PROJECT, THESIS, AND DISSERTATION:
FORMAT GUIDELINES

I. INTRODUCTION

The Project, Thesis, and Dissertation guide aims to insure that the same thesis format is adopted across all faculties at the University of Balamand. This guide addresses only matters of format and presentation, such as arrangement of content, pages, spacing, headings and referencing. The final thesis shall be approved by the Jury members with regards to quality and content.

If a student has questions regarding the format of the project/thesis after reading through the directions and examples in this guide, the student may contact the Graduate Services Office (Issam Fares Library Learning Center, Office 012, Ext. 4044, e-mail: graduate.services@balamand.edu.lb). It is advisable to ask questions at the beginning of the writing process to avoid any extensive modifications later.

II. DEADLINES

The deadline for submitting the final theses to the Library, as required by the Registrar’s Office, would be the date on which the semester ends. In exceptional cases, and with the approval of the Supervisor, the Chairman of the Department, and the Faculty Dean, the graduate student may be allowed to make an incomplete work and present the final submission before the drop/add period of the next semester.

III. DEPOSIT PROCEDURES

Before the defense:

- First meeting
A **soft copy** of the project/thesis and the full TURNITIN report must be submitted to the Graduate Services Supervisor in the library for correction and verification at least **TWO WEEKS** (for projects/theses of one semester) and **ONE MONTH** (for projects/theses of two semesters).

- **Second meeting**
  Once the corrections are applied and the project/thesis supervisor signs the TRUNITIN report, the Graduate Services Supervisor signs the **Defense Form**, which will be sent to the Supervisor in charge informing him/her that the student(s) is/are ready to defend.

**After the defense:**

1. Once all revisions required by the **Jury/Committee** and the **Library** have been made, the graduate student(s) should:
   a. Get the signature of the supervisor and assigned moderators on the “Signature Page” as final approval (check sample in section XII).
   b. Submit the final copy of the project/thesis on **acid free** paper (check section VIII) to the Library within the deadline set by the Registrar’s Office (check section II).
      i. **Print one sided unbound** copy on **acid free** paper within a large envelope (title page attached on the outside). **DO NOT STAPLE OR PUNCH.**
      ii. One CD-ROM containing:
          - One Microsoft Word document (page layout size A4)
          - One PDF document
          - One scanned copy of the signature page once signed
      iii. **One signed copy** of the final **full turnitin original report** showing the name of the student and the title of the thesis. As per the University Council, 15% is the maximum percentage allowed; in case it is more, it should be justified by the supervisor.
      iv. One copy of the **Project/Thesis/Dissertation Deposit Form** (**English - French - Arabic**) signed by both the student and the supervisor.
2. After checking these items, the Graduate Services Supervisor signs the **Project/Thesis/Dissertation Deposit Form**, which will be sent to the Dean’s Office
after leaving a copy in the Library. Only then, the Registrar’s Office will issue the final grade.

IV. COPYRIGHT

Students are required to submit a copy of their theses/dissertations to the University of Balamand Libraries for preservation and research purposes in order to make it available to the public. Students are required to sign the Project/Thesis/Dissertation Deposit Form, which includes a non-exclusive copyright release that gives the University the right to:

- Deposit a copy in the UOB Libraries and in not-for-profit repositories when required;
- Make the work openly accessible to the public in any medium for research and educational purposes only;
- Reproduce, copy, and/or translate the work in print or electronic formats without changing the content for preservation and access purposes.

Any subsequent agreement including publishing contracts should take into consideration the above-mentioned rights and respect the eligibility of the University to exercise these rights as permitted by the laws.

V. PLAGIARISM

Plagiarism, a form of academic dishonesty, means intentionally or carelessly passing off another person’s work as one’s own. It is taking and using information, ideas, opinions, theories or another person’s actual words without acknowledging the source, thereby creating the impression that the work is one’s own.

The Graduate Services Supervisor has the right to check that no plagiarism is included in the project/thesis, by randomly checking proper citation. If the work does not abide by the copyright law, the supervisor will be notified that the project/thesis will only be accepted by the library after his/her written approval.

Plagiarism, or any form of it, is entirely prohibited by law; therefore, any form of plagiarism used in the work is subject to the annulment of the entire work.

