



KAU Thesis Formatting Manual

1443 AH
2022 AD

Prepared by
Deanship of Graduate Studies (DGS)





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King Abdulaziz University

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The Deanship of Graduate Studies has issued the “KAU Thesis Formatting Manual” in its advanced version. The Scientific Committee that is in charge of the preparation of that Manual has studied all the findings of the rules of thesis writing applied in the world prestigious universities. The Committee has explored the views of a group of university professors who enjoy long academic experiences and thorough supervision of theses, as well as the views of a group of distinguished students, in addition to the opinions of the members of the Deanship of Graduate Studies. The latter include staff from the Faculty of Graduate Studies and Scientific Research at KAU. The Committee, which is fully concerned with the preparation of this Manual, has reported many observations and points of view in regard of this issue. Each postgraduate student must abide by this Manual, using it as an essential guide when preparing his/her thesis, so that their theses will be submitted for discussion concerning whether they are being written, organized, and directed in line with the Manual’s well-planned instructions. Some illustrative examples, regarding thesis preparation, are attached at the end of the Manual.

Objectives of the Manual

- Preparation of thesis according to the quality standards adopted in prestigious international universities.
- Helping the student to prepare his/her thesis, based on scientific principles, thinking, analysis, and presenting results.
- Presenting the thesis in a formal academic manner, applied in King Abdulaziz University (KAU).

Manual's Sections

- SECTION 1: Thesis Consistency with Formatting
- SECTION 2: Thesis Preparation
- SECTION 3: Citation
- SECTION 4: Citation Styles
- SECTION 5: Reference Writing
- SECTION 6: Tables, Figures
- SECTION 7: Templates





SECTION 1

THE GENERAL FRAMEWORK OF THE THESIS

THE GENERAL FRAMEWORK OF THE THESIS

The Master or PhD Thesis should demonstrate an academic scientific vision, including all the elements of contemporary scientific research. Special considerations should be given to the quality of international standards regarding the Thesis construction. Those standards should be reflected through the general construction of the Thesis's structure, presentation, analysis, and layout.

1.1 Definitions

They mean KAU thesis manual terms.

Scientific research

It is an organized process carried out by the researcher in order to study the facts concerning an issue or a specific problem called (the research topic), following an organized scientific method called (Research method), in order to arrive at appropriate solutions or to logical results call (Research results). Master's and Ph.D. theses are one of the most important outputs of scientific research.

Thesis

Academic writing ability is one of the capabilities that has special importance during a university course of study. Writing a Thesis is experienced as being the most significant, most challenging part of the study. Thesis writing is an organized process done by the researcher in order to study the facts about a particular case or problem called the (Thesis Topic). Thesis attainment should be performed through an organized scientific method called the (Thesis Methodology) to provide appropriate solutions or logical results called (Thesis results).

Master

A master's thesis should reflect originality and a good understanding of key concepts and results related to thesis' topic.

Ph.D.

A Ph.D. thesis should reflect originality and innovation, together with an effective contribution to knowledge in the area of specialization, to deliver a useful addition to the scientific area. Student' capabilities, scientific skills, comprehensive deep thinking should appear in addressing the scientific topic, in solving the main problem and in writing of the Ph.D. thesis.

1.2 Thesis Objectives

1. Practice and apply the accredited methods of scientific research.
2. Boost the level of scientific and professional competence.
3. Achieve intellectual creativity.
4. Solve a scientific or practical problem that the researcher faces.
5. Add a scientific contribution to the current knowledge.

1.3 Thesis Quality Requirements

1. The topic should be of interest to an appropriate sector of the community, whether at present or in the near future.
2. To deal with a problem or phenomenon of importance from a scientific point of view or being applied locally, nationally, regionally or globally.
3. To be based on a sound scientific approach.
4. To adhere to objectivity and impartiality.
5. The Thesis should be written in Arabic or English, and it should be free from any type linguistic errors.
6. PhD Thesis must provide more in-depth academic knowledge regarding the handled topic, its analysis and its findings.
7. The similarity index percentage should not exceed the globally permissible limits of theses.
8. Document information using references, scientific journals, and websites Certified and authentic.

