GUIDE
TO THE PREPARATI ON OF GRADUATION PROJECT REPORTS, DISSERTATI ONS & THESES

Academic department
2023

Jamhuriya University
of Science and Technology (JUST)

جـامعــة جمهــوريــة
للعلـوم والتكنـولوجيـا

Home of Quality Education

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1.0 INTRODUCTION

In the process of completing an academic program in Jamhuriya University of Science and Technology (JUST) and being awarded the specific degree, a candidate is required to submit a graduation project, dissertation or a thesis, depending on the requirements of the specific program.

In view of this requirement, the academic department, Jamhuriya University of Science and Technology has taken the initiative to provide general guidelines for the submission of research reports, dissertations and theses. These guidelines will assist students to meet the minimal format requirements set by the University to complete the final form of a graduation project, dissertation or thesis. Each individual faculty may have its own additional format requirements.

2.0 ORDER OF CONTENTS

The structure of the research report or dissertation is based on a standard format which contains the following sections:

- Preface

- Text

- Supplementary

2.1. Preface

This section consists of the following:

2.1.1 Title Page

The title page is the first page after the front cover and should include the research title which has been approved by the faculty, name of candidate according to the registration records, and the statement "…submission of research report/dissertation/thesis for the fulfillment of the Degree of Bachelor of …/ Master of …/Doctor of Philosophy" and finally the year of submission. Refer to Appendix A for example of front cover and the title page.

2.1.2 Original Literary Work Declaration

This subsection is compulsory. Please refer to the format given in Appendix B.

2.1.3 Abstract

Generally, the abstract is written after the completion of the text of the dissertation/thesis. It summarizes the structure of the whole text and the major facts it contains. It should be written in the language of the research report/dissertation/thesis and contain no more than 400 words. The abstract should be placed on the page immediately after the title page.

2.1.4 Acknowledgements

This is a special subsection to convey appreciation to those who have been involved in the study.

2.1.5 Table of Contents

The Table of Contents lists the chapters, topics and sub-topics together with their page numbers. Sub-topics and topics should be labeled according to the chapter, for e.g., the first topic in Chapter 1

should be marked 1.1 and the first sub-topic, 1.1.1. The use of letters in parenthesis for e.g., (a), (b), (c) is appropriate as a means of differentiating sub-topics of the same topic.

2.1.6 List of Figures
This list contains the titles of figures, together with their page numbers, which are listed in the text. For e.g., figures in Chapter 3 are numbered sequentially: **Figure 3.1, Figure 3.2.**

2.1.7 List of Tables
This list contains the titles of tables, together with their page numbers, which are listed in the text. The numbering system is according to chapter, for e.g.: tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2.

2.1.8 List of Symbols and Abbreviations
The symbols and abbreviations are required to be in accordance to international convention.

2.1.9 List of Appendices
This list is optional and contains the titles of appendices placed in the supplementary section.3

2.2 Text
Candidates and supervisors should ensure that the text follows the agreed conventions of the individual Faculty. Normally, the text consists of the following chapters:

2.2.1 Introduction
This chapter contains the introduction to the issues in which the research is concerned, Problem Definition, Research Question, Motivation of the study, and Objectives of the study, Significance of the Study and Organization of the study

2.2.2 Literature Review
This chapter surveys previous literature and studies relevant to the field of study. The literature review should be comprehensive and include recent publications.

2.2.3 Methodology
This chapter describes and explains the research methodology used in the study. The sub-topics for this chapter include the key research questions, the research design, and the research procedures adopted. It may also, where appropriate, indicate sampling methods, research instruments and statistical methods employed. The purpose of this is to inform the reader on the methods used to collect the data and generate the findings reported.

2.2.4 Results
Results are commonly presented in the form of text, figures and tables, complete with data analysis.

2.2.5 Discussion
This chapter contains the interpretation of the results. The findings of the research should be compared and contrasted with those of previous studies presented in the literature review. The purpose of this chapter is to discuss the findings of the research.

2.2.6 Conclusion
In this section, the findings are summarized and their implications discussed. This section may include suggestions for future work.

2.3 Supplementary
Specific items which were not included in the main body of the text, should be put in this Supplementary Section. Typically, this section includes the following:

2.3.1 Instrumentation
Research instruments such as questionnaires, maps or computer programs

2.3.2 Appendix
Appendices consist of additional illustration of data sources, raw data and quoted citations which are too long to be placed in the text. The appendix supports the written text of the project report/dissertation/thesis. Appendices can be divided into Appendix A, B, C... etc.

2.3.3 Bibliography
All works or studies referred to in the text of the project, research, report/dissertation/ thesis in the form of quotations or citations must be included in the bibliography. The references should be written in the American Psychological Association (APA) format. Each reference should be written in single spacing format and a double space should be left between references. This list of references should not be numbered.

