



*University of Balamand Libraries
Graduate Studies*

Policy and Style Manual For the Completion of a Graduate Thesis

Guide de Rédaction d'un Mémoire ou d'un Thèse de 3ème Cycle

St. John of Damascus Institute of Theology

Prepared by: Randa Al Chidiac, E-Resources Librarian
In Collaboration with: Graduate Committee
Faculty of Arts and Social Sciences

6th Edition

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Dear Graduate,

Your thesis 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 thesis 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 thesis 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 UOB's aim to encourage students 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 thesis/report.

Good Luck.

The Library Administration

Cher Etudiant,

Votre thèse ou mémoire est un document formel qui met en valeur votre contribution personnelle et originale au progrès de la Connaissance. La panoplie de disciplines à laquelle vous avez été exposé tout le long de vos études de second et de troisième cycles ont abouti à un profit certain au niveau des connaissances et des compétences; ce document en est un point culminant puisque vous y démontrez que vous êtes professionnellement capable de mener à bien un projet de cette envergure, en y utilisant les outils nécessaires pour étudier les données mises à votre disposition en vue de résoudre un problème ou de répondre à un questionnement.

Ce document est une étape cruciale dans votre évolution académique, professionnelle et personnelle. De plus, c'est un projet commun entre vous, votre patron et l'Université. Il montre l'intérêt que donne l'Université de Balamand à aider ses étudiants dans des recherches originales fruits d'investigation, d'évaluation de données, d'analyse, de synthèse, et de présentations aussi bien orales qu'écrites.

Pour donner au travail présenté une forme de haute qualité, digne d'un diplôme de troisième cycle, la Bibliothèque de l'Université de Balamand, met à votre disposition ce guide afin de vous aider à bien préparer la forme définitive de votre thèse, mémoire ou rapport.

Bonne Chance.

Le Corps Administratif de la Bibliothèque

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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 and supervision of their major professor and committee members who supervise it for the intellectual content. Before beginning work on a thesis, candidates must present a proposal for the approval of their major professor and committee members. Candidates are urged to consult with their major professor early in the preparation of the thesis or project 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) and the ***Thesis and Report Supervision Policy*** (Appendix B).

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 or report 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 or report 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 Supervisory 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.

- 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

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 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.
- 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 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 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 Document

2.1 Language

Adequate command of the English, Arabic or French 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.

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 (left for Arabic), top, and bottom margins: a minimum of 2.5cm are required.
- Left margin (right for Arabic): 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; in Arabic single space
- Footnotes: single space
- Text body: double space, in Arabic EXACTLY 32pt
- Reference list: Double spacing (in Arabic EXACTLY 32pt with a hanging indent of 1cm)

- NO right alignment of English text; in Arabic text paragraph alignment is right.
- 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.
- The format of the five levels of headings is as follows (Appendix D):

**Chapter Title: Upper And Lower Case (bold; 16 pt.
= Arabic 18 pt.)**

Body Level 1: Upper And Lower Case (regular; 14 pt. = Arabic 16 pt.)

Body Level 2: *Italics Upper And Lower Case (italics; 12 pt. = Arabic 14 pt.)*

Body level 3: Upper and lower case (underlined; 12 pt. = Arabic 14 pt.)

Body Level 4: Upper and lower case (regular; 12 pt. = Arabic 14 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: 3.3.1.1.1 Export revenues

:	:
.1 .1	:
1. 1. 1	:
:2 .1 .1 .1	:
.2 .2 .1 .1 .1	:

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 (Arabic Hindi numerals: ...3 2 1 placed at the upper left-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 (Arabic placed at the upper left-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 (English and French) / Traditional Arabic (Arabic); 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 (English and French) / 14 point (Arabic).

Appendix H: Signature Page Format

Line Spacing of page: 1.5

University of Balamand

Graduate Studies

**Font size 14;
Style: Bold;
Centered**

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

[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**

Font size 12

COMMITTEE MEMBERS:

Approved: _____ [Signature] _____

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

Supervisor

Approved: _____ [Signature] _____

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

First Moderator

Approved: _____ [Signature] _____

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

Second Moderator

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

Instructional information is placed in brackets [] to help you format your document. Do not include bracket in the original format.