Hence, students will certify that:

- They read, understood, and agree to abide to section seven (7) of the University of Balamand Student Guide.
- They understood that failure to comply with this policy could lead to academic and disciplinary actions.
The work is substantially original, where all sources used in their manuscript are properly acknowledged, by using in-text citations and list of references.

VI. FACULTY, DEPARTMENT, AND DEGREE TITLES

The following link lists the Faculty, Department, and Degree Titles as set by the Admission’s Office.

VII. LIBRARY RESOURCES USE

The usage of any resources and services made available to users by the University of Balamand Libraries are subject to the following conditions:

- Adhere to the regulations governing the use of any service involved in the provisions of access to the resources whether these services are controlled by the Library, the University or any other organization.
- It is not allowed to remove or alter the copyright statements on any copy of or output from resources used by the user.
- Ensure the security and integrity of any copy released to the user.
- Use the resources only for research and educational purposes, on copyrighted computer systems or networks.
- It is forbidden to reverse, engineer, decompile the software products, or attempt to do so unless this is explicitly permitted within the terms of the agreement for the use of the resources.

For the above-defined reasons, the user shall use the resource or part of it in any work produced by him:

- to the extent authorized by law;
- with the express permission of the licensor;
- or under the permission of a specific and mutual agreement.

VIII. THESIS FORMAT REQUIREMENTS

1. Paper

The final document should be printed on acid free papers (A4 size)

NOTE: For thesis that includes maps, tables, figures, or illustrative materials that are an essential part of the thesis and which requires oversized paper, it is allowed to include
these materials in the final print out on acid free papers, using larger than A4 papers, as appropriate.

2. **Ink**
Laser printing or any other letter quality printing, **black** ink is required for all text material. Dot matrix or ink jet printing are not acceptable unless of high resolution (600 dots/inch or more) to generate the same effect as laser printing. Colored illustrations are accepted; yet, beware of light colors that do not appear in reproductions (ex: blue ink).

3. **Font**
   
   **Type:**
   - *Times New Roman* (English and French)
   - *Traditional Arabic* (Arabic).
   
   **Size:**
   - Project/Thesis title and subtitle
   - Chapters’ title (1st level headings) and 2nd level headings:
     - 14 point (English and French)
     - 18 point (Arabic).
   - All text:
     - 12 point (English and French)
     - 16 point (Arabic)

   *N.B.: Boldface type may be used in the headings of the preliminary pages, i.e. title page, signature page, acknowledgements, etc…, but not in the body of the text.*

4. **Margins**
   - Right, Left, Top, and Bottom: 1 inch (2.54cm).
   - Page numbers are the only items that appear in the top **right header for English and French, and in the top left header for Arabic.**
   - Do not justify, align text left **ONLY,** and leave right margin ragged all through the project/thesis.

   *N.B.: For binding purposes, text and illustrations (figures and/or tables) must appear inside the specified margins.*
5. **Spacing & Indentation**

**Preliminary pages, tables, figures and appendices:**
- **English & French:** One-and-a-half space (1.5)
- **Arabic:** Single space (1)

**Table of contents:** Follow the sample posted in section XII as per font size, spacing, indentation, bold/italic characters, underline, capitalization and upper/lower case.

**N.B.:** Feel free to use Microsoft Word table of contents format.

**For the list of tables, figures, and abbreviations use a table format but do not forget to remove the gridlines before printing.**

**Footnotes:** Single space (1)

**Body:**
- **English & French:** Double space (2.0)
- **Arabic:** EXACTLY 32 pt.
- Paragraph indentation of 0.39 inch (1 cm) is obligatory.
- No indentation for headings and/or subheadings.

**Blank entries:**
- One blank entry before each heading and subheading sections.
- **NO BLANK** entries between heading and/or subheading and the text.
- One blank entry after Tables/Figures.

**References:**
- **English & French:** Double spacing (2.0). Alignment left margin only.
- **Arabic:** EXACTLY 32pt. Alignment right.
- **All with a hanging indent of ½ inch (1.27cm)**

6. **Numbering of Pages**

**Preliminary pages:**
- **Title page, signature page, acknowledgments, abstract, table of contents, list of tables, list of figures, etc...** Small Roman numerals (i, ii, iii, iv...) are placed at the upper right-hand corner, ½ inch (1.27cm) up from the top edge of the page (header margin).
- The title page is considered page "i" but is not numbered. The next page is "ii" and continues until first page of the text.
Body of the thesis & appendices:

- Arabic numerals (1, 2, 3…) are used starting the first page of the text (Chapter 1: Introduction) all through the appendices and placed at the upper right-hand corner, ½ inch (1.27cm) up from the top edge of the page (header margin).

