In the Name of Allah the Most Merciful the Most Compassionate



The Manual

for Thesis Writing at King Abdulaziz University

1430 A.H. (2009 A.D.)

Prepared by

Deanship of Graduate Studies

Scientific Publishing Centre King Abdulaziz University P.O.Box. 80200 – Jeddah 21589 Kingdom of Saudi Arabia

Preparation Committee

Prof. Adnan Ibn Hamza Zahed Dr. Hamdan Attiya Alzahrani

Dr. Adel Soliman Elkomy Prof. Mohammad Amin Marghalani

Prof. Husam Abdulmohsin Alangari Dr. Sami Mohammad Halwani

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 Mohammad Amin Ibn Abdulsamad (Coauthor); Address

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Preface

Praise be to God, our Lord and God's blessing and peace be upon our honest prophet, his family, companions and whoever follows his guidance for ever.



The intellectual output is an extract of human thought, and what has been achieved through study, research and experimentation should be reported and published for the concerned, a fact that necessitated finding active means to convey it to the recipient. No doubt it is a product that adds more to the cognitive receptacle in all its aspects, to reach the knowledge community, especially in the present era where information is expanding fast. This can never happen without scientific documentation and information storage which both require standards emanating from the procedures of scientific writing.

With pleasure, I present "The Manual for Thesis Writing at King Abdulaziz University" after modernization to graduate students at our university, in order to assist them in the preparation and writing of their theses.

The work before us now was conclusive and complementary, drafted by its authors as a guide graduate students in the preparation of their theses at all stages. It contains all the necessary requirements of the thesis writing, division, style, punctuation, citation, documentation, *etc.*, and finalized by the way the thesis should be printed, bound and submitted.

My deep thanks are due to the Deanship of Graduate Studies for this nice achievement, and hope that the students and fellow supervisors will be acquainted with this Manual and commit themselves to its bases, guidelines and samples in the writing style and documentation. I hope all the best for the Deanship of Graduate Studies.

Finally, I ask God to give success to our graduate students, to do good to themselves and their country. He is the Good Lord and the conductor to the straight path.

The University President

Prof. Usama Ibn Sadiq Tayyeb

Foreword

In the name of Allah, the Most Merciful, the Most Compassionate. Praise be to God and God's blessing and peace be upon our Prophet.



A thesis is a scientific work and document submitted by the graduate students to obtain

an academic degree or to complete partial fulfillment of requirements for a particular degree. The thesis is an outcome of persistent work in accordance with the scientific research methodology; and in which the study stages are seen since the study was just an idea and passing through peers' work until it became in a form of documented results linked together in the way known to specialists. It should be in the form of a scientific report, presented by the scholar in the form and style, prescribed by the university that confers the degree.

Every university endeavors to have all its theses in a unified manner. So all eminent universities issue guidelines for writing of their theses so as to meet the latest modern events and to build ways that could be followed in all university research papers and theses.

King Abdulaziz University was the forerunner as it issued "The Manual for Thesis Writing" more than thirteen years ago; and its authors' are thanked for the great effort they exerted. But it contained too much details that made it too long. This prompted some Faculties of the University to devise their own Manuals, for their students, containing the necessary information to be followed in the writing up of the theses. This entailed producing a comprehensive Manual

for all University Faculties and confined only to important information and data required by all specializations without any boring enlargement or violative shortening. Therefore, I am delighted to present "The Manual for Thesis Writing at King Abdulaziz University" after it has been updated and reproduced in 1430A.H.

This publication comes at a time when master's programs have been introduced in all University Faculties and Departments and the University endeavors to promote the Ph.D. Programmes likewise; and at a time when a number of Ph.D. programs have been established in some Faculties. We hope that the coming years would witness the emergence of more programs till they prevail in all University Faculties.

On this occasion, I commend, with pleasure, the Committee that contributed to the preparation and publication of this manual and, in particular, his Excellently Prof. Adnan Ibn Hamza Zahed, the Dean of Ggraduate Studies, the Chairman of the Manual Preparation Committee, and all members of this Committee for their tangible effort in this course.

May Allah Almighty grant us Success.

Vice – President for Graduate Studies and Scientific Research **Prof. Abdullah Ibn Omar Bafail**

Introduction

Praise be to God who taught with the pen, and taught man what he did not know, and God's blessing and peace be upon our Prophet, the best of all, and to his family, companions and to whoever followed his track.



Here, we present "The Manual for Thesis Writing at King Abdulaziz University" to our graduate students; after it has been modernized, to serve as a guide in writing their theses.

The first aim of this Manual was to pave the way for the students, owing to the contradiction between researchers, in the writing method of scientific research; and so we intended to curtail the tasks and introduce what we deem as the best method and style. However, the second aim was to unity format of theses and dissertations at King Abdulaziz University so that it appears in an excellent scientific shape unique to the University. As the University embraces many theoretical, applied, scientific and arts specializations, we endeavored, in this issue, to present comprehensive guidelines that could be useful for all specializations.

It was noticed that, the Manual for Thesis Writing, issued in 1417A.H., comprised too much detailed information, and it did not outline any documentation methods for information sources available on the Internet or the ways they were written.

In addition, it was necessary to reproduce the Manual so as to modernize some information that might have been in disagreement with the Deanship of Graduate Studies Board decisions which have been endorsed after the issuing of the present Manual, which had been prepared before the establishment of the Deanship itself. These amendments include the required number of the thesis paper copies, after its approval by the Discussion Committee and the award of the degree, and also depositing the thesis on floppy disk, so as to allow easily their exchange between universities or to avail the thesis on the Internet for easy reference. This increases the number of visitors to the University website, and hence boosts the university's international ranking, as this is considered one of the standards in this respect.

This Manual explains all the parts of the thesis and it assists the graduate students with the catching up of all bases relating to scientific writing and hence by so they become committed to scientific methodology.

The contents of this Manual have been organized in seven

sections as follows:

First Section: General.

Second Section: Thesis Classification.

Third Section: Quotation.

Fourth Section: Documentation of Citation.

Fifth Section: References.

Sixth Section: Tables and Figures.

Seventh Section: Thesis Typing, Binding and Submission.

I have to present my thanks generously to his ExcellencyProf. Usama bin Sadiq Tayyeb, the University President, for his continuous support to the Deanship of Graduate Studies, and to his Excellency. Prof. Abdullah bin Omar Bafail, the Vice-President for Graduate Studies and Scientific Research for his unmistakable effort in backing of graduate studies and its programmes.

I acknowledge also my colleagues, the Committee Members, who contributed immensely in the preparation and publication of this Manual that emerged with this elegant appearance: Dr. Hamdan Ibn Attiyyah Alzahrani (Committee Secretary); Dr. Husam Ibn Abdulmohsin Alangari, Dr.Sami Ibn Mohammad Hulwani, Prof.Mohammad Amin Ibn Abdulsamad Marghalani

and Dr. Adel Ibn Soliman Elkomy.

The Deanship of Graduate Studies will welcome any remarks from Teaching Staff Members and students about the Manual, so as to take them into account for future editions.

I request God to make this Manual a support to the students, luminous light for them in the preparation of their theses, and to favor all for the good of this university and this Country.

God's blessing and peace be upon our Prophet and all his family and companions.

Dean of Graduate Studies **Prof.AdnanIbnHamzaZahed**

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First Section

General

- Definitions
- Thesis Objectives
- The Perfect Thesis Thesis Language



First section: General

Definitions:

Master's and Doctor of Philosophy (Ph.D) Study:

- 1. The master's and Ph.D. study is a part of the education of graduate student to become skilled characterized by the ability to recognize the main problems, study them, analyze the results obtained, link them to concepts or important issues and transmit deductions to others in a perfect language, clear style and objective presentation.
- 2. The Master's and Ph.D. study is performed to become an evidence for the ability of the postgraduate student to carry out a rational study with significance in his/her specialization domain, and to present the results in an understood and perceptive style.

Thesis

The thesis is a scientific work presented by a candidate for the obtainment of a specific academic degree, or to fulfill the requirements of this degree. It represents a complete report presented by the candidate about the work he/she undertook and finalized, according to the convertional academic research methodologies.

Master's Thesis:

- 1. The Master's Thesis is an outcome of an academic or professional study presented by the candidate at the level of a master's degree. It is always a document presented in format and style specified by that particular university.
- 2. The Master's Thesis must demonstrate clearly the student's ability to use the appropriate research methods, organizing the primary and secondary information in each respect, and presenting the results in a factual prose style, under appropriate academic supervision.

The Ph.D. Dissertation:

- 1. The Ph.D. Dissertation is an outcome of a study performed by a candidate at the level of a Ph.D. degree. It basically differs from the Master's study in depth, academic and professional treatment, extensive comprehension and more maturity for topic, under appropriate academic supervision.
- 2. The Ph.D. Dissertation represents an independent and original research in that particular specialization domain. The Dissertation is supposed to add to the previously treated cognitive field, whether academic or professional. This cognitive addition could be due to the study of materials never tackled before, or as a result of the re-examination of traditional materials through new techniques or from new points of view. The research project and its scope should

be rich and deep enough to examine the student's ability for performing other research independently; and it should confirm that he/she has mastered the required skills for performing such research.

Thesis Objectives:

- 1. Scientific research is an organized and intellectual operation performed by a person called "the researcher" in studying the facts about a specific problem called "The Research Subject" through following organized scientific method called "The Research Methodology" in order to reach appropriate solutions for treatment or results that could be valid for generalization to similar problems called "The Research Results".
- 2. The thesis is an outcome of a mental stimulating experiment, tackled by the graduate student who is capable of describing it in writing; and this description will help him acquire an experience only acquired through this way. Through this experience he/she acquires the following:
 - 2.1 Realizing the clear relationships between the treated variables and between the degree of the importance of their performance.

- 2.2 Acquiring the expertise of pursuing academic work.
- 2.3 Academic competition.
- 2.4 Adding to knowledge.

The Perfect Thesis

The Pillars of the Perfect Thesis:

- 1. The graduate student's coverage of the information relating to the subject of his/her thesis in all its sources, with all the available ways and means, and the grasping of all related subjects, in the different information media, so as to make sure that the proposed subject for study is novel and has never been tackled before; and not to waste effort in obtaining results that have been done before.
- 2. Understanding others' views accurately and scrupulously with no ambiguity, coupled with accuracy and honesty in transmitting or translating their views in ways that guarantee the absence of their falsification.
- 3. Assessing and criticizing others' views and never to take them as axioms.
- 4. Attaining an academic innovation that adds to the researcher's specialization field.

