



GUIDELINES FOR POSTGRADUATE THESIS FORMAT (MASTER/PHD)

VICE-DEANSHIP OF POSTGRADUATE STUDIES & RESEARCH

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1. INTRODUCTION

In order to produce theses of consistent style and format, all students must adhere to following guidelines regarding:

- Structure of the Thesis
- Document Formatting
- Citation of References
- Formatting of References
- Preparation of Oral Presentation

Although each of these subjects will be addressed, this handbook cannot provide all the guidance necessary to direct your thesis. Your thesis supervisor can provide you the most direct and immediate help.

2. GENERAL INFORMATION

- A. All Theses must be written in **English**.
- B. The thesis should be around 20,000 - 40,000 words for all sections (approximately 100-150 pages).
- C. **Font type** is (**Times New Roman**) or (**Arial**)
- D. **Font size** is:
 - D.1. **Font 16** for thesis sections (**Abstract, Introduction, Methodology, Results, Discussion, Conclusion, References, Appendices**)
 - D.2. **Font 14** for main **headings**;
 - D.3. **Font 12** for **subheadings** and **text**
- E. **Pagination (Page numbering):**

The whole thesis (every single page) should be numbered in consecutive order with the number printed on each page, **except the title page**, which is always considered to be page 1. The abstract page number will be 2 and then the sequence needs to be followed. Every page must be included in the count whether anything is physically printed on the page or not. Each page should be numbered in the centre at the bottom of the page.
- F. **Page layout (margins, header, footer, line spacing)**

For page margins, Normal margins (2.5 cm for Top and bottom and 3.18 cm for both sides) are to be used. All information (text, text headings, pictures, drawings or photographs), excluding page numbers, must be within the text area.

- G. **The thesis text should be double-spaced**, while other parts like the abstract, title page, acknowledgments, table of contents, references and appendices should be **single-spaced**.
- H. **Three identical copies of thesis** must be printed on international standard A4 size (210 x 297mm) paper and submitted after spiral binding.
- I. **An electronic version of your thesis** must be submitted on CD as a single Adobe PDF file. This single file must include all tables, figures, and appendices.
- J. **Hard cover bounded copy** must be submitted after oral examination (discussion) and necessary corrections, if required.
- K. For hard cover binding see the section **“Binding of thesis”**.

3. STRUCTURE OF THE THESIS

Each thesis consists of different sections in following order:

1. Title page
2. Approval sheet
3. Abstract
4. Table of contents
5. List of tables
6. List of figures
7. List of abbreviations
8. Declaration
9. Acknowledgements
10. Introduction (including literature review)
11. Methodology (including statistical methods)
12. Results
13. Discussion
14. Conclusion
15. References
16. Appendices (If any, should be included at the end of the thesis)

4. DOCUMENT FORMATTING

All theses must be formatted in a consistent manner for uniform evaluation. The format of the thesis includes:

4.1. Title page:

- The title page should contain the following:
 - Logo of the university
 - Name of the Ministry, University, Institute (Arabic and English)
 - Title of the thesis
 - Purpose of submitting thesis (***A thesis submitted to the Department of Molecular Biology in Partial Fulfillment of the Requirements for Master Degree in Molecular Microbiology***)
 - Candidate name
 - Name and title of the supervisor(s)
 - Year the Practical Research course completed
 - Title page template is shown at **Appendix A.**
- ***The Title page has to be written in both English language at one end of the thesis and Arabic language at the other end.***

4.2. Approval sheet:

- Each thesis must include an approval sheet signed by the Judgment and Discussion Committee as shown in **Appendix B**

4.3. Abstract:

- The abstract summarizes the problem, the objective, the used methodology, results and the conclusion.
- The abstract should be written in structured format in 5 sections: 1) Background, 2) Objective 3) Methodology 4) Results and 5) Conclusion.
- This should be single-spaced (**maximum 350 words**) and be on one page maximum.
- Abstract has to be written in both **English** and **Arabic** language in two separate pages.
- The English abstract come after the title page and the approval sheet, while the Arabic abstract come before the Arabic title page on the end of the thesis.
- The sample abstract is shown at **Appendix C.**

4.4. Table of Contents

A concise list of all chapters and or subsections within the thesis should be included. Page number for each item listed must be written.

4.5. List of tables

The title of all thesis-enclosed Tables must be listed with numbers correspond to their sections.

4.6. List of figures

The title of all thesis-enclosed Figures must be listed with numbers correspond to their sections (**Figure 1.1,2,3.... for figures appear in introduction and Figure 2.1,2,3... for those of Methodology, Figure 3.1,2,3.... for those appear in Result**).