1.4 Thesis General Form Criteria

In preparing and coordinating the Thesis, the student must adhere to the scientific output guidelines. The following points are considered as an explanation of the most important layout criteria:

1.4.1 Thesis size

- Commitment to the maximum number of words of the (Masters and PhD) Thesis according to the approval of the Faculty Councils at the University

1.4.2 Thesis Cover

- The cover of the PhD Thesis should be in dark green and all the information should be written in gold bold font.
- The cover of the Masters' Thesis should be in dark blue and all the information should be written in gold bold font.

1.4.3 Thesis Print

- The Thesis should be printed on a single-sided A4 white paper.

1.4.4 Type and Font Size

- The font type used on the Thesis cover and the chapter titles should be as per the template attached at the end of this Manual.
- The font used in the Thesis content written in Arabic should be the "Sakkal Majalla ", size 16, except for the Quranic verses and Hadiths where the Ottoman font will be utilized.
- The font used in the Thesis content written in English should be the "Times New Roman ", size 12, except for the Quranic verses and Hadiths where the Ottoman font will be utilized.
- Referrals, footnotes at the ends of chapters should be the "Times New Roman ", font size (12).
- References must be written in "Times New Roman ", font size (12).
- References must be written in the same type and size as the body of the thesis.
- The templates attached at the end of the manual clarify in details the type and size of the fonts which are used in all elements of the thesis.

1.4.5 Margins

- A marginal space of 3cm will be on the right side of the page for both text and diagrams to allow for binding if thesis written in Arabic.
- A marginal space of 3cm will be on the left side of the page for both text and diagrams to allow for binding if thesis written in English.
- A marginal space of 2.5 cm. will be on the other three sides of the page.

1.4.6 Paragraphs and Spacing

- It is best to divide the page into paragraphs.
- Leave a space of (1) cm in the beginning of each paragraph.
- The space between the lines of the Thesis abstract is a single-space line.
- The space between the lines of the Thesis content is only (1.15).
- The space between the lines of the Thesis margins is (1).
- The space between the lines of the Thesis references is (1).

1.4.7 Punctuation

- Utmost care should be put on punctuation marks. They have to be located in their places within the sentences.
- No space is needed between a punctuation mark and the preceding word.
- A space is needed between the punctuation mark and the word after it.
- The most important punctuations and their places of usage are , as follows:

punctuation mark	usage
Period (.)	At the end of the sentence or the paragraph
Comma (,)	Between the elements of the sentence, or its structures
Semicolon (;)	After the interpretation of something or a specific explanation
Colon (:)	Before explaining the element, as well as in proportion and proportionality
Dash (-)	For parenthetical sentences
Question mark (?)	At the end of the interrogative sentence
Ellipsis (...)	An omission within a quoted sentence or a quoted paragraph.
Quotation mark (" ")	A repetition of someone's exact words.





SECTION 2

THESIS PREPARATION

THESIS PREPARATION

Preparation of the Thesis should be achieved according to specific standards and strict regulations mentioned in the manual. Those academic standards aim at producing the thesis in a form that is scientific, objective, and attractive to the reader. The thesis contains 3 sections as follows:

2.1 Thesis Initials

They are the internal pages that come directly after the cover, up to the beginning of the first chapter. (Follow Templates).

Thesis initials pages with the exception of the title page use lowercase Roman numerals (I, II, III...) if the thesis is written in English. Or numbered in alphabetical Arabic (أ ، ب ، ج) (if the thesis is written in Arabic).

The arrangement of the thesis initials is as follows:

1. Title page
2. The Basmallah page
3. Inner title page
4. Thesis Approval Form page
5. Copyrights page
6. Dedication (optional)
7. Acknowledgement
8. Abstract should be:
 - A. In both Arabic and English Languages
 - B. Not exceed 350 words.
 - C. Be followed by five key words.
 - D. Contained: The Objectives, the Methodology, the Results and Recommendations.
9. Table of Contents: It includes the Chapters, Main titles, Sub-titles, where the numbers of the pages are indicated. Each chapter starts with a preface. The list of contents are placed initially if thesis is written in English, and finally if thesis is written in Arabic.