7. Footnotes

- Limit the use of footnotes, unless they are important enough to give more information or explanation to the main document.
- Use footnotes as explanatory, supplementary notes or personal commentary of the author that does not belong in the main text; as well as to acknowledge copyright permission status. Footnotes should not include complicated, irrelevant or non-essential information.
- DO NOT use footnotes for referencing or bibliographic citations.

8. Figures

- Figures include photographs, charts, graphs, maps, diagrams and drawings.
- Figures’ captions must appear centered below the figure, containing the figure number according to chapter and sequence, i.e. the first figure in Chapter 1 would be Figure 1.1, the second Figure 1.2, and so on. The figure caption is in upper and lower case, bold, and 10 pt. font size. Use 1.5 as line spacing.

   Example: Figure 1.3: The Variations in Scholastic Performance

- Figures placed in landscape position (oversized figures) on the page should be oriented so that the top is on the left margin. The caption must also be placed in the same orientation.

9. Tables

- Tables’ titles must appear centered above the table and contain the table number according to chapter and sequence, i.e. the first table in Chapter 1 would be Table 1.1, the second Table 1.2, and so on. The table title is in upper and lower case, bold, and 10 pt. font size. Use 1.5 as line spacing.

   Example: Table 2.1: Percentage of Dropouts across Ten Years

- Tables placed in landscape position on the page should be oriented so that the top is on the left margin. The table title must also be placed in the same orientation.
• Explanation of each term and sign used is compulsory with the table when needed.

10. Formatting Figures and Tables

• The figure caption serves as both title as well as explanation of the figure.
• Give a brief but clear and explanatory title to every table.
• Remember to include an acknowledgement of the source in the caption/note of any figure/table you use, and state the copyright if available; also cite the source in the list of references.
• Use a capitalization scheme when you refer to figures or tables within your text. For example, use “Figure” or “Table” throughout your document. Example: In Figure 2.1 note that…
• If you continue a table onto succeeding page(s), repeat the table number and the word “continued” or “cont.” but do not repeat the caption.
• In cases where numerous figures or tables would disrupt the flow of the text, group them at the end of the chapter, in the order they appear in the text.
• Oversized figures/tables:
  ➢ If you have trouble fitting a large figure/table within the margins, place the figure/table, its number, and its caption/title sideways (landscape position) on the page. Example.
  ➢ If figures/tables are larger than 21 x 29.7 cm (A4), you have three options:

<table>
<thead>
<tr>
<th>Folding</th>
<th>When folded, the page should be <strong>A4 size</strong> to be bound properly with the rest of the pages.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Be careful or else page may be damaged. Correct margins and position of page number must be maintained on the oversize page.</td>
</tr>
<tr>
<td>Pocket material</td>
<td>Pocket material must be folded to within <strong>7 x 10 inches</strong> (18 x 25.4 cm).</td>
</tr>
<tr>
<td></td>
<td>No numbering is required but shall be listed in the table of contents.</td>
</tr>
<tr>
<td></td>
<td>CD/DVD is considered as pocket material.</td>
</tr>
</tbody>
</table>
11. Major Headings & Subheadings

- Levels of headings 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.
- Each chapter should begin on a new page while the pagination is continuous.

The format of the five levels of headings is as follows:

Heading level 1: Chapter title: centered uppercase (bold; 14pt.) (Arabic: 18pt.)
Heading level 2: Regular upper & lower case (regular; 14pt.) (Arabic: 18pt.)
Heading level 3: Italic upper & lower case (italics; 12pt.) (Arabic: 16pt.)
Heading level 4: Regular lower case (underlined; 12pt.) (Arabic: 16pt.)
Heading level 5: Regular lower case (regular; 12pt.) (Arabic: 16pt.)