- 5. Arranging the materials obtained in a new logical order.
- 6. Deducing new reasoning for old facts.
- 7. Forming an organized subject from scattered and non-linked courses.
- 8. Performing comparisons and extracting results from these subjects.
- 9. Exposing any novelty about the thesis subject.
- 10. The thesis must be devoid of anything other than the novel and related to the its subject; and to avoid padding it with all that has been collected.

The Perfect Thesis Conditions:

- 1. The thesis subject must arouse the interest of a reasonable section of the community now or in the future.
- 2. It must treat a problem or phenomenon that has its importance from the scientific, applied, national or economic point of view.
- 3. It must be based on accurate scientific methodology.
- 4. The formal and technical aspects must be observed,

and its production must be concordant with what is known scientifically and as explained in the following sections of this Manual.

The Thesis Language:

- 1. At King Abdulaziz University, theses must be written in Arabic together with an English abstract.
- 2. It is allowed to write theses in English when the nature of the research demands that and according to a supervisor's proposal and the consent of the Departmental Board and the approval of the Faculty Board concerned. In this case, the researcher presents an Arabic summary.

Second Section

Divisions of the Thesis

- Preliminaries
- Text
- Back matter



Second Section: Thesis Division

The thesis is divided into three sections, as in the following order:

- 1) Preliminaries
- 2) Text
- 3) Back matter
 We are going to deal with each in detail:

Firstly: Preliminaries

They include the following items, in the following order:

1. "Albasmalla" Page:

All information media issued by the University devote a complete page for "Albasmalla" that is written independently (Sample No. 1) or with a Koranic Verse (Sura Name and Verse Number) or Prophetic Tradition [See Sample No. (1-1)].

2. Internal Title Page:

The internal title page comprises the following elements {See Samples (2) and (3)}:

2.1 Thesis Title: It should be abbreviated, expressive of the thesis content and followed by a subtitle, if any.

- 2.2 Author's Name above his/her scientific degree, if the thesis is submitted for obtainment of a Ph.D. degree.
- 2.3 The expression "A thesis submitted for the requirements of a master's degree/Ph.D. degree in field of Specialization (to be mentioned) major field(to be mentioned)".
- 2.4 Supervisor(s) Name(s) with his/her Academic rank (s).
- 2.5 The Faculty Name.
- 2.6 The University Name The Name of City where it is located (Jeddah).
- 2.7 The Month in which the thesis has been passed by the competent department followed by the Year (both A.H. and A.D.).

In the Name of Allah the Most Merciful the Most Compassionate

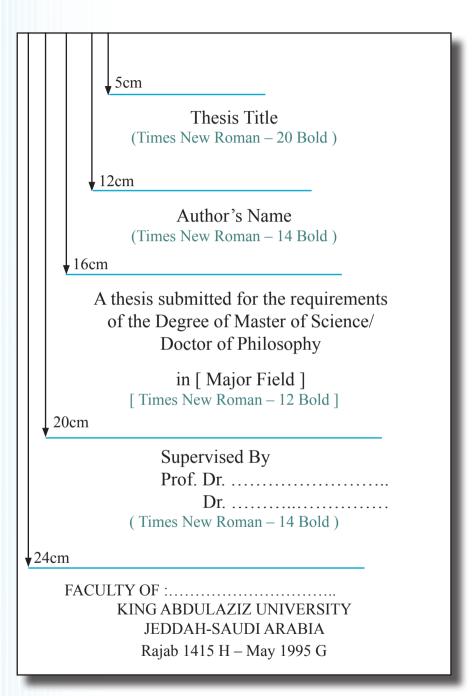
Sample No (1): "Albasmala" Page

7cm بسم الله الرحمن الرحيم In the Name of Allah The Most Merciful the Most Compassionate (Times New Roman – 14 Bold) 14cm آية قرآنية / حديث شريف (اختياري) Koranic Verse / Prophetic Tradition (optional) (Times New Roman – 14 Bold)

Sample No (1-1) "Albasmalla" Page



Sample No (2): Internal Title Page in Arabic



Sample No (3): Internal Title Page in English

3. Sample of Thesis Approval Sheet:

(See Samples Nos. 4 and 5)

4. Dedication (optional):

Samples Nos. 6 and 7 show the format of the dedication page. It is possible for the candidate to register his/her thesis dedication to whoever he/she likes in a simple phrase like:

5. Acknowledgment:

The Acknowledgement should not exceed one page and should be titled, 5cm from the top of the page, and in the middle of the line, by the words (شكر وتقدير) using the font (Arabic Transparent-20 bold) if the thesis is written in Arabic, or by the word (ACKNOWLEDGEMENT) using the font (Times New Roman–14 Bold) if the thesis is written in English. Below this title, by four lines, a brief statement is compiled by the candidate thanking the supervisor(s) and all those to whom the candidate is indebted for their kind help in the preparation of his/her thesis.

6. The Abstract:

- 6.1 The Abstract: It is a brief summary of the thesis in both Arabic and English Languages .
- 6.2 The Abstract should cover all aspects of the research, to the extent that you can dispense with the text.
- 6.3 It should not exceed 300 words for a master's thesis and 500 words for a Doctor of Philosophy thesis
- 6.4 Its contents should embrace the following points:
 - Precise presentation of the problem under focus, together with its objective and scope.
 - Brief description of the research methodology and its plan.
 - The most important results, including the most deficiency significant results.
 - Conclusions and recommendations.
- 6.5 It should be devoid of references, tables, figures, equations and chemical formulae, unless the research has reached a new mathematical equation or chemical formula.

- 6.6 It is permissible to use abbreviations and acronyms to avoid repetition and prevent phrasing deficiency; on condition that the acronym or the abbreviation should be defined when mentioned for the first time.
- of the page and in the middle of the line using (Arabic Transparent–20 Bold) if the thesis is written in Arabic Language or using (Times New Roman–14 Bold) if the thesis is written in English language. The name of the researcher is written below this title by two lines, then the word "ABSTRACT or المستخلص" below it also by another two lines and then two lines are left blank before commencing the abstract body.

7. List of Contents:

The LIST OF CONTENTS embraces chapters headings, the main headings and those that are branched from, followed by the subheadings. And in front of each lies its page number [See Samples No.(8) and (9)].

8. List of Figures:

The LIST OF FIGURFS comprises the explanatory and graphical drawings, maps and photographic pictures. They should contain the figures numbers and their captions, and in front of each lies its page number [See Samples No.(10) and (11)].

9. List of Tables:

The LIST OF TABLES contains the tables numbers and their headings and in front of each lies its page number[See Samples Nos. (12) and (13)].

10. List of Symbols and Terminology:

Samples No.14 and 15 depict the format of page(s) of Symbols and Terms. They are titled 5cm away from the top of the page, and in the middle of the line, as follows: LIST OF SYMBOLS AND TERMINOLOGY or "قائمة الرموز والمصطلحات" if the thesis is written in Arabic language; and the symbols and terms used are embodied underneath together with a simple description for each.

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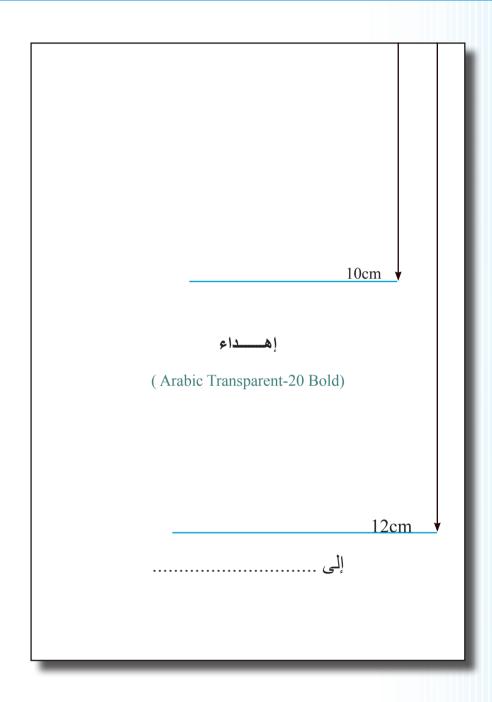
Sample No (4): Thesis Approval Sheet in Arabic

5 cm
TITLE
(Times New Roman–20 Bold)
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Author
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This thesis has been approved and accepted in partial fulfillment of the requirements for the degree of faster's of Science/Doctor of Philosophy in [Major Field (Times New Roman—12 Bold)
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EXAMINATION COMMITTEE (Times New Roman- 14 Bold)

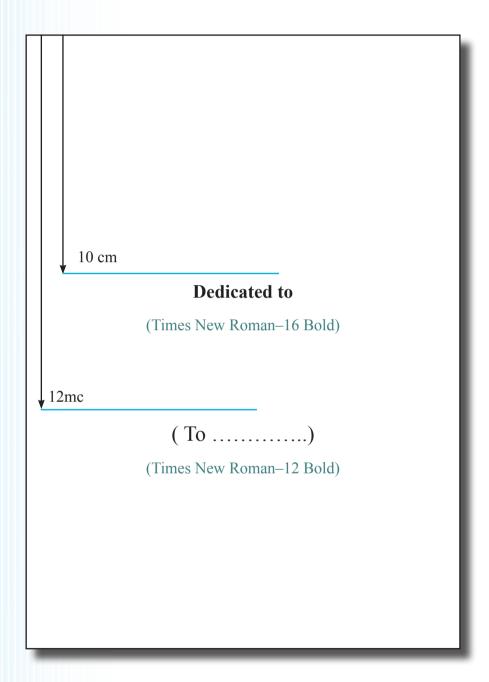
	Name	Rank	Field	Signature
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Examiner				
External				
examiner		•••••	•••••	
Co- Advisor				
Advisor				

KING ABDULAZIZ UNIVERSITY Rajab 1415H – May 1995G (Date of Defense)

Sample No (5): Thesis Approval Sheet in English



Sample No (6): Thesis Dedication Page in Arabic



Sample No (7): Thesis Dedication Page in English

قائمة المحتويات

(Arabic Transparent-20 Bold)