10. List of Tables: They are the numbers of the tables and their titles, and each has its own page number.
11. List of Figures: They are the illustrations, graphs, maps, or photographs, including figure numbers and their titles, each with its own page number.
12. List of Symbols: They are the Symbols used in the thesis. (If any)

2.2 The Main Content

It refers to the chapters of the Thesis, each chapter has its own title, and in turn it is divided into main titles, representing the main points dealt with in the chapter. The main titles are divided into subheadings covering the main titles. The subheadings are divided into under sub-subheadings which cover the points of the affiliated subheading. All of the main titles, sub-headings, and under sub-subheadings must be systematically linked to the chapter title.

Thesis Chapters Apportionment

The First Model

In this model, the thesis is divided into five main chapters, according to what follows:

2.2.1 Chapter One: Introduction

This chapter should include the following points:

1. Clear detailed statement of the problem or research gap, through well-knit analysis and delineation of its boundaries.
2. Significance of study.
3. Objective of the study.
4. Questions or hypotheses of the study that the research aims to provide answers for.
5. A brief statement on the methodology used. (Concerning the fields of specializations that do not require a whole chapter for “methodology and methods of research” as the third chapter in the thesis. Only the method and procedures of methodological treatment should be tackled, and being clarified in this chapter.)
6. Study terminologies
7. Thesis chapters’ presentation.

2.2.2 Chapter Two: Literature Review

This chapter should include the following:

1. Monitoring, criticism, and analysis of the previous literature related to the thesis subject matter.
2. Linking the findings of the previous studies and their findings to the thesis topic. This indicates a need for the subject of the research, and what it can serve as useful scientific additions.
3. The quoted literature should be supported with data represented by figures and tables. This chapter can be given some other names that suit the nature of the thesis field of specialization, including the intellectual framework.

2.2.3 Chapter Three: Research Methodology

A brief statement on the methodology used. (Concerning the fields of specializations that do not require a whole chapter for “methodology” as the third chapter in the thesis. Only the method and procedures of methodological treatment should be tackled, and being clarified in chapter I)

This chapter deals with the following points:

1. Presentation of the methodology, or the methods used in the thesis and related reasons.
2. Specifying the thesis community, sample of the study, and the selection procedures in accordance with the thesis nature.
3. Data collection Procedures and Tools Identification.
4. The standards used in verifying the data accuracy in terms of quantity, quality, or both.
5. The way adopted in analyzing the data to achieve the required goals.
6. Ethical Clearance reports (If any)

2.2.4 Chapter Four: Results and Discussion

This chapter is considered as the basis for the thesis. It can be divided into main headings associated with subheadings when needed (The topics tackled by the theoretical colleges may need some more discussions and analysis). This chapter can be divided into two separate chapters for proper understanding and in –depth analysis, one of which is entitled “ Results” and the second is “Discussion of the Results “. The Results and discussion address the following points:

1. Present and analyze the results.
2. Link, compare, and analyze the results with the study objectives.
3. Link and compare the results and interpretations of the study with other studies that have been already published.
4. In some theoretical areas this chapter can be named “Analysis and Discussion”, rather than “Results and Discussion”.

2.2.5 Chapter Five: Conclusions

Care must be taken to clarity and present a well-written summary in this chapter which includes the following points:

1. Narrating the study results in the form of reasonable conclusions and possible solutions to the problem.
2. Presenting the recommendations related to the study and its objectives.
3. Presenting recommendations and suggestions concerning future studies that are relevant to the topic of the thesis.

This chapter can be entitled “Results and Recommendations” in some theoretical specializations.

The Second Model

Disciplines that do not apply to the first model can split its thesis into chapters, chapters into sections, sections into topics, topics into demands and demands into issues.

- Recognized model appropriate to your field of study can be used after consulting your academic department.

2.3 Appendixes

The appendixes here refer to what has been written after all chapters, and shall include the following:

2.3.1 References

The list of references cited in the text alphabetically based on the author's name. There is a need to standardize the method of citation in the entire Thesis, both within the text and in writing the references. And this should be one of the methods adopted by the university.

2.3.2 Appendixes

They contain:

- Large tables.
- Large maps.
- Computer printed outputs.
- Questionnaires.
- Any other material which is classified as appendix.





