where publication abstracts, acknowledgements, or reference lists are included, they should appear as sections or subsections that are numbered in accordance with the rest of the chapter text.
- d) **References:** All references cited in publication-format chapters must be included in a single complete reference list at the end of the thesis (see section 2.4). Publication-format chapters may contain their own reference lists. If chapter reference lists are included, they must be presented in a style consistent with the rest of the thesis, regardless of the format of the original.
- e) **Supplementary Material:** Supplementary material not intended for publication (e.g., extensive data tables, details of experimental methods) may appear as supplements to publication-format chapters, as separate chapters, or as appendices, depending on the nature and length of the additional material required.
- f) **Copyright Permission:** Students must obtain appropriate copyright permission for any substantial part of the thesis for which copyright is held by another party (e.g., a publisher; see section 4.0). Copyright permission letters should appear in an appendix at the end of the thesis.
- g) **Reprints:** Reprints may be included in the appendices. Copyright permission is required (see below).
- h) **Revisions:** Examiners may specify revisions to any part of the thesis, regardless of publication status.

2.4 Endnotes and Bibliography or Reference List

- a) **General:** The thesis must contain a complete reference list or bibliography, citing all the literature and other sources referred to in the thesis, including websites. This applies whether or not the thesis has been submitted as a series of related manuscripts with individual reference lists.
References to **journal papers** should contain the *name of the author(s), title of the paper, name of the journal, volume number, issue number, particular pages (pp) and year of publication*. If there are more than three authors, it is enough to mention the name of the first author followed by *.et.al* (meaning and others)
Example:
Benjamin Kuo and Martin Luther: An overview of chaotic systems, International Journal of Control, Vol. 21, No 3, March 2004, pp 341-349.
Rober Franklin et. al. : An overview of chaotic systems, International Journal of Control, Vol. 21, No 3, March 2004, pp 341-349.

Similarly **conference papers** should mention the *name of author(s), title of the paper, name of the conference, place in which the conference was held and date, month and year of the conference along with the page numbers of the paper in the proceedings of the conference*.
Example:
Mahalanabis A K, Prasad S, Mohandas K P: Adaptive Deconvolution of Seismic Data, IEEE International Conference on Computers Circuits and Signal Processing, Indian Institute of Science, Bangalore, Dec 1998, pp 1025-1029

References to **books** should contain *name of the author, title of the book, name of the publisher, edition number, and year of publication*. If possible *ISBN Number* also can be quoted.
Example
Griffiths and Manuel: Introduction to Neuro-fuzzy Systems, Prentice Hall Inc, Edition 2, 1998.
- b) **Placement:** Endnotes, if used, are placed first. The bibliography or reference list may go either before or after appendices or other supplementary material, whichever is normal for the discipline. References cited in the appendices should appear in the bibliography or reference list.
- c) **Pagination:** Pages should be numbered in sequence with the rest of the thesis.
- d) **Line Spacing:** Individual entries may be **single-spaced**; spacing between entries should be **1.5 or 2 lines**.
- e) **Font Size:** Font size for both endnotes and cited references should be consistent with the rest of the thesis text (see section 2.3.1). Other details of format (italics, punctuation, etc.) should be compatible with discipline practice and should be consistent through the entire list.



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2.5 Figures, Tables, and Equations

- a) **General:** The content, placement, and format of figures and tables are determined by discipline practice. Sources of any figures or tables not original to the thesis must be cited; in some cases copyright permission may be necessary (see section 4.0). Lettering in tables and figures should be legible at the scale of reproduction in the thesis. Figures may be in color or grey-scale, as appropriate to the subject matter.
- b) **Captions:** Captions may be single-spaced and may appear directly above or below the figure or table or alone on the immediately preceding page. It is useful and convenient to number the figures and tables chapter-wise. The figures in chapter 4 will be numbered and referred to as Fig.4.1, Fig 4.2 etc. Similarly, the tables are also numbered and referred to as Table 4.1 Table 4.2 etc. The same numbering scheme can be used for equations as Eqn (4.1), Eqn (4.2) etc.
- c) **Page Setup:** Figures, tables, and captions may be embedded in the text or appear on separate pages as appropriate. Landscape or portrait orientation is acceptable, although the page itself must appear in portrait (vertical) orientation. Margin width and page number placement should be consistent with the rest of text.
- d) **Numbering:** All figures and tables are to be listed at the beginning of the thesis except those appearing in the appendices; note that there are a few discipline-specific exceptions to this rule. Numbering or lettering style (if any) should be in accordance with discipline practice, and consistent throughout the thesis.
- e) **Other:** Figures (including photographs) and tables are normally printed directly on the page. Students are encouraged to use photographic or glossy paper where this will improve reproduction quality. Where it is necessary to attach photographs or other loose material to a page, water-soluble adhesive rather than tape should be used. Oversize tables, charts, maps, or diagrams are to be inserted into a back inside pocket; these should be included in the list of illustrations or tables. Additional binding fees for glossy paper and/or thesis pockets will be charged.

