



جامعة بيروت العربية
BEIRUT ARAB UNIVERSITY

**FORMAT GUIDELINES FOR GRADUATES'
THESES**

**Beirut Arab University
Graduate Studies**

2022

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I. INTRODUCTION TO FORMAT GUIDELINES

Although writing a thesis can be exasperating, it is also a very gratifying experience. Writing a thesis presents you the challenge and the chance of pursuing a stimulating intellectual question and gives you the opportunity to work closely with an advisor. Most important of all is the great feeling of satisfaction when the job is done.

The Graduate Studies Office is always available and ready to help you and guide you during the process of writing your thesis and to assist you afterwards in submitting the needed requirements for graduation.

After the thesis defense and after making sure that the defense committee agreed on granting you the Degree, you should supply the Graduate studies Office with the following:

1. One hard copy of your thesis including the real signatures of the examining committee.
2. Five CD copies, including :
 - One PDF Format having all thesis parts in the same order.
 - JPG image of the examining committee signatures.
3. One hard copy of thesis summary in Arabic Language signed by at least one of the supervisors on each single paper.
4. One hard copy of thesis summary in English Language/French Language (according to the thesis title language when registered in Faculty Council), also signed by at least one of the supervisors on each single paper.

II. THESIS COVER PAGE

The color of the thesis cover page depends on the degree sought. The color required for a Master thesis is black, whereas for a PhD thesis it is dark brown.

The cover page (Appendix A) is to include all the necessary information to introduce the work. It should contain the latest University logo, thesis title, the student's full name, degree, Faculty, department, and year of defense.

III. THESIS STRUCTURE

Each thesis must be arranged in the following order:

1. **Thesis Side Cover** (Appendix B): This side cover contains the University name, thesis title, the student's full name and year of defense.
2. **Title Page** (Appendix C): Include this page in the pretext page count, but do not place a page number on it. It should contain the latest University logo, thesis title, the student's full name, degree, Faculty, department, thesis supervisors' names and titles and year of defense.
3. **Signature Page** (Appendix D): Include this page in the pretext page count, but do not place a page number on it. This page should include the University latest logo, the student's full name, thesis title and the names of the defense committee members.
4. **Acknowledgements Page** (Appendix E): Include this page in the pretext page count, but do not place a page number on it. This page, which is an optional page, is dedicated to show the student's appreciation to those who supported and helped him/her during the research conduction.
5. **Abstract** (Appendix F): Begin placing pretext lowercase Roman numerals (iv) at the bottom of this page, counting all preceding pretext material. Page numbers are centered one inch from the bottom of the page. The abstract should normally include a statement of the problem the research sets out to resolve, the methodology used and the major findings. A good abstract is concise, readable, and written in no more than 400 words. Abstracts generally do not have citations.
6. **Table of Contents** (Appendix G): Continue pretext page numbering with lowercase Roman numerals (v). All numbering and lettering of titles of parts and sections of the document must correspond identically to their placement within the document.
7. **List of Tables:** Continue pretext page numbering with lowercase Roman numerals (vi). The page numbers of all tables should be listed. All numbering, lettering, and captions in the LIST OF TABLES must correspond identically to their placement within the document.

- 8. List of Figures:** Continue pretext page numbering with lowercase Roman numerals (vii). The page numbers of all figures should be listed. The term “Figure” includes graphs, photographs, plates, and all other types of illustrations. All numbering, lettering, and captions in the LIST OF FIGURES must correspond identically to their placement within the document.
- 9. List of Abbreviations:** Continue pretext page numbering with lowercase Roman numerals (viii). If the thesis makes use of a large number of abbreviations that may be unfamiliar to a reader, providing a list of them can act as a useful guide.
- 10. Text:** All pages from the first page of the introduction are numbered consecutively in Arabic numerals, beginning with Arabic numeral “1” on the first page of the thesis.
- 11. Appendices:** Continue page numbering with Arabic numerals. Appendices may be needed for formulae, maps, diagrams, interview protocols, or any similar data that are not contained in the body of the thesis and should be provided in the logical order they are mentioned in the main body.
- 12. References:** Cite all ideas, concepts, text, data that are not your own. If you make a statement, back it up with your own data or a reference. All references cited in the text must be listed. There are two main ways to cite a reference within a text:
 - 1- Citing the reference by author’s name: the author’s name must be placed at the end of the sentence that is taken from that reference along with the year of publication, then in the reference section the author’s name is to be arranged in alphabetical order.
 - 2- Citing the reference by numbers: you should start numbering from 1 and continue according to order of appearance in text. Numbers should be placed the end of the sentence that is taken from that reference, then in the reference section you start your reference list from number 1.