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	نموذج إجازة الرسالة -(Arabic Transparent –14 Bold)
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ھـ	المستخلص
و	قائمة المحتويات
ز	قائمة الأشكال
ح	قائمة الجداول
ط	قائمة الرموز والمصطلحات
١	الفصل الأول المقدمة:
۲	١ - موضوع البحث (Arabic Transparent-14 Normal)
٣	٢- أهمية البحث
٧	٣- تعريف الدراسات الببليومترية وأهميتها
٨	٣-١ دراسة ملامح وسمات الإنتاج الفكري
٩	٣-٢ در اسة تاريخ العلوم ونشأتها
٩	٣-٣ درساة الاستخدام الأمثل للمطبوعات
٩	٣-٣-١ در اسة ملامح وسمات الإنتاج الفكري
٩	٣-٣-٢ در اسة تاريخ العلوم ونشأتها
١.	٣-٣-٣ در اسة الاستخدام الأمثل للمطبوعات
١١	٤ ـ أهداف البحث
۱۲	٥- منهج البحث

۲١	تحليل الإنتاج الفكري في مجال الببليومتريقا	الفصل الثاني:
77	١. مقدمة	
77	٢. مشكلة المعلومات والتعبير عنها	
70	المنهج البحثي	الفصل الثالث
70	١ ـ مقدمة	
27	٢- خطة البحث	
۲٩	٣- جمع البيانات	
٤٠	نتائج الدراسة	القصل الرابع
٥,	مناقشة النتائج	الفصل الخامس
٧.	الاستنتاجات والتوصيات	الفصل السادس

Sample No (8): List of Contents in Arabic

TABLE OF CONTENTS

(Times New Roman-14 Bold)

7 cm

Examination Committee Approval Sheet

(Times New Roman –12 Bold)

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1.2 Scintillation Solutions	2
1.3 Standard Scourge	3
1.3.1 Optimization of Water Furor Ratio of Flour	5
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Temperature 35°C,Reaction Time 6hr19	19
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2.4 Optimization Methods	28

Chapter III : Methodology	30
3.1 Introduction	30
3.2 Research Plan	35
3.3 Data Collection	40
Chapter IV : Results	50
Chapter V: Analysis	60
Chapter VI: Conclusions and Recommendations	70

Sample No (9): List of Contents Page in English

قائمة الجداول

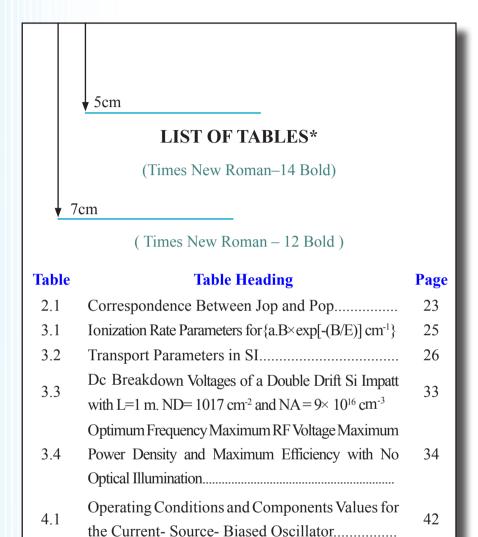
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صفحة	عنوان الجدول (Arabic Transparent-14 Bold)	رقم الجدول
٨	تطور نسبة القوى العاملة إلى عدد السكان (١٩٧٠ ـ ١٩٨٤م)	1-1
٩	التوزيع النسبي للقوى العاملة حسب الجنسية (١٩٧٠-١٩٨٥م)	1-7
٣٤	الأهمية النسبية للصادرات	1-5
٣٧	تطور قيمة الواردات حسب مجموعات السلع(١٩٧٠-١٩٨٥م)	۲_٣
٣٨	تطور نسب كل من الصادرات والواردات	٣-٣
49	النسبة المئوية لتوزيع الناتج المحلي	٤-٣
00	تطور أعداد ونسب العمالة حسب النشاط الاقتصادي	1-5
00	الناتج المحلي الإجمالي حسب القطاعات الاقتصادية	۲-٤

*Table numbers, heading and page should be typed with (Arabic Transparent -14 normal)

Sample No (10): List of Tables Page in Arabic (Chapter Pagination)



*All labels and page numbers should be typed with (Times New Roman-12 Bold) Sample No (11): List of Tables in English (Chapter Pagination)

Operating Conditions and Component Values for

the Voltage-Source-Biased Oscillator.....

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4.2

قائمة الأشكال*

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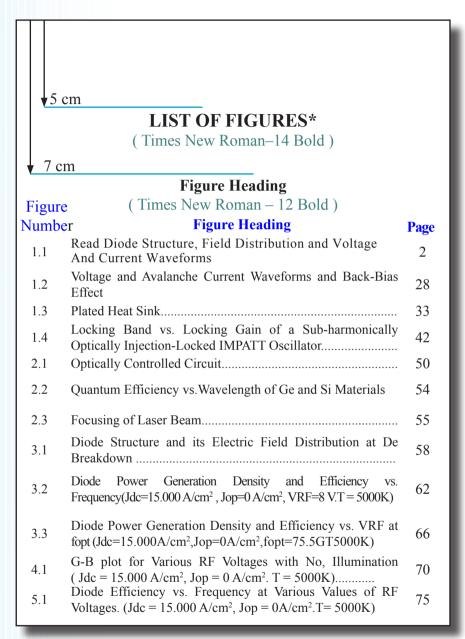
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صفحة	عنوان الشكل — منا (Arabic Transparent-14 Bold)	
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٣٤	مقطع الحفرة رقم ٢٠	٣-١
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٣9	مقطع الحفرة رقم ٥٧ ع	٣-٢
00	رسم بياني للعلاقة بين عمق الحفرة ومحتوى الماء	1_٣

*Figure number, heading and page number should all be typed using

(Arabic Transparent – 14 Normal)

Sample No (12): List of Figures in Arabic (Chapter Pagination).



*Figure number, heading and page number should all be typed with

(Times New Roman – 12 Normal)

Sample No (13): List of Figures in English

(Chapter Pagination)

قائمة الرموز والمصطلحات*

(Arabic Transparent-20 Bold)

7cm

- A مساحة المقطع بالسنتيمتر المربع.
 - a معامل الامتصاص.
- a المقدار الثابت المعرف بالمعادلة رقم (٣-٢٢).
- b المقدار الثابت المعرف بالمعادلة رقم (٣٢-٣).
 - سرعة الضوء في الفراغ $^{\Lambda}$ ۱۰ \times مرثانية.
 - D قطر دائرة شعاع الليزر بالسنتيمتر.
 - E المجال الكهربائي فولت/م.

*All symbols and their names should be typed with (Arabic Transparent –14 Normal)

Sample No (14): List of Symbols and Terminology in Arabic.

LIST OF SYMBOLS AND TERMINOLOGY *

(Times New Roman – 14 Bold)

7cm

- A Device Cross-sectional Area, cm².
- A_n.A_p Electron and Hole Generation Rate Constants Respectively, cm⁻¹
 - a Absorption Coefficient, cm⁻¹
 - a Constant defined in Eq. 3.2.1.
 - B Device Susceptance per Unit Area, mho/cm²
- B_d,B₁ Divide and Load Susceptances, respectively, mho.
- B_n,B_n. Electron and Hole Generation Rate Constants,
 - b Respectively, Vcm⁻¹.
 Constant Defined in Eq. 3.22.
 - CI Matching Circuit Capacitance, F.
 - C Load Circuit Capacitance, F.
- C_D,C_d Depletion-Layer Capacitance of the Diode, F.
 - C Speed of light in Vacuum 3×10^8 m/s.
 - D Diameter of the Laser Beam, cm.
 - E Electric Field, V/m.
 - El Amplitude of Avalanche Zone Field, cm/V.

*All labels should be typed with (Times New Roman- 12 Normal)

Sample No (15): List of Symbols and Terminology in English.

Secondly: The Text

- 1. The body text of the thesis is divided into chapters that commence with the first page of the "INTRODUCTION" (Page 1), which represents the first chapter, and succeeds the "PRELIMINARIES" directly.
- 2. The thesis chapters are divided as regards conception and organization, into four categories that represent the stages of the thesis development. These chapters are organized as follows:
 - 2.1 The Planning Stage: It contains the introductory chapters and the relevant literature or the research methodology.
 - 2.2 The Search and/or Examination Stage: It embraces the analytical chapter (s) [The Results].
 - 2.3 The Generalization Stage: It comprises the chapter(s) where the results are analyzed (The Discussion)
 - 2.4 The Summary Stage: It includes the last chapter that summarizes the whole study.

We shall tackle each of these chapters, in a bit of detail, as follows:

Chapter I: Introduction

An INTRODUCTION should cover the following points:

- 1. A pinpointing of the magnitude of the problem under focus, including a reasonable background of information.
- 2. A clear and concentrated presentation of the problem, coupled with an analysis and determination of its limits.
- 3. The objective and significance of the study.
- 4. The study methodology and methods for data collection
- 5. The thesis organization.

Chapter II: Review of Relevant Literature

A REVIEW OF RELEVANT LITERATURE chapter includes the following points:

- 1. A summarization and criticism of previous works that relate to the study subject.
- 2. Analyzing the laws, theories and basic concepts that support the study.
- 3. Related issues, important problems and unanswered

questions that require study.

4. Arguments and proofs that support the need for this study, which also fill gaps and add new scientific or intrinsic professional increments.

Chapter III: Research Methodology

A RESEARCH METHODOLOGY chapter deals with following points:

- 1. A design of the research plan together with a time frame for its execution step by stop .
- 2. Criteria used to verify the correctness of the given items both qualitatively and quantitatively.
- 3. Ways in which the given terms are analyzed, for objective accomplishment or hypothesis examination or question answering.
- 4. Evidence for the correctness of the research methodology, from other studies or through the preliminary tests of the present study.
- 5. Determination of data collection means and their ways of analysis.

Chapter IV: Results

This chapter covers the results that have been yielded through this study as follows:

- 1. Results concerning the objectives, the hypotheses or the questions, respectively, and each by its own.
- 2. Results concerning any relationships, if any, between the objectives, the hypotheses or the questions.
- 3. Results for any matters, questions or problems not planned for as part of this study, but discovered accidently while performing the study, or as a result of it.

Chapter V: Results Discussion

A RESULTS DISCUSSION chapter is the most important part of the thesis, as it requires an intellectual act. It deals with the following:

- 1. Evaluating the given items, according to the contents of the results, and the relation between the problem and the previously published research, according to the theoretical framework of the study.
- 2. Presenting the bases, relationships and generalization that have been shown by the results, and taking into account the discussion of the results and not just reporting them briefly.