4.7. List of abbreviations

All used Abbreviation has to be listed in alphabetic order in this page.

Only standard abbreviations are to be used in the thesis text. (*Abbreviated phrase or word has to be written in full followed by the abbreviation in parentheses at its first appearance in the text, then abbreviations are to be used in the following appearances unless it came at the beginning a paragraph*).

4.8. Declaration

Each thesis must contain a declaration statement as shown in appendix : "I declare that the thesis has been composed by myself and that the work has not been submitted for any other degree or professional qualification. I hereby confirm that the work submitted is my own and has been done after registration for the degree of Master/PhD at MBRSI, Assiut University

4.9. Acknowledgements

Each thesis must contain this section to give acknowledgement to those who have helped in the preparation or process of the thesis.

4.10. Title page for sections:

Title page for each section need to be inserted before it begins (**e.g., 1. Introduction, 2. Materials and Methods 3. Results, 4. Discussion 5. References 6. Appendices, etc**).

4.11. Figures and Tables

- Tables and figures can be added within the text in various sections of the thesis e.g., introduction, materials and methods, results etc. Each table and figure should be numbered in accordance to its section (**Table/Figure 1.1,2,3.... for tables or figures appear in introduction, Table/Figure 2.1,2,3... for those of Methodology, Table/Figure 3.1,2,3.... for those appear in Result**).
- All tables has to be labelled with a title. The title of the table should be written directly above the table.
- All figures has to be labelled with a caption. Caption should be written directly below the figure. Captions should completely and accurately explain the content of the figure as brief as possible in a few sentences.
- Charts, tables, figures and graphs should be clear and of good quality. No material should be taped or glued to pages.

4.12. Appendices

The appendices must be placed as a last section of the thesis (after references). Same paper size, page numbering, margin, and illustration requirements apply to appendices. These support your research work and should be as readable and reproducible as the rest of the thesis.

4.13. Corrections

Correction fluid or hand-written corrections are not permitted.

5.14. Electronic Version of Thesis

- You have to submit CD with your thesis. This electronic version of your thesis must be an exact copy of the word processor file as a single Adobe PDF file. This single file must include all tables, figures, and appendices.

5. CITING REFERENCES

5.1. General instructions for use of Citations and References

A bunch of information in your thesis comes from the work of other people. Therefore, information, or phrases obtained from existing literature should be cited within your text. It is important to use citations to reputable refereed journals, either in print or online.

Note that citations are not required only when quoting another author's work, as citation must be made for all statements of fact, or ideas, acquired from outside sources.

The Reference section:

- 1- Must include all types of references including journal articles (both print and online), books and book chapters (both print and online), theses and dissertations as well as published conference proceedings.
- 2- All references are to listed in **alphabetical order** and **number consecutively**.
- 3- During proofreading, it is essential that you compare that all listed reference are cited in the text, and each text citation is listed in the References section. Provide the names of all the authors for each reference.
- 4- **Abbreviate journal names** according to the PubMed Journals Database (National Library of Medicine, National Institutes of Health, USA; available at http://www.ncbi.nlm.nih.gov/sites/entrez?db_journals).

In order to maintain consistency, all print citations in a thesis will be formatted according to “reference guidelines for authors” for the Journals published by American Psychological Association (APA). The following section will guide you to cite references both within the body text and in the reference list at the end of the thesis.

5.2. Citations of Print Sources in the Text:

In the body (text) of thesis all references should be cited in parenthesis either within the sentence or at the end of the sentence.

References are cited by the last name of the author(s) with *et al* used for three or more authors and placed in brackets.

Examples: (Citation in text)

1. “Encouraging students to memorize facts and rules and then testing their memory has been a consistent criterion of pedagogy (Broudy, 1998).
2. Broudy (1998) explains that memorization does not result in an ability to solve problems
3. It is commonly agreed that there is no single factor that determines the virulence of *Candida* species (Ghannoum and Abu-Elteen, 1990; Cutler, 1991; Bodey, 1993; McCullough *et al.*, 1996).

