

3.1.5	Table of Contents	11
3.1.6	Glossary or Abbreviations	11
3.1.7	Symbols and Nomenclature	12
3.1.8	List of Tables	12
3.1.9	List of Figures	12
3.2	Body of the Thesis	12
3.3	List of References	12
3.4	Appendices	13
4	Checklist	14
Appendices of Samples		
A.	Research Student Policy	15
B.	Thesis Supervision Policy	17
C.	Thesis/Project Completion Clearance Form Sample	19
D.	Headings and Subheadings	20
E.	Oversize figures	21
F.	Title Page Format	22
G.	Title Page Sample	23
H.	Signature Page Format	24
I.	Signature Page Sample	25
J.	Acknowledgments	26
K.	Abstract	27
L.	Table of Contents	28
M.	Body of Thesis Sample	29
N.	Sample “List of Abbreviations”	31
O.	Sample “List of Tables”	32

1. Introduction

The submission of a thesis/project is the last step in a program leading to the award of a graduate degree. The document is a statement of the results of a period of research and related preparation, undertaken to partially fulfill the requirements for an advanced degree. The purpose of the Master program is to graduate students whose research skills equip them to perform successfully in both academic and professional environments.

Students' work is carried out under the direction and supervision of their major professor and committee members who supervise it for the intellectual content. Before beginning work on the thesis candidates must present a proposal for approval by their supervisor, and the Dean who may consult with an ad hoc committee of specialists.

This Manual is intended as a reference for students and supervisors who wish to consult it for particular requirements and expectations. Do not use theses previously filed because changes have been made, and candidates are responsible for following the requirements in effect when the thesis is being prepared. The Manual also contains the *Research Student Policy* (Appendix A) and the *Thesis Supervision Policy* (Appendix B).

1.1 General Considerations

A thesis should provide sufficient evidence to enable examiners to determine that the research is sophisticated and has an original element. The following are some guiding points:

- To present your thesis in a professional style, it is essential that you adhere to the standards and requirements set forth in this Manual. It is your responsibility to read and follow the requirements presented here and to submit documents of the highest quality.
- Since the thesis will be added to the University Library collection and archive, the approval of the Head Librarian is sought in relation to format. The final copies will not be accepted with corrections, insufficient margins, or if they are of such poor quality that reproduced and/or digitized copies cannot be made.
- Your supervisor should be consulted for specific content requirements.

➤ The Head Librarian will not sign the Graduation Clearance Form until final approval (from the Faculty and Librarian) of the submitted material is given. Therefore, documents have to be submitted prior to the signing of the Graduation Clearance Form.

➤ You are urged to consult the Head Librarian if you have any questions in relation to the final presentation of the work.

1.2 Submission of Material

With regards to the submission of theses and projects, several steps ought to be followed, before and after the defense:

1.2.1 Before the defense:

1. Three preliminary copies of the thesis should be submitted to the Dean's office to distribute to the members of the jury before the defense and the Library and one to the supervisor for corrections in formatting.
2. The preliminary copies should be submitted at least one month before the defense date.
3. The student will take the Thesis Completion Clearance Form (Appendix C) from the Library to have it signed properly after the defense and the required corrections are made.

1.2.2 After the defense:

4. Further revisions required by the Jury and the Library should be made before submitting a copy of the final version to the Supervisor to sign the "Signature Page" as final approval. Please refer to the Thesis Supervision Policy in the appendix of the Policy and Style Manuals.
5. After finalizing the "Signature Page", the final copy of the thesis should be submitted to the Main Library within one (1) week of the defense.
6. Submitted Material: All degree candidates will be required to turn in the following items in person:

a. One unbound copy on Fabriano paper within a large enough envelope (title page attached on the outside) or plastic folder as a Circulation Copy. The document and covers should be clipped or tied together, NOT stapled or punched.

b. One electronic copy on CD-ROM as an Archive Copy. No writing on the CD itself.

c. The Thesis Completion Clearance form signed by the student and the supervisor.

7. After checking these items, the Librarian will then sign the Thesis Completion Clearance form which will be returned to the Dean's Office to be sent to the Registrar office for the final grade.

1.3 Copyright Issues

Ownership of copyright shall reside with the student. However, the student must grant royalty-free permission to the University to reproduce copies of the thesis or report.

The University, in consultation with the FASS, authorizes the use of the name of the University of Balamand or an abbreviation of the name on the cover of any duplication of this document in whole or in part. As such the graduate will have to acquire permission from the University to publish this work outside UOB.

1.4 Penalties

Failure to comply with the policies and standards outlined in the manual will result in the student being penalized.

2 Form of the Thesis

2.1 Language

Adequate command of the English language is required. Assistance, if needed, should be sought with faculty members of the relevant department, as well as in standard dictionaries and handbooks of composition. These materials can be found in the main Library.

