



## Department of Postgraduate Studies

# Thesis Formatting Guidelines

The rules for formatting IUL master's degree theses are quite straightforward, but it is important that you get them right. The following outlines the rules for formatting your master thesis:

### 1- Thesis language

All the Thesis should be written in English, French or Arabic unless otherwise approved. They should be typed in black color using Microsoft Word.

### 2- Thesis length

Generally, it is expected that thesis should be lengthening from about 20,000 words up to a maximum of 40,000 words for a master's degree and up to 100,000 words for a PhD degree. **3- Thesis page-setup**

- All sheets are to be A4 size (21cm x 29.7cm) □ The margins shall be as follows:

Top & Bottom: 2.5 cm, Left: 3 cm, Right: 2.5 cm

- All headings, text, figures and tables should remain within margins

### 4- Thesis Headers and Footers

The information displayed in headers and footers should be formatted differently from the body text so that the reader does not mistake it. Therefore, it should be capitalized, italicized, bolded, or use a smaller size font.

Note: the information displayed in the headers or footers should be limited, it is recommended to only insert page numbers in theses footers.

### 5- Thesis page numbering

Thesis should contain two different sequences of page numbering:

- The preliminary pages (from Acknowledgement page till the list of abbreviations page) should be numbered in a single sequence using lowercase roman numerals (i, ii, iii, iv...).
- The main text should be numbered in a single sequence (beginning with the first page of the main text and continuing through to the final page) using Arabic numerals (1, 2, 3, 4...).

## 6- Thesis cover page

Thesis cover page must include:

- IUL logo at the top center [2.5cm x 6cm]
- Faculty of Economics and Business Administration (font style: Times New Roman, font size: 14 Bold, alignment: center)
- Major (font style: Times New Roman, font size: 14 Bold, alignment: center)
- Master thesis (font style: Times New Roman, font size: 14 Bold, alignment: center)
- Full Title of the thesis (all capital letters, font style: Times New Roman, font size: 18 Bold, alignment: center, 1.5-line spacing)
- Your full name (font style: Times New Roman, font size: 16 Bold, alignment: center)
- Date of submission (Month-Year, font style: Times New Roman, font size: 14 Bold, alignment: center)

## 7- Thesis contents

The contents of the thesis must normally include the following in order:

- Cover Page
- Plagiarism Policy Statement
- Dedication (Optional)
- Acknowledgements
- Abstract
- Table of Contents
- List of Tables
- List of Figures
- List of Abbreviations
- Body of The dissertation/thesis (6 chapters) I. Introduction - should include the following:
  - a) Brief presentation of the subject
  - b) Research motivation
  - c) Significance of the study
  - d) Research objective
  - e) Research aims
  - f) Research questions
  - g) Research hypotheses
  - h) Research approach
  - i) Research structure
- II. Background (Theoretical Framework)
- III. Literature Review
- IV. Methodology
- V. Findings, Analysis and Discussion
- VI. Conclusion and Recommendations

- References
- Appendices

## 8- Thesis heading styles

It is advised that the sections and subsections are to be limited to 4<sup>th</sup> level as follows:

Element	Style	Paragraph Spacing	Effect	Size	Numbering style
Title	Heading 1	Before – 0pt After – 12pts	Bold	size 18	1
Section	Heading 2	Before – 18pts After – 12pts	Bold	size 16	1.1
Subsection	Heading 3	Before – 18pts After – 6pts	Bold	size 14	1.1.1
Sub-subsubsection	Heading 4	Before – 12pts After – 6pts	Bold	size 12	1.1.1.1
Minorsubsection	Heading 5	Before – 12pts After – 0pt	Indented, Bold	size 12	a.

### Using Times New Roman font

## 9- Thesis text size, style and line spacing

The Text in all the chapters shall be in Times New Roman font type, 12 font size, regular, 1.5 line spacing.

## 10- Thesis text alignment

All the thesis body text must be set to justified alignment.

## 11- Thesis Figures and Tables

- You must refer to all thesis tables as **Table**. All the tables are to be numbered as Table 1.1, Table 2.3 etc. indicating the chapter number. The number of the table in that chapter. The title of the table should be at the top of the table.
- You must refer to all graphs, pictures, charts, photographs, drawings, diagrams, or maps as **Figure**. All the figures are to be numbered as Figure 1.1, Figure 2.3 etc. indicating the chapter number. The number of the figure in that chapter. The caption of the figure should be at the top of the figure.

- Any table/figure borrowed from external agency (outside source) or done by the author should be indicated clearly at the bottom of the table/figure as shown in Table 1.1.
- Number tables/figures in the order they are first mentioned in text. Do not write the table/figure above or the table/figure below.

Table 1.1 - Error Rates of Older and Younger Groups

Level of difficulty	Mean of error		Standard deviation		Sample size	
	Younger	Older	Younger	Older	Younger	Older
Low	.05	.14	.08	.15	12	18
Moderate	.05	.17	.07	.15	15	12
High	.11	.26	.10	.21	16	14

Source: "Generations", by L.G. Elias and C.C. Bent, 2002, *Journal of Geriatric Care*, 5, p. 22.

Thus, the figure or table must fit within the text area. Do not go outside the page margins. Try to insert it as close as possible to the paragraph text. Figures and tables are usually centered horizontally on the page. If a table or figure is bigger than the page, try to change the page setup to 'landscape'.

Labelling of figures and tables needs to be self-explanatory and should not require a context to understand what it represents.

The size and appearance of figure's captions, table's titles and contents should be in Times New Roman font type, 10 font size. It is essential to flag out here that you must use the same formatting styles for your tables' titles and figures' captions throughout your dissertation/thesis.

To save your time and simplify the inserting of your dissertation/thesis tables' titles and figures' captions, it is recommended that you use the Microsoft Word Document caption tool (References tab → Insert Caption), therefore, you can then automatically insert the list of tables/ figures using Word Documents builtin feature "Insert Table of Figures".

## 12- Thesis Footnotes

Footnotes contain notes to the text. The notes themselves are then displayed at the foot of the page. Footnotes should be numbered consecutively throughout each chapter, and a new sequence of numbering should begin with each new chapter. Keep the default footnotes font size and style for the notes' texts and use single line spacing.

## 13- Formatting of References

All the references are to be listed at the end, according to APA style. It is important to keep in mind that you must only adopt one reference style throughout your dissertation/thesis to ensure its consistency. The font size and style of the references list should be the same as the dissertation/thesis body text.



[IUL logo: 2.5cm x 6 cm]

[Cover Page: Paper: A4; Margins Top & Bottom: 2.5 cm; Left: 3 cm, Right: 2.5 cm]

## **Faculty of**

<Font Style: Times New Roman> <Font Size 14 Bold> <Center>

## **TITLE OF THESIS**

<Font Style: Times New Roman – All Caps> <Font Size 18 Bold> <Center> <1.5 line spacing>

## **Name of the candidate**

<Font Style: Times New Roman> <Font Size 16 Bold> <Center>

A thesis Submitted in partial fulfilment of the requirements for the degree of Master in  
(Program)

## **MONTH - YEAR**

<Font Style: Times New Roman> <Font Size 14 Bold> <Center>