**EXAMPLE:**

Level 1:

**CHAPTER 3

ASSESSMENT OF ECONOMIC DEVELOPMENT**

Level 2: 3.1 Aggregate Economic Growth
Level 3: 3.1.1 Developments in the External Trade Sector, 97-98
Level 4: 3.1.1.1 Exports and imports in the GCC and MDE countries, 97-98
Level 5: 3.1.1.1.1 Export revenues

**Translation of Headings**

<table>
<thead>
<tr>
<th>English</th>
<th>French</th>
<th>Arabic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature Page</td>
<td>Forme d’Approbation</td>
<td>استمارة الموافقة</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>Remerciements</td>
<td>شكر / الهداء</td>
</tr>
<tr>
<td>Abstract</td>
<td>Résumé</td>
<td>مستخلص</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Table des Matières</td>
<td>المحتويات</td>
</tr>
</tbody>
</table>
IX. MATHEMATICAL EXPRESSIONS/EQUATIONS

- If the text contains more than one equation, then equations of key importance should be numbered consecutively in parentheses at the right margin.
- Derivations of equations or examples where values are substituted for variables need not be numbered.
- An equation shall be referenced in the text by the word Equation and its number:

\[ f(x) = x + 3 \]

Where XX is the chapter number and YY is the sequence number of that equation in that chapter.
- If an equation is previously quoted in an earlier chapter, say as Equation 4.5 and need to be re-quoted in chapter 5, its number will remain as Equation 4.5.
- If referring to two or more equations in the same sentence, each should be named separately. For example, use “see (2.1), (2.2), and (3.2)” instead of “see Equations (1) through (3).”
- When referring to an equation, use the word “Equation” to begin a sentence [Equation (2.4) proves…], but within a text mention the number within parenthesis [As calculated above in (2.3)…].
- For the multiplication sign, use the symbol (\( \times \)), rather than a dot (\( \cdot \)) or the letter (\( x \)), to indicate multiplication of numbers and numerical values.
- Although the stacked style of fractions is preferred, exceptions shall be made in the text to avoid printing more than two lines of type. For example, type \( \frac{b}{a} \) rather than b/a.
- The general rules regarding the use of upright and italic text in equations are as follows:
1. Quantity symbols (including the symbols for physical constants), subscripts or superscripts representing symbols for quantities, mathematical variables, and indexes are set in italic text.

2. Unit symbols, mathematical constants, mathematical functions, abbreviations, and numerals are set in upright text.

**Example 1:**

\[ x = r \sin \theta \cos \phi \]  \hspace{1cm} (3.1)

Where;

- \( x \) is the x-coordinate on a Cartesian plane,
- \( r \) is the length of the position vector,
- \( \theta \) is the angle between the position vector and a coordinate axis,
- \( \phi \) is the angle from the plane in which both the axis and the position vector lie to either of the coordinate planes including that axis.

**Example 2:** Equation (2.5) illustrates the use of italics and exponential function in an equation.

\[ C_{d_i} = \frac{\lambda T_s}{1 - e^{-\lambda T_s}} \]  \hspace{1cm} (2.5)

Where;

- \( C_{d_i} \) is the correction factor for decay during sample collection,
- \( \lambda \) is the radionuclide decay constant, and
- \( T_s \) is the sampling duration.

- To format equations, refer to formatting mathematical expressions/equations.

## X. CITATIONS AND REFERENCING STYLES

<table>
<thead>
<tr>
<th>STYLE</th>
<th>FACULTY OF</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Psychological Association (APA) Numeric Sorting Style Manual</strong></td>
<td>Engineering Medicine and Medical Sciences</td>
<td>• Computer Engineering • Electrical Engineering • Civil Engineering • Mechanical Engineering • Chemical Engineering • Engineering Management • Environmental Engineering • Biomedical Sciences</td>
</tr>
<tr>
<td><strong>American Psychological Association</strong></td>
<td>Arts and Sciences Business and Management</td>
<td>• Education • Physical Education • Psychology</td>
</tr>
</tbody>
</table>
XI. TECHNICAL INFORMATION

1. Formatting mathematical expressions/equations.
2. Formatting page numbers.

XII. THESES SAMPLES

- Thesis in English Sample
- Thesis in French Sample
- Thesis in Arabic Sample

For more information about citations and styles, kindly refer to the resources available at Issam Fares Library Learning Center

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