SECTION 3
CITATION

CITATION

Theses should be supported by multiple citations, reflecting the level of knowledge and the thorough follow-up of the scientific field. This can help boosting the ideas and solutions affiliated to the research problem and its relevant issues. In these contexts, the ethics of research, scientific honesty, and the rights of others must be observed. The commitment to objectivity and neutrality must be taken into account in using or endorsing the ideas of others, adhering to the scientific disciplines adopted in writing the citations.

3.1 Types of Citation:

Citation has two kinds:

1. Direct Citation: It is quotation or a literal narration of the quoted text.
2. Indirect Citation: It is a typographical interpretation in the quoted text.

3.2 Citation Controls

1. The source cited should be documented according to the citation method used.
2. The quotation text should be written between two marks “.....” and preceded by the quoted text with two dots (:). If the quotation is indirect, it should not be placed between the quotation marks.
3. If the number of words of the quoted text exceeds (60) words and does not exceed (200) words, the quoted text should be shown in the form of a paragraph that has been put away from the margin by 4 distances from the right and the left of the limits of writing. No quotation marks are needed in this case.
4. Extended citations should be attached to the appendixes at the end of the thesis, which is more than (200) words.
5. The direct quotation in the thesis should be less than 20%. More than this can be considered as metaphoric way in the thesis.
6. Many direct quotes can weaken the strength of the thesis.

7. The direct quotation shall be quoted in a form of text and in a digital order, even if the quoted text contains errors that are transmitted as they are, referred to in square brackets after the error [Such as].
8. In the case of direct quotation, it is not permissible to cut off part of the text so that the meaning of what the author intended is distorted.
9. If there is a desire and interest in deleting a phrase or a sentence from the text cited, then using the ellipsis sign ... which is 3 points.
10. If it is useful to add any information or something to be explained in the context of the quoted text, then this should be showcased within 2 square brackets [].
11. If it is useful to confirm a word or phrase in the context of which it is derived, place a line under the intended object or write it in 2 square brackets [An emphasis delivered by the student].





SECTION 4

CITATION STYLES

CITATION STYLES

King Abdulaziz University adopts 3 methods in documenting the citation:

1. Style of Author and Date
2. Style of Numbers
3. Style of Footnotes

There are reliable websites that can be consulted when necessary to verify the correctness and consistency of the writing of the citation and the references. Examples of citation and reference methods have also been developed at the end of this manual. Each faculty has the right to choose one of the 3 previous methods in as appropriate to its scientific fields, abiding by the following principles:

4.1 Style of Author and Date

The method used in the Name and Date Style is the Universal one (APA Style). The controls for using this method are as follows:

1. The name of the author or authors shall be written and followed by the date of publication, all of which shall be in parentheses within the text.
2. At the end of the thesis, write a list of references cited.
3. The bibliography is arranged alphabetically in the name of the family, or the name of fame for all sources, and the arrangement should be done historically (older to newer) in respect of the work of the author, whether alone or shared with others.

4.2 Style of Numbers

The method used in the style of numbers is the global one (MLA Style). The directions to use this style include:

1. The citation should be numbered within the text by placing the number in brackets []. The numbering process starts with the number [1], and if the cited reference is repeated, there is no need for it to be given a new number, but to refer to it with the same reference number that was previously taken in the text body.
2. Citation and documentation numbers inside the thesis' main text are forwarded directly to the reference list at the end of the thesis.
3. When quoting more than one reference, in one position, the reference numbers are written in an ascending order, separated by a comma if they are not consecutive, and the dash should be used between the numbers if they are consecutive as follows:
 - In the literature [2,5,8,10]
 - In the literature [2-5,8-10]

4.3 Style of Footnotes

The footnotes style adopted is the universal one (Chicago Style). This style is governed by the following controls:

