



Holy Spirit University of Kaslik

Office of Doctoral Studies
Doctoral Studies Rules and regulations/ Article 11

Ph.D. Dissertation Manual: Style and Format

Holy Spirit University of Kaslik (USEK)
Kaslik, Lebanon

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INTRODUCTION

A Ph.D. Dissertation, by definition, is the rewarding original scholar work written under the direction of a Faculty supervisor. It is the culmination of the student's efforts, in addition to his or her supervisor and Doctoral Advisory Committee. This manual has been modified from the initial Master's Manual developed by the Master's Submissions and Repository Task Force of the Holy Spirit University of Kaslik (USEK). It has been adapted by the Doctoral College Steering Committee to assist graduate students and their supervisors in the preparation of dissertations -- by providing guidelines to graduate students and the graduate advisory committee -- through the instructions contained herein. Therefore, the academic standing and credibility of all parties involved, whether the student, the advisor and committee, the Faculty, and USEK are reflected in the final result.

Because all dissertations at USEK are part of the public domain, available to the public and researchers worldwide: a high degree of consistency is necessary for margins, fonts, organization, and citation styles. The length and other matters that are discipline-dependent will differ from field to field.

The rules in this Ph.D. Dissertation Manual: Style and Format take precedence over all previous publications. As a result, graduate students are advised to avoid using another student's thesis as a model because what is acceptable in:

1. The past may not be acceptable in the future;
2. One discipline might not be acceptable in another.

Please note that the student, the supervisor and/or thesis committee are responsible for knowing and conforming to the stated guidelines.

The following guidelines are offered to help graduate students meet the Library's requirements for formatting and depositing a **Ph.D. Dissertation**.

Questions and comments regarding the format of the Ph.D. Dissertation not adequately answered in this handbook: should be directed to codoc@usek.edu.lb.

CHAPTER 1

ACADEMIC INTEGRITY

1.1 Plagiarism

One of the strategic directions of USEK is to “*be leading and be widely recognized for achieving excellence in research and creativity in all fields of studies. USEK is committed to a faith-based educational development of its students rooted in the Catholic tradition whereby spiritual values and ethics are promoted*” [USEK Strategic Planning 2018-2022¹](#).

For this reason, USEK identifies academic integrity as the core of University learning. Scientific misconduct included mainly, but not limited to:

- Plagiarism – The adoption or reproduction of ideas, words, statements, images, or works of another person as one’s own without proper acknowledgment;
- Cheating – The use or attempted use of unauthorized materials, information, or study aids;
- Fabrication/Falsification– The unauthorized alteration or invention of data, information, documents, images, music, art or other work;
- Facilitation – The attempt to help another to violate a provision of the institutional Regulations.

Plagiarism is one of the serious offenses in any academic curriculum; it could even result in the loss of an academic degree. It is for this reason that USEK has adopted the use of Turnitin as a detection tool for plagiarism in order to assess original work, paraphrasing, and other anti-plagiarism skills.

1.2 Turnitin

In order to ensure that a Ph.D. Dissertation meets the requirements of the University academic integrity policy, the supervisor is responsible for reviewing the submitted copy of the thesis through Turnitin, which is available to all supervisors and students through the E-Learning platform.

¹ <http://www.usek.edu.lb/en/about-usek/strategic-planning>

1.2.1 What is Turnitin?

Turnitin is a web-based service that indicates what part of a student's submitted writing matches other text its search engine can reach. Turnitin can check against material available in its repository of previously submitted papers, and against text on the Internet, including many books, journals, and newspapers

Checking for text similarity works best to discourage plagiarism, as part of the overall university policy to promote academic integrity and help students recognize plagiarism.

Turnitin is integrated into the E-Learning Assignments, and, when activated, automatically creates a report when the Ph.D. Dissertation is submitted online.