**Numbered pg
no. ii**

Appendix I: Signature Page Sample

University of Balamand

Graduate Studies

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 committee have been made.

COMMITTEE MEMBERS:

Approved: _____ *S. Richardson* _____

Samuel Richardson, Ph.D

Supervisor

Approved: _____ *Ann Ardis* _____

Ann Ardis, Ph.D

First Moderator

Approved: _____ *David Lowe* _____

David Lowe, Ph.D

Second Moderator

Date of thesis defense: February 24, 2004

Appendix J: Acknowledgements

Top margin: 2.5 cm

ACKNOWLEDGEMENT

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

Alignment centered; Font size 14; style bold

Paragraph indentation: 1 cm

The authors first wish to thank the thesis supervisor, Dr. Sanjay K. Datta for his extensive advice and support, and Drs. Ann Ardis and David L. Long for their help and discussed the topic.

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

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

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

Left margin: 3 cm

Right margin: 2.5 cm

Bottom margin: 2.5 cm

Page numbering: Lower case Roman; start iii

Footer margin: 1.25 cm; Page no. centered

Appendix K: 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 al 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
been measured in reference to his ability to perceive these stimuli a

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
conform. When conformity to the total series of stimuli was compared
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

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Line Spacing of page: 1.5

TABLE OF CONTENTS

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

Order: List of References / Bibliography before Appendices

Page numbering: Lower case Roman; start v

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

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

One blank space between paragraphs

.....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

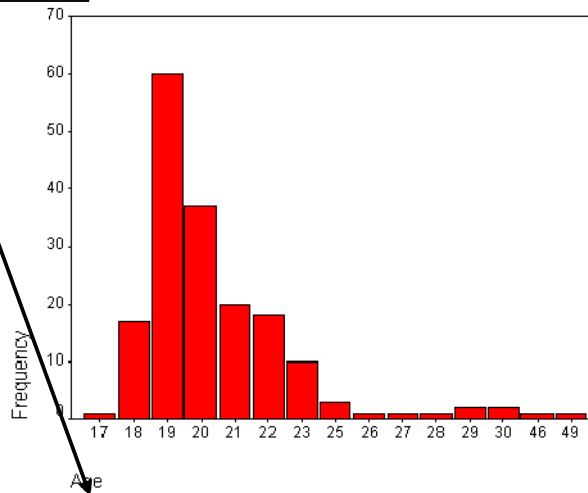


Figure 3.1: Age Distribution of Sample

Appendix N: Sample “List of Abbreviations”

List of Abbreviations

Appendix number and title; Font: 12; 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	Equilibrium
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

Appendix O: Sample “List of Tables”

List of Tables

Table

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

Appendix P: Title Page Format

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

**Four blank entries:
(¶)**

**Font size 18;
Style: Bold**

Font size 14

Instructional information is placed to help you format your document.

()

©

**Not numbered, but
considered as pg
no. i**

Appendix Q: Title Page Sample

2005

2005 ©

Appendix R: Signature Page Format

Line Spacing of page: Single

Font size 18; Style: Bold; Centered

Centered exactly in this format

Font size 14

[]

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[]

_____ [] _____ :

[]

Instructional information is placed in brackets [] to help you format your document. Do not include bracket in the original format.

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Appendix S: Signature Page Sample

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2005 21 :

Appendix T: Table of Contents

iii		
iv		
v		
1		: .1
11		1.1
11		1.1.1
18		2.1.1
26		2.1
33		1.2.1
39		2.2.1
46	:	3.1
73		: .2
100		
120		
126		:
128		:1

Page numbering: TEXT: Hindi numbers begin with "1" and Header 1.25 cm

Appendix U: Body of the Thesis Sample 2 pages

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

Line Spacing of page: 1.5 & Text Alignment: Right

1. 1

1. 1. 1

Footnote numbering: Superscript

2

One blank space between sections

2. 1. 1

Paragraph indentation: 1 cm

.(1999)

Footnote: Font size 12; style regular

font size 12pts

.....