2.2 Paper

- The thesis or report must be typed on one side on 21 x 29.7 cm (A4) white, acid-free paper of 80 gr. and 25% rag cotton.
- To confirm the type of paper, it should hold the manufacturer's watermark or brand name once held up to the light.
- The final document should be printed on Fabriano paper (15 year-guarantee, acid free and anti-termites).

2.3 Margins

- Right, top, and bottom margins: a minimum of 2.5cm are required.
- Left margin: 3cm.
- Header and Footer margins: 1.25cm
- For the binding process, text, illustrations (figures) or tables must not appear outside the specified margins.

2.4 Spacing and Indentation

- Preliminary pages, tables, figures and appendices: one and a half-space; in Arabic single space
- Footnotes: single space
- Text body: double space
- Reference list: Double spacing with a hanging indent of 1cm
- NO right alignment of English text
- Paragraph indentation of 1 cm is obligatory.
- One blank entry between heading and subheading sections. **NO** blank entries between paragraphs.
- One blank entry after table /figures

- One blank entry before and after a long quotation (more than 4 lines)

2.5 Headings and subheadings:

- Levels of heading and subheadings establish the hierarchy of sections in order to orient the reader.
- Headings function as an outline to reveal the organization of the body of the thesis.
- One to five levels of headings can be used depending on the structure of the thesis.
- Numbering in addition to levels of headings as a way of signposting is optional and dependent upon the conventions of your discipline.
- The format of the five levels of headings is as follows (Appendix D):

Chapter Title:	Upper And Lower Case (bold; 14 pt.)
Body Level 1:	Upper And Lower Case (regular; 14 pt.)
<i>Body Level 2:</i>	<i>Italics Upper And Lower Case (italics; 12 pt.)</i>
<u>Body level 3:</u>	<u>Upper and lower case (underlined; 12 pt.)</u>
Body Level 4:	Upper and lower case (regular; 12 pt.)

EXAMPLE:

Title: **Assessment of Economic Development**

Level 1: 3.1 Aggregate economic growth

Level 2: 3.3.1 Developments in the external trade sector, 97-98

Level 3: 3.3.1.1 Exports and imports in the GCC and MDE countries, 97-98

Level 4: Export revenues

Each chapter should begin on a new page while the pagination is continuous and placed at the top right-hand side of the page.

2.6 Pagination

Preliminary pages: The following guidelines apply to title page, signature page, acknowledgments and dedication, table of contents, lists of tables and figures, abstract, etc.):

Small Roman numerals (i, ii, iii, iv...), centered at the bottom of each page, 1.25cm up from the bottom edge of the page (Footer margin).

Title page is considered page "i" but is not numbered. The next page is "ii" and continues until first page of text.

Body of the Thesis & Appendices: The following guidelines apply to the text:

First page of text is "1" (Arabic numerals: 1, 2, 3...), and is placed at the upper right-hand corner, 1.25cm up from the top edge of the page (Header margin).

Page 2 and subsequent text pages are numbered and placed at the upper right hand corner, 1.25cm up from the top edge of the page (Header margin). Text begins 2.5 cm from the top edge for chapter headings.

Page numbers from 1 to the end should be consecutive including tables, figures, references and appendices.

2.7 Fonts

- Acceptable fonts are Times New Roman; do not use modern or ornamental styles.
- The same typeface must be used throughout the document.
- Acceptable font size in the body and preliminary pages is 12 point
- Larger type up to 14 point
- Bold face may be used in the preliminary pages (before the text) and major headings but not in the body of the text.

2.8 Printing

Laser printing or any other letter quality printing using black ink is required. Dot matrix or ink jet printing are not acceptable unless of high resolution (600 dots/inch or more) to generate the same effect as laser printing.

2.9 Corrections

- Corrections on the submitted copies, i.e. whiteout, correction tape, interlineations (wording written between the lines of the text), etc., will not be accepted.
- All submissions must be neatly executed and correct in spelling, punctuation and format.
- Proofread carefully before copying and submitting your document to the Library.

- Once copies are sent for binding, no corrections will be accepted.
- The hard copy must be identical to the electronic format.

2.10 Figures

- Figures include original photographs, charts, graphs, maps, diagrams and drawings.
- All figures must be listed in the **Table of Contents** as **List of Figures**.
- Figures are inserted **in the text** as close as possible **after** the first reference is made to it.
- Color copies are accepted, but beware of light colors that do not appear in reproductions (ex: blue ink).
- Figure captions must appear **centered below** the figure, containing the figure number according to chapter and sequence. Its title is in bold and 10 pt. font (**Figure 1.3: The variations in scholastic performance**).
- Figures placed lengthwise on the page should be positioned so that the top is on the left margin. The caption must also be placed horizontally.