Article in Journal	Article in Journal with digital citation references
Author(s) name in bold	Author(s) name in bold
Year, in parentheses	Year, in parentheses
Article Title	Article Title
Journal Title (abbreviated)	Journal Title (abbreviated)
Volume Number in italics	Volume Number in italics
Page(s)	Issue Number in parentheses
	Page(s) or Citation Number
EXAMPLE	EXAMPLE
Wharton, N. (1996). Health and safety in outdoor activity centres. <i>J. Clin. Microbiol.</i> 12(4): 8-9	Herbst-Damm, K. L., Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. <i>Health Psych.</i> , 24, 225–229. doi: 10.1037/0278-6133.24.2.225

5.3. Citations of Print Sources in the Reference List:

Citations for different publication types (journal, book, chapter of book, etc.) require different reference formatting. The examples below are from more common reference listed by APA website. Note carefully the required elements for each category. The only modifications we make to their rules that we bold the name of authors and year and abbreviate journal titles. Examples of different categories are given in the following tables:

Authored Book	Chapter in Edited Book
Author(s)/Editor(s) name in bold	Author(s) name in bold
Year, in parentheses (bold)	Year, in parentheses (bold)
Book Title	Chapter Title
Edition and volume number	Book Title
Total pages	Edition
Publisher	Editor(s)
Location (city and state/country)	Page(s) of article in book
	Publisher
	Location (city and state/country)
EXAMPLE	EXAMPLE
Mitchell, T. R., Larson, J. R., Jr. (1987). People in organizations: An introduction to organizational behavior (3rd Ed). p- 450. McGraw-Hill, New York.	Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III, F. I. M. Craik (Eds.), <i>Varieties of memory and consciousness</i> . pp. 309–330. Erlbaum, Hillsdale, New Jersey.

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5.4. Formatting and Citation of Internet Sources

Citation of Internet sources differs from other citations in several ways. Because the frequency with which websites are edited, two dates are needed. The date that the material was written or last modified should be included after the author's name.

The date that you accessed the material is also important, as the webpage can literally change from day to day. This date is included in parentheses at the end of the citation.

5.4.1. Citation Format for Use in your Reference List

The design of the Internet reference styles proposed here follows the same approach currently used for print materials.

Place the reference's Internet address, often called a URL (Universal Resource Locator). If the address is long and goes onto a second line, DO NOT insert a hyphen. The address should only be broken after existing forward slash (/) characters. Please see examples in the table below.

5.4.2. Citation Format for Use in the Body of your Text

In the body of your text, use a style that is consistent with citations of non-internet sources. Please see the examples in the table below.

Citation Format of Internet Sources in Reference List		Citation Format of Internet Sources in Text
EXAMPLES		EXAMPLES
1	Leafy seadragons and weekly seadragons (2001). Retrieved November 13, 2002, from http://www.windspeed.net.au/~jenny/seadragons/	(Leafy Seadragons, 2001)
2	National Transportation and Safety Board (2008). Railroad accident report. Retrieved June 23, 2008, from http://www.nts.gov/publictn/2006/RAR0603.htm	(National Transportation and Safety Board, 2008)
3	Timeanddate.com (2008). The world clock—Time zones. Retrieved June 2, 2008, from http://www.timeanddate.com/worldclock/	(Timeanddate.com, 2008)

6. CHECKLIST FOR HANDING IN A THESIS

- Master/PhD Student must recheck all the components of the thesis according to guidelines. A check list of essential components is placed at **Appendix D**.

7. BINDING OF THESIS

7.1. First draft submission:

- It is the Thesis defense draft – 4 copies are to be submitted.
- Should be made in spiral form, A4 size paper, one side printed pages.
-

7.2. Final hard cover thesis:

- This copy has to be prepared only after thesis defense approval and making all necessary corrections (if required).
- The format of the hard cover copy is book style:
 - A5 paper size
 - Double side printed pages
- Specification of hard cover include:
 - Dark in color (Dark Blue for Master/Dark Red for PhD)
 - Hard cover face should have the same information given in cover page (**Appendix A**).
 - Writing on hard cover face should be inscribed in **silver color** for **dark blue** cover and **golden color** for **dark red** cover.
 - Writing on hard cover side should be in Silver/Golden color as per format shown in **Appendix E**.

(Appendix A)

**Molecular Biology
Research & Studies Institute**



**Arab Republic of Egypt
Ministry of Higher Education
Assiut University**

=====

[The Title of the Thesis]
(Capitalize each word, Font 14)

"A thesis submitted to the Department of in partial fulfillment of the requirements of **Master/PhD** degree in **Your Specialty**"

By

[The candidate name]
(Font 16)

Under Supervision of

[First Supervisor name]
(Font 16)
Title
(Font 14)

[Third Supervisor name]
(Font 16)
[Title]
(Font 14)

[Second Supervisor name]
(Font 16)
[Title]
(Font 14)

[The year of presentation]
(Font 16, not including the month)