1. The method of writing the footnotes is not used except what is stated at the bottom of the page, and in this case, it is called the “Footer”.
2. The footnotes of each page start with the number (1) and so on at the bottom of each page.
3. The numbers in the text and the footnotes should be placed in brackets.
4. The numbers of the footnotes in the main text shall be in the upper position (i.e. at the top of the line) and at the end of the citation, whether direct or indirect.
5. The numbers of the footnotes shall be written after the punctuation mark and not preceded by any punctuation mark when quoting.
6. If the name of the author is mentioned first in the text body, the footnote number shall be written immediately after the name of the author.
7. It is a must to separate between the text and the footnote by a 3 cm line. The spacing between it and the thesis text from the upper side is only one distance. The same spacing should be observed between it and the footnote from the lower side.
8. The distance between the lines of the footnote shall be one space.
9. The lower footnotes are printed in font size (12), starting with the number of the footnote.
10. For citing a verse or verses from the Noble Qur’an, the whole Verse or Verses shall be written in parentheses with diacritics and the use of the Ottoman’s script, followed by the name of the Chapter and the number of the verse or verses in question. For example:
 - ﴿ وأقيموا الوزن بالقسط وال تخسروا الميزان ﴾ الرحمن: الآية 9
11. If the citation is a fragment of a verse, the researcher places three consecutive dots in the part which is not cited from the verse, such as:
 - ﴿ إن الله يأمر بالعدل والإحسان ... ﴾ النحل: من الآية 90
 - ﴿ ولا تبخسوا الناس أشياءهم ... ﴾ الأعراف: من الآية 85
 - ﴿ وقل رب زدني علما ... ﴾ طه: من الآية 114





SECTION 5

REFERENCE WRITING

REFERENCE WRITING

The references should be recent and written at the end of the Thesis in a style that is consistent with the chosen three citation styles in writing a thesis, and used in the documentation. The global citation methods are:

- 1. Author-date system**
- 2. Numeration System**
- 3. Footnotes System**

These three systems must be recorded at the end of the thesis in the form of a the reference list.

5.1 The Rules of Arranging the References

1. Completing the bibliographic data of the references.
2. To be ordered numerically if the citation in the text is based on the system of the numbers.
3. To be ordered alphabetically if the quotation in the text is based on the system of the author and date.

5.2 Controls of Using the References

1. References are located at the end of the thesis, and before the appendices (if found).
2. It is not acceptable to classify the references as per the type of sources of information (books, periodicals, etc.).
3. Personal communication (interview, telephone call, speech) is not a reference and should not be included in the list of references, but only to be mentioned in the text.

4. The researcher may cite the work of one of the authors of a chapter prepared by multi-authors. He may refer the reader to the original reference if it is an independent entry or to the author of another chapter in the same book preceding him in the alphabetical order.
5. In arranging the references, the student must consider the following:
 - The alphabetical order of the bibliography shall be in accordance with the citation style controls used in the thesis.
 - When writing the reference, the first line should be written on the margin and the following lines should have four spaces away from the margin.
6. Using any one of the reference management software programs to arrange a list of references (or bibliography) automatically as per the style used in documenting the thesis citation.





SECTION 6

TABLES AND FIGURES

TABLES AND FIGURES

6.1 Tables

Tables are used as explanatory, for an important idea through numbers. The guidelines controlling the use of tables are as follows:

1. The numbering of the tables shall be in a series form, at the level of the chapter.
2. Writing the number of each table and its title, in the middle of the top line of the table.
3. Using the font's type and size ("Times New Roman - bold, 14") if the thesis is written in English and ("Sakkal Majalla-16 Bold") if the thesis is written in Arabic.
4. The column headings will be written above the relevant column, using the same font utilized in the table title, together with the same type and size. The rest of the table data are written in the same font's type and size, but not bold.
5. If the input is larger than the width of the column, in the first column, it should be written on two lines, or three, so that the following lines are exposed by one space, and the corresponding numbers of this entry are in front of the last line.
6. The numbers should be arranged in the columns, the ones under the ones, the tens under the tens, and so on.
7. The tables are written in their correct place of the text they refer to, or as close as they are if the page does not have enough space.
8. Tables are not placed in separate pages, but are written in the correct place of the text or on the next page when necessary.
9. Tables with many columns, which exceed the line width, can be placed at the width of the page.
10. A list of tables should be made after the table of contents.
11. If the tables are large (3 or more pages), they are to be enclosed in the appendixes at the end of the thesis.
12. Notes of the tables shall be directly written below these tables, and they are indicated in the table with upper stars (*).