Graduate students submitting their Ph.D. Dissertation (in English, French, and Arabic) must submit an electronic copy of the Dissertation on the Turnitin platform; before final submission to the Library.

1.2.2 What Percentages are Safe?

According to the Turnitin article on *Interpreting Turnitin Originality Reports*²:

“There are no clear cut rules for this as all work will probably contain some words from other sources. As a guide, a returned percentage of below 15% would probably indicate that plagiarism has not occurred. However, if the matching text is one continuous block this could still be considered plagiarism. A high percentage would probably be anything over 25% (Yellow, orange or red). Again this will depend on the student's work and the requirements of the report or essay”.

² Interpreting the Similarity Report: <https://help.turnitin.com/feedback-studio/turnitin-website/instructor/the-similarity-report/interpreting-the-similarity-report.htm>

CHAPTER 2

PUBLICATION AND COPYRIGHT

2.1 Copyright

According to the Oxford English Dictionary, copyright is “the exclusive right given by law for a certain term of years to an author, composer, designer, etc. (or his assignee), to print, publish, and sell copies of his original work.” Protected by copyright means not allowed by law to be printed or copied except by permission of the author, designer, etc.

Copyright is generally owned by the creator of the work. USEK students generally own the copyright in their own works, including those works created for course credits, as well as their doctoral dissertation.

These do not need to be registered officially in the Lebanese Copyright Office, whether print or digital.

2.2 Public Domain

"Public domain works are not restricted by copyright and do not require a license or fee to use. Public domain status allows the user unrestricted access and unlimited creativity³". In other words, it is not covered by copyright or any other intellectual property rights.

Public domain works have been assigned to the public domain by their creators or have entered the public domain because the copyright on them has expired. This material can be used by anyone in both commercial and non-commercial settings without permission being required.

2.3 Thesis Copyright Release Form

2.3.1 USEK Requirements

Students are required to complete the Ph.D. Dissertation Copyright Release Form (Appendix C) on the thesis deposit platform. This will provide USEK Library the permission required to preserve the draft of the dissertation in the USEK repository,

³ From <https://www.teachingcopyright.org/handout/public-domain-faq.html>

USEK Digital Gate, and to allow its distribution for academic purposes to other researchers.

Students retain their copyright to the work; they may post it on other platforms or formally publish their work after consulting the Supervisor(s).

2.3.2 Restricting Access (Embargo) (refer to article 18 of the Doctoral Studies rules and regulations)

The maximum length of the embargo is limited to a period of 24 months from the date of submission of the Ph.D. Dissertation. A further extension may be requested by officially notifying the Supervisor and the Library in writing and stating the reason.

CHAPTER 3

RESPONSIBILITIES

3.1 Responsibilities of the Student

The student should:

- Adhere to the requirements of styles and format for the preparation of dissertation as described in this manual;
- Make the required modifications and corrections to the Ph.D. Dissertation as required by the thesis supervisor and/or the Jury when required, before and after the defense;
- Meet all deadlines in the process provided by the supervisor, and/or Doctoral Advisory Committee (if available), and by abiding by the University academic calendar;
- Attend the Research, Bibliography and Web Seminar scheduled by the Office of Doctoral Studies at the beginning of the first year;
- Meet with a librarian to review format and style requirements and to be informed of the necessary paperwork to be completed for final submission to the Library;
- Check the thesis on Turnitin;

3.2 Responsibilities of the Ph.D. Dissertation Supervisor

The supervisor(s) (*refer to articles 6 and 9 of the Doctoral Studies rules and regulations*):

- Shall serve as the student's primary supervisor until the completion of the thesis and defense;
- Shall ensure the student has been informed of all deadlines in the process towards the completion of the thesis;
- Shall read, evaluate, and provide guidance for drafts of the Ph.D. Dissertations;
- Shall ensure the student corrects, changes, reviews and revises any suggestion as a result of the defense, before submitting the final document to the Library;
- Follow up with the student to check the originality of the Ph.D. Dissertation on Turnitin;
- Shall submit the Plagiarism Compliance Statement along with the Ph.D. Dissertation;

3.3 Responsibilities of the University Library

The Library should:

- Provide students with guidance on format and style requirements;
- Preserve the submitted electronic copy on the university's institutional repository.

