



*University of Balamand Libraries*

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# **Policy and Style Manual for the Completion of a Graduate Thesis**

## **Faculty of Medicine and Medical Sciences**

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In Collaboration with:

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Graduate Committee  
Faculty of Medicine and Medical Sciences

**3<sup>rd</sup> Edition**

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**Dear Graduate,**

Your report is a formal document whose sole purpose is to establish that you have made an original contribution to knowledge. The knowledge and skills you have gained from a wide range of disciplines during your undergraduate and graduate studies is culminated in the completion of the report requirement. You have demonstrated that you can professionally follow a project through to completion. You have been able to use all existing data in order to answer a complicated question or to solve a problem.

The report is a crucial step in a progressing stepping stone of academic, professional and personal growth. It is a cooperative venture between the student, the advisor and the institution. This final document emphasizes the aim of UOB to

encourage you to do appropriate original research through investigation, analysis and evaluation of data, and writing and speaking about your knowledge and conclusions.

In order to maintain a high standard of quality in the work accepted for a graduate degree, the Library of the University of Balamand has developed this manual to help you prepare the final copy of your report.

Good Luck.

The Library Administration

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# 1. Introduction

The submission of a thesis 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 long period of research and related preparation, undertaken to fulfill partially the requirements for an advanced degree. The purpose of the Masters 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 of their supervisor and overseen by the Graduate Committee. Before beginning work on a thesis, candidates must present a proposal for the approval of their supervisor and committee members. Candidates are urged to consult with their supervisor early in the preparation of the thesis regarding both the subject and the general plan of investigation.

Clear policies and guidelines about what is expected of candidates and supervisors prove the commitment of the institution to training, advising and encouraging its postgraduate students.

The formal requirements for application and candidature are outlined in the University Catalog. For this reason, the Manual is only organized for easy reference by students and supervisors who wish to consult particular requirements and expectations. Do not use theses or dissertations previously filed because changes have been made, and candidates are responsible for following the requirements in effect when the document is filed. The Manual also contains the *Research Student Policy* (Appendix A), the *Thesis Supervision Policy* (Appendix B), the *Defense Evaluation Criteria* (Appendix C), and the *Thesis-Supervisor Approval Form* (Appendix D).

## 1.1 General Considerations

A thesis should provide sufficient evidence to enable examiners to determine that the investigation has been conducted with a level of originality and significant research skills. 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.
- The Graduate Committee 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 clearance form. This might delay your graduation.
- You are urged to consult the Head Librarian if you have any questions in relation to final presentation of the work. Because there may be problems; do not wait until the deadline period.

## 1.2 Submission of Material

All students have to abide by the following deadlines:

<b>Semester</b>	<b>Research Proposal Submission Deadline</b>	<b>Thesis Submission Deadline</b>
Fall	November 20 <sup>th</sup> noon	2 weeks before Defense
Spring	April 10 <sup>th</sup> noon	

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

### 1.2.1 Before the defense:

1. Preliminary copies of the thesis should be submitted to the Dean's office or the officer in charge in order to distribute to the members of the jury before the defense and the Library 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 E) 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.

The University, in consultation with the Faculty, 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 text 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 Document

### 2.1 Language

Adequate command of the English, language and its constructions, spelling and usage is required. Assistance, if needed, should be sought with faculty members of the relevant Department, as well as in standard dictionaries and handbooks/manuals of composition. These materials are found in the Main Library.

The writing in a thesis must be clear, accurate, and concise. Sentences should be short, and paragraphs are used to separate divisions of content within the thesis. Nothing should be in the thesis which does not contribute to the message. Spelling is important and correct and clear sentence structures should be used.

Theses are written in the third person singular, neuter gender; for example:

<b>USE</b>	<b>Rather than</b>
<i>“The study was conducted”</i>	<i>“We did the study”</i>
<i>“Measurements were taken”</i>	<i>“I took measurements”</i>

Authors and partners should not be mentioned in the thesis, as this distracts the reader away from the contents, and toward the writer of the thesis.

### 2.2 Paper

- The thesis 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 is required.
- Left margin: 3cm.
- Header and Footer margins: 1.25cm

- For the binding process, text, illustrations (Figures) or Tables must not appear inside the specified margins.
- Page numbers are the only items which may appear in the Footer.