6.2 Figures

All figures are used as illustrative tools. They aim to display information. Their controlling guidelines as follows:

1. Figures are arranged sequentially at the chapter level.
2. Describing the figures should be done through using the font and size ("Times New Roman) if the thesis is written in English and ("Sakkal Majalla ") if the thesis is written in Arabic.
3. The figure number and title are under the figure directly in the middle of the line.
4. Photographic/microscopic images are printed on glossy paper where the contrast is shown.
5. The size of the image is determined by the page space.
6. In the microscopic images, the percentage of magnification in the title of the figure must be proved.
7. Images must be clear and in high contrast.
8. If the figure is taken from a previous source, it must be documented under the figure itself (about: the author...).
9. If the figures are large, these figures should be pasted at the width of the page.
10. Large figures such as maps and drawings that fill a space of two pages, should be stuck in their places within the text during the binding process. They should also be folded and included in the general numbering.





SECTION 6

TEMPLATES



عنوان الرسالة

(Sakkal Majalla - 24 Bold)

5 سم

إعداد

اسم الطالب/ة

(Sakkal Majalla - 20 Bold)

12 سم

رسالة مقدمة لاستكمال متطلبات الحصول على درجة

(اسم القسم / التخصص الدقيق)

(Sakkal Majalla - 16 Bold)

16 سم

إشراف

اسم المشرف/ة

(Sakkal Majalla - 20 Bold)

20 سم

كلية


جامعة الملك عبدالعزيز

المملكة العربية السعودية

السنة الهجرية / السنة الميلادية

24 سم

Title page/ Cover Page Template (1)



TITLE
(Times New Roman-20 Bold)

By (Author)
(Times New Roman-16 Bold)

**A thesis submitted for the requirements of the
degree of
(Department/Minor Specialization)**
(Times New Roman-16 Bold)

Supervised By
Prof. Dr.
Dr.
(Times New Roman-16 Bold)

**FACULTY OF
KING ABDULAZIZ UNIVERSITY
SAUDI ARABIA
Hejri Year / Gregorian Year**

Title page/ Cover page template (2)

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

The Basmallah Page Template (3)

عنوان الرسالة
 (Sakkal Majalla - 24 Bold)

إعداد
اسم الطالب/ة
 (Sakkal Majalla - 20 Bold)

رسالة مقدمة لاستكمال متطلبات الحصول على درجة.....
 (اسم القسم / التخصص الدقيق)
 (Sakkal Majalla - 16 Bold)

إشراف
اسم المشرف/ة
 (Sakkal Majalla - 20 Bold)

كلية.....
 جامعة الملك عبدالعزيز
 المملكة العربية السعودية
 السنة الهجرية / السنة الميلادية

Inner Title Page Template (4)

TITLE _____ cm 5
(Times New Roman-20 Bold)

By (Author) _____ cm 12
(Times New Roman-14 Bold)

A thesis submitted for the requirements of the degree of...
(Department/Minor Specialization) _____ cm 16
(Times New Roman-12 Bold)

Supervised By
Prof. Dr. _____ cm 20
Dr.
(Times New Roman-14 Bold)

FACULTY OF _____ cm 24
KING ABDULAZIZ UNIVERSITY
SAUDI ARABIA
Hejri Year / Gregorian Year

Inner Title Page Template (5)

عنوان الرسالة

(Sakkal Majalla - 24 Bold)

5 سم

إعداد

اسم الطالب / ة

(Sakkal Majalla - 20 Bold)

12 سم

رسالة مقدمة لاستكمال متطلبات الحصول على درجة.....