- 3. Pointing out any contradiction, or any deficiency, in the linking between them, in addition to, determining the points that have not yet been settled, without resorting to the use of some other given items that might not be applicable to them.
- 4. Illustrating the extent of compatibility (or incompatibility) of the study results, and their explanations, in relation to works that have been published before.

Chapter VI: Conclusions

A CONCLUSIONS chapter deals with the following:

- 1. Conclusions that are derived from the discussion of each objective, hypothesis or question (as it was outlined in the first chapter).
- 2. A treatment of each conclusion, by its own, and under a separate subheading.
- 3. A brief mentioning of the evidence for each conclusion.
- 4. If there were relationships between some objectives, hypotheses or questions, they should be treated under separate headings.
- 5. Conclusions concerning any matters that have not been planned for, beforehand, as part of the thesis.
- 6. A discussion of conclusions might bring up contents and meanings that could be used to revise existing conceptions, or improve present or future usages, or open the ways for new additional studies, the need for which could be pressing.

The Text Sectioning:

- 1. The body of the thesis is divided into chapters, starting with an INTRODUCTION and ending with a CONCLUSION, RESULTS AND RECOMMONDATIONS or SUMMARY, according to the research methodology.
- 2. The chapters, themselves, are partitioned into main headings, representing the main points, that the chapter deals with. These main headings are, likewise, divided into subheadings, depicting the points tackled by the researcher to cover the main heading. The subheadings are sectioned into subsubheading, covering the subheading points; and all are embraced within the framework of the main heading of the chapter.
- 3. The subdivisions are considered to have high degree of significance, as they determine, for the researcher, the points that cover his/her subject; and they allow the reader to acquaint oneself with all aspects of the subject, in an orderly way.

Thirdly: The Back Matter

The back matter include three elements:

1- References:

REFERENCES are collected in a list that embraces all sources that have been quoted in the text; and they are ordered alphabetically according the author's name.

2- Appendices:

APPENDICES contain the following:

- Sizable Tables
- Sizable Maps.
- Printed Computer Outputs.
- Questionnaire Forms.
- Any other matter that matches the supplement character.
- A SUMMARY, in a language different from that of the thesis language (i.e., if the thesis is written in the Arabic Language, the summary should be in English and vice versa); provided that, it should not exceed 2000 words. It commences with the heading of the thesis, entitled 2.5cm from the top

of the page, typed with Arabic Transporent-20 Bold font, if the thesis is written in the Arabic Language and with Times New Roman -14 Bold font, if the thesis is written in the English Language. The name of the researcher is written below this heading in two lines, next comes the word "SUMMARY or الملخص" in two lines; and next commences the start of the summary in two lines.

3- Vita (optional):

It is a condensed biography, for the author of the thesis, that contains his/her education, and scientific and professional achievements.

Third Section

Quotation



Third Section: Quotation

Serious studies depend, partially, on previously published works. A researcher could take others' opinions or expose their views, for the purpose of citation, discussion, comparison or any other intention serving the thesis. A quotation could be literal or rephrased, by the researcher in his/her own way, in the text. The literal quotation is defined as a direct quotation; and the rephrased quotation by the author, as an indirect quotation.

For both quotation types, direct or indirect, there are prerequisites required by the scientific integrity and the methodology of scientific writing. These prerequisites are summarized as follows:

- 1. The quot action should be related to its owner, and its source should be confirmed whether as a note, or in the list of references, *i.e.*, the documentation of the quotation source should be performed according to a citation methodology.
- 2. The researcher has no right to distort any quoted information, especially in case of an indirect quotation; and it is not allowed, in the direct quotation, to take out part of the script, so as to deviate the meaning from that intended by its owner, *i.e.*, complete observance of transcription of opinions, as they were presented by their originators and just as they wished them to be.

- 3. Impartiallity and observance of complete objectivity in the transcription of others' opinions; and it is allowed for the researcher to comment on a quotation thereafter.
- 4. If the number of words of the quoted script exceeds 60 words, it should be brought out as a paragraph, away from the margin by four spaces, and if it is less than that, it could be written within the text.
- 5. The quoted script commences and ends with quotation marks and it is preceded by a colon.
- 6. Observance of complete strictness in a transcription of a quotation, in letter and spirit together with punctuation (even if there were mistakes, they should be transcribed as they were).
- 7. If a researcher wishes to add or explain something within the context of the quoted script, this should be done between two square brackets [].
- 8. If a researcher wishes to strike off an expression or sentence that does not distort the meaning intended by the originator, it should be done by using the ellipsis marks (.....).
- 9. If a researcher wishes to refer to mistakes in the quoted script, he/she should transcribe them as they are and

- writes after them [sic] between two square brackets; and [هكذا] in Arabic texts.
- 10. If a researcher wishes to confirm a word or expression by underlining it, he/she should write after it and between two brackets (emphasis is mine); and (التأكيد من قبل الباحث) in Arabic texts.
- 11. As a general rule, the quotation should be from primary sources and not from secondary information sources.
- 12. In texts where a Name/Date System is used, the author's name and the source issuing year, are written between brackets, at the end of the quoted script.
- 13. In texts where the Note System is used, the number of the note is fixed at the end of the quoted script between two small brackets as a superscript.
- 14. A more than necessary quotation weakens the thesis value; likewise, a quotation-devoid thesis is of low scientific value.



Fourth Section

Documentation of Citation

- The Name/Date System
- The Numeration System
- •The Notes System



Fourth Section Documentation of Citation

Any scientific work depends, partially, on primary and secondary information sources. The scientific writing ethics require, on top of copyright laws, an author to identify his/her sources, for both direct and indirect quotations. The systems and specifications of the intellectual output citation differ, from one field to another, one journal to another and one publisher to another.

King Abdulaziz University has adopted three systems for documenting the citation of the intellectual output as follows:

- 1) The Name/Date System.
- The Numeration System.
 These two systems are used for theses submitted in both natural and applied science domains.
- 3) The Note System is used for theses submitted in arts and humanities domains.

The University stresses that the use of any of these systems does not exclude the existence of an alphabetically ordered list of references, at the end of work, if a citation in the text, adopts a Name /Date or Note System; or a numerically ordered one, if it adopts the Numeration System in the text.

Firstly: Name /Date System

- 1. In this system, the names of authors are written, succeeded by the dates of publication of the cited works in the text, between brackets, and which correspond to cited works bibliographic list, at the end of the thesis.
- 2. The bibliographic list is entitled under the heading "REFERENCES".
- 3. The references are ordered alphabetically, according to the family name or surname, for all sources; and the ordering should be chronological (the older than the latter) for the same author, whether sole or with others.

The following table depicts the above method for documenting a citation in this system:

Ct. 4	Mala	Example	Example
State	Method	(English)	(Arabic)
When a citation is by wording from a reference	The reference is documented together with page numbers at the end of the citation. "Surname then publication year and number(s) of page(s) of citation are written".	She stated, "the most efficient" (Sidkey 1969, 121-125)	أوصاف:«يجب التمييز بين الدراسات». (سليمان ۱٤۲۳هـ ، ۱۱ـ٥١)
When a quotation is by meaning i.e. through researcher's expression with rephrasing	The reference from which citation is taken is mentioned together with the number(s) of page(s) of citation, unless the idea lies generally all over the reference, there is no need for mentioning page number.	(Berry 1996 , 123)	(الفاتح ۱٤۲۳هـ ، ۱۳۰)
If a script to be documented has two authors	The surnames of the two authors are mentioned, together with the year of publication.	(Aziz and Kroto, 1989)	(الشاعر وكنعان ١٤٢٢هـ)
If a script to be documented has three authors	The surname of each, followed by comma, and the year of publication are mentioned.	(Kroto, McDonald, and Osman 1985)	(محمد ، إبراهيم وعلي ١٤٢٣هـ)
If a script to be documented has more than three authors	The surname of the first author is mentioned followed by (وآخرون) in case of Arabic Language References or (et al.) in case of English Language References.	(Raven et al. 1998)	(دراز وآخرون ۱۹۹۹م)

State	Method	Example (English)	Example (Arabic)
When a quotation is taken from many references for the same author but at different years	The author's surname is mentioned, followed by the different years of publication, from the older to the latter, and separated by commas.	(Alexander, 1995 1999,2003)	(محمود ۱۹۹۷ ،
When a quotation is from many references for the same author at the same year	The references are ordered by alphabets, i.e., the first reference is assigned the letter (a), the second the letter(b), the third the letter (c) and so on .	(Ammar, 1998, a, b, c)	(حلواني ١٤٢٣هـ، أ، ب، ج)
When a quotation is from many references, for the same author, at the same year, but shared with more than three authors	The first author's surname is mentioned, followed by the second author's surname and word (وآخرون) in case of Arabic language references or the word (et al.) in case of English language references and then the date.	 (Kroto, Aziz, et al. 1987) (Kroto, Osman, et al. 1987) (Kroto, Durrant, et al. 1987) 	 (الحمادي وحسنو آخرون وحسنو آخرون (الحمادي ومحمود وآخرون (الحمادي الحمادي وآخرون (الحمادي وعلي وآخرون (علي وآخرون (علي ۱۹۸۲م).
When a quotation is taken from works of Corporations, Ministries or Institutions .	The Name of Corporation, Ministry or Institution is mentioned, followed by the (publication date); then the work address and the City of publication.	U.S. Department of Education(2005). National Education Technology Plan, Washington: U.S. Department of Education.	جامعة الملك عبد العزيز، (١٤٢٧هـ). التقرير السنوي لجامعة الملك عبد العزيز، للسنة المالية حدة.

Secondly: Numeration System:

- 1. In a Numeration System, the references are numerated consecutively in the text, between brackets, and according to their appearance for the first time in it, starting with number (1). If the use of the same reference is repeated, it should not be given a new number but rather assigned the original referential one.
- 2. When a citation is done with more than one reference for the same piece of information, the numbers of references are mentioned in an ascending ordering and are separated by commas (without spaces between them, if they were written as superscripts, but with spaces if they were written at the same line). Or if the numbers are in the form of a consecutive series of three or more references, a dash is written between the first and last one. Look up the following examples:
 -in the literature (2,5,8) / in the literature (2,5,8).
 -were reported (3-5,10) / .. were reported (3-5,10).