3.0 SUBMISSION

Submission of research report/dissertation/thesis has to be done within the candidature period. The candidate should submit One (1) soft copy of the manuscript and two (2) hardbound copies of the manuscript together with the "Final Submission of graduation report form (Appendix G)

4.0 FORMAT

4.1 Binding
The soft copy and hard copies submitted should be deposited in the University academic office. The title, author, name of the university and year of submission must be printed on the front cover. The spine of the hardbound manuscripts should show the title, author, year of submission and type of degree.

The cover for both soft and hard bound copies should be made from rexine and the color should be navy blue for medical and engineering faculties and dark red for business and IT faculties and maroon for other faculties. The letters for the Front Cover should be printed in gold of font size 15, font type Times New Roman and in uppercase letters.

4.2 Length
The length (excluding footnotes, appendices, tables and prefaces) for a submission for examination:

・ Research Report: 15,000 – 20,000 words

Approved research reports/dissertations/theses or parts of their content are allowed for publication if they are accompanied by a statement that the work was conducted towards the fulfillment of a particular degree. A candidate, is strongly encouraged to publish papers based on the work during his or her course of study, and due reference must be made to the University in all such papers.

4.3 Paper and Duplicating
Manuscripts should be printed on high quality A4 paper (201 X 297 mm; 80 grams). Computer pin-feed printout paper is not permitted. The final manuscript, in hardbound copies, must be typed and duplicated by offset printing or good quality photocopying. All copies must be clean and neat in order to ensure easy reading.

4.4 Printing
4.4.1 Printing Quality
Sections must be typed using Times New Roman, font size 12. For mathematical texts, the use of Equation Editor or Latex is advisable. Script fonts are not permitted. A high-quality laser or ink-jet printer should be used for the printing.

4.4.2 Line Spacing
The body of the text should be typed with double spacing. Single-spacing is only permitted in tables, long quotations, footnotes, citation and in the bibliography.

4.5 Margins
The text should have the following margins:
Top: 2.0 cm
Right: 2.0 cm
Left: 4.0 cm
Bottom: 2.0 cm

Additional guidelines need to be followed:

・ Do not type more than one sentence after the bottom margin. If it is necessary to do so, it should only be for a footnote or the completion of the last sentence of the chapter, topic or sub-topic or information in a figure.

・ All tables and figures must be placed within the specified margins.

・ The last paragraph of the page should contain at least two sentences. If it does not, the paragraph should begin on the next page.

4.6 Page Numbering
All page numbers should be printed 1.0 cm from the bottom margin and placed at the right-hand side without any punctuation.

・ Font size 8 recommended for numbers.

・ Roman numerals (i, ii, iii etc.) should be used in the Preface section. Although the Title Page is the first page of the Preface, no number is printed on it. Numbering begins on the second page with (ii).

・ Arabic numerals (1, 2, 3) are used on the pages of the text (starting with the introduction page) and supplementary sections.

4.7 Footnotes

There are differences in the use of footnotes in various disciplines. For example, footnotes are commonly used in the Social Sciences but rarely in Science and Technology. Footnotes should use a smaller font than the text (font size 8). Please refer to the faculty for the recommended convention for writing of footnotes.

4.9 Tables

Tables are printed within the body of the text at the center of the frame and labelled according to the chapter in which they appear. Thus, for example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2.

The label should be placed **above** the table itself and has the following format:

Table 3.1: Short Title

If the table occupies more than one page, the continued table on the following page should indicate that it is a continuation: for example: „Table 3.7, continued". If the table contains a citation, the source of the reference should be placed below the table.

4.10 Figures

Figures, like tables are printed within the body of the text at the center of the frame and labeled according to the chapter in which they appear. Thus, for example, figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2.

Figures, unlike text or tables, contain graphs, illustrations or photographs and their labels are placed at the **bottom** of the figure rather than at the top (using the same format used for tables).

If the figure occupies more than one page, the continued figure on the following page should indicate that it is a continuation: for example: „Figure 3.7, continued".
If the figure contains a citation, the source of the reference should be placed at the bottom, after the label.

5. MISCELLANEOUS INFORMATION

5.1 Bibliography

The use of the American Psychological Association (APA) parenthetical citation system is highly recommended by the University.

5.2 Units of Measurement

The International System of Units (SI) must be used for all scientific and laboratory data. If other units of measurement are used, they need to be converted to SI units and placed in parenthesis.

5.3 Research Ethics

Research Ethics involves all the moral and professional issues relating to research. The most serious breach of ethical standards in writing research report/dissertation/thesis is the offence of plagiarism: the expropriation of the intellectual property of another. Plagiarism is defined as the use of original work, ideas or actual texts created by others, without acknowledging the original source. Such acknowledgement should be made by:

(i) including the source in the bibliography; and/or

(ii) including the citation by acknowledging the source in the text.