## 2.4 Spacing and Indention

- Preliminary pages, tables, figures and appendices: one-and-a half-space; **no** empty blanks in between.
- Footnotes: single space.
- Text body: double space.
- Reference list: Double spacing with a hanging indent of 1 cm.
- The right alignment of English text should be justified except where noted differently such as in the Reference List.
- Paragraph indentation of 1 cm is obligatory.
- One blank entry between heading and subheading sections. **NO** blank entries between the heading or subheading and the text.
- One blank entry after Tables/Figures

## 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.
- The format of the five levels of headings is as follows (Appendix F):

**Chapter Title: Upper And Lower Case (bold; 16 pt.)**

Body Level 1: Upper and Lower Case (regular; 14 pt.)

*Body Level 2: Italics Upper and Lower Case (italics; 12 pt.)*

Body level 3: Upper and lower case (underlined; 12 pt.)

Body Level 4: Upper and lower case (regular; 12 pt.)

**EXAMPLE:**

**Chapter 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

## 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

- The acceptable font is Times New Roman; do not use modern or ornamental styles.
- The same typeface must be used throughout the document.
- The acceptable font size is 12 point.
- Larger size, 14 point, must be used for chapter/section titles.
- Bold face must be used in the preliminary pages (before the body text), with major headings, and for emphasis, 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 and their captions are inserted on a separate page immediately after their first mention in the text (Appendix O).
- 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 (if applicable) and sequence. Its title is in bold and 12 pt. font (Example: **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 on a separate page immediately after their first mention in the text (Appendix O).
- 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 (if applicable) and sequence. Its title is in bold and 12 pt. font (Example: **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. For example, use “Table” or “Figure,” throughout your paper.
- 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: GRAPHIC ILLUSTRATIONS	132
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## 2.13 Mathematical Expressions/Equations

- If the standard contains more than one equation, then equations of key importance should be numbered consecutively in parentheses at the right margin.
- Derivations of equations or examples where values are substituted for variables need not be numbered.
- An equation shall be referenced in the text by the word **Equation** and its **number only**:

$$f(x) = x+3 \qquad \qquad \qquad (XX.YY)$$

Where XX is the chapter number and YY is the sequence number of that equation in that chapter.

- If an equation is previously quoted in an earlier chapter, say as Equation 4.5 and need to be re-quoted in chapter 5, its number will remain as Equation 4.5.
- If referring to two or more equations in the same sentence, each should be named separately. For example, use “see 2.1, 2.2, and 3.2” **instead of** “see Equations (1) through (3).”
- When referring to an equation, use the word “Equation” to begin a sentence [Equation 2.4 proves ....], but within a text mention the number within parenthesis [As calculated above in (2.3),...].
- The multiplication sign ( $\times$ ), rather than a dot (.) or an (**x**), shall be used to indicate multiplication of numbers and numerical values.
- Although the stacked style of fractions is preferred, exceptions shall be made in the text to avoid printing more than two lines of type. For example, in the text it is preferable to type  $\frac{b}{a}$  rather than b/a.

➤ The general rules regarding the use of upright and italic text in equations are as follows:

1. Quantity symbols (including the symbols for physical constants), subscripts or superscripts representing symbols for quantities, mathematical variables, and indexes are set in italic text.
2. Unit symbols, mathematical constants, mathematical functions, abbreviations, and numerals are set in upright text.

Example:

$$x = r \sin \theta \cos \phi \quad (3.1)$$

where

$x$  is the x-coordinate on a Cartesian plane,

$r$  is the length of the position vector,

$\theta$  is the angle between the position vector and a coordinate axis,

$\phi$  is the angle from the plane in which both the axis and the position vector lie to either of the coordinate planes including that axis.

**Further examples:** Equation (2.5) and (3.2).

Equation (2.5) illustrates the use of italics and exponential function in an equation.

$$C_{d_1} = \frac{\lambda T_s}{1 - e^{-\lambda T_s}} \quad (2.5)$$

where

$C_{d_1}$  is the correction factor for decay during sample collection,

$\lambda$  is the radionuclide decay constant,

$T_s$  is the sampling duration.

**To format equations:**

- 1) Write the equation and its number separated by a tab.
- 2) Convert the text to table by highlighting the text.
- 3) On the **Table** menu, point to **Convert**, and then click **Text to Table**.

- 4) Under Number of Columns type **2** and under **Separate text at**, click **Tabs**.
- 5) Finally, change the margins of the cells to have the equation centered and the number aligned to the right.

#### 2.14 Quotations & Parenthetical Citations

Refer to the *QUICK NOTES: American Psychological Association (APA) Style Manual for the Faculties of Engineering, Sciences, Health Sciences and Medicine* available in the UOB Bookshop: section **IV. Bracketed (in-text) citations**.