2.6 Appendices and other Supplementary Material

If there is material that if included in the body of the thesis would break up the flow of reading or bore the reader unbearably, it is better to include it as an appendix. Some items which are typically included in appendices are: major derivations or theoretical developments, important and original computer programs, data files that are too large to be represented simply in the results chapters, pictures or diagrams of results which are not important enough to keep in the main text etc.

Appendices are of three types:

- a) **General:** Appendices may include data tables, source codes, analytical procedures, survey forms, or any other supplementary material approved by the supervisory committee. Content and format should be in accordance with discipline practice.
- b) **Copyright Permission:** Where a thesis includes copyrighted material (e.g., publications), copyright permission letters should be included as a separate appendix. Reprints may be included in the appendices, provided copyright permission is obtained.
- c) **Electronic Supplements:** Students are advised that electronic supplements may not be accessible to future users of the thesis because of format changes. If electronic supplements are included, a brief description of their contents should appear as an appendix in the hard copy of the thesis. Additional guidelines are given in section 2.7.

2.7 Electronic Formats

- a) **General:** Students may include supplementary material in electronic format. A **CD-ROM** or **DVD-ROM** (read-only) containing this material should be submitted in a hard case and will go in the back pocket of the thesis. A description of the supplementary material, including file names, formats, and a brief description of the contents, should be included as an appendix in the paper copy of the thesis and as a "read-me" file on the CD/DVD-ROM.
- b) **Labeling:** The CD/DVD-ROM must include both electronic and physical labels that list the thesis title, author, institution, and date.
- c) **Formats:** Students should consult their academic units for specific electronic format requirements. Students are advised that format standards change frequently, and that electronic material submitted with the thesis may not be accessible to future readers. All electronic supplements must be made available to the External Examiner in a format which (s)he can read.
- d) **Reproduction:** If electronic material is included, the student must authorize reproduction of the thesis to the University Library (Section 3.0) without it.
- e) **Electronic Thesis Submission:** This is not possible at present but may become so in the future; students should consult the Faculty for current status.



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3.0 University Library

A copy of the unbound thesis is sent to the University Library.

Students are required to complete and sign the Non-Exclusive License to Reproduce Theses, which must be handed in with the final, approved copy of the thesis.

Students are advised that the University Library may refuse to accept theses that are deemed illegible or that do not contain appropriate copyright permission letters (see section 4).

4.0. Copyright

The student, as author, retains ownership of the copyright in the thesis.

In conformity with the Copyright Act, the thesis may contain an extract (e.g., quotations, diagrams, tables) from other sources protected by the Copyright Act for the purposes of research, comment, or review, provided that the use of the material is fair and reasonable and the source is properly attributed. Otherwise, there must be no substantial amount of copied material in the thesis unless written permission has been granted by the holder of the copyright. What constitutes a "substantial amount" depends on the circumstances but more weight is generally given to the quality of the amount copied rather than to the quantity. When in doubt, students are advised to seek permission to include the material from the holder of the copyright.

Students who are including all or a substantial portion of their own work (e.g., publications) for which copyright has been assigned to another person or organization (e.g., a publishing company) will need to obtain a letter of permission from the copyright holder. Letters of permission from the person(s) or organization holding the copyright should appear in a thesis appendix. For works of joint authorship, the co-authors' permission should also be obtained unless copyright has already been transferred to a publisher; students are encouraged to get the necessary permissions when manuscripts are submitted.

In order to have their theses reproduced and distributed by the University Library, students must sign the "Non-Exclusive License to Reproduce Theses". The letter from the copyright holder should include permission for the copyrighted material in the thesis to be reproduced and distributed by the University Library.

5.0 Checklist

The following items and formats are required. In addition, students must meet discipline-specific standards with respect to format (including electronic format), organization, manuscript (co)authorship, and any other requirements. Students are responsible for informing themselves about any special formats or standards required by their academic units.