Thirdly: The Notes System

Definition:

The notes are information added by a researcher in a page margin, as they would interrupt the logical succession of a text, if they are reported in its sequence. This information could be a digression in a subject, or a notification for information sources. This method is frequently used in Legal Researches or Arabic Language, *etc*.

The Usage of Notes:

- 1. The Notes are used in the following situations:

 Mentioning a source that a researcher has derived an information from
- 2. Digression in some points, which are unnecessarily explained, in the thesis text, as this would interrupt the succession and association of ideas, without a need.
- 3. Referring a reader to another position of a thesis, where a researcher has handled a specific point in detail, or to a point, in the text, to be explained or elaborated later
- 4. Confirming a moral right of a datum owner, as an acknowledgement for his/her grace.
- 5. Indicating other rich sources of information, the reader is advised to refer to.

Position of Notes:

The notes are located in three positions in the thesis:

- 1. The bottom of the page where they are called "footnotes". They are separated from a body text by a line of length 3cm; which has one space from the end of the thesis and one space from the footnotes. The lines of the footnotes are separated by one space.
- 2. The end of each chapter where they are called "chapter notes".
- 3. The end of the thesis where they are called "endnotes".

Numeration of Notes:

- 1. The note number is assigned to the text, immediately after the datum the researcher would like to refer the reader to its note.
- 2. If a researcher has used a footnote system, the notes of each page are numerated separately, starting by number (1), and so on, for each coming page.
- 3. If a researcher has used a chapter note system, the notes of each chapter are numerated separately, starting by number (1).
- 4. If a researcher has used an endnotes system, the notes are numerated consecutively from the start to the end of the thesis; and under an independent heading called "The Notes".

- 5. It is allowed, to enter the notes as footnotes, in case of the consecutive numeration of the notes from the start to the end of the thesis.
- 6. A note number in the text, should match its number wherever it appears, and in all cases, whether these are footnotes, chapter notes or endnotes.
- 7. Note numbers in the text are written as (superscripts) and between brackets.
- 8. If a note is a notification for a data source, and the researcher has mentioned the name of the owner of this data in the thesis text, then the note number is written immediately after the name of that owner.
- 9. If a number refers to a data or indirect quotation, this number is, then, written as a superscript and between brackets, at the end of that quotation.
- 10. Notes are typed with Point 12 and away from the margin of the page by two spaces. They commence with the note number and followed by a bracket, provided that the succeeding line(s) start(s) immediately from the margin of the page.
- 11. The lines of the notes are typed with single space between them.

The following table depicts the bases for writing notes according to the source type, the researcher likes the reader to refer to:

State	Method	Examples
The Holy Koran	The verse(s) is(are) written, fully between brackets with vocalization. Sura's name and Verse No.	Sura Albagarah, Verse ,119 سورة البقرة ، الآية : ١١٩.
Prophetic Traditions (Hadith)	Hadith is written, fully between brackets, with vocalization, and its sources are certified.	Saheeh Albukhary, P15, Arts Book, Chapter of the Killing of a Boy as a Fear of Eating with Him, 4/87. صحیح البخاري، ج١٥، كتاب الأدب، باب ٨٧/٤
A first mentioning of a book by one author	The first name of the author is written, followed by the family name, the underlined book title, the edition number other than the first one, the section number, city of publication (the publisher, publication year), and page(s) number(s).	(1) سعید العمري، لمحات من تاریخ نجد والحجاز، ط۲، (الریاض ، المریخ، ۱۲،۱ هـ)، ۱۷، (المریخ، ۱۶۰۱هـ)، ۱۷ (David Stafford, Britain and European Resistance, 1940-1946 (Toronto: University of Toronto Press, 1980), 90.
A Book by two authors	The name of the first author is written, followed by the name of the second author, the underlined book title, the edition number, the section number (City of Publication, the publisher, the publication year) and the page(s) number(s).	2) سالم أحمد سحاب ومحمد يحيى عبد الرحمن، <u>المدخل إلى لغة</u> الفورتران: (جدة ، مركز النشر العلمي ، جامعة الملك عبد العزيز، العلمي ، جامعة الملك عبد العزيز، (2) L.P. Unwin and J. Galloway; <u>Peace in Ireland</u> (Boston: No Such Press, 1984), 75.
A Book by three authors or more	The name of the first author is written, followed by that of the second, the third and the fourth author, the underlined book title, the edition number other than the first one, the section number (the Publication City, the publisher, year of publication) and the page(s) number(s).	عبد الغني حمزة، محمد أحمد أشي، عبد الفتاح بسطاوي ، عبد العزيز السباعي وتوفيق عميرة: الكيمياء التحليلية: بعض الأسس النظرية لطرق التحليل الآلي(جدة، جامعة الملك عبد العزيز، ١٤٤٠ هـ)،١٤٤ مالا العزيز، ١٤٤٠ هـ)،١٤٤ مالا العزيز، ١٤٤٠ هـ)،١٤٤ مالا العزيز، ١٤٤٠ هـ)،١٤٤ مالا العزيز، المسلمة الملك عبد العزيز، العرب المسلمة الملك عبد العزيز، العرب المسلمة الملك عبد العربة الملك عبد العربة الملك عبد العربة الملك عبد العربة

State	Method	Examples
The author is Governmental Authority, Institution, Organization or Corporation	The name of the authority is written, followed by the underlined printed material (City of Publication, the publisher, year of Publication) and the page(s) number(s)	(4) جامعة الملك عبد العزيز، التقرير السنوي للعام الجامعي القرير السنوي العام الجامعة الملك عبد العزيز ٢٥٠ (جدة، جامعة الملك عبد العزيز ١٤٠٥هـ) ٣٧ (4) U N E S C O , An introduction to Polity Analysis in Science and Technology, (Paris: UNESCO,1985), 51 .
The source is a manuscript	The name of the author is written fully, followed by the underlined manuscript heading, the date of copying, the place of the manuscript: the library where it is deposited, the manuscript number and type (original or photocopied), the section number and the page(s) number(s).	ر (5) أبو زيد عبد الله الدبوسي (5) الأصول والفروع (19 الأسرار في الأصول والفروع (19 هـ ١٦٩ هـ ١٣٠ مكتبة أحمد الثالث ٢/٢٩ (5) P. C. Knox, Concerning a Court of Arbitration, Memorandum, n.d., Philander C. Knox Papers, Washington, D.C.: Manuscripts Division, Library of Congress.
The source is a verified book	The name of the author is written fully, followed by the underlined book title, verification: the name of the verifier (City of Publication, the Publisher, Year of Publication) and the page(s) number(s).	(6) علي بن فضال علي المجاشعي، كتاب الشارة إلى تحسين العبارة, تحقيق: حسن شاذلي فرهود (الرياض، دار العلوم للطباعة والنشر ١٩٨٢م) ٩٦ - ١٠٠٠ (6) E.Wheston; The House of Mirth; edited by R. B. W. Lewis (New York: New York University Press 1977), 115.

The source is a translated book	The name of the author is written fully, followed by the underlined title of the book, translated by: the Name of the Translator, revised by: the Name of the Reviewer of Translation, (City of Publication, the publisher, year of publication) and the page(s) number(s).	(7) ربيردوج هارتاي، التعليم والتعلم في الجامعات والمعاهد العليا, ترجمة: أحمد إبراهيم شكري، مراجعة: محمد علي حبشي(جدة: مركز النشر العلمي ـ جامعة الملك عبد العزيز، ١٩٨٢م)،١٢٤-١٢٢٠ (٦) P. Aries, Centuries of Childhood Translated by R. Baldick (New York: Alfred A. Knopf, 1962),21.
The source is a journal	The name of the author is written fully, followed by the article heading, underlined, journal name, issue number, (year of Publication and the page(s) number(s).	(8) عبد الرحمن عبد الله الحميدي، الأسماء المركبة الواعها وإعرابها: دراسة نحوية، مجلة الدرعية، السنة الثامنة، العدد٢٩ (٢٤٢٩ هـ) ٢٧٠ ـ ٢٤٣: (8) Marshall Brown, Mozart and After: The Revolution in Musical Consciousness, Critical Inquiry, vol.7 (1981): 694.

State	Method	Examples
Personal interviews	It is written as: Interview with « the Name of the Speaker» his/her profession or capacity, the name of the organization, the name of the place and date of interview.	(9) An Interview with Hani Siraj. ARAMCO Relations Director, Jeddah, Kingdom of Saudi Arabia, 10/6/1429A.H.
Agreements and treaties	The Name of the Country is written, followed by the name of the authorized body for signing, the underlined heading of Treaty or Agreement, the place where it is concluded and date of its conclusion.	(10) Kingdom of Saudi Arabia, Ministry of Culture and Information, Technical Cooperation Agreement in the Field of Promoting the Television Services between the Governments of the Kingdom of Saudi Arabia and France, Riyadh, 20/5/1420A.H.
The source is an unpublished university thesis	The name of the author of the thesis is written fully, followed by the underlined title of the thesis, the academic degree, the name of university that confers the degree, (the City) and the page(s) number(s).	(11) محمد عباس حسن هاشم، خصائص الاستشهادات المرجعية للباحثين في علم الأحياء بجامعتي الملك عبد العزيز وأم القرى بمكة المكرمة، رسالة ماجستير ، جامعة الملك عبد العزيز ، جدة (۱۹۸۸م)، ۱۵۳-۱۰۱ عبد العزيز ، جدة (۱۹۸۸م)، ۱۵۳-۱۰۱ (۱۱) Mustafa Omar Moammar, Marine Diageermal Sulfide, Ph.D. Thesis, University of California, San Diego (1985), 103.
The source is an electronic journal	The name of the author is written fully, followed by the heading of the article, the name of the journal, the issue number (the year of publication) the page(s) number(s), the website and date of visiting the website.	(12) سيد ربيع سيد، محركات بحث الوسائط المتعددة: المفهوم ، الأداء ، الأنواع، (74 كلات المتعددة: المفهوم ، الأداء ، الأنواع، (74 كلات المعددة: Cybrarians Journal ديسمبر (20 مر ۲۰۰۵): http://www.Cybrarians.info/Journal تاريخ الدخول ۱٤٢٩/۱/۲۰هـ (12) Valentina Ndou, E. Government for Developing Countries: Opportunities and Challenges, EJISDC, vol. 18, No. 1 (2004):1-24: http://www.ejisdc.org. Access date Feb. 3,2008.