CHAPTER 4

FORMAT

Consistency in format is very important. It is essential that the student retains the same format throughout the document for ease of readability and visual unity of USEK theses.

4.1 Margin Settings

- Left margin 3.5cm; right, top and bottom should be 2.54 cm on A4 sized paper;
- In Arabic documents, right margin 3.5 cm; left, top and bottom should be 2.54 cm on A4 sized paper;
- Applies to margin settings for all pages within the thesis;
- Including tables, figures, etc., must adhere to these margin settings.

4.2 Running Header

- Short titles located at the top of each of the pages of the thesis text;
- Typed flush left at the top of all text (content) pages;
- Should not exceed 50 characters including punctuation and spacing;
- Placed approximately 1.27cm - 1.90cm from the top edge of the paper.

4.3 Headings and Subheadings

- APA Style uses a unique headings system to separate and classify paper sections;
- There are 5 heading levels in APA;
- Example below:

CHAPTER 1

ASSESSMENT OF ECONOMIC DEVELOPMENT
(bold and all in capital letters; 14pt.) (Arabic: 16pt.)

3.1 Aggregate Economic Growth
(regular: 14pt.) (Arabic: 16pt.)

3.1.1 <i>Developments in the External Trade Sector, 97-98</i>	(italics; 12pt.) (Arabic: 14pt.)
3.1.1.1 <u>Exports and imports in the GCC and MDE countries, 97-98</u>	(underlined; 12pt.) (Arabic: 14pt.)
3.1.1.1.1 Export revenues	(regular; 12pt.) (Arabic: 14pt.)

4.4 Pagination

- Page numbers (both Arabic and Roman numerals depending on the language used) should be located in the upper right-hand corner and placed on the same line as the header;
- Page numbers of preliminary pages in Arabic should be numbered as أ، ب، ج، instead of Roman numerals (i, ii, iii, iv...);
- The number assignment of thesis pages is listed below.

Table 4.1 Page numbering

Document Section	Page Number Displayed	Page Count
Preliminary pages (before the Abstract)	Lowercase Roman numerals / Hidden	Begins with the first page in your document; counted as a page but hidden
Abstract up to but not including the first page of Chapter 1.	Lowercase Roman numerals (i, ii, iii, etc.) / Visible	Continues from Preliminary pages; counted pages and visible
Introduction, chapter 1 to the end of the document.	Arabic numbers (1, 2, 3, etc.).	Begins with “1” on the first page of Chapter 1 or Main section (i.e. Introduction)

4.5 Fonts

- Times New Roman (English and French) / Simplified Arabic (Arabic); do not use modern or ornamental styles;
- Use the same typeface throughout the document;
- Font size in chapter/section titles is bold, 14pt and all in capital letters (in English and French) / 16pt (in Arabic);
- Font size in the body and preliminary pages is 12 points (in English and French) / 14 pt. (in Arabic: Simplified Arabic) الخط المناسب;

- Font size in Running Header is 12 pt.; if the header is too long, the size can be 11 points;
- Font size in Footnotes is 10pt (Arabic 12pt);
- The font size of Tables and Figures is 11pt (in Arabic 14pt.)
- Boldface may not be used in the body of the text.

4.6 Spacing

- Preliminary pages, text body, tables, figures, and appendices: one-and-a-half spacing / in Arabic single spacing;
- No empty blanks in between;
- Footnotes: single spacing;
- Reference list: one-and-a-half spacing (in Arabic single spacing) with a hanging indent of 1cm;
- Paragraph indentation: 1.27cm; no blank spaces between paragraphs
- One blank entry between heading and subheading sections. **NO** blank entries between the heading or subheading and the text.
- Headings: not on the last line on a page; begin on the next page with the text that goes underneath it;
- Same guidelines apply to Reference List – unless a reference citation is extremely long, the entirety of the reference should be on the same page.