معهد بحوث ودراسات
البيولوجيا الجزيئية

جمهورية مصر العربية
وزارة التعليم العالي
جامعة أسيوط

[عنوان الرسالة]
(Font 14)

"رسالة مقدمه لقسم للوفاء الجزئي لمتطلبات
درجة الماجستير/ الدكتوراة في تخصص"

اعداد

[اسم الطالب]
(Font 16)

تحت اشراف

[اسم المشرف الأساسي]
(Font 16)
الوظيفة
(Font 14)

[اسم المشرف الثالث]
(Font 16)
الوظيفة
(Font 14)

[اسم المشرف الثاني]
(Font 16)
الوظيفة
(Font 14)

[سنة التقدم بالرسالة]
(Font 16)

(Appendix B)

APPROVAL SHEET

THIS THESIS HERETO ENTITLED:

PREPARED AND DEFENDED BY: -----

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF

----- IN SPECIALTY OF -----

DEPARTMENT OF -----

HAS BEEN EXAMINED AND APPROVED IN ITS CURRENT FORM BY THE

EXAMINATION COMMITTEE. THEREFORE, THE COMMITTEE RECOMMEND

GRANTING ----- DEGREE IN -----

TO THE ABOVE-MENTIONED EXAMINEE.

JUDGMENT AND DISCUSSION COMMITTEE

Name:

Name:

Signature:

Signature:

Name:

Name:

Signature:

Signature:

(Appendix C)

[SAMPLE ABSTRACT (Structured)]

Title: Sero-epidemiological monitoring of Rift Valley Fever among sacrifice animals in Holly Mecca during pilgrimage season.

ABSTRACT

Background: In Holly Makkah, the high numbers of scarified animals, mostly imported from RVF endemic areas as well as the increased population of mosquitoes, the main RVF vector, among the overcrowded pilgrims are potential risk factors for eruption of RVF outbreak among animal population with subsequent human infection and public health threaten during the Hajj season. **Objective:** The aim of the current work was to conduct serological survey of Rift Valley Fever among sacrifice animals during pilgrimage season to diagnose cases of recent infection by detection of anti-RVFFV IgM and to determine the level of herd immunity by detection of anti-RVFFV IgG. **Methodology:** A total of 580 sacrifice animals were randomly selected from the sacrifice herds at Al-Kaakiah slaughter houses, Makkah during the 2009/1430 pilgrimage season. Blood samples were collected from all investigated animals and used for serum separation that was used for the serological assay. **Results:** The current study revealed that positive IgM sera were detected in 0.83% of the local animals as compared to 3.04% among imported animals. On the other hand, the overall herd immunity based on the positive IgG cases, were 55% among local animals and 45% among imported ones. **Conclusion:** While the current study revealed an overall low rate of recent infection among both local and imported sacrifice animals, the low overall herd immunity of these animals increase the risk of RVF outbreak among those animals during pilgrimage season with the possible socio-economic and public health consequences.

[Sample ARABIC Abstract]

عنوان البحث:

الملخص العربي

يتم ادخال الترجمة باللغة العربية للملخص الانجليزي

(Appendix D)

CHECKLIST FOR HANDING IN A THESIS

Read over this checklist and mark appropriately before you submit the thesis to Department of laboratory Medicine, Faculty of Applied Medical Sciences, Umm Al-Qura University, Makkah.

No.	CHECK LIST	MARK (v)
1	Are your margins at least one inch (2.5cm) on top, bottom and the sides?	
2	Does your title page look exactly like the sample in Appendix A ?	
3	The abstract must be structured like the one in Appendix B .	
4	Did you use specified line spacing for different sections?	
5	Have you used specified font type and size for particular sections?	
6	Make sure that the page numbering is in continuous sequence with the title page counting as page 1 (the only page where the page number is unprinted). This includes all appendices, etc.	
7	Check that all of your pages are included in the right order. It's easy and extremely common to miss a few pages in the middle of the document. Count all the way through it.	
8	Are all the references you mention in the text also listed in the reference list at the end?	
9	Are all the references listed in the reference list are also cited in the text?	
10	Are all figures appropriately captioned and referenced in the text?	
11	Are all tables appropriately titled and referenced in the text?	
12	Have you inserted title pages for each section before it begins? (e.g., 1. Introduction, 2. Materials and Methods 3. Results, 4. Discussion 5. References 6. Appendices, etc).	

APPENDIX E

[SAMPLE of SIDE OF THE BOUND COVER]

Assiut University (MBRSI)	Short Title of the Thesis	Master/PhD (Year)
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