APPENDIX A

An Example of the Front Cover of Research project:

THE RELATIONSHIP BETWEEN STUDENTS' SATISFACTION AND INTERNET ACCESS IN THE UNIVERSITY CAMPUS

MOHAMED ALI HASSAN

SUBMISSION OF GRADUATION PROJECT FOR PARTIAL FULFILLMENT OF THE DEGREE OF BACHELOR OF SCIENCE IN COMPUTER APPLICATIONS

JAMHURIYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (JUST) FACULTY OF COMPUTER & INFORMATION TECHNOLOGY

AUGUST 2016

APPENDIX B

Example of the Front Cover of Research project:

JAMHRURIYA UNIVERSITY OF SCIENCE AN TECHNOLOGY (JUST)

ORIGINAL LITERARY WORK DECLARATION

Name of Candidate: (ID No:)

Name of Degree:

Title of Project Paper/Research Report/Dissertation/Thesis ("this Work"):

Field of Study:

I do solemnly and sincerely declare that:

(1)   I am the sole author/writer of this Work;
(2)   This Work is original;
(3)   Any use of any work in which copyright exists was done by way of fair dealing and for permitted purposes and any excerpt or extract from, or reference to or reproduction of any copyright work has been disclosed expressly and sufficiently and the title of the Work and its authorship have been acknowledged in this Work;
(4)   I do not have any actual knowledge nor do I ought reasonably to know that the making of this work constitutes an infringement of any copyright work;
(5)   I hereby assign all and every right in the copyright to this Work to Jamhuirya University of Science and technology ("JUST"), who henceforth shall be owner of the copyright in this Work and that any reproduction or use in any form or by any means whatsoever is prohibited without the written consent of JUST having been first had and obtained;
(6)   I am fully aware that if in the course of making this Work I have infringed any copyright whether intentionally or otherwise, I may be subject to legal action or any other action as may be determined by JUST.

Candidate's Signature   Date:

Subscribed and solemnly declared before,

Witness's Signature   Date:

Name:

Designation:

APPENDIX C

Example of the Front Cover of Research project:

REFERENCES

All works or studies referred to in the research report/dissertation/thesis in the form of quotations or citations must be included in the references. The references should be written consistently in the American Psychological Association (APA) format or in another format approved by the faculty.

Each reference should be written in single spacing format and a double space should be left between references. This list of references should not be numbered.

Use Reference style.

  Examples:

In text format: (Angamuthu & Ramalingam, 2011)

Buchwalow, I. B., and Böcker, W. (2010). *Immunohistochemistry: basics and methods.* Berlin: Springer Verlag.

Caamaño-Tubío, R. I., Pérez, J., Ferreiro, S., and Aldegunde, M. (2007). Peripheral serotonin dynamics in the rainbow trout (*Oncorhynchus mykiss*). *Comparative Biochemistry and Physiology Part C: Toxicology & Pharmacology, 145*(2): 245-255

Cakir, Y., and Strauch, S. M. (2005). Tricaine (MS-222) is a safe anesthetic compound compared to benzocaine and pentobaritol to induce anesthesia in leopard frogs (*Rana pipiens*). *Pharmacological Reports, 57*: 467-474.

Cameron, A. A., Plenderleith, M. B. and Snow, P. J. (1990). Organization of the spinal cord in four species of elasmobranch fishes: cytoarchitecture and distribution of serotonin and selected neuropeptides. *The Journal of Comparative Neurology, 297*: 201-218

APPENDIX D

An example of final report submission form

Jamhuriya University of Science and Technology (JUST)
Final Submission for Research/Graduation project report

Part I: candidate's details
(To be filled by the candidate)
Name:_____
Program:_____ID NO: _____
Address:_____
Telephone:_____
Email:_____
Research/project title :(in block letters):_____

_____

_____

_____

Part II- Supervisor's comments:
(To be filled by the supervisor)

I have checked the candidate's work and hereby certify that the candidate has done all the corrections suggested by the examiners/committee.
First supervisor's signature_____
Name:_____Date: _____

Part III: Head of Department's Approval
(to be filled by the dean/head of department)

I have checked the candidate's work and hereby certify that the candidate has done all the corrections suggested by the examiners/committee.
First supervisor's signature_____
Name:_____Date: _____

Part IV: Final submission of graduation project report/dissertation/ thesis
(To be filled by the candidate, please make sure that part II, III are filled before filling part IV)

To: VP academic
Dear Sir/madam
I hereby submit 3 hardbound copies of my graduation project report/dissertation/thesis and a soft PDF copy in a CD which has been approved by the supervisor and the head of department
Thank you

Candidate's signature _____
Name:_____Date: _____

APPENDIX E

An example of List of Contents

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An example of list figures

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An example of list of tables

List of Tables

APPENDIX H

An example of List of abbreviations

Abbreviations

3DES	Triple–DES
3GPP	Third-Generation Partnership Project
AES	Advanced Encryption Standard
API	Application Programming Interface
ARPU	Average Per Revenue User
ASP	Active Server Pages
BTS	Base Transceiver Station
CA	Certificate Authority
CBS	Cell Broadcast Service
CDC	Connected Device Configuration
CDR	Charging Data Records
CERT	Computer Emergency Response Team
CLDC	Connected Limited Device Configuration
CRL	Certificate Revocation List
DB	Database
DES	Data Encryption Standard