4.7 Text Alignment

- English and French text: Justified;
- Arabic text: Aligned to the right and justified.

4.8 Figures and Tables

4.8.1: *Figures*

- Figures include original photographs, charts, graphs, maps, diagrams, and drawings;
- All figures must be listed in the table of contents as a “LIST OF FIGURES”;
- Figures are inserted in the text as close as possible after their first mention in the text;
- Figures should be aligned to the left;

- Color copies are accepted, but beware of light colors that do not appear in reproductions (example: blue ink);
- Figure captions: typed below the figure aligned to the left, containing the figure number according to chapter (if applicable) and sequence. Figure title and number are font size 11 pt. and bold; the text is size 11 and regular (example: **Figure 1.3** The variations in scholastic performance);
- Landscape figures: oriented so that the top is on the left margin. The caption must also be placed in the same orientation;
- If the figure is taken from any source, you must cite that source with the caption.
- If the figure is drafted by you, as author, just state “Author” below the figure.

4.8.2 Tables

- All tables must be listed in the table of contents as “LIST OF TABLES”;
- Tables are inserted in the text as close as possible to their first mention in the text;
- Tables should be aligned to the left;
- Color copies are accepted, but beware of light colors that do not appear in reproductions (example: blue ink);
- Table captions: typed above the table and aligned to the left, containing the table number according to chapter (if applicable) and sequence. Table title and number are font size 11 pt. and bold; the text is size 11 and regular (example: **Table 2.1** Percentage of dropouts across ten years);
- Explanation of each term, specified or ambiguous, and signs used within the table is recommended under the table directly in font size 10;
- Repeat table number and column heading if the table is continued on another page;
- If the table is taken from any source, you must cite that source at the end of the caption.
- If the table is drafted by you, as author, just state “Author” at the end of the caption.

4.8.3 Oversized Material

- Label followed by “(Continued)” on the second page;
- To include oversized figures if printing personal copies, photographically reduce the size of figures to meet margin requirements. Page numbers and figure captions must remain the same font size as the text;
- Landscaping: For some figures/tables the layout may have to be portrait orientation on a page. If so, the top of the figure/table should be at the left margin as viewed normally, and the caption should be placed in the middle of the right parallel margin.
- If figures and tables are larger than 21 x 29.7 cm (A4), there are three options (Table 4.2).

Table 4.2 Oversized material options

Reduction:	Copies must be clearly eligible.
	Page numbers and captions must remain full-size.
	Margins: Right, left, and bottom margins: 2.5cm; and top margin: 3cm.
	The page should be 29.7 cm in height to be bound properly with the other pages.
	Be careful or else page may be damaged. Correct margins and position of page number must be maintained on the oversize page.
	Correct margins must be maintained on the oversize page, and page numbers are placed on the printed side of the paper to correspond with pagination in the rest of the text.
	Pocket material must be folded to within 18 x 25.4 cm.
	No numbering is required but should be listed in the Table of Contents.
	If pocket material is CD or DVD, 2 copies must be submitted.
	Identify CD and DVDs with title, name of student, and date.
	Correct margins must be maintained on the oversize page, and page numbers are placed on the printed side of the paper to correspond with pagination in the rest of the text.