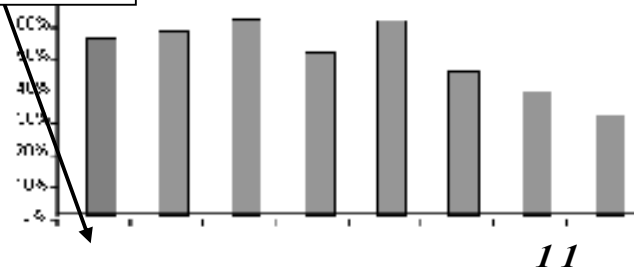
.....

1.1

3059	1989	1	
6318	1989	2	
746	1992	4	
4535	1992	5	

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



Appendix V: Title Page Format

Four blank entries:
(¶)

Line Spacing of page: 1.5;
Centered

TITRE EN LETTRES MAJUSCULES

Font size 14;
Style: Bold

Par

Nom et Prénom de l'étudiant en toutes lettres, sans initiales

Font size 12

Directeur de Mémoire

Nom et Prénom en toutes lettres, sans initiales

Titre Académique à l'Université de Balamand

Mémoire présenté au Département de ----- en vue de
l'obtention d'un Mastère en Lettres

Faculté des Lettres et des Sciences Humaines

Université de Balamand

Date de Soumission (Mois et année)

Copyright © Année Nom en toutes lettres comme il apparaît ci-haut (sans initiales)

Tous Droits Réservés

Not numbered, but
considered as pg
no. i

Appendix X: Title Page Sample

**AMELIORATION DE L'ESTIME DE SOI CHEZ DES
ADOLESCENTS OBESES A TRAVERS UN ENTRAINEMENT
PHYSIQUE SPECIALISE**

Par
Suzanne Roche

Directeur de Mémoire
Dr. Antoine Yves
Professeur Assistant

Mémoire présenté au Département d'Education Physique
en vue de l'obtention d'un Mastère en Lettres

Faculté des Lettres et des Sciences Humaines
Université de Balamand

Janvier 2005

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Appendix Y: Signature Page Format

Line Spacing of page: 1.5

Font size 16;
Style: Bold;
Centered

Université de Balamand
Etudes de Deuxième / Troisième Cycle

Je certifie que j'ai examiné ce mémoire de maîtrise préparé par

[Nom et Prénom de l'étudiant en toutes lettres, tels qu'ils apparaissent
page de couverture]

Centered
exactly in this
format

et que je l'ai trouvé complet et satisfaisant à tous les égards,
et qu'il a intégré toutes les révisions nécessaires demandés par le jury.

MEMBRES DU COMITE:

Admis: _____ [Signature] _____
[Nom du Docteur en toutes lettres, grades/titres/fonction]

Font size 12 le Mémoire

Admis: _____ [Signature] _____
[Nom du Docteur en toutes lettres, grades/titres/fonction]

Premier Rapporteur

Admis: _____ [Signature] _____
[Nom du Docteur en toutes lettres, grades/titres/fonction]

Second Rapporteur

Date de soutenance du mémoire: _____ [Jour, Mois , Année] _____

Instructional information is placed in brackets [] to help you format your document. Do not include bracket in the original format.

Not numbered, but
considered as pg no. ii

Appendix Z: Signature Page Sample

Université de Balamand

Etudes de Deuxième Cycle

Je certifie que j'ai examiné ce mémoire de maîtrise préparé par

Suzanne Roche

et que je l'ai trouvé complet et satisfaisant à tous les égards,
et qu'il a intégré toutes les révisions nécessaires demandées par le jury.

MEMBRES DU COMITE:

Admis: _____ *Antoine Yves* _____

Antoine Yves, Doctorat
Directeur de Mémoire

Admis: _____ *M. C. Francois* _____

Marie Claude Francois, Doctorat
Premier Rapporteur

Admis: _____ *Jean Louis Pasteur* _____

Jean Louis Pasteur, Doctorat
Second Rapporteur

Date de soutenance du mémoire: 21 Janvier 2005