2.11 Tables

- All tables must be listed in the **Table of Contents** as **List of Tables**.
- Tables are inserted **in the text** as close as possible **after** the first reference is made to it.
- Color copies are accepted, but beware of light colors that do not appear in reproductions (ex: blue ink).
- Table captions must appear **centered above** the table, containing the table number according to chapter and sequence. Its title is in bold and 10 pt. font (**Table 2.1: Percentage of dropouts across ten years**).
- Tables appearing horizontally on the page should be positioned so that the top is on the left margin. The caption must also be placed horizontally.
 - Explanation of each term and sign used is compulsory with the table when needed.

2.12 Common Guidelines for Figures and Tables

- Remember to acknowledge the source of any table you reproduce or modify from another author or work.

- Give numbers and headings or captions to all tables and figures that appear in the text. Number the tables and figures consecutively throughout the paper by using a decimal system to number them by chapter. (The first table in Chapter 1 would be Table 1.1, the second Table 1.2, and so on.)
- Be consistent in using a capitalization scheme when you refer to figures or tables within your text. If you prefer to use a capital letter on “Table” or “Figure,” do so throughout your paper. (Wrong: “For a comparison, see Table 3.1 and table 3.4.”)
- If you continue a table or a figure onto succeeding pages, repeat the table or figure number and the word “continued” or “cont.,” but do not repeat the caption.
- In cases where numerous tables or figures would disrupt the flow of the text, you may group them at the end of the chapter, in the order of their mention in the text.
- If you have appendix tables and figures with individual titles, you must list each in the list of tables and list of figures. But if you have many appendix tables and/or figures that can be grouped under an appendix title, you do not have to give them separate titles, numbers, headings or captions or list them in the list of tables or figures. The appendix title in the table of contents is sufficient description, as the following example illustrates.

APPENDIX A: MECHANICAL DRAWINGS	132
APPENDIX B: DATA TABLES	136

2.13 Oversize Figures and Tables (Appendix E)

If you have trouble fitting a large table or figure within the margins, place the table or figure and its number and caption sideways (landscape position) on the page. However, place the page number in its usual position at the bottom of the page as if it were printing in the normal (portrait) orientation. (You may have to print twice or cut and paste to get the page number in the correct location.) Tables or figures landscaped on a page should have their top edge near the left binding side of the paper.

If figures and tables are larger than 21 x 29.7 cm (A4), you have three options:

Reduction:	Copies must be clearly eligible.
	Page numbers and captions must remain full-size.
	Margins: Right, left, and bottom margins: 2.5cm; and top margin: 3cm.

Folding:	The page should be 29.7 cm in height to be bound properly with the other pages.
	Be careful or else page may be damaged. Correct margins and position of page number must be maintained on the oversize page.
Pocket material:	Pocket material must be folded to within 18 x 25.4 cm.
	No numbering is required but should be listed in the Table of Contents.
	If pocket material is CD or Floppy diskette, 3 copies must be submitted.

2.14 Exhibits

- Exhibits are items like videos, groups of slides, or a model.
- The items must be clearly labeled.
- Extra copies of the title page are required to attach for identification purposes.
- If an exhibit is an integral part of a thesis two identical versions must be submitted except in the case of three-dimensional models.

2.15 Quotations & Parenthetical Citations

Refer to the *QUICK NOTES: American Psychological Association (APA) Style Manual for the Faculties of Faculties of Social Sciences, Business & Management and Sciences* available in the UOB Bookshop: section **IV. Parenthetical (in-text) citations.**

2.16 Footnotes

- Limit the use of footnotes. If the information is trivial remove it; if it is important enough include it in the main document.
- Use footnotes as explanatory or supplementary notes or personal commentary of the author that does not belong in the main text. They sometimes present a view opposed to that presented in the text. Or they elaborate a point relating to the main argument but not important enough for inclusion in the main paper.
- Do not use footnotes for referencing or bibliographic citations.

- Refer to the *QUICK NOTES: American Psychological Association (APA) Style Manual for the Faculties of Faculties of Social Sciences and Business & Management and Sciences* available in the UOB Bookshop: section **II. Notes**.

3 Arrangement of Content

For an explanation of the structure of the content of the thesis see Appendix C.

3.1 Preliminary Pages

These pages are numbered separately from the body of the thesis, using lower case Roman numerals (i, ii, iii, ...) centered at the bottom of the page. These pages should be placed in the order as listed below.