(اسم القسم / التخصص الدقيق)

(Sakkal Majalla - 16 Bold)

16 سم

أعضاء لجنة المناقشة

(Sakkal Majalla - 16 Bold)

20 سم

التوقيع	التخصص	المرتبة العلمية	الاسم	
.....	مشرف رئيس
.....	مشرف مشارك
.....	مشرف خارجي
.....	مشرف داخلي

Thesis Approval Form Page Template (6)

TITLE _____ 5 cm
 (Times New Roman-20 Bold)

By (Author) _____ 12 cm
 (Times New Roman-16 Bold)

**This thesis has been approved and accepted in partial
 fulfillment of the requirements for the degree of ...** 16 cm
 (Department/Minor Specialization)
 (Times New Roman-12 Bold)

EXAMINATION COMMITTEE _____ 20 cm
 (Times New Roman-12 Bold)

	Name	Rank	Field	Signature
Internal Examiner
External Examiner
Co-Advisor
Advisor

Thesis Approval Form Page Template (7)

حقوق النشر

(Sakkal Majalla - 20 Bold)

5 سم

12 سم

جميع الحقوق محفوظة للجامعة، ولا يسمح بنسخ هذه الرسالة أو ترجمتها إلى أي لغة من اللغات أو إعادة إصدارها أو أي جزء منها بأي شكل من الأشكال أو بأي وسيلة من الوسائل إلا بإذن خطي مُسبق من صاحب الرسالة أو القسم العلمي بالجامعة، مع لزوم الإشارة المرجعية لها عند الاقتباس منها. ويجب أن تكون هذه الصفحة جزءاً مع أي نُسخ إضافية.

(Sakkal Majalla - 16 Bold)

Copyright

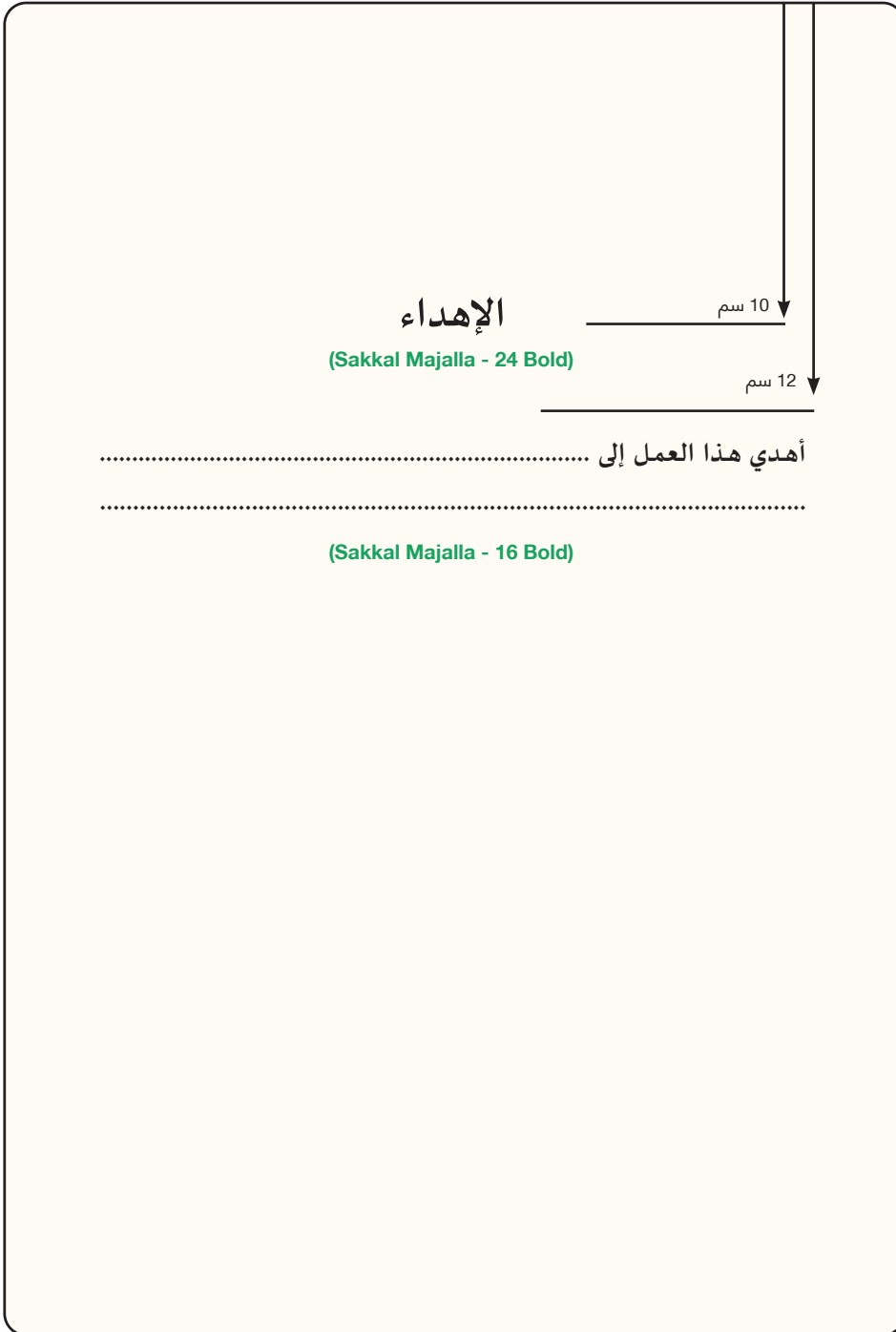
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5 cm