#### 2.15 Footnotes

Refer to the *QUICK NOTES: American Psychological Association (APA) Style Manual for the Faculties of Engineering, Sciences, Health Sciences and Medicine* available in the UOB Bookshop: section **II. Notes**.

## 3 Arrangement of Content

### 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.
- Format Appendix G / Sample Appendix H.

#### 3.1.2 Signature Page

- **Required.**
- Numbered and placed as second page after cover page (ii).
- This is to certify that the Advisor and Thesis Jury members have granted their approval as to the final version of the submitted material. As such the student and the advisor 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 Jury.
- DO NOT include faculties' professional titles or degrees with their names on the *Signature Page*—simply type their names beneath the lines you create for their signatures.
- Format Appendix I / Sample Appendix J.

#### 3.1.3 Acknowledgements

- **Required:** not more than one page.
- Content: brief statement of appreciation or recognition for special assistance.

- Sample Appendix K.

#### 3.1.4 Abstract

- **Required:** maximum length not more than one page in length.
- Content: It is a brief summary of the contents of the thesis which must be self-contained, and complete when read by itself. 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 L.

#### 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.
- Wording and numbering should be consistent with the text.
- Content: Should provide an overview of the thesis structure by providing main headings and subheadings (Sample Appendix M).

#### 3.1.6 Abbreviations, Symbols and Nomenclature

- **Optional:** used to explain symbols and nomenclature (names for things in a particular field) in alphabetical order
- Sample Appendix N.

#### 3.1.7 List of Tables

- **Required:** if the document contains tables.
- Content: caption must contain title and number of the table.
- Scanned or downloaded materials have to be cited in captions such as [2].
- Sample Appendix O.

#### 3.1.8 List of Figures

- **Required:** if the document contains figures.
- Content: caption must contain title and number of the figure.
- Scanned or downloaded materials have to be cited in captions such as [3].

- The size of figures and images has to be relative to the details portrayed.
- Format similar to “List of Tables” in Appendix O.

## 3.2 Body of the Thesis

This is the substance of the report, the detailed written statement of your research. The internal organization of this material into chapters, sections and subsections is up to you and your thesis-supervisor (Appendix P).

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

Line spacing is double space. Paragraph spacing is one blank line between subheadings, tables and figures. There should be variations in font size for headings and subheadings while body font is regular and 12 pt (refer to section 2.5).

### 3.2.1 Introduction

A thesis should contain an introduction section which gives background information and a setting to the problem of the proposed research. The Introduction should contain a clear statement of the purpose or hypothesis to be tested.

### 3.2.2 Materials & Methods

Organize the Materials & Methods section in chronological order. Start with materials, continue with protocols as they were used, and end with data analysis. Describe how each experiment was done in enough detail so that another investigator can repeat the experiment without having to e-mail the authors. When using an established method, give the reference, but include any modifications that you might have made. For methods that have been published but are not widely known, include a brief description. Identify chemicals and pharmaceuticals precisely, and give name of manufacturer and city and state in parentheses, e.g., “glutathione-agarose (Sigma, St. Louis, MO).” For specific instruments and equipment, also give precise name and manufacturer information, e.g., “analyzed on a FACScan (Becton Dickinson, Mountain View, CA).” However, for common, generic instruments, e.g., microcentrifuge, electrophoresis apparatus, you need not provide this information unless the brand has a bearing on your results. For chemicals, give concentration in

conventional units (molarity, mg/ml). For biochemical assays or experiments, give final concentration of the solution, not how much you added.

### 3.2.3 Results

The Results section should flow in a linear fashion. Each set of experiments should be presented as follows: why you did the experiment, how you did it, presentation of data, conclusions from data but not the interpretation (leave that for the Discussion section).

### 3.3.4 Discussion

The student should state his/her conclusions and explain why they are novel and important. The actual data (numbers, for example) presented in the Results section should not be reiterated. The implications of the work in reference to studies by others should be discussed. The student is advised not to repeat what is in the Introduction, but relate his work to what he presented earlier. If his experiments are in conflict with other reports, he must discuss possible reasons for this (e.g., different experimental system, different inhibitors used). Students can make suggestions based on their observations, but they need to be sure that the reader knows that they are suggesting and not stating another observation.

## 3.3 Conclusions

State, with no elaboration, the specific conclusions you have reached regarding the results. Do not imply any more certainty than you actually have regarding these conclusions. If you are not sure, say so.