General:

- 21 x 29.7 cm white paper**, vertical (portrait) orientation, printed on one side only
- Left-hand margin 38mm; other margins 30mm
- Line spacing 1.5 or 2, except where otherwise indicated
- 12-point font in main body of text, unless otherwise specified
- All pages numbered (except title page)
- No missing, blank, or duplicate pages

Preliminary Pages:

- Title page, signature page, copyright agreement form all present and in standard format (Date entered on these pages should be the date on which the oral defense occurred or if you didn't have an oral defense this would be the month and year in which your "read" defense was approved)
- Thesis title and student name consistent on the first three pages
- Table of contents: complete; numbers and wording consistent with text; individual entries may be single-spaced
- Abstract: single page, no figures or footnotes
- Page numbers: lower case Roman numerals, centered on bottom of page, no number on title page



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Body of Text, Standard Format:

- Page numbers: all pages numbered in sequence, consistent placement (normally upper or lower right; first page of each chapter may be numbered at bottom centre), consistent font size (minimum 10-point font)
- Font size: 12-point or equivalent for text
- Line spacing: 1.5 or 2 throughout the text
- Titles and (sub)headings: consistent numbering and placement for each different level; font size and style may differ from main text

Body of Text, Publication Format:

- Font size, page numbers, line spacing, and headings as for standard format
- Statement of student contribution to co-authored manuscripts
- Copyright permission letters (in appendices)
- Abstract, acknowledgements, reference lists (if any) numbered as sections consistent with rest of chapter
- Publication status and details for each manuscript or paper
- General introduction and discussion/conclusion chapters included in thesis

Endnotes and Reference List or Bibliography:

- Endnotes (if used) appear first; reference list may appear either before or after appendices (if any)
- Format consistent with discipline practice; font size consistent with main body of text
- Reference list or bibliography must include all items referred to in text, even where reference lists appear with chapters
- Individual entries in reference list or bibliography may be singled-spaced; 1.5 or 2 lines required between entries

Figures and Tables:

- Pages numbered consecutively with text; page numbers consistent in placement and format
- Font size may be smaller than text but must be legible at scale of reproduction
- Caption must appear on same page as figure/table and should be placed consistently above or below figure/table
- If caption cannot fit onto page with figure/table, place it on a single page immediately preceding figure/table.

Appendices or Other Supplementary Material:

- Numbered or lettered in sequence; listed in table of contents with title
- Copyright agreement letters (if applicable)
- Electronic supplements: read-only CD/DVD-ROM (in hard case) labeled with student name, thesis title, institution, and date, for back pocket of the thesis
- Written description of electronic supplements (if any)
- Oversize pages for back pocket

Other: (not included in thesis)

- University Library Non-exclusive License to Reproduce Theses
- Ethics approval letters (if applicable)
- Student Contribution to Manuscripts in Thesis form, for application format (if applicable)
- Binding and associated fees paid to Student Accounts

Suggested Font Sizes:

Details	Font Type	Font size	Spacing
<i>Facing page (cover and first page)</i>	Times New Roman	14pt bold capitals	Centered (Adjustable spacing)
<i>Chapter headings with chapter number on top</i>	Times New Roman	14pt bold capitals	Centered
<i>Section headings</i>	Times New Roman	12pt bold capitals	Left adjusted
<i>Subsection headings</i>	Times New Roman	12pt. sentence case	Left adjusted
<i>Paragraph headings</i>	Times New Roman	12pt. bold sentence case	Left adjusted
<i>Body of thesis</i>	Times New Roman	12 pt	Left & Right Justified, 1.5 line spacing
Margins	Left (38 mm)	Right Top Bottom (30mm)	



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6.0 Sample Thesis Format

[Title Page]

.....

SIGNATURE PAGE

.....

COPYRIGHT AGREEMENT PAGE

.....

CERTIFICATE PAGE

.....

DEDICATION PAGE

.....

TABLE OF CONTENTS

.....

LIST OF TABLES

.....

LIST OF FIGURES

.....

ABSTRACT

.....

LIST OF ABBREVIATIONS AND SYMBOLS USED

.....

GLOSSARY

.....

ACKNOWLEDGEMENTS

.....

CHAPTER 1
INTRODUCTION

1.1 MOTIVATION AND OVERVIEW

1.2 LITERATURE SURVEY

CHAPTER 2
CHAPTER TITLE

2.1 SECTION HEADING

2.1.1 Subsection Heading

Paragraph Heading

Body of Paragraph

CHAPTER *n*

CONCLUSIONS AND SUGGESTIONS FOR FURTHER WORK

ENDNOTES

.....

BIBLIOGRAPHY OR REFERENCE LIST

.....

APPENDICES

.....



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7.0 Sample Title Page

JINAN UNIVERSITY
Tripoli – Lebanon
Faculty of [Name of Faculty]
Graduate Studies
Department of [Name of Department]



[TITLE OF THESIS]

A THESIS
Submitted by

[STUDENT NAME]

In Partial Fulfillment of the Requirements for the Award of the Degree

PHILOSOPHY/MASTER OF [MAJOR]
IN
FACULTY NAME
[(Specialization)]

Under the guidance of
[SUPEVISOR NAME]

DEPARTMENT OF [NAME OF DEPARTMENT]
JINAN UNIVERSITY
TRIPOLI - LEBANON

[Month, Year]