State	Method	Examples
Electronic information sources (Internet Compact Discs or Digital Discs)	The name of the author is written fully, followed by the (Year), the underlined heading, the title of the electronic website, the access date or the type of the media (Compact Disc or Digital Disc).	يعض الاستخدامات للمخلفات المخلفات المخلفات المخلفات الراعية : مناح على //http:// على الزراعية : مناح على //r٠٣٦ الريخ islamonline.net تاريخ الدخول ٢٠٠٣/٦/٢٣م. (13) Eid, E.M. & Lan, Peacegehiene, R. (1999): The Measurement of consistency from: http://www.apa.org/Journals/webref.html, Access date, November 19,2000
If reference is repeated for the same source, but separated by one or more notes	The family name of the author is written, followed by the underlined previous reference and the page(s) number(s).	۲۵) العمري ، <u>مرجع سابق</u> ، ۲۵ (14) Stafford, <u>op.cit</u> ., 91
twice or more written as shown in the example.		ر15) العمري ، <u>مرجع سابق ۲۵۰.</u> (15) Stafford, <u>op.cit.</u> , 91. ر16) <u>المرجع السابق ۲۲۰.</u> (16) <u>Ibid.</u> ,91.
If the page was the same.	Written as shown in the example.	(17) <u>المرجع السابق</u> (17) <u>Ibid.</u>
Works with unknown author	The access to which is the title of work followed by city of publication, the publisher, year of publication and the page(s) number(s).	(18) در اسات المعلومات _، الرياض، دار المريخ، ٩٢٤١هـ، ١٠٥٠. المريخ، ٩٢٤١هـ، ١٠٥٥ (18) Information Studies, (Riyad,Dar Almareek,2008) 105.



Fifth Section

References



Fifth Section: References

King Abdulaziz University adopts three systems for citing other's works, as follows: (A) Name/Date System (B) Numeration System (C) Notes System.

These systems should be matched by a list of references, at the end of a thesis, which should have complete bibliographic data, numerically ordered, if a citation in the text, adopts the Numeration System, or alphabetically ordered, if citation uses the Name/Date System or the Notes System, according to the family name, and are chronologically ordered, the older then the recent, for the works of the sole author or the works of two or more authors.

There are many considerations that the researcher should observe:

- 1. References are situated after the end of the thesis text and before the appendices (if any).
- 2. Absence of numeration of reference, as this has no use
- 3. It is unacceptable to classify references into information modes (Books, Journals, Abstracts, Conferences ..etc), even if they were alphabetically ordered under each section.

- 4. Personal contacts (Interviews, Phone Calls, Letters) are not references and should not be included in a list of references, but rather mentioned only in the text.
- 5. It is for a researcher to cite a work for a chapter author of a multiauthored book, and to refer the reader to the original reference if independently accessed, or to an author of another chapter in the same book but has preceded it in an alphabetical ordering.
- 6. When ordering references, a researcher should observe the following:
 - A list of references should be ordered alphabetically, according to the author's family name, and followed by the publication year between brackets.
 - Works of the same author are collected together and chronologically ordered; the older than the recent.
 - When ordering the same author's works, whether these are sole or joint, the sole works should precede the joint ones.
 - Published works, in the same year, for the same author(s) and with same ordering, are characterized by alphabets (a, b, c,...) after the publication year and according to the alphabetical order of the work heading.

• When writing a reference, the first line is written on the margin, and the next lines are taken away from the margin by four spaces.

The following table depicts different examples for the methods of writing of a references list:

State	Method	Examples	
Sole Author	The family name is written, followed by the name of the author (the publication year), the underlined book title, the edition number other than the first one, the publication city and the publisher.	المطري، السيد خالد (١٩٨٤م) در اسات في سكان العالم الإسلامي ، ط۲، جدة: كلية الإداب والعلوم الإنسانية- جامعة الملك عبد العزيز. Stafford, D. (1980), <u>Britain</u> and European Resistance 1940 – 1946, Toronto: University of Toronto Press.	
Two authors	The first author's family name, then his/her name, followed by the second author's family name and his/her name, (the publication year), the underlined book title, the edition number, the Publication City and the publisher.	المحاب، سالم أحمد و عبد الرحمن ، محمد يحيى (١٩٨٦م) المدخل إلى لغة المورتران، جدة، مركز النشر العلمي - الفورتران، جدة، مركز النشر العلمي - جامعة الملك عبد العزيزز الله Unwin, L.P. and Galloway, J. (1984), Peace in Ireland,	
Three authors or more	The first author's family name and then his/her name and follow the same for the remaining authors, (the year of publication), the underlined book title, the Publication City and the publisher.	حمزة، عبد الغني وأشي، محمد أحمد و بسطاوي، عبد الفتاح والسباعي، عبد الفتاح والسباعي، عبد الغزيز وعميرة، توفيق الأسس النظرية لطرق التحليل الآلي، جدة : جامعة الملك عبد العزيز . Gahin, S., Elsayed, M.M. and Ghazi, M.A. (1985): Introduction to Engineering: Fluid Mechanics, Jeddah: Faculty of Engineering, King Abdulaziz University.	
The author is a Governmental Authority, Institution, Organization or Corporation.	The name of the authority is written, followed by the year of publication, the underlined printed material heading, the Publication City and the publisher.	جامعة الملك عبد العزيز (١٤٠٥هـ) التقرير السنوي للعام الجامعي ١٤٠٥/١٤٠٤هـ ، جدة: جامعة الملك عبد العزيز. UNESCO (1985), <u>An</u> Introduction to Policy Analysis in Science and Technology, Paris: UNESCO.	

State	Method	Examples
The source is an unverified manuscript	The author's family name, then his/her name, followed by (date of copying), the underlined manuscript heading, place of copying, the library where it is deposited, and the manuscript number and type (original or photocopied).	الدبوسي، أبو زيد عبد الله عيسى، (٦١٩هـ) الأسرار في الأصول والفروع، اسطنبول: الأسرار في الأصول والفروع، اسطنبول: مكتبة أحمد الثالث ٢/٢٩ نسخة أصلية. Knox, P.C.(n.d.) Concerning a Court of Arbitration Memorandum, Philander C.Knox Papers, Washington, D.C. Manuscripts Division, Library of Congress.
The source is a verified book	The author's family name is written, then his/her name, (the publication year), the underlined book title, verified by: the Name of the Reviewer, the Publication City and the publisher.	المجاشعي، علي بن فضال بن علي المجاشعي، علي بن فضال بن علي ١٩٨٢) ٢٠ كتاب الإشارة إلى تحسين العبارة ، تحقيق: حسن شاذلي فر هود، الرياض: دار العلوم الطباعة والنشر. Wheston, E.(1977) The House of Mirth, Edited by: R.B.W. Lewis, New York: New York University Press.
The source is a translated book	The author's family name is written, then his/her name, (the publication year), the underlined book title, Translated by: the Name of the Translator, the Publication City and the publisher.	ببرد، ر. و هارتلي، ج. (۱۹۸۲م) التعليم و التعلم في الجامعات و المعاهد العليا: ترجمة: أحمد إبر اهيم شكري، مراجعة: محمد علي حبشي، جدة: مركز النشر العلمي، جامعة الملك عبد العزيز. Aries, P.(1962): Centuries of Childhood, Translated by: R.Baldick, New York: Alfred A. Knopf.
The source is a journal	The author's family name is written, followed by his/her name, (the publication year), the heading of the article, the underlined journal name, the issue number and the page(s) number(s).	الحميدي، عبد الرحمن عبد الله (٢٤٦) هـ)، الأسماء المركبة، انواعها وإعرابها: دراسة نحوية، مجلة الدرعية ، السنة الثامنة ، العدد ٢٧٠- ٢٤٣ : ٢٩ Brown, Marshall (1981), Mozart and After: The Revolution in Musical Consciousness, Critical Inquiry, vol.7: 694.

State	Method	Examples
The source is an unpublished university thesis	The researcher's family name is written then his/her name (the publication year), the underlined thesis title, the academic degree, the name of the university that confers the degree and its place.	هاشم،محمد عباس حسن (۱۹۸۸م) خصائص الاستشهادات المرجية الباحي في علم الأحياء بجامعتي الملك عبد العزيز وأم القري بمكة المكرمة، رسالة ماجستير، جامعة الملك عبد العزيز، جدة. Maommar, M.O. (1985) Marine Diagenesis of Hydrothermal Sulfide, Ph.D. Thesis, University of California, San Diego.
The source is a published thesis or a verified manuscript	They are treated as a book	
The source is a Lecture	The Lecturer's family name is written, followed by his/her name (the year of the lecture) the underlined lecture title and a word (lecture) between brackets, the City where the lecture is delivered, place and date of a Lecture.	الرشيد ، ناصر سعيد ، (۱۶۱۰هـ) علاقة الناقد بالنص : تقنية التعامل مع النص الأدبي (محاضرة) جدة: النادي الأدبي الثقافي ، جدة: النادي الأدبي الثقافي ، ۱۶۱۰/۳/۱ Williams, H. (1408A.H.) Trends in Information Science Education (Lecture) Jeddah: Department of Library and Information Science, King Abdulaziz University, 3/6/1408A.H.
The source of information is an electronic sources (Internet, Compact Discs or Digital Discs).	The author's family name is written, followed by his/her name, (the year), the underlined title, access date and the electronic website.	أحمد، عبد الحميد (۲۰۰۰م): يعض الاستخدامات للمخلفات الزراعية،متاح الزراعية،متاح تاريخ الدخول ۲۰۰۳/۱/۲۳م Eid, E.M. & Lan, Peacegeheine R. (1999), The Measurement of Consistency, from: http:// www.apa.org/Journals/ webref. html. Access date; November 19,2000

Sixth Section

Tables and Figures

• Tables • Figures



Sixth Section: Tables and Figures

Firstly: The Tables

- 1. The tables are explanatory aids with numbers, that clarify or explicate a point in a research or highlight an important idea that is made strong and concentrated through the support of numbers (Samples Nos. 16 and 17).
- 2. Numeration of tables should be consecutive at the level of chapter.
- 3. A table number and heading are written at the middle of a line and above the table, using an Arabic Transparent–14 Bold font, if a thesis is edited in Arabic or Times New Roman–12 Bold font, and leaving a space between the heading and the table body, if it is written in English.
- 4. A column heading is written above each related column, using the same typing as the table heading, in both font and size, while the remaining table data are written likewise, but they should not be boldfaced.
- 5. In a first column, if an entry is greater than a column width, it should be written in more than one line, so that these latter lines are exposed by one space, and the numbers corresponding to this entry are placed in front of the last line.

