



Final-Year-Project thesis Guidelines and format (2018)

Preliminary Pages

- Title Page (*required*)
- Dedication (*optional*)
- Acknowledgment (*optional*)
- Abstract (English version) (*required*)
- Abstract (Arabic version) (*required*)
- Preface (*optional*)
- Table of Contents (*required*)
- List of Tables (*required*)
- List of Figures (*required*)
- List of Abbreviations/Nomenclature/Symbols (*required*)

Chapter **One**: Introduction

Chapter **Two**: Theoretical Background and Literature Review

Chapter **three**: Methodology (System design, or)

Chapter **Four**: Results and Discussion (Findings, Achievements or)

Chapter **five**: Conclusion

Appendices (*optional*)

References (*required*)

Abstract

- ✓ Giving readers a **thesis-summary** before getting into details.
- ✓ An abstract should tell; the problem that the thesis discusses, the work that has been done, or method being used, and the original findings / achievements.
- ✓ The abstract is a separate document from the thesis, no reference numbers, and no multiple paragraphs.
- ✓ The length range of the abstract is 250 to 350 words.

Chapter One: Introduction

- ✓ Brief background of the topic-area, existing work, which would lead to the importance / originality of the work
- ✓ Identify key areas of literature for research study. Explain how these key areas inform this research study.
- ✓ Briefly Identify methodology used in research study; explain methodology in general terms and explain why it matches this research question(s),
- ✓ State how this study can improve knowledge; and explain how it is different than other studies,
- ✓ Summarize research question(s) and significance of study, final present the thesis organization.

Chapter Two: Theoretical Background and literature review

Contextualize this study in the field of literature by identifying the key areas of literature. Identify the theoretical framework that this research comes out of or is influenced by. Explain how each area connects to the research study.

- ✓ Group research studies according to common Denominators. Point out overall trends in what has been published.
- ✓ Summarize individual studies or articles with as much or as little detail as each merits. Build research citations on each other.
- ✓ Summarize major contributions of significant studies and articles to the body of knowledge under review.
- ✓ Evaluate the current "state of the art" for the body of knowledge reviewed,



Chapter three: Methodology (System design, or)

- ✓ Preview the contents of the chapter, explain what your methods, and Name the design of methodology.
- ✓ Explain how this methodology is good match to answer research question
- ✓ List the steps to conduct study. Explain why you chose these steps Uses proper citation for Methodology.
- ✓ Identify the process you have used to analyze data, describe how you can validate your findings and how the findings will be reliable.

Chapter Four: Results and Data Analysis (Findings, Achievements or)

- ✓ Explain what your organization of the data and analysis.
- ✓ Describe the findings within context of the setting,
- ✓ Provide visual representations of the data (form of tables, figures, quotes or photos) are properly identified, self-descriptive, informative, directly related to and referred to within the narrative of text.
- ✓ Appropriately analyze and explain your analysis, and use a systematic review, make sure nothing is left out of analysis.
- ✓ Interpret how you made sense of the findings. Show that how outcomes are logically and systematically summarized and interpreted in relation to their importance to the research questions.

Chapter five: Conclusion

- ✓ Results are provided, but NOT described and/or organized, Results are present and connected to original research question
- ✓ Findings are discussed but with little or no detail.
- ✓ An explanation is given regarding past and future research,
- ✓ Recommendations and/or lessons learned is provided.
- ✓ The need for future research is included. Recommendations are made and consideration is given to how this research might be continued.

Font

Use a standard font consistently throughout the thesis (Times New Roman is preferred). Font size should be 12 to 14 point for all text, including titles and headings. It is permissible to change point size in tables, figures, captions, footnotes, and appendix material.

Pagination

- ✓ Every page in the body of the text must be numbered **sequentially** from the first page of the text through the appendices and references. The **Title page** is considered to be page one, but the page number should not be printed on this page.
- ✓ Pages preceding the body of the text must be numbered with lowercase **Roman numerals**.
- ✓ The use of **Roman numerals** begins with the title, and continues through your abstract pages.
- ✓ The use of **Arabic numerals** begins on page 1 of Chapter I and continues through the end of document.

Spacing

- ✓ The entire text should be single-spaced, or one-half spaced.
- ✓ Block quotations, footnotes, endnotes, table and figure captions, titles longer than one line, and individual reference entries may be single-spaced.
- ✓ Double spacing should follow chapter numbers, chapter titles and major section titles (Dedication, Acknowledgements, Table of Contents, List of Tables, List of Figures, List of Abbreviations, Appendices, and References).



- ✓ Double spacing should also occur before each first-level and second-level heading, and before and after tables and figures embedded in the text.
- ✓ There should only be one blank space after headings.

Division

- ✓ The thesis must be divided into chapters.
- ✓ Use headings and subheadings to describe briefly the material in the section that follows.
- ✓ First-level headings must be listed in the Table of Contents.
- ✓ Second-level and subsequent subheadings *may be* included.
- ✓ Chapter Headings and title are all capital letters and centered on the page.
- ✓ Subheadings should be mixed case and maintain a consistent position and style throughout the thesis.

Tables and Figures

- ✓ Figures commonly refer to photographs, images, maps, charts, graphs, and drawings.
- ✓ Tables generally list tabulated numerical data.
- ✓ These items should appear as close as possible to their first mention in the text.
- ✓ Tables and figures should be numbered with Arabic numerals by chapter.
- ✓ Tables and figures should be embedded within the text.

Margins:

- ✓ Throughout the text the following margins must be used:
 1. 1 – 1½” margin on the left side of the page to allow for binding.
 2. 1” margin on the top of the page – *except for the first page of each new chapter or section, which needs to have a 2” top margin.*
 3. 1” bottom margin and right margin
- ✓ These margins apply to all parts of the thesis including figures, tables, illustrations, plates, all appendices, and references.