You are recommended to use the **APA writing style**, which cites the reference by the author’s name, in your references’ citations.

The first line of each entry in your reference list should be on the left margin. Subsequent lines should be indented five spaces from the margin. All references should be double-spaced. Capitalize only the first word of a title or subtitle of a work. Italicize titles of books and journals. Note that the italicizing in these entries often continues

beneath commas and periods. Each entry is separated from the next by a double space (thus the entire reference list is double spaced, with no extra returns added).

Authors' names are inverted (last name first); give last name and initials for all authors of a particular work. Your reference list should be alphabetized by authors' last names. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 1991 article would appear before a 1996 article). When an author appears as a sole author and as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece and use a shortened version of the title for parenthetical citations. Use "&" instead of "and" on the reference page and only within parentheses when citing multiple authors of a single work in your text. At the end of the thesis list all references cited in the text in alphabetical order.

For an article in a journal:

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). Title of article. Title of periodical, Volume Number, pages.

Example 1: Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Example 2: Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

For a chapter in a book:

Author, A. A., & Author, B. B. (Year of Publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pages of chapter). Location: Publisher. When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21).

Example: O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

For a web page:

Author, A. A., & Author, B. B. (Date of Publication or Revision). Title of full work [online]. Retrieved month, day, year, from source Web site: URL.

Example: Chou, L., McClintock, R., Moretti, F. & Nix, D. H. (1993.) Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures. Retrieved August 24, 2000, from Columbia University Institute for Learning Technologies Web site:

<http://www.ilt.columbia.edu/publications/papers/newwine1.html>

For an online journal:

Author, A. A., & Author, B. B. (Date of Publication). Title of article. Title of periodical, xx, xxx-xxx. Retrieved month, day, year, from URL.

Example: Frederickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3 Article 001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

IV. PAGE FORMAT AND LAYOUT

a. Thesis paper specification

The papers used in the thesis should be white, size A4 and weigh 80 grams.

b. Font

A single font must be used throughout the thesis which is Times New Roman, the only exceptions being in tables, graphs, and appendices. Main Titles or headings are to be bold and size 12, subtitles are bold and size 10 and the text is to be size 10. Legends must be placed on the same page with the figure, graph, table or illustration they describe and should be smaller than the text size (size 8).

c. Margins

All theses must have consistent margins of 2.50 cm at the top and bottom, and 3.18 at the binding side and 2.5 at the other side of the page.

d. Spacing

The thesis must be 1.5-spaced. Single spacing may be used only in the footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices, and bibliography.

e. Punctuation

When using one of the following punctuations (, : ; .) don't put space before them but add one space after them.

f. Numbering of Pages

Title Page, Signature Page and Acknowledgment are not to be numbered but they are to be included in the pre-text page count.

Starting from the first page of the Abstract, all pages preceding the main text must be numbered in lowercase Roman numerals; e.g., iv, v, vi etc. These numerals must be centered under the text.

The first page of the introduction begins with the Arabic numeral 1. All pages within the text must contain an Arabic page number which are to be bottom-centered.

The first page of every major section (chapters, appendices, references, etc.) must begin on a new page.

g. Tables and Illustrations

All the illustrative material such tables, figures, illustrations, and other types of examples should be numbered for identification, included and referenced in the text.

Pages carrying illustrative material must be given page numbers appropriate to their place in the document.

There should be no duplication of these numbers; i.e., no two tables should be assigned the same number. Illustrations may be numbered in one of two ways: consecutively throughout the document (Table 1, Table 2, Table 3, etc.), or double-numbered so that illustrations' numbers reflect their locations in the document (Figure 9.3 is the third figure in Chapter 9).