4.9 Mathematical Equations

- If the text contains more than one equation, equations should be numbered consecutively in parentheses at the right margin;
- Derivations of equations or examples where values are substituted for variables need not be numbered;

- An equation shall be referenced in the text by the word Equation and its number:

$$f(x) = x+3 \qquad \text{(Equation XX.YY)}$$

Where XX is the chapter number and YY is the sequence number of that equation in that chapter

- If an equation is previously quoted in an earlier chapter, say as Equation 4.5 and need to be re-quoted in chapter 5, its number will remain as Equation 4.5;
- If referring to two or more equations in the same sentence, each should be named separately. For example, use “see 2.1, 2.2, and 2.3” instead of “see Equations (1) through (3)”;
- When referring to an equation, use the word “Equation” to begin a sentence [Equation 2.4 proves], but within a text mention the number within parenthesis [As calculated above in (2.3), ...];
- Use the multiplication sign (*), rather than a dot (·) or an (x), to indicate multiplication of numbers and numerical values;
- Although the stacked style of fractions is preferred, exceptions shall be made in the text to avoid printing more than two lines of type. For example, type $\frac{b}{a}$ rather than an oblique stroke (i.e. b/a);
- The general rules regarding the use of upright and italic text in equations are as follows:
 1. Quantity symbols (including the symbols for physical constants), subscripts or superscripts representing symbols for quantities, mathematical variables, and indexes are set in italic text;
 2. Unit symbols, mathematical constants, mathematical functions, abbreviations, and numerals are set in the upright text;

Example:

$$x = r \sin \theta \cos \phi \qquad \text{(Equation 3.1)}$$

where

x is the x-coordinate on a Cartesian plane,

r is the length of the position vector,

θ is the angle between the position vector and a coordinate axis,

ϕ is the angle from the plane in which both the axis and the position vector lie to either of the coordinate planes including that axis.

Further examples: Equation 2.5.

Equation 2.5 illustrates the use of italics and exponential function in an equation.

$$C_{d_1} = \frac{\lambda T_s}{1 - e^{-\lambda T_s}} \quad (\text{Equation 2.5})$$

where

C_{d_1} is the correction factor for decay during sample collection,

λ is the radionuclide decay constant,

T_s is the sampling duration.

4.10 Footnotes

- Used to back up substantial information in your text, provide additional content or acknowledge copyright permission;
- Found at the bottom of the page below the text and separated from the text by a line;
- Font size is 10pt (Arabic 12pt);
- Spacing is single;
- Insert a number formatted in superscript following almost any punctuation mark;
- Footnote numbers should not follow dashes (—); if they appear in a sentence in parentheses, the number should be inserted within the parentheses.

4.11 Reference Styles

- The styles of referencing adopted by USEK:
 - Most Faculties and Schools: The American Psychological Association (APA) Referencing Style;
 - School of Medicine & Medical Sciences: American Medical Association (AMA) Referencing Style;
 - School of Law: Urfist de Bordeaux et École doctorale Droit de Bordeaux, Citer des références bibliographiques;
- Print guides of citation styles available in the Library:
 - American Psychological Association (APA) Style Manual (Adapted from the Publication Manual of the American Psychological Association 6th ed., 2010).

- American Psychological Association. (2012). *Publication manual of the American Psychological Association*. (6th ed.). Washington, DC: Author.
- American Medical Association. (2007). *AMA manual of style: A guide for authors and editors*. (10th ed.). Oxford: Oxford University Press.
- Urfist de Bordeaux et École doctorale Droit de Bordeaux. (2019). *Citer des références bibliographiques juridiques : notes de bas de pages, bibliographie*. (2e éd.). Bordeaux: Urfist de Bordeaux.
- Electronic guides of Citation Styles:
 - Academic Writer is an online educational and writing platform offering you a complete digital environment for teaching, learning, and writing academic papers in APA style.
 - The AMA Manual of Style is a guide for anyone involved in medical and scientific publishing.
- Citation Manager: The APA and AMA styles are offered through [RefWorks](#) to organize your reference lists, references, and in-text citations;
- For more information, please contact the Reference Librarian, email: reference@usek.edu.lb / Phone: +961-9-600 381.

4.12 Submission of Ph.D. Dissertation

The Ph.D. Dissertation is submitted after the defense when the required changes and corrections are made.