- 6. Numbers are ordered in columns, such that the ones are below the ones and the tens are below the tens, and so on.
- 7. Table footnotes are written immediately underneath them and below the first column; and are referred to in the table text by superscript asterisks.
- 8. Tables are written in their right places in the text or as close as possible to them, if the page cannot accommodate them
- 9. Small tables are not written in separate pages, but rather in their right places, in the text, or in next pages.
- 10. Tables that have many columns, to the extent that they outdistance a width of a line, they are written across a page width, with a tables heading to the right in Arabic texts and to the left in English texts.
- 11. If tables are too many, a table list must be prepared and placed immediately after the Table of Contents.
- 12.If tables are too big (3 pages or more), they should be presented as appendices, at the end of the thesis.

جدول رقم (٦-١) النسب المئوية لتوزيع الناتج المحلي الإجمالي حسب القطاعات الاقتصادية متوسط المدة (١٩٧٠ ـ ١٩٨٤م)

النسبة المئوية	القطاع	الترتيب
٤٧,٠	استخراج البترول والغاز الطبيعي	١
77,1	خدمات	۲
٧,٦	بناء وتشييد	٣
٦,٤	النقل والتخزين والاتصالات	٤
٤,٤	تكرير البترول	٥
٣, ٤	الزراعة والغابات وصيد الأسماك	٦
٣,٠	الصناعة التحويلية	٧
١,٨	الكهرباء والغاز والمياه	٨
1,1	الأنشطة المرتبطة بالبترول	٩
٠,٣	التعدين والمحاجر	١.
٠,٣	رسوم الاستيراد	11

Sample No (16): Tables Writing and Numeration in Arabic Language

Address (Dec)	Address (Hex)	Block Size (byte)	Name
0 2,943	0000 OB7F	3 K	Normal
2,9,, 3,799	OB80 OED7	856	A.Fib
3,856 4.387	0F10 1123	532	A. Fluner
4,388 5,222	1124 1466	835	Bigeminy
223,5 6,957	1467 IB2D	1,735	In Block
6,958 7,813	IB2E IE85	856	2nd Block
7,814 9,013	IE86 2335	1,200	Hi Rate
9,014 9,506	2336 2522	493	Lo Rate
9,507 11,092	2523 2 B 54	1,586	Lo Rate
11,093 11,684	2B55 2DA4	592	Pacer Otly
11,685 12,141	2DA5 2F6D	457	V.Tachy
12,142 14839	2F6E 39F7	2,698	Respiratory (6)

Sample No (17): Tables Writing and Numeration in English Language

Secondly: The Figures

- The figures are instant means of explanation which do not using one's mind, in what a researcher desires to manifest an opinion or result or description.
- There are three types of figures: Line drawings, Halftones and Coloured Photos.

1. Line Drawings:

They are means that explain, at first glance, a result a researcher desires to show (Samples Nos. 18 and 19).

- 1.1 A numeration of Line Drawings should be consecutive at chapter level .
- 1.2 A figure number and caption are written at the middle of a line and directly under the figure, using Arabic transparent–14 Bold font, if a thesis is written in Arabic or Times New Roman –12 Bold font, if it is written in English, and leaving one space between the caption and figure body.
- 1.3 Graphs are derived usually from tables or numbers preceding them, so as to explain the same idea that

the diagram has been constructed to manifest.

- 1.4 A graph should be in a separate page, so as to accomplish its visual comparison goal; which cannot be affected unless the whole drawing is visible at the same time.
- 1.5 Observance of a complete accuracy in the ratio between the lines and the numerical facts manifested by a graph.
- 1.6 Graphs are drawn with extreme caution and according to the required dimensions.
- 1.7 Observance of lines being of the same thickness
- 1.8 Letters and numbers should have the same thickness and size, apart from those being used as subscripts or superscripts.

2. The Halftones:

They are natural illustrative means that confirm a description that appeared in a text, from first glance:

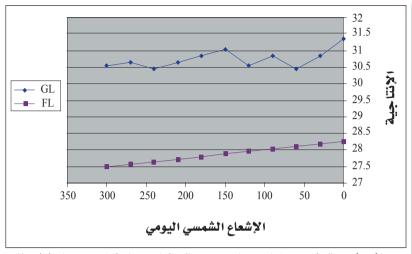
- 2.1 Silhouettes or Three-dimensional Objects: Like landscapes, a picture of a diseased organ .. etc
- 2.2 Microscopical Photos: For Tissues, Cells, Rock Thin Sections...etc.
- 2.3 Photos should be typed on shining paper with clear contrast.
- 2.4 Size of a photograph is determined by page area.

3. The Coloured Photos:

They are explanatory means, in which a colour contrast plays, in most cases, an effective role in transmission of a researcher's intention, as colour has a scientific significance.

- 3.1 A magnification ratio of microscopical photos should be inserted in a figure caption.
- 3.2 Photos should be original and printed on shining paper.
- 3.3 A colour contrast should be clear with no aberration.
- 3.4 Photos should not be copied from a printed

- book coloured photos, so as not to show colour aberration.
- 3.5 It is advisable to affix photos, with caution, on separate pages.
- 3.6 It is advisable to cover photos with transparent paper for protection.
- 3.7 If a figure is taken from a certain source, this should be confirmed through referring to it, below the figure: (By the Author:...)
- 3.8 If figures are too large, they are affixed across width of page, with top of figure being to the right, in case of Arabic texts and to the left, in case of English texts.
- 3.9 For large figures, like maps and drawings, that fill two pages, they are affixed in their normal places in body text during the binding process, and then folded and included in the general numeration.
- 3.10 If a magnitude is too large, and there are different dimensions, a pocket is prepared inside an external front or back cover, to accommodate these figures, after being folded, together with referring to this process in the text.



_____ ثكل رقم (٦-٢) تغير الإنتاجية للمقطر الشمسي الصندوقي مع الإشعاع الشمسي الساقط على وحدة المساحات في اليوم.

Sample No(18): Numeration of Figures in Arabic Language

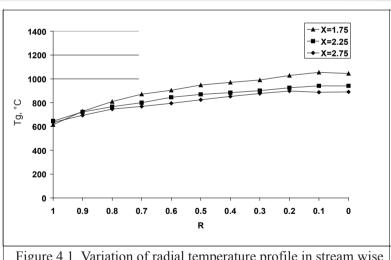


Figure 4.1 Variation of radial temperature profile in stream wise direction (solid cone, 30°).

Sample No (19): Numeration of Figures in English Language



Seventh Section:

Thesis typing, Binding and Submission

- Writing Means and Type of Paper
- Typing Specifications
- Typeface or Font Thesis Numeration
- Thesis Binding Thesis Submission



Seventh Section: Thesis Typing, Binding and Submission

Firstly: Writing Means and Type of Paper:

- 1. A thesis is written using the Personal Computer (PC) that applies different Points and Fonts programmes, like Word Processor or Desktop Publishing System, for handling any corrections or entering any changes, through deletion or addition. The diversity of Points and Fonts also assists in the displaying of headings and their levels, and they impart on a thesis a glamour, that makes it look as if it is typed in a printing press.
- 2. It is preferable to use a Laser Printer, as much as possible.
- 3. A thesis is typed on white paper size (A4, 21 × 29.7cm) and weight between 80 and 100g.

Secondly: Typing Specifications:

- 1. A thesis is typed on only one face.
- 2. A marginal space of 4cm will be left on the side where binding is going to take place, which will be to the right for Arabic texts, and to the left for English texts.
- 3. The whole thesis is written with two–space lines (i.e., four lines in an inch on PC) except for the following:

- 3.1 The Abstract: It is typed with single-space lines.
- 3.2 The Quotations: They are typed with lines having one and half spaces, and away from the margin by four spaces.
- 3.3 The Notes: They are typed with single-space lines. The first line begins away from the margin by two spaces, but the preceding lines start just from the margin.
- 3.4 The References: They are typed with single-space lines of the same reference. The first line of each reference begins from the margin of the page, and the following lines start away from the margin by four spaces and leaving two spaces between the individual references [Samples No. 20 and 21].
- 4. At the beginning of each chapter, leave the top one-third of a page for the chapter number and heading [Samples No.22 and 23].
- 5. Leave two spaces above and below the following:
 - 5.1 Mathematical Equations.
 - 5.2 Chemical Equations.
 - 5.3 Main Headings.
 - 5.4 Quotations.
 - 5.5 The Notes if used by the researcher.
 - 5.6 The successive paragraphs.

Thirdly: The Typeface or Font:

- 1. The boldface is used for all main, sub- and under-sub headings, and in all expressions the researcher wishes to point out in the text.
- 2. The chapter organization (Chapter One, Chapter Two, ... etc.) is centered four centimeters from the top of the page
- 3. Three centimeters are left blank between the chapter heading and the start of the text.
- 4. Arabic Theses: The text is typed with Arabic Transparent –14 normal, while the headings are typed with same font, unless otherwise stated, but they should be bold faced.
- 5. English Theses: The text is typed with Times New Roman-12 normal, while the headings are copied with the same font, unless otherwise stated, but they should be bold-faced.

5cm

قائمة المراجع

(Arabic Transparent-14 Bold)

7cm

- أحمد ، عبد الحميد (۲۰۰۰م) بعض الاستخدامات للمخلفات الزراعية ، متاح على http://www.islamonline.net
- بيرد، ر. وهارتلي، ج. (١٩٨٢م) التعليم والتعليم في الجامعات والمعاهد العليا، ترجمة: أحمد إبراهيم شكري، مراجعة: محمد على حبشي، جدة: مركز النشر العلمي ـ جامعة الملك عبد العزيز.
- حمزة، عبد الغني، أشي، محمد أحمد، بسطاوي، عبد الفتاح، السباعي، عبد العزيز وعميره، توفيق (٢٠٦هـ) الكيمياء التحليلية: بعض الأسس النظرية لطرق التحليل الآلي، جدة: جامعة الملك عبد العزيز.
- الدبوسي ، أبو زيد عبد الله بن عيسى (٩٦٦هـ) الأسرار في الأصول والفروع، اسطنبول: مكتبة أحمد الثالث ٢/٢ نسخة أصلية.
- الرشيد، ناصر بن سعيد (١٤١٠هـ) علاقة الناقد بالنص: تقنية التعامل مع النص الأدبي، (محاضرة)، جدة: النادي الأدبي الثقافي، ١٤١٠/٣/٢١هـ.
- المجاشعي، علي بن فضال بن علي (١٩٨٢م) كتاب الإشارة إلى تحسين العبارة، تحقيق : حسن شاذلي فر هود، الرياض : دار العلوم للطباعة والنشر.
- المطري، السيد خالد (١٩٨٤م) دراسات في سكان العالم الإسلامي، ط٢، جدة: كلية الأداب والعلوم الإنسانية جامعة الملك عبد العزيز.