12 cm

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Dedication Page Template (10)

Dedication

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10 cm

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Dedication Page Template (11)

شكرو تقدير

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4 سم

6 سم

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Acknowledgement Page Template (12)

Acknowledgement

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4 cm

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Acknowledgement Page Template (13)

المستخلص

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يجب ألا تزيد عدد كلمات المستخلص عن (350 كلمة) مُتبعاً بخمس كلمات
مفتاحية، ويتضمن المستخلص الأهداف والمنهج وأهم النتائج والتوصيات.

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الكلمات المفتاحية: (تذكر خمس كلمات مفتاحية فقط)

Abstract

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Key words: (Five keywords are required)

قائمة المحتويات

4 سم

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توضع قائمة المحتويات بعد المستخلص (Abstract) بالنسبة للرسائل المكتوبة باللغة الإنجليزية أما بالنسبة للرسائل المكتوبة باللغة العربية فتكون نهاية الرسالة.

(Sakkal Majalla - 16 Bold)

7 سم

أ	حقوق النشر
ب	الإهداء
ت	شكر وتقدير
ث	المستخلص
ج	قائمة الأشكال
ح	قائمة الجداول
خ	قائمة الرموز
١	الفصل الأول: المقدمة
١	١,١ عنوان رئيس
٢	٢,١ عنوان رئيس
٤	٣,١ عنوان رئيس
٥	١,٣,١ عنوان فرعي
٨	٢,٣,١ عنوان فرعي
١٢	الفصل الثاني: عنوان الفصل
١٢	١,٢ عنوان رئيس
١٣	١,١,٢ عنوان فرعي

	قائمة المحتويات

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1.3 Main Title	3
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1.3.2 Subtitle	8
Chapter II: Title	
2.1 Main Title	12
2.1.1 Subtitle	13

4 cm

7 cm

قائمة الأشكال

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4 سم

الصفحة	العنوان	رقم
٢	١,١
٥	٢,١
١٧	٣,١
٢٠	١,٢
٢٥	٢,٢
٤٠	٣,٢
٤٩	١,٣

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LIST OF FIGURES

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(Times New Roman-12 Bold)

Figure	Title	Page
1.1	2
1.2	5
1.3	17
2.1	20
2.2	25
2.3	40
3.1	49

4 cm

7 cm

قائمة الجداول

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الصفحة	العنوان	رقم سم 7
٢	١,١
٥	٢,١
١٧	٣,١
٢٠	١,٢
٢٥	٢,٢
٤٠	٣,٢
٤٩	١,٣

LIST OF TABLES

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No.	Title	Page
1,1	2
1,2	5
1,3	17
2,1	20
2,2	25
2,3	40
3,3	49

4 cm

7 cm

قائمة الرموز

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4 سم ↓

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التعريف

الرمز

7 سم ↓

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LIST OF SYMBOLS

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Symbol

Definition

Symbol	Definition
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4 cm

7 cm

الفصل الأول

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4 سم

عنوان الفصل

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7 سم

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10 سم

١,١ عنوان رئيس

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٢,١ عنوان رئيس

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١,٢,١ عنوان فرعي

(Sakkal Majalla - 16)

Chapter I _____ 4 cm
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Chapter Title _____ 7 cm
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1.1 Main Title _____ 10 cm
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1.2 Main Title _____
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1.2.1 Subtitle _____
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King Abdulaziz University

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