3.1.1 Title Page

- Required
- Not numbered but first page of the thesis.
- Content: full official title of thesis; candidate's full name; precise use of the full name of the degree; and date (month and year) of graduation
- English: Format Appendix F / Sample Appendix G

3.1.2 Signature Page

- Required.
- Not numbered but placed as second page after cover page.
- This to certify that the Supervisor and Examining Committee members have granted their approval as to the final version of the submitted material. As such the student and the supervisor both hold responsibility for the format and content of the thesis.
- Your name must appear exactly as it does on your *Title Page*.
- Note that "... and have found that it is complete..." is a continuation of the sentence that begins "This is to certify that I have examined...", and should therefore remain as a lower case letter "a". Microsoft Word will always change it to a capital "A", and you will have to override that.
- The number of signature lines can be adjusted according to the size of your Committee.

➤ Do NOT include faculty's professional titles or degrees with their names on the *Signature Page*—simply type their names beneath the lines you create for their signatures.

➤ English: Format Appendix H / Sample Appendix I

3.1.3 Acknowledgements

➤ Should not exceed one page.

➤ Content: brief statement of appreciation or recognition for special assistance.

➤ Sample Appendix J

3.1.4 Abstract

➤ Required maximum length not more than one page; approximately 300 words maximum.

➤ Content: It is a brief but complete summary of the contents of the thesis. It should contain statements of the problem ('why'), the methods ('how'), the results ('what'), and the conclusions.

➤ This part is written last, and is then placed at the beginning of the thesis.

➤ No reference to tables, figures or other works.

➤ Sample Appendix K

3.1.5 Table of Contents

➤ Required for thesis to be used efficiently.

➤ Lists all parts of the thesis except title page and signature page.

➤ Arabic numbers are used to distinguish parts; Hindi numbers for Arabic texts.

(Note: no numbering is required but sign posting through headings is required.)

➤ Wording and/or numbering should be consistent with the text.

➤ Content: Should provide an overview of the thesis structure by providing main headings and subheadings.

➤ Sample Appendix L

3.1.6 Glossary or Abbreviations

➤ **Optional:** used to explain abbreviations and more technical and subject-related terminology in alphabetic order

➤ Sample: Appendix N

3.1.7 Symbols and Nomenclature

- **Optional:** used to explain symbols and nomenclature (names for things in a particular field) in alphabetic order.
- Page layout similar to Glossary.

3.1.8 List of Tables

- **Required:** if document contains illustrations and tables.
- Content: caption must contain title and number of the table.
- Scanned or downloaded materials have to be cited in captions example, (Richards, 1993)
- Sample: Appendix O

3.1.9 List of Figures

- **Required:** if document contains figures.
- Content: caption must contain title and number of the figure.
- Scanned or downloaded materials have to be cited in captions example, (Richards, 1993).
- The size of figures and images has to be relative to the details portrayed.
- Page layout similar to List of Tables

3.2 Body of the Thesis

This is the substance of the thesis, the detailed written statement of your research. The internal organization of this material into chapters, sections and subsections must conform to the conventions of your discipline, (Appendices M).

Line spacing is double space. There should be one blank line between subheadings, tables and figures. There should be variations in font size for headings and subheadings while body font is Times New Roman and 12 point.

The last major division of the text is the Conclusion.

3.3 List of References (A Separate Manual)

Citation work is a very important part of research and requires attention to detail. Your reference list will contain complete entries for each source of information used in the development of the test or experiment, and in the interpretation of the data, including sources of charts, figures and images.

The citation not only documents your research, but it allows the reader to access your sources for further investigation. When citing sources, following the format of a style manual is not random. You cannot choose which pieces of information you will include and the way in which you format that information.

The references form should follow closely the American Psychological Association (APA) documentation style as cited in the latest edition of the *Publication Manual of the American Psychological Association*. Candidates can also make use of *Mastering APA Style: Student's Workbook and Training Guide*, edited by Harold Gelfand and Charles J. Walker (2001).

You can refer to the *QUICK NOTES: American Psychological Association (APA) Style Manual for the Faculties of Faculties of Social Sciences, Business & Management and Sciences* available in the UOB Bookshop or it can be downloaded from the UOB Library website:

<http://www.balamand.edu.lb/english/Library/gradguide.html>

3.4 Appendices

The appendices contain any material which obstructs the smooth development of the text of the thesis, but is important to justify the results. It is material or data that is very detailed and lengthy to be included in the main body of the thesis, but which should be available for examination by the examiners to convince them sufficiently. Examples include immense tables of data, interview samples, questionnaire questions, lengthy mathematical proofs or derivations, etc.

Checklist (*Check ALL the items below before submitting the final version of your thesis/project*)

Format

_____ Title page includes all the required information and name of the institution in full as University of Balamand.

_____ Abstract page is prepared in correct format and not more than one page in length; about 300 words in length.

_____ All required parts of the thesis have been included and are in the correct order.

_____ Original (not photocopied) signatures of thesis exam committee and candidates appear on all required documents.

_____ Margin dimensions, indentations, spacing and pagination are correct.

_____ Preliminary pages are numbered in lower case Roman numerals at the bottom center of the page. Number is omitted from title page.