## 3.4 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 Engineering, Sciences, Health Sciences and Medicine* available in the UOB Bookshop or on reserve in the Library or it can be downloaded from the UOB Library website:

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

### 3.5 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*)

*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.

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

\_\_\_\_\_ Original (i.e., 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 APA requirements.

\_\_\_\_\_ 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.

\_\_\_\_\_ Sign and submit the Thesis Release Form.

\_\_\_\_\_ 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.

## **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;
- 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 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 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.

## **Appendix B: Thesis Supervision Policy**

### ***Overview***

Successful research work depends crucially on a good working relationship between supervisor and student. Supervisors advise students, encourage and assist them to produce a thesis which constitutes original and significant research in the field of study.

### ***Item 1: Thesis-Supervisor***

Each student admitted to the program is expected to complete a thesis based on an original and independent research as a partial fulfillment of the degree requirements. The research topic chosen should be defined by the student and his thesis-supervisor. Agreement between the thesis-supervisor and the student is formalized in an official form summarizing the main idea of anticipated research (*Appendix D*). The agreement needs to be approved by the Graduate Committee, at the latest by the middle of the second semester following student enrollment into the program. Should major changes in the research theme occur, a new form highlighting modifications must be presented and approved by the Graduate Committee.

A thesis-supervisor must be a full-timer. A part-time faculty member, or an affiliate from outside the institution, may co-supervise a thesis with a full-time member. In all cases, the following criteria should be met:

- The thesis-supervisor and co-supervisor should hold professional ranks in their fields and should be affiliated with an academic institution or a research center.
- The thesis-supervisor and co-supervisor are expected to meet with the student on a regular basis until full completion of the thesis.

A thesis-supervisor is generally expected to guide the student on the scientific content as well as the format of the project mainly focusing on the following aspects:

- Deciding on a relevant topic
- Insuring the scientific value of the project
- Assessing the feasibility of the proposed work
- Defining/devising and implementing techniques to conduct the study

- Ensure completion of the thesis within 2 years following acceptance of the proposal
- Report to the Graduate Committee on the progress of the student's thesis and related details by generating progress reports every term following registration of the course "Master's Thesis".

***Item 2: Thesis Format & Content***

The student would submit his/her thesis written in English according to the *UOB Library Policy and Style Manual: For the preparation of Graduate thesis in the Faculty of Medicine and Medical Sciences*, posted on the web on the following address: <http://www.balamand.edu.lb/english/Library/gradguide.html>

***Item 3: Thesis Committee***

When the thesis work is completed, the student would inform his supervisor, in writing, of his intent to submit and defend his thesis. The supervisor would consult with the Graduate Committee on providing names of four to five potential members with at least two from outside the University. This list is then forwarded by the supervisor to the Chair of the Faculty Graduate Committee. The Committee, which may amend the list, chooses at least two individuals to act as committee members on the thesis. The thesis jury normally consists of a minimum of three individuals, one of whom would preferably be from outside the University. The committee typically includes a chairperson, a member and the thesis-supervisor (and co-supervisor, if one is present). All thesis members should be holding professional ranks in their fields. A student must enroll in the course "Master's Thesis" (6 cr.) every semester starting from his/her third regular semester into the program.

The thesis would be submitted in both a hard and an electronic copy to all members of the thesis at least 5 weeks before the anticipated defense date. Examiners must return the text to the Graduate Committee within maximum three weeks of receiving it.

Examiners would determine, based on originality, experimental design, and approach in problem-solving, whether the work is **Satisfactory** or **Unsatisfactory**, according to the criteria set in the Thesis Evaluation Form (Appendix P). In the former case, the thesis can be forwarded to the student, through the supervisor, to

execute the suggested corrections to the text, if need be, and prepare for defense. In case the performance was rated **Unsatisfactory**, the student is required to make major modifications and/or further research according to the committee's recommendations, and then resubmit the thesis, within three months, following the rules and regulations.

***Item 4: Thesis Defense***

The student is assigned a date to defend the thesis upon his/her written request to the advisor. The thesis would be defended publicly before the Thesis Committee in the following scheme:

- 1. An oral examination in which the student is expected to present the study as a formal presentation of about 30 minutes in length.*
- 2. The presentation is followed by a session of discussions and questions initiated by the examiners followed by the audience. Questions are asked to determine if the student has clearly understood the subject and has properly mastered the used techniques and interpreted properly obtained data. Questions on related subjects may also be asked.*
- 3. Following the questions session, the Committee leaves the room for deliberation. A final **Numerical Grade** is assigned after computing and averaging the values obtained for the presentation using the "Presentation Evaluation Form".*
- 4. Upon deliberation, the Committee would return to the room and publicly inform the student of his/her grade.*
- 5. Following the successful completion of the defense, the student should make any further revisions before submission of the final version of the thesis.*

***Item 5: Submitting Thesis Final Version***

After successfully defending the thesis, completing the required corrections and obtaining the Graduate Committee, the student is required to submit the thesis following rules and regulations of the UOB Library as indicated. Any publication of the thesis mentioning the Faculty or University requires the formal authorization of the University.