Sample No(20): The Way of Writing a List of References in Arabic.

5cm

LIST OF REEERENCES

(Times New Roman-12 Bold)

7cm

- Eid, E.M. & Lan, Peacegeheine, R.(1999) <u>The Measurement of Consistency</u>, from: http://www.apa.org/journals/webref.html. Retrieved November 19,2000.
- Richard E. Brown, <u>Electric Power Distribution Reliability</u>, Marcel Dekker, Inc, New York, 2002.
- K.K. Kariuki and R.N. Allan, Evaluation of Reliability Worth and Value of Lost Load, <u>IEE Proc.-Gener. Trasm.</u>
 <u>Distrib.</u>, Vol. 143, No. 2, March 1996.
- S.R. Gilligan, A Method For Estimating the Reliablity of Distribution Circuits, IEEE Trans. Power Delivery, vol. 7, pp. 694-698, Apr. 1992.
- Williams, H. (1408 A.H.) <u>Trends in Information Science</u> <u>Education</u> (Lecture), Jeddah: Dept. of Library.
 - Figure 4.1 Variation of radial temperature profile in stream wise direction (solid cone, 30°).

Sample No (21): The Way of Writing a List of References in English.

5cm

الفصل الرابع

(Arabic Transparent-20 Bold)

7cm

عنوان الفصل

(Arabic Transparent- 20 Bold)

10cm

٤-١ المقدمة:

بدأت زراعة محاصيل العلف كغيرها من النباتات في عصور ما قبل التاريخ خاصة وأن الإنسان البدائي بدأ يزرعها بعد استئناسه للحيوانات المتوحشة فبدأ بزراعة الأعلاف التي استخدمها في تغذية حيواناته على الأعلاف، واستخدم حبوب هذه النباتات كغذاء له، وتطورت زراعة هذه المحاصيل عبر التاريخ....

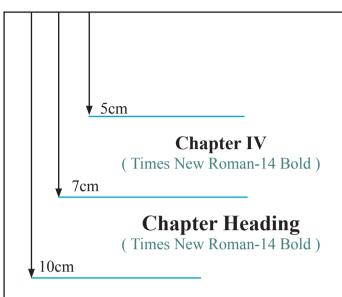
٤-٢ التحليل والمشاهدة:

أوضح التحليل الانفرادي للبيانات التي سجلت عدم وجود فروق معنوية بين معاملات الري الأربع لجميع التواريخ ($7/1 \, 7$

٤-٢-١ حالة دراسية لمشاهدة النتائج:

وعليه أجريت الدراسة الحالية لتقييم إنتاجية وتراكم المادة الجافة ومكوناتها ومحتوى الأوراق والسوق من بعض العناصر الغذائية لبعض سلالات الهوهوبا أثناء مرحلة النمو الخضري بمنطقة هدى الشام بهدف تحديد التراكيب الوراثية ذات الإنتاجية العالية من العلف وتحديد المعدل الأمثل من الماء للحصول على أعلى إنتاجية من المادة الجافة أو العلف الأخضر بمنطقة هدى الشام.

Sample No (22): The chapters headings and subheadings in Arabic Language.



4-1 Introduction:

The main purpose of this chapter is to study optical effects in millimetre-wave IMPATT oscillators. The possibilities of both oscillation quenching (turn-off) and enhancement (turn-on) are investigated. Also the variation of out-put power and oscillation frequency, *i.e.*, amplitude and frequency modulation, with optical illumination level is studied....

4-2 Oscillator Circuit Simulation:

The oscillator circuit shown in Fig. 4.1 can be divided into two networks, the matching network and the load-bias network. The bias circuit is either a current source or a voltage source.

4.2.1 The Matching-Network Simulation:

A network is used to match the Load Impedance to the Device Impedance at the frequency and amplitude of interest.

Fourthly: Thesis Pagination

1. Arabic Theses:

- 1.1 The preliminary pages are numbered with alphabets (1,-,-,etc). This alphabetical pagination starts after Albasmalla Page and it commences with the acknowledgement page.
- 1.2 The thesis text, together with the references and the appendices, are numbered consecutively, using Arabic Numerals (1, 2, 3,..etc.), starting from the first page of the introduction to the last page of the appendices.
- 1.3 The page character or number centers the bottom of the page.

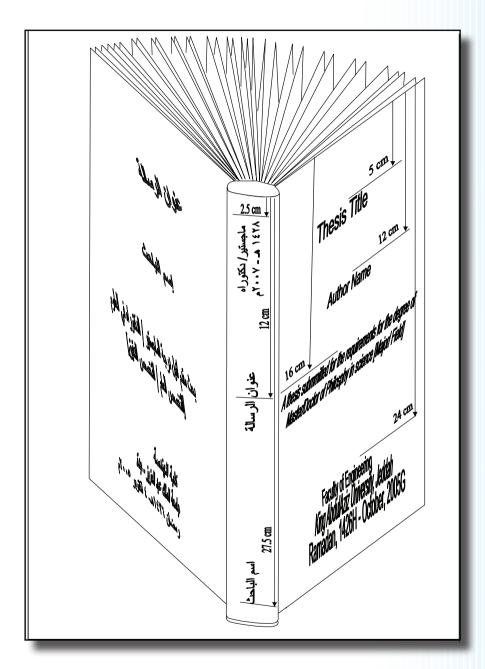
2. English Theses:

- 2.1 The preliminary pages are numbered with Roman Numerals (i,ii,iii,iv.. etc) which should be lower case (small letters). The Paging begins after Albasmalla Page, and it commences with the acknowledgement page.
- 2.2 The thesis text, the references and the appendices are numbered consecutively, using Arabic Numerals (1, 2, 3...etc), starting from the first page of the introduction to the last page of the appendices.
- 2.3 The Page Roman or Arabic Numeral centers the bottom of the page.

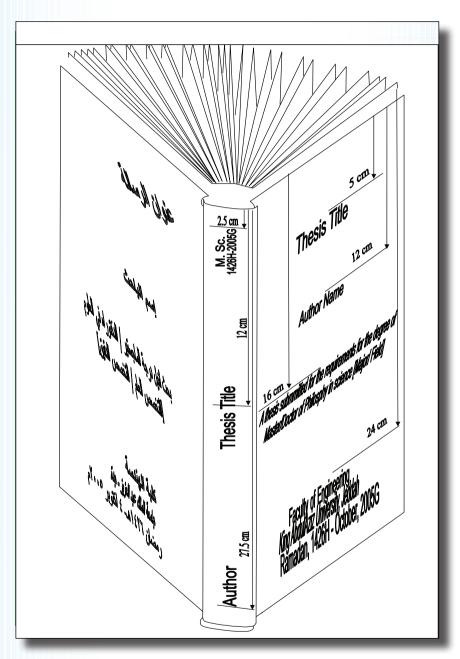
Fifthly: Thesis Binding

- 1. Thesis binding should be a technical one *i.e.* stitching coupled with a hot glue adhesion.
- 2. A thesis should have a hard cover.
- 3. Master's Theses should have deep blue covers, while Ph.D. Theses should have black covers.
- 4. Cover data are printed with the Imprint Method using a golden colour and they should include the following [Sample No. 24]:
 - 4.1 The Thesis Title.
 - 4.2 The Researcher's Name.
 - 4.3 The phrase "A Thesis submitted for the requirements for the degree of Master's/Doctor of Philosophy Degree in (specialization)".
 - 4.4 Name of the Faculty.
 - 4.5 Name of the University Name of the City.
 - 4.6 The Month and the Year of both the Hegria and the After Christ.

- 5. The thesis heel data are printed using the Imprint Method with a golden colour, and they include the following [Samples No. 24 and 25]:
 - 5.1 The degree (master's /Doctor of Philosophy) together with the Hegria and After Christ Years, at the top of the thesis heel.
 - 5.2 The Thesis Title centers the thesis heel.
 - 5.3 The Researcher's Name is typed at the lower part of the thesis heel.
 - 5.4 The direction of the data writing should be from top down the thesis heel, for Arabic language theses [Sample (24)]; and from the lower part to the top of the thesis heel, in English language thesis [Sample No. (25)].



Sample No (24): External Covers Format and Thesis Heel in ArabicTheses



Sample No (25): External Covers Format and Thesis Heel in English Theses.

Sixthly: Thesis Submission:

- 1. A researcher is responsible for the thesis typing, copying and binding.
- 2. It is for the researcher to submit unbound copies for the supervisor, the co-supervisor (if any), the internal and external examiners, a month, at least, before the date for the viva.
- 3. The thesis is sent to the Standing Committee for Academic Council Affairs to be approved for the viva.
- 4. The date for the viva is determined after the preliminary evaluation by the examiners.
- 5. After the viva and the thesis approval (or after performing the required amendments according to the report of the authorized committee), the researcher should submit bound copies, in final form, to the supervisor, the cosupervisor (if any), and the internal and external examiners; and, in addition to:
 - 5.1 At least four more copies are sent to the department concerned to keep one and send three of them to the Deanship of Postgraduate Studies.

- 5.2 Twenty two electronic copies of the whole thesis on Compact Discs (CD); for the Department and Faculty concerned to beep and the remaining twenty copies are sent to the Deanship of Postgraduate Studies. On each disc the following data are typed: The Name of the Researcher, the Title of the Research, the Faculty, the Department and specialization, the Names of the University and City and the Hiegria and After Christ years.
- 5.3 One Compact Disc containing the title page in both Arabic and English Languages, the supervision page, the thesis approval form, the summary and abstract in both Arabic and English Languages, together with the following data:

Candidate name, thesis title, name of college, Department and specialization, name of University and city, Hiegria and After Christ years.

6. The academic degree is conferred on the student after the consent of concerned Department and Faculty Boards and the University Council consecutively.

References

University of Chicago, The Chicago Manual of style, available at: www.chicagomanualofstyle.org/tools

Using MLA style to cite and Document Sources available at: www.bedfordstmartins.Com/online.

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