- After the Ph.D. Dissertation has been examined and corrections have been made and approved, the final official copy is submitted electronically to the Ph.D. Thesis Deposit workflow in PDF format.
- No comments, correction marks or track changes should be left in the document;
- Use the following naming format to submit your file to USEK library institutional repository:

Ph.D._ Year (YYYY)_student ID number

example: Ph.D._2019_012345657

- Ensure that the file is not security protected or encrypted because the file will be converted as PDF;
- All the used materials should be submitted in the recommended formats (Table 4.3).

Table 4.3 Recommended formats

Type	Format
Text editors	MS Word / MS Excel
Images	gif / jpeg (.jpg or .jpeg)
Videos	Apple QuickTime (.mov) / Microsoft AVI (.avi) / Mpeg / MP4 (.mp4) / WMV, FLV/F4V (FLASH)
Audio	WAV (.wav) / MP3 (.mp3) / MP4 (.mp4)

CHAPTER 5

COMPONENTS AND ORDER

The following order is **required** for the components of the thesis. Arabic and French translations of the headings can be found in Appendix A.

5.1 Preliminary Pages

5.1.1 Title Page (sample on: English pg. 36 / French pg. 62 / Arabic pg. 65)

- The title of the Ph.D. Dissertation is specific, unambiguous, and should reflect the output of the thesis
- Titles must include words, not symbols, formulas, superscripts or Greek letters
- Listing of the university name based on language: Holy Spirit University of Kaslik (USEK) / Université Saint-Esprit de Kaslik (USEK) / جامعة الروح القدس - الكسليك;
- School, Department, Doctoral programs and Degree title as listed in Appendix B; if unsure, contact the Supervisor;
- Student name appears as on file of USEK's Office of the Registrar (First and Family Name);
- Degree year is the year when the degree was awarded;
- The copyright contains the copyright symbol (©) and the author's full name and the calendar year (Example: Copyright © 2018 Rachel Stevenson) and the words "All Rights Reserved" below;
- Copyright details centered in the lower third of the page;
- The title page not numbered, although it is counted as page "i" in the sequential numbering of the preliminary pages and hidden.

5.1.2 Title Page (Cover Page) (sample: English pg. 36 / French pg. 62 / Arabic pg. 65)

5.1.3 Plagiarism Compliance Statement (sample: English pg. 37 / French pg. 63 / Arabic pg. 66)

- To confirm the responsibility of the student in adopting good academic practice and academic integrity while writing this thesis;
- Begins on a separate page;
- "PLAGIARISM COMPLIANCE STATEMENT" is in the centered header section;
- Submitted as a single scanned image on the Ph.D. Thesis Deposit workflow.

- This page is counted as page “iii”, and hidden.

5.1.4 *Dedication* (sample on pg. 38)

- To extend a word of thanks and gratitude to individuals who supported student: family, friends...;
- Begins on a separate page;
- “DEDICATION” is in the centered header section;
- Text should be brief;
- This page is counted as page “iv”, and hidden.

5.1.5 *Acknowledgements* (sample on pg. 39)

- To show appreciation to those people who contributed to the work the most: supervisor, advisors, other academics, lab technicians, support offices...;
- Begins on a separate page;
- “ACKNOWLEDGEMENTS” is in the centered header section;
- Text should be short, not more than 1 page;
- This page is counted as page “v”, and hidden.

5.1.6 *Abstract* (sample on pg. 40)

- The abstract should not exceed 350 words for a Ph.D. Dissertation; and begins on a separate page;
- It should contain the statement of the research problem, the research methodology, key results and the conclusions of the research, not perspectives (each part shall start on a separate paragraph but without a title);
- Should end with a 4 –6 “Keywords”; these are index terms that clearly identify and reflect the subject of the document;
- The abstract should be presented in English or French; or in Arabic for Arabic doctoral programs;
- “ABSTRACT” is in the centered header section;
- This page is counted as page “vi”, and numbered with lowercase Roman numerals.