_____ Beginning with Chapter 1, or with the Introduction, all pages of text are numbered continuously.

_____ Style of bibliographic references is consistent and follows the correct citation style.

_____ Careful proof-reading has been done to check format of pages and for typographical errors.

_____ Paper is of required quality.

Procedures

_____ One copy of the dissertation is within a large enough envelop (title page attached on the outside) or zip folder.

_____ Submit one electronic copy

_____ Submit all the required number of copies of additional materials.

_____ Submit a signed signature page printed on Fabriano paper

_____ Submit the Thesis Completion Clearance form.

Appendix A: Research Student Policy

Overview

This Policy builds upon and supplements other University policies that detail the University's position on research training. The purpose of this document is to set out the expectations of students in relation to higher degree research training and the corresponding approach the University expects of research students.

University policy in the area of research and research training is to provide a set of principles and statements of good practice with respect to matters such as responsibilities, rights and support.

1. Rights of a student

A student has the right to

- Access Library support and information services and IT infrastructure;
- Be advised by the supervisor on the suitability of topics;
- Be supervised by a faculty member who is engaged actively in research in the general field;
- Be provided quality supervision throughout the research period;
- Be guided about the nature and scope of the research, relevant literature sources and methodology, and the expected standard of research, analysis, writing and presentation;
- Be notified of the criteria on which assessment and evaluation will be made;
- Maintain a mutually-agreed level of contact with the supervisor;
- Discuss outlines and drafts with the supervisor about the acceptable standard of scholarly and technical presentation;
- Raise any questions or concerns with supervisors, Department Chairs, Deans or the Office of Registration and Admissions, whichever is appropriate in the context
- Possess all rights in copyright of the submitted thesis or report.

2. Responsibilities of a student

A student has to

- Adhere to University rules and regulations pertaining to his/her degree;

- Adopt an active, self-motivated approach to research while acknowledging that the supervisor's input and guidance are crucial;
- Accept final responsibility for the research and the thesis/report;
- Treat University facilities and equipment used in research with due care and in an appropriate manner;
- Be aware of any developments affecting the thesis and maintain a broad knowledge of the field by keeping abreast of the latest literature in the research field;
- Submit final drafts that have been proofread and edited to an acceptable scholarly standard for submission, free of grammatical, spelling, and typographical errors;
- Maintain a mutually-agreed level of contact with the supervisor; attend meetings to discuss ideas, progress and problems; and continue the agreed-upon schedule for contact and for submission of work;
- Submit regular drafts of work as agreed with the principal supervisor, and allow the supervisor a reasonable amount of time to read and comment in detail;
- Complete thesis/report within the specified time;
- Ensure that no plagiarism or other form of academic misconduct, whether intentional or not, is committed;
- Ensure that the presentation and format of thesis/report meets the University's requirements as set out in The Style and Policy Manual; and submit their thesis in a form suitable for examination, that follows the protocols of scholarly presentation appropriate to the discipline;
- Grant the University royalty-free permission to reproduce and distribute to the public, on a non-commercial basis, copies of the thesis or report.

Appendix B: Thesis and Report Supervision Policy

Overview

Successful research work depends crucially on a good working relationship between supervisor and student. To be effective, supervisors should be available to advise students and to encourage and assist them to produce a thesis or a report which constitutes original and significant research in the field of study.

The supervisor of research of higher degree students undertakes to carry out many responsibilities on behalf of the University. In general terms, supervisors must take full responsibility for research of higher degree students and ensure that they fulfill all academic and administrative requirements.

1. Administrative responsibilities

A supervisor has to

Before candidature

- Examine a short written research proposal provided by the applicant and provide approval as to the topic.
- Ensure that students are familiar with the rules and policies set out in the Research Student Policy and in the Style and Policy Manual;
- Ensure that students are familiar with administrative requirements and with University and school facilities and resources that are likely to be of assistance.

Towards the end of candidature

- Discuss possible examiners with the head of school before examiners are invited. He/She must also discuss with the head any possible conflicts of interest that may affect the examination. The head will then ask the examiners if they are available to examine the thesis within 8 weeks of receipt of the thesis;
- Must certify that the student has addressed, by way of amendment, clarification or defense, all of the substantive issues raised by the original examiners before re-submission.

