THESIS/DISSERTATION FORMAT AND LAYOUT

Typing Specifications

When typing a Thesis/Dissertation it is crucial to have consistency of the format throughout the document. Adherence to the specific instructions given in this guide will help ensure such consistency. The text format should be double-spaced throughout the whole document. Additionally, leave four lines between the end of a paragraph and the start of a table/figure as well as four lines before the start of the subsequent paragraph/ section. Use a standard 12-point font size. You may use larger size type for the title of the Thesis/Dissertation and for chapter headings as long as it is not larger than 16-point. Boldface type may be used for headings. Reduced type may be used within tables, figures, and appendices, but it should be at least 9-point in size and must be completely legible.

Begin each chapter on a new page. Do the same with each element of the front matter (list of tables, acknowledgments, etc.), the reference section, and each appendix. Try to avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. Instead, you should simply leave a little extra space on that page and begin the heading on the next page.

Margins

A 1.25" margin on all sides is required

Page Numbers

Every page in the document, including those with tables and figures, must be counted. Use lower case Roman numerals for the front matter and Arabic numbers for the text. **The text (or body) of the Thesis/Dissertation must begin on page 1**. Do not number a page with "a" or "b" or skip numbers and do not type the word "page" before the page number. The title page does not show a page number, although it is actually page i. The Committee Page is page ii, and the Abstract is page iii. Page numbers must be placed in the lower right-hand corner only. Allow a reasonable distance between the page number and any text; the page number should not overlap with the text.

Documentation of References/Sources in the Text

Reference/Source citations are required in the text whenever you use a direct quotation, paraphrase another author's words, or include specific information that is not common knowledge (and is not the result of your own research reported in the Thesis/Dissertation). Systems of source citation fall generally into three categories: (1) parenthetical author-date-page documentation; (2) citation by number, keyed to a numbered reference list; and (3) footnotes or endnotes. Select one of these systems and use it throughout the Thesis/Dissertation. Use the style manual preferred in your discipline; if no style manual is designated by your college, the default style manual should be APA. A Thesis/Dissertation using one of the first two systems could also include footnotes presenting non-source information or comments.

References in the text must correspond exactly to the listing of sources at the end of the Thesis/Dissertation. Be certain that all items are included in the reference or bibliography list, authors' names are spelled consistently and correctly, and dates are the same in both the text and the reference list. The list of References should be double-spaced throughout.

FRONT MATTER

The term "front matter" refers to all the pages in front of the main text of the Thesis/Dissertation. Front matter pages are numbered with lower case Roman numerals. These pages are:

- title page (no page number)
- committee page (page ii)
- abstract (begins on page iii)
- table of contents (the table of contents should not appear as an item in the table of contents)
- list of tables, list of figures, abbreviations, maps, tables or multimedia items
- preface (optional)
- acknowledgments
- dedication (optional)

The abstract is required in every Thesis/Dissertation and begins on page iii. The table of contents and acknowledgments are also required. The dedication is optional.

Title Page

The title page must appear exactly as shown in the sample page given below in this guide. Type the title of the Thesis/Dissertation using capital letters throughout. If it occupies more than one line, double space between lines. Use word substitutes for formulas, symbols, superscripts, Greek letters, and other non-alphabetical symbols in the title of the Thesis/Dissertation. Master's candidates should use "Thesis," and doctoral candidates should use "Dissertation" on the title page. Use your legal name as it appears on your student record in the Admission's Office. On the date line, indicate the month and year of degree conferral, not the date of the defense or the date you submit your Thesis/Dissertation. At Qatar University, degrees are conferred only in June and January. On the copyright line, use the symbol ©, followed by the year and your name. Following your name, include the words All Rights Reserved.

Abstract

Every Thesis/Dissertation must contain an abstract. An abstract is a concise summary of the Thesis/Dissertation, intended to inform prospective readers about its content. It usually includes a brief description of the research, the procedures or methods, and the

results or conclusions. An abstract should not include internal headings, citations listed in the reference section, diagrams, or other illustrations. The abstract should follow the committee page and has the heading ABSTRACT at the top. It should begin on page iii. The length of the abstract should not be more than 350 words.