5.1.7 *Table of Contents* (sample on pg. 41)

- To list the titles of the major sections of the document, including all titles, headings, and subheadings used;
- Begins on a separate page;

- “TABLE OF CONTENTS” is in the centered header section;
- Include the pages containing a list of abbreviations, symbols, figures, and tables
- All pages mentioned are numbered using roman numerals (such as 1, 2...)
- Include the heading “TABLE OF CONTENTS”;
- Includes a list of Appendices containing the title of each Appendix;
- Main sections and chapters should be numbered using Roman numerals (e.g., Chapter 1);
- Appendices are sequenced using capital letters (e.g. Appendix A).

5.1.8 *List of Abbreviations* (Optional) (sample on pg. 43)

- To list all the abbreviations used with their fully written form;
- Begins on a separate page;
- “LIST OF ABBREVIATIONS” is in the centered header section;
- Each listing must have the fully written word and its abbreviation;
- This page is counted and numbered with lowercase Roman numerals.

5.1.9 *List of Symbols* (Optional) (sample on pg. 44)

- To provide a complete list of symbols used in the text and the appendix;
- Begins on a separate page;
- “LIST OF SYMBOLS” is in the centered header section;
- Each listing must have the symbol and its fully written form or explanation;
- This page is counted and numbered with lowercase Roman numerals.

5.1.10 *List of Tables* (Optional) (sample on pg. 45)

- To provide a complete list of tables in the text and the appendix;
- Begins on a separate page;
- “LIST OF TABLES” is in the centered header section;
- Each listing must have the word “Table”, a number, a caption, and the page number;
- The listings/captions must be identical to the headers in the document;
- This page is counted and numbered with lowercase Roman numerals.

5.1.11 *List of Figures* (Optional) (sample on pg. 46)

- To provide a complete list of figures in the text and the appendix;
- Begins on a separate page;

- “LIST OF FIGURES” is in the centered header section;
- Each listing must have the word “Figure”, a number, a caption, and the page number;
- The listings/captions must be identical to the headers in the document
- This page is counted and numbered with lowercase Roman numerals.

5.2 Main Body (sample on pg. 47)

- Divide the text into its major parts/chapters/subsections;
- Each chapter should begin on a new page;
- First text page must be Arabic numeral 1, and the pagination must continue with consecutive Arabic numbers throughout the body and end matter of the thesis;
- Below are guidelines or blueprints as to the structure of theses (Table .1)

Table 5.1 Thesis structure⁴

Introduction: Purpose and significance of the study			
Chapter 1: Review of the Literature			
Form 1	Form 2	Form 3	Form 4
Chapter 2: Research Methodology	Chapter 2: Theory/Approach/Analysis	Chapter 2: Case study analysis	Part I - Theme 1 Chapter 2 - theme 1 - topic 1
Chapter 3: Findings / Case Study Results / Data Analysis / Discussion	Chapter 3: Theory/Approach/Analysis	Chapter 3: Design Project	Chapter 3 - theme 1 - topic 2
and / or Chapter 4:	and / or Chapter 4: Theory/Approach/Analysis	Chapter 4: Recommendations	Part II - Theme 2 Chapter 4 - theme 2 - topic 1
			Chapter 5 - theme 2 - topic 2
Conclusion			

5.3 References (sample on pg. 56)

⁴ Paltridge, B. (2002). Thesis and dissertation writing: an examination of published advice and actual practice. *English for Specific Purposes*, 21(2), 125–143. doi. 10.1016/S0889-4906(00)00025-9

- The adopted style should correspond to the USEK approved styles (Refer to pg. 14);
- The reference list should include all materials cited in the body of the document;
- Always begin references on a separate page immediately following the end of the main body;
- Include the heading “REFERENCES”.