2. Academic responsibilities

A supervisor has to

During candidature

- Assist the student to develop, plan and structure a realistic program of study and research. Clearly, the topic must offer scope for research training and must lead to intellectually rewarding investigation;
- Meet with the student regularly to discuss assigned reading, to comment on written work, and to discuss the development of experimental procedures or other data-gathering techniques and theoretical, analytical or critical approaches;
- Suggest appropriate background reading and direct the student to take approved courses relevant to the proposed research;
- Discuss the nature and structure of the thesis. In addition, students should be encouraged to prepare draft sections of the thesis and other material for presentation at seminars and conferences or through publication;
- See drafts of major sections of the thesis and provide detailed and timely comment;
- Advise students when an open-ended project has proceeded far enough. It is a supervisor's responsibility to assist the student to achieve closure with respect to the research and the writing;
- Discuss progress reports with students, ensure that they have read and signed the report, and provide an opportunity to attach a reply to any adverse comment.

Towards the end of candidature

- Ensure that the document is not unnecessarily long and does not exceed 40,000 words or approximately 150-160 pages for a thesis or report. At this point, the supervisor will comment critically on the final draft before a thesis is submitted for formal examination;
- Hold responsibility of submission of the final draft which is supposed to have been proofread and edited to an acceptable scholarly standard for submission, free of grammatical, spelling, and typographical errors.

Appendix C: Thesis/Project Completion Clearance Form Sample



University of Balamand Libraries

Thesis/Project Completion Clearance Form

To be signed by all responsible parties after the defense and the required corrections are made; then submitted to the office of the Dean of the Faculty. When the form is submitted, the grade for the thesis/project will be sent to the Registrar.

To be completed by student:

Name of student: _____

ID# _____ Signature: _____

Department: _____

Faculty: _____

Semester Submitted on: (DD-MM-YY): _____

Permission to Copy:

I, _____, hereby submit this thesis/project to the University of Balamand as partial fulfillment of the requirements for a Masters degree. I agree that the UOB Libraries may make it available to use in accordance with its regulations governing materials of this type. I further agree that quoting, photocopying, digitizing or other reproduction of this document is allowed for private study, scholarship (including teaching) and research purposes of a nonprofit nature. No copying which involves potential financial gain will be allowed without written permission of the author.

To be completed by the Thesis/Project Supervisor:

Student has successfully fulfilled the requirements for a Master degree from the Faculty of _____ in the Department of _____, including:

Completed all course work with a passing grade;

Wrote a thesis/project of acceptable quality;

Successfully defended the thesis/project in front of 3 examiners.

I have reviewed the above student's thesis/project and the final version has been completed satisfactorily.

Publication Approval: YES as is presented YES with modifications No

Name of the Thesis/Project Supervisor: _____

Date: _____ Signature: _____

(DD-MM-YY)

To be completed by the Librarian:

Thesis/project meets the specifications as set out in the Graduate Policy and Style Manual.

Have received:

Final approved manuscript

One CD of the Thesis/Project has been received

Signature page with required signatures

Name of the Librarian: _____

Date: _____ Signature: _____

(DD-MM-YY)

Appendix D: Headings and Subheadings

Chapter 3
Statistics at Square One

**Level 1: Centered
Upper And Lower
Case; Font size 14;
Style: Bold**

Populations And Samples

**Level 2: Upper And
Lower Case; Font size
14; Style: Regular**

Populations

In statistics the term "population" has a slightly different meaning from the one given to it in ordinary

Samples

**Level 3: *Upper And
Lower Case; Font size
12; Style: Italics***

A population commonly contains too many individuals to study conveniently, so an investigation is

Standard error of the mean

If we draw a series of samples and calculate in each
.....sample the estimate of the standard error of the mean,

**Level 4: Upper and
lower case; Font size 12;
Style: Underlined**

Standard error of a proportion or a percentage

Just as a standard error associated with a mean can be calculated, so a standard error associated with a percentage or a proportion be calculated:

The standard error:

The standard error associated

**Level 5: Upper and
lower case; Font size 12;
Style: Regular**

Appendix E: Oversize Figures

The top and the title of the figure or table should run vertically along the left margin of the page.

Table 2.3: The Ethnicity and Occupations of Members of Hammond's Middle Class in 1891 who Remained in Hammond until 1900 [4].

	<u>1891</u>	Remained <u>1900</u>	Percent <u>Remained</u>	<u>German</u>	<u>American</u>	Other <u>Foreign-Born</u>
Saloonkeeper	67	49	73%	35	6	8
Grocer/Butcher/Baker	65	35	54%	28	5	2
Dry Goods Merchant	31	16	52%	13	1	2
Other Merchant	<u>26</u>	<u>6</u>	<u>23%</u>	<u>3</u>	<u>2</u>	<u>1</u>
Total	189	106	56%	79	14	13
Livery/ Buildin	31	17	55%	7	8	2
Total	<u>36</u>	<u>19</u>	<u>53%</u>	<u>9</u>	<u>10</u>	<u>--</u>
	67	36	54%	16	18	2
Real E	27	15	56%	6	6	3
Physician/Dentist	19	6	32%	--	6	--
Lawyer	11	6	55%	1	5	--
Clergy/Teacher	39	16	41%	2	9	5
Manager/Clerk/Bookkeeper	<u>64</u>	<u>16</u>	<u>25%</u>	<u>8</u>	<u>6</u>	<u>2</u>
Total	160	59	37%	17	32	10
Total	416	201	48%	112	64	25

Page numbers on such figures or tables must be positioned in the same place on the page as on text pages that is the footer margin.