V. TABLE OF CONTENTS

The Table of Contents must be placed before the text and any lists of tables, figures, etc. It consists of section titles, chapter titles, and as many or few subheadings as necessary. The section and chapter titles listed on the Table of Contents must exactly match the titles as they appear within the text. Page numbers for chapters and subheadings are listed on the right side of the Table of Contents.

In the text of the thesis, major sections must begin on a fresh page and be designated in the Table of Contents by left justified headings (not indented). Sub-sections, which do not need to begin on fresh pages, must be indented in the Table of Contents. The page numbers listed in the Table of Contents must indicate the beginning of each section or chapter.

Table of Contents entries are generally double-spaced. However, chapter titles and subheadings, when more than one line long, should be indented at the second line and single-spaced.

Chapter One: Title.....	1
Chapter Two: Title.....	23
Subheading Title.....	24

VI. Appendices

(Appendix A: Cover Page)



جامعة بيروت العربية
BEIRUT ARAB UNIVERSITY

Title of Thesis Centered and Double-Spaced

by

Full Official Name as it Appears on your BAU Transcript

Thesis

Submitted in Partial Fulfillment of the Requirements for the Degree of
Master/PhD in.....

Department of.....

Faculty of.....

Year

(Appendix B: Thesis Side Cover)

The image shows a 3D perspective drawing of a thesis side cover. The cover is divided into two main sections. The left section is a vertical panel with three labels: "Student Full Name" at the top, "Thesis Title" in the middle, and "BAU" and "201_" at the bottom. The right section is the main cover area, which features the logo of Beirut Arab University (BAU) at the top. The logo consists of a shield with a tree and a sun, with the text "جامعة بيروت العربية" and "BEIRUT ARAB UNIVERSITY" below it. Below the logo are several horizontal lines for writing, and the text "201_" is printed at the bottom right of this section.

(Appendix C: Title Page)



جامعة بيروت العربية
BEIRUT ARAB UNIVERSITY

Title of Thesis Centered and Double-Spaced

by

Full Official Name as it Appears on your BAU Transcript

Thesis

Submitted in Partial Fulfillment of the Requirements for the Degree of
Master/PhD in.....

Department of.....

Faculty of.....

Supervised by

Prof. /Dr.....
Position and title

Prof. /Dr.....
Position and title

Year
(No page number)

(Appendix D: Signature Page)



جامعة بيروت العربية
BEIRUT ARAB UNIVERSITY

The Thesis Defense Committee for (Insert your Official Name)
Certifies that this is the approved version of the following thesis

Title of Thesis Centered and Double-Spaced

APPROVED BY:

Supervisor Signature: _____

(Name typed under the line)

Co-supervisor Signature: _____

(Name typed under the line)

Examiner Signature: _____

(Name typed under the line)

Examiner Signature: _____

(Name typed under the line)

(No page number)

(Appendix E: Acknowledgement)

(No page number)

(Appendix F: Abstract)

Indent and begin abstract here. It should be a concise statement of the nature and content of the thesis. The text must be 1.5-spaced. Abstracts should be limited to 400 words.

(Start writing page number)

(Appendix G: Table of Contents)

Page Number

- **Title Page**
- **Signature Page**
- **Acknowledgments**
- **Abstract**
- **Table of Contents**
- **List of Tables**
- **List of Figures**
- **List of Abbreviations (when needed)**
- **Text (outline of text differs in between Faculties)**
- **Appendices**
- **References**

(Write page number)

(Appendix H: Thesis summary page in Arabic Language)



جامعة بيروت العربية
BEIRUT ARAB UNIVERSITY

عنوان الرسالة باللغة العربية (بالوسط) ويكتب بتباعد مزدوج

من

الاسم الكامل للطالب كما يظهر على إفادات الجامعة

ملخص رسالة

مقدمة كجزء من متطلبات نيل درجة الماجستير/الدكتوراه في

قسم

كلية

إشراف

أ.د. / د.

المركز واللقب

أ.د. / د.

المركز واللقب

السنة

(Appendix I: Thesis summary page in English/French Language)



جامعة بيروت العربية
BEIRUT ARAB UNIVERSITY

Title of Thesis Centered and Double-Spaced

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Thesis Summary

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Master/PhD in.....

Department of.....

Faculty of.....

Supervised by

Prof. /Dr.....
Position and title

Prof. /Dr.....
Position and title

Year