Table of Contents

The table of contents is essentially a topic outline of the Thesis/Dissertation. It is compiled by listing the headings in the document. Try to include level 1, level 2, and level 3 headings. The table of contents must appear immediately after the abstract and should include everything that appears after the table of contents, including the list of figures, list of tables, etc. Be sure that the headings listed in the table of contents match word-for-word the headings in the text. Double check to be sure that correct page numbers are shown. In appendices, indicate the title of each appendix. The Table of Contents should be double-spaced throughout. Do not list Table of Contents as one of the items in the Table of Contents.

List of Figures, List of Tables, etc.

Include a list of figures (illustrations) and a list of tables if you have one or more items in these categories. Use a separate page for each list. Show the caption and page number of every figure and table in the Thesis/Dissertation. In the text, table and figure captions should be aligned left. Table captions should appear above tables, while figure captions are to be placed below figures. Also include lists for abbreviations, nomenclature, maps, etc. The list of Tables and the List of Figures should be double-spaced throughout.

Preface

A preface usually is not necessary unless required by your program. If there are separate sections for preface and acknowledgments, the preface comes first.

Acknowledgments

You are required to declare the extent to which assistance has been given to you by members of faculty, staff, fellow students, technicians, family members and/or others in the collection of data, the design and construction of tools/methods, the experiments/testing/validations, the analysis/synthesize of findings/data, and the preparation of the Thesis/Dissertation including editorial assistance, as well as acknowledgment of any financial support from any sources, etc.

Dedication

You may choose to dedicate the Thesis/Dissertation to a certain person.

Dissertation/Thesis Technical Content

Items may differ from one discipline to another, but may include some or all of the following:

- **Introduction**: This component summarizes the research problem the student is addressing in the Thesis/Dissertation. This should clearly define the research problem(s), and unambiguously state the rationale and objectives of the research. The introduction should also provide a context to prepare the readers upfront on what are expected in the rest of the Thesis/Dissertation including a break-down of the proposed solutions into parts that could be explained in the latter chapters.

- **Background and/or Literature Survey**: A comprehensive review of the relevant literature according to disciplinary norms containing the weaknesses/deficiencies of existing work related to the research problem(s) addressed in the Thesis/Dissertation. It includes an account on how others have addressed this or similar problem(s), which approach(es) were used, etc.

- **Approach/Methodology**: The research approach/methodology is a tool or a set of tools and techniques that are used to conduct research. The thesis should describe which approach(s)/methodologies are adapted in this research, why these are selected over others, how these are applied in the research.

- **Implementation/Research Findings**: This component can be presented in more than one chapter which could clearly present the findings of the research with adequate data. It includes a description on how the approach has been applied/implemented, algorithms, architectures, process diagrams etc.

- **Evaluation/Validation**: This component should provide an account on how the findings have been evaluated, tested, and finally validated. The data of the verification /testing/ experiment should also be presented with adequate explanation.

- **Discussion**: An in-depth scholarly discussion on the findings should be provided along with future research directions. It should also include a details' account on why the findings of the Thesis/Dissertation are better than the previous or exiting results done by others.

- **Conclusion**: This component should restate the major theme and findings of the Thesis/Dissertation, and pull the entire Thesis/Dissertation together.

BACK MATTER

The back matter (or end matter) of the thesis may include some or all of the following items:
- References or bibliography
- Appendices (comes after references)
- Endnotes or notes (if any, they may be in back matter or at the end of each chapter)

References or Bibliography

A thesis must include a bibliography or reference section listing all works which are referred to in the text, and in some cases other works also consulted in the course of research and writing. The forms used for listing sources in the bibliography/reference section are detailed and complicated and vary considerably among academic disciplines. For this reason, you will need to follow the scholarly style manual used in your field as a guide when compiling this section of the thesis. In general, if no style guide is specified, use APA. References should be double-spaced throughout.

