|  |
| --- |
| 1. **FORMAT**
 |

Important: the format used must be consistent throughout the manuscript.

**1. Margins**

- Page set up (for the entire manuscript including the figures):

o Top: 32 mm; Bottom: 25 mm

o Right: 25 mm; Left: 32 mm

- The text must be aligned to the left.

**2. Spacing**

- The text should be written double-spaced.

- Do not indent at the start of a new paragraph but leave one line between each paragraph and at least two lines between each section.

**3. Pagination**

- Each page of the manuscript must be numbered on the top right-hand corner.

- The body of the text and the reference are numbered using Arabic numerals (1, 2, etc.).

- The preliminary pages are numbered using Roman numerals (i, ii, etc.). The page

numbers are not shown in the title page and the abstract.

**4. Printing**

- The thesis must be printed on one side of A4 paper.

- The print should be black on white, clear and easy to read.

- The first and last pages of the manuscript should be blank (no page number).

- After the thesis discussion and once the changes requested by the thesis committee are made, two copies of the thesis signed by the committee members and three copy on a CD need to be submitted to the deanship of graduate studies.

 **DVD specifications concerning the thesis**

* The DVD should contain the thesis saved in the same order as the hard copy and all related materials such as data, written software programs, etc. each stored into a separate file.
* The DVD should contain a word file (.docx) and a (PdF file, scanned copy Signed by defense committee members).

***\* The student will deliver two hard copies of the master thesis and three soft copies on DVD and attach it with the form no. (GS-F\_30) to the Deanship of Graduate Studies.***

**5. Binding**

- Book binding is required (spiral binding is not accepted).

- For the color of the cover, see the library.

**6. Font type and size**

- Use Times New Roman.

- Text size should be 12 pts, including tables.

- Italics may be used for quotations or words in a foreign language. Bold may be used for headings.

**7. Figures and tables**

- Figures and tables should be numbered separately using Arabic numerals based on their order of appearance in the text. Figure 1 and Table 1 are the first figure and the first table in the text.

- Each figure and table should have a title. Figures and tables are written with capital F and T.

- Figure and table legends should provide enough information to allow their understanding without reference to the text.

- Figures and tables with their legends can be integrated in the text or printed on a separate page.

- Each figure and table should be referred to in the text.

- Do not use color coding in graphs or table, but use labels or symbols.

**8. Footnotes**

- Place an asterisk in the text, and write the comment behind the asterisk in the bottom of the page. If you need more than one comment on the same page, use two, then three

asterisks etc.

|  |
| --- |
| 1. **CONTENT**
 |

Each section should start on a new page.

**1. Title Page**

University, Faculty, Department

Title:

Presented by (name of the student as officially registered at the University)

Thesis submitted in partial fulfillment of the requirements for the Master’s degree of (Arts or Sciences) at the German-Jordanian University in the field of x.

Supervisor:

Co-Supervisor:

Defense committee: (Specify the names and leave space in front of each name for signature)

Date (thesis defense date).

**2. Abstract**

o One in English and one in Arabic, each less than 350 words.

o It should contain:

1. Research question or problem

2. Procedures and methods

3. Results

4. Conclusion.

**3. Acknowledgement** (optional)

- Not to exceed six lines.

**4. Table of Content**

o Should include all main divisions and subdivisions in your text and corresponding

page number.

o List only the pages coming after the Table of Content.

**5. List of Figures or Illustrations**

o List title of figures with page number.

o Use the same format as the Table of Content.

**6. List of Tables**

o List title of tables with page number.

o Use the same format as the Table of Content.

**7. Definitions** (optional)

**8. Abbreviation** (optional)

**9. Core of the text**

- Start numbering with Arabic numerals.

- Start each chapter with a new page.

- Further divide each chapter into parts or sections numbered or labeled. Make sure the

system you use is consistent through the text. The divisions below are provided as an

**example** only.

**Chapter 1: Introduction**

o Where the context of the study is explained.

**Chapter 2: Review of Literature**

o A critical review of the papers relevant to the study.

**Chapter 3: Purpose**

o Includes hypothesis, relevance, limitations and assumptions.

**Chapter 4: Methods**

o Comprises study design, protocols, data analysis and statistics.

**Chapter 5: Results**

o Presentation and analysis of the data collected

o Should include tables and graphs.

**Chapter 6: Discussion and conclusion**

o Compare the findings to other relevant work

o Comment of their implications

o Make conclusions

o Formulate recommendations

**10. References or Bibliography (Or as approved by the concerned Department)**

(Extract from: *From* ***British Journal of Visual Impairment****, Manuscript Submission Guidelines*.)

- Every citation should have a reference and every reference should be cited. Use

ampersands in multiple references (e.g. Smith, Brown & Jones), but in the text put first

author et al. (e.g. Smith et al.).

- Do not use bold, underlining or quotation marks in references. Provide translations for

non-English titles in the references.

- The styles indicated below must be followed exactly by authors:

*Journal article*

Smith, J. R. (2003) Choosing your style for references. Journal of Guidelines,

4(1), 24–9.

*Books*

Smith, J. R. (2003) Reference Style Guidelines. London: SAGE.

Smith, J. R. & Brown, A. P. (2003) References for All: Choosing an Appropriate

Style. London: SAGE.

*Chapter in a book*

Smith, J. R. (2003) The importance of matching disk and hard copy. In R. Brown

(ed.) Guidelines for References, pp. 55–8. London: SAGE.

*Editor of a book*

Smith, J. R., ed. (2003) The Essentials of Practice: Styles of Referencing. London:

SAGE.

*Thesis (unpublished)*

Smith, J. R. (2003) ‘Reference style guidelines’. Unpublished doctoral thesis,

University of Leicester, Leicester.

*Research/Governmental Report*

Blair, M., Kenner, C., Bourne, J., Coffin, C. & Creese, A. (2000) Making the

difference: Teaching and learning strategies in successful multiethnic schools

(research report RR59). London: DfES.

*Paper presented at a symposium or annual meeting*

Smith, J. R. (2003) ‘A citation for every reference, and a reference for every

citation’. Paper presented at the annual meeting of the Reference Guidelines

Association, Edinburgh, January.

*Online*

Smith, J. R. (2003) ‘Choosing a suitable layout for your quotations. Guidance on

Referencing.’ Online: http:/www.sagepub.com [accessed September 2006].

**11. Appendices**

o Nonessential and supplemental information that may be added to help the readers.

o Each appendix has a title.

|  |
| --- |
| 1. **Sources**
 |

The present document was inspired from the following documents:

Collective work, University of Manitoba, Faculty of Graduate Studies Thesis Approval

Online: http://www.umanitoba.ca/faculties/graduate\_studies/thesis/guidelines.html [accessed July

2010].

Collective work, Faculty of Graduate Studies at the University of Manitoba (2010). ‘Thesis

Approval’. Online: http://www.umanitoba.ca/faculties/graduate\_studies/thesis/guidelines.html

[accessed July 2010].

Robertson, R. (2010) ‘Dissertation Format Guide’. Online:

http://www.clarku.edu/graduate/current/formatguides/Dissertationformatguide.pdf [accessed July

2010].

**\*Article No. (41, 42, 43, 44) in the MSc regulations in the GJU.**

**\*Attached/Title Page Form.**