**Appendix C: Defense Evaluation Form**  
**Faculty of Medicine and Medical Sciences**  
Thesis Committee

---

**Date:** \_\_\_\_\_ **Semester:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  Thesis Course Code

**Examiner's Name:** \_\_\_\_\_

Please evaluate the individual according to the following:

**1. Content:**

- 60 % Excellent coverage, beyond the problem statement, covering all aspects and using all available literature.
- 55 % Very good presentation. /60
- 50 % Fair presentation with some items missing.
- 45 % Important items omitted.
- 35 % Clearly below average. \_\_\_\_\_

**2. Audio Visuals:**

- 10 % Superb presentation clearly “selling” one’s findings.
- 8 % Very good.
- 6 % Average presentation. Less then effective in some areas. /10
- 5 % Below average.
- 2 % None, or totally ineffective, presentation. \_\_\_\_\_

**3. Ability to Answer Questions:**

- 20 % Excellent
- 16 % Very good /20
- 14 % Average \_\_\_\_\_

**4. Conclusions:**

- 10 % Excellent summary of conclusions of how the issue impacts the problem.
- 8 % Good conclusions. /10
- 6 % Some important conclusions missing.
- 3 % No conclusions. \_\_\_\_\_

**Total Final Grade** /100



## Appendix E: Thesis Completion Clearance Form Sample



*University of Balamand Libraries*

*Thesis 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 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 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 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 of acceptable quality;

Successfully defended the thesis in front of 3 examiners.

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

Publication Approval:  YES as is presented  YES with modifications  No

Name of the Thesis Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(DD-MM-YY)

### To be completed by the Librarian:

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

Have received:

Final approved manuscript

One CD of the Thesis has been received

Signature page with required signatures

Name of the Librarian: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(DD-MM-YY)

**Appendix F: Heading and Subheadings**

**Chapter 3**

**Statistics at Square One**

**Level 1: CENTERED  
Upper and Lower  
Case; Font size 16;  
Style: Bold**

3.1 Populations and Samples

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

*3.1.1 Populations*

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

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

*3.1.2 Samples*

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

**3.1.2.1 Standard error of the mean**

If we draw a series of samples and calculate the mean of the observations in each ....

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

.....sample the estimate of the standard error of the mean, .....

**3.1.2.2 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:

3.1.2.2.1 The standard error:

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

The standard error associated .....

**Appendix G: Title Page Format**

Top margin: 2.5 cm

Four blank entries:  
( )

[Blank box for author name]

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:  
2.5 cm

A thesis submitted to the Department of ----- in partial fulfillment of the requirements  
for the degree of Master of Science

Faculty of Medicine & Medical Sciences  
University of Balamand

Month of Submission and Year

---

Copyright © Year Full name spelled out as appears above (no initials)  
All Rights Reserved

Bottom margin: 2.5 cm

Footer margin: 1.25 cm;  
Page no. centered

**Appendix H: 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 Environmental Sciences in partial fulfillment of  
the requirements for the degree of Master of Science in Environmental Sciences

Faculty of Sciences  
University of Balamand

February 2007

---

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All Rights Reserved



**Appendix J: Signature Page Sample**  
**University of Balamand**  
**Faculty of Medicine and Medical Sciences**

This is to certify that I have examined this copy of a Master's thesis by

Rachel Stevenson

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

MEMBERS:

Approved: \_\_\_\_\_ *S. Richardson* \_\_\_\_\_

Ann Ardis, PhD

Chairperson

Approved: \_\_\_\_\_ *ANN ARDIS* \_\_\_\_\_

David Lowe, PhD

Member

Approved: \_\_\_\_\_ *David Lowe* \_\_\_\_\_

Samuel Richardson, PhD

Supervisor

Date of thesis defense: February 24, 2007

## Appendix K: Acknowledgements

Top margin: 2.5 cm

### ACKNOWLEDGEMENTS

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

Paragraph indentation: 1 cm

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

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

Right margin: 2.5 cm

Left margin: 3 cm

Bottom margin: 2.5 cm

Page numbering: Lower case Roman; start iii

Footer margin: 1.25 cm; Page no. centered

## Appendix L: Abstract

↓  
**Top margin: 2.5 cm**

**ABSTRACT**

↙  
**Alignment centered; Font size 14; style bold**

↑  
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.