Appendices

Material that is pertinent but is very detailed (raw data, procedural explanations, etc.) may be placed in an appendix. Appendices should be designated A, B, C (not 1, 2, 3 or I, II, III). If there is only one appendix, call it simply Appendix, not Appendix A. Titles of appendices must be listed in the table of contents. Appendix pages must be numbered consecutively with the text of the thesis (do not number the pages A-1, A-2, etc.).

TABLES AND FIGURES

A **table** is a columnar arrangement of information, often numbers, organized to save space and convey relationships at a glance. A rule of thumb to use in deciding whether given materials are tables or figures is that tables can be typed, but figures must be drawn. A **figure** is a graphic illustration such as a chart, graph, diagram, map, or photograph.

Captions and Numbering

Each table and each figure in the text must have a number and caption. Number them consecutively throughout, beginning with 1, or by chapter using a decimal system (e.g., 1.1, 1.2 . . .). A table caption is placed on top of the table but a figure caption must be placed on the bottom of the particular figure.

Placement of Tables and Figures

It is best to place a table or figure immediately after the paragraph of its first mention— on the same page if there is room, or on the following page. Tables or figures of peripheral importance to the text may be placed in an appendix. Tables and figures must be referred to in the text by number, not by a phrase such as "the following table." In general, tables/figures should be formatted to fit on a single page unless absolutely unavoidable.

OVERSIZED MATERIALS

If you are having trouble fitting a table or a figure within the margins, even after relaxing each margin by .25 inch, you may want to use one of the following options.

Landscape Pages: Place a table or figure sideways (landscape style) on the page

Counterclockwise: from its normal position. Rotate the caption or heading also, so that all parts can be conveniently read together. The page number may be rotated with the figure as well.

Reduced Type Size: Reduce the font size of the table or figure. The size should be no smaller than 9-point.

SAMPLE PROFESSIONAL MASTERS PROJECT TITLE PAGE

QATAR UNIVERSITY

[COLLEGE NAME]

[TITLE OF PROJECT, CENTERED

AND DOUBLE-SPACED]

BY

[YOUR NAME AS IT APPEARS ON YOUR TRANSCRIPT]

A Project Submitted to the Faculty of

[College Name]

in Partial Fulfillment

of the Requirements

for the Degree of

Master of [Program Name]

[Month and Year]

COMMITTEE PAGE

The members of the Committee approve the thesis of [Student Name] defended
on [Defense Date].

[Name]
Thesis/Dissertation Supervisor

[Name]
Committee Member

[Name]
Committee Member

[Name]
Committee Member

[Add Member]

SAMPLE OF TABLE OF CONTENTS

TABLE OF CONTENTS

SAMPLE TABLES AND FIGURES

Tables and Figures

Be sure to place a table or figure immediately following the paragraph of its first mention. Do not insert a table in the middle of a sentence or paragraph. Leave four lines between the end of the paragraph and the start of a table or figure as well as four lines following the end of the table/figure and the start of the subsequent paragraph as seen in the example below. Table captions should appear above the table and be aligned left. Be sure to remove the inside and left and right gridlines from all tables.

Table 1. TAD Approval Stats

	CAS	CENG	PHARM
Male	3	6	1
Female	20	10	4
Total	23	16	5

The subsequent paragraph following a table or figure should be offset by leaving four lines as seen in this example. While table captions appear above a table, figure captions should be placed below. Do not use boldface type on table/figure captions or color font. Additionally, try to avoid having tables or figure split across multiple pages. If there is not enough room at the bottom of a page for both the figure Caption and the figure itself, just leave a little extra space at the bottom of the page and place the figure on the subsequent page. However, it is not necessary to for each table/figure to be placed on a separate page.

Figure 1. TAD Review Process

Remember to leave four lines between the end of a table/figure and the start of the next paragraph. Similarly, leave four lines between consecutive tables or figures. It is acceptable to center tables or figures; however, the captions should still be aligned left.