This can be added by creating a Text Box from the Drawing toolbar

Appendix F: Title Page Format

↓
Top margin: 2.5 cm

Four blank entries:
(¶)

**Font size 14;
Style: Bold**

COMPLETE TITLE ALL IN CAPITAL LETTERS

**Line Spacing of page: 1.5;
Centered**

By

Full name spelled out, no initials

← **Left margin: 3 cm**

Supervised by
Full name spelled out, no initials
Academic title at UOB

**Right margin:
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A thesis/report submitted to the Department of ----- in partial fulfillment of the requirements for the degree of Masters of -----

Faculty of -----
University of Balamand

Month of Submission and Year

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**Footer margin: 1.25 cm;
Page no. centered**

Appendix G: Title Page Sample

**Comparing the Conformity Characteristics of Retarded Children in
Regular Classes to those in Special Classes**

By
Rachel Stevenson

Supervised by
Dr. Samuel Richardson
Assistant Professor

A thesis submitted to the Department of Education in partial fulfillment of the
requirements for the degree of Masters of Education

Faculty of Arts and Social Sciences
University of Balamand

February 2004

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Appendix H: Signature Page Format

Line Spacing of page: 1.5

University of Balamand

Graduate Studies

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Style: Bold;
Centered**

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[Your name as it appears on the *Title Page*]

and have found that it is complete and satisfactory in all respects
and that any and all revisions required by the final
examining committee have been made.

**Centered
exactly in this
format**

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Thesis/Report Supervisor Name, Academic degree (Ph.D...)

Supervisor

Approved: _____ [Signature] _____

Thesis/Report Supervisor Name, Academic degree (Ph.D...)

Examiner

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Date of thesis/report defense: _____ [Month Day, Year] _____

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**Numbered pg
no. ii**

Appendix I: Signature Page Sample

University of Balamand

Graduate Studies

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Rachel Stevenson

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and that any and all revisions required by the final
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Approved: _____ *S. Richardson* _____

Samuel Richardson, Ph.D

Supervisor

Approved: _____ *Ann Ardis* _____

Ann Ardis, Ph.D

Examiner

Approved: _____ *David Lowe* _____

David Lowe, Ph.D

Examiner

Date of thesis defense: February 24, 2004

Appendix J: Acknowledgments

Top margin: 2.5 cm

ACKNOWLEDGMENT

This thesis could not have been written if it were not for the encouragement of various people and organizations.

I thank the thesis supervisor, Dr. Samuel Richardson, for his extensive advice and support, and Drs. Ann Ardis and David Lowe, who first suggested and discussed the topic.

Gratitude also to the staff at the Computer Masters Lab and A

This thesis would have never been completed without the devotion of family and friends.

Alignment centered; Font size 14; style bold

Paragraph indentation: 1 cm

Text alignment of body justified; Font size 12; style regular; Line Spacing of pg: 1.5

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Right margin: 2.5 cm

Bottom margin: 2.5 cm

Page numbering: Lower case Roman; start iii

iii

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Appendix K: Abstract

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ABSTRACT

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↑
The purpose of this study is to compare the conformity characteristics of retarded children in regular classes to the conformity characteristics of retarded children who had
Paragraph indentation: 1 cm special classes for the mentally retarded. An experimental situation was devised in which each group was subjected to pressure from four other

classmates to deny perception of abstract and verbal stimuli. Each child's conformity has been measured in reference to his ability to perceive these stimuli and to the pressure of

Text alignment of body **justified**; Font size **12**; style **regular**; Line Spacing of pg: **1.5**

Increments in errors were observed and interpreted as the result of the child's failure to conform. When conformity to the total series of stimuli was compared between the two groups, no differences were found. Differences were found, however, in the degree to which the groups yielded in reference to the verbal stimuli.

It is suggested that differential reactions are in part a function of the ability of the stimuli to elicit transfer reactions, and that this ability is based on previous experience. The results suggest that differences exist between these two groups of children in the degree to which they conform when the stimuli are capable of eliciting such transfer.