**Page numbering: Lower case Roman; start iv**

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

## Appendix M: Table of Contents

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Line Spacing of  
page: 1.5

Alignment centered; Font size  
14; style bold

Preliminary pages and  
Chapter Headings:  
Font size 12; style bold

Text alignment justified; Font  
size 12; style regular

Ordering: List of References  
before Appendices

Page numbering: Lower  
case Roman; start v

**Appendix N: Sample “List of Abbreviations”**

**LIST OF ABBREVIATIONS**

**Appendix  
number and  
title; Font: 14;  
Style: Bold**

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  
alphabetically; Font: 12;  
Alignment: Justified**

**Text Font: 12; Style: Regular;  
Spacing: 1.5; Alignment: Justified**

**Page numbering: Lower  
case Roman; start vi**

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-----------	-------------	-------------------------

**Page numbering: Lower case Roman; start vii**

## Appendix P: 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 Britain<sup>1</sup>, .....

Footnote numbering:  
Superscript

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

Paragraph indentation: 1 cm

##### 3.1.2 Samples

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

One blank space between paragraphs

.....A full discussion of the .....ope of this book, but guidance is readily available [1-6]. In this book .....

In-text citation

##### 3.1.2.1 Standard error of the mean

If a series of samples were .....ervations in each, .....

Footnote: Font size 10; style regular

Footnote numbering:  
Superscript

---

<sup>1</sup> 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.

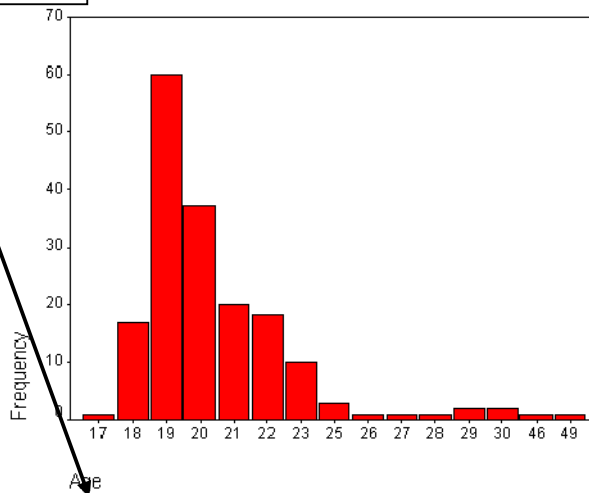
**Table 3.2 Mean diastolic blood pressures of printers and farmers**

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

**The title and numbering are placed ABOVE the *table* and as close as possible on a separate page. Font size: 12 pt; style bold; centered**

3.1.2.2 Standard error of a proportion or a percentage

**The title and numbering are placed BELOW the *figure* and as close as possible on a separate page. Font size: 12 pt; style bold; centered**



**Figure 3.1: Age Distribution of Sample [7]**



**Appendix Q: Thesis Evaluation Form**  
**Faculty of Medicine and Medical Sciences**

---

Defense Member: \_\_\_\_\_

**Dear Defense Committee Member:**

**This form is to be filled and returned to the Dean's Office within three weeks of receiving the draft of the thesis. The defense cannot proceed until all evaluation forms have been submitted and a majority judges that the thesis can be defended.**

**Once submitted, this form is confidential.**

Name of Student: \_\_\_\_\_ Student ID: \_\_\_\_\_

Title of the Thesis: \_\_\_\_\_

\_\_\_\_\_

<b>The Thesis is judged</b>
<input type="checkbox"/> Acceptable as submitted
<input type="checkbox"/> Acceptable following minor revisions to the text*
<input type="checkbox"/> Acceptable following considerable revisions to the text*
<input type="checkbox"/> Unacceptable*
If unacceptable, the reasons are*: <input type="checkbox"/> Lack of originality <input type="checkbox"/> Inadequate literature review <input type="checkbox"/> Invalid conclusions <input type="checkbox"/> Lack of value as a contribution to knowledge Other (specify): _____ _____

\*Please provide detailed comments on a separate sheet.

\_\_\_\_\_  
**Defense Member's Signature**

\_\_\_\_\_  
**Date**