

DOCTORAL COLLEGE



Postgraduate

Basic Standards for Drafting a Thesis

*This document is an appendix to the Charter of Theses,
approved by all doctoral students registered in the postgraduate studies at USEK*

Scientific and Technical Data

1. The first cover should include the following:

- Holy Spirit University of Kaslik (USEK)
- Faculty / Institute of...
- Department of...
- Title of thesis
- Document type and degree
- Name and surname of the doctoral student
- Name and surname of the director of research
- Place and year of publication

Example of the first cover:

HOLY SPIRIT UNIVERSITY OF KASLIK (USEK)
Faculty of Letters
Department of Interpretation and Translation

**THE TRANSLATION OF CHILDREN'S
LITERATURE:**
A Re-creation of the Image of the Receivers

PhD Thesis
in Linguistics (Translation)

Prepared by Grace Younes
Directed by Mr. Joseph Chreim

Kaslik – Lebanon

2011

Commented [MY1]: Times New Roman 16, All caps, Bold

Commented [MY2]: Times New Roman 14

Commented [MY3]: 4cm margin to the left

Commented [MY4]: 2cm margin to the right

Commented [MY5]: Times New Roman 18, Bold, All caps

Commented [MY6]: Times New Roman 16, Bold

Commented [MY7]: Times New Roman 14

Commented [MY8]: Times New Roman 14

Commented [MY9]: Times New Roman 16

Commented [MY10]: 3cm infra

2. Format and Layout:

The adopted format is a thesis of 220 to 250 pages (leather-bound navy blue with silver writings on the front cover), submitted for reading, using the following criteria

- Font: Times New Roman (Traditional Arabic for text drafted in Arabic);
- Font size: 12 (16 for Arabic texts);
- Line spacing: 2 (1.15 for Arabic texts);
- Quotations inserted in the syntax, enclosed with quotation marks, with complete references according to the *APA Style*;
- Footnotes in font size 10 (12 for Arabic texts);
- 2000 characters per page; footnotes inclusive (24 lines per page);
- 2cm margin to the right, 4cm to the left and 3cm in supra and infra.

3. The content should be displayed as follows:

- A cover page;
- Solemn Declaration;
- A title page replicating the cover page;
- A one thesis page abstract, accompanied by keywords (maximum fifteen), in both French and English language (or Arabic and English), which best characterize the research work, in order to facilitate thematic indexation in the Library;
- A page for acknowledgements (if applicable);
- A page for introductory quotation; (An author quote, for instance)
- A table of contents;
- The presentation of the research should be structured as follows: an introduction detailing the corpus, the topic, the issue, the assumptions, the approaches, the methodology and the study plan; the body of the research divided into **parts** (linked with appropriate part conclusions) and the parts divided into **chapters** of progressive and inductive types. There should also be a conclusion added to the research work,

which validates assumptions, responds to the issue and opens possible future issues, instigated by the type of research;

- One or many appendices, if applicable;
- One notional appendice, if applicable;
- A glossary, if applicable;
- Bibliographic and sitographic references (each consulted and included website should be accompanied by a date) duly categorized.

4. Referencing mode:

All USEK theses shall be submitted according to *APA Reference Style* format and referencing mode.