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Footer margin: 1.25 cm; Page no. centered

Appendix L: Table of Contents

TABLE OF CONTENTS	
Acknowledgement	iv
Abstract	iv
Table of Contents	
List of Abbreviations	
List of Tables	
List of Figures	xi
CHAPTER 1. NTRODUCTION	1
1.1 Historical Development of Amorphous Alloys	1
1.2 Coercive Force: Origins and Significance	10
1.2.1 Strain Theory	12
1.2.2 Inclusion Theory	20
1.3 Projection of Current Work	30
CHAPTER 2: EXPERIMENTAL METHODS	35
2.1 Projection of Current Work	37
2.1.1 Measuring Powders	39
2.1.2 Ingot Formation	46
2.2 Irradiation of Current Work	50
2.2.1 Sample Holder	52
2.2.2 Van de Graaff Accelerator	57
2.2.2.1 Ion Source	59
2.2.2.2. Accelerating Potential	72
CHAPTER 3: RESULTS	74
CHAPTER 4: CONCLUSION AND RECOMMENDATIONS	80
LIST OF REFERENCES	82
APPENDICES	
APPENDIX A: Density Calculations	89
APPENDIX B: Table 3.1: Limited Samples	92

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page: 1.5

TABLE OF CONTENTS

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14; style bold

Preliminary pages and
Chapter Headings:
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Order: List of References
before Appendices

Page numbering: Roman
numbers

Appendix M: Body of Thesis Sample: 2 pages

Line Spacing of page: Double & Text Alignment: Justified

Chapter 3
Statistics at Square One

Use correct format for all headings and subheadings Refer to Section 2.5

3.1 Populations and samples

3.1.1 Populations

In statistics the term "population" has a slightly different meaning from the one given to it in ordinary speech. It need not refer only to people or to animate creatures - the population of Britain¹,

Footnote numbering: Superscript

Although a statistician should clearly define the population he or she is dealing with, they may not bepopulation of They are often denoted by ...

Paragraph indentation: 1 cm

3.1.2 Samples

One blank space between sections

.....A limited table is given in Table 3.1 (Appendix C), and more extensive ones have been published (Taylor, 1990).

.....A full discussion of the topic is beyond the scope of this book, but guidance is readily available (Columbia University, 1987, p. 54). In this book

3.1.2.1 Standard error of the mean

If a series of samples were drawn and calculated the mean of the observations in each,

Footnote: Font size 10; style regular

Footnote numbering: Superscript

¹ Footnote is entered here; and font is 10pts.

To calculate the standard errors of the two mean blood pressures the standard deviation of each sample is divided by the square root of the number of the observations in the sample.

Table 3.2 Mean diastolic blood pressures of printers and farmers

	Number	Mean diastolic blood pressure (mmHg)	Standard deviation (mmHg)
Printers	72	88	4.5
Farmers	48	79	4.2

3.1.2.2 Standard error of a proportion or a percentage

The title and numbering are placed **ABOVE** the *table* and as close as possible. Font size: 10 pt; style bold; centered

The title and numbering are placed **BELOW** the *figure* and as close as possible. Font size: 10 pt; style bold; centered

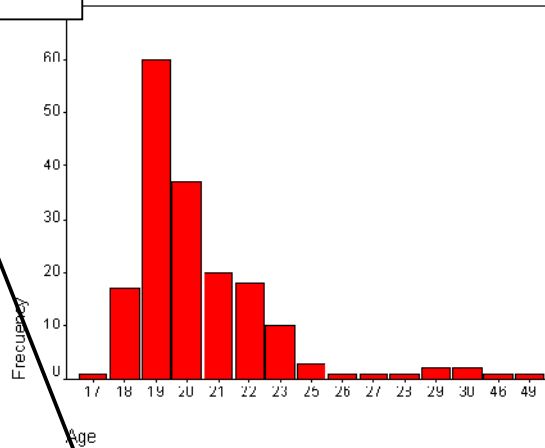


Figure 3.1: Age Distribution of Sample

Appendix N: Sample “List of Abbreviations”

List of Abbreviations

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ABA	Applied Behavioral Analysis
AB	Adaptive Behavior
BM	Behavior Modification
CB	Control Baseline
CRS	Continuous Reinforcement
Diseq.	Disequilibrium
Dishab	Dishabituation
EC	Ecological Congruence
Eq	Equilibration
FR1	Fixed Ratio – One
Hab	Habituation
O.P. Cond.	Operant Conditioning
RM	Reinforcement Menu
RTM	Responsive Teaching Method
SC	Stimulus Control

List arranged
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Appendix O: Sample “List of Tables”

List of Tables

Table

2.1	Bounds for the Standard Deviation of the Estimates of the Autocorrelation Coefficients	23
2.2	Relative Increase in Mean Square Forecasting Error Resulting from Misspecification of a Fractional Noise	25
3.1	Log-Periodogram Regression Test	36
5.1	Log-Periodogram Regression Test-Simulation	52

Table no.	Table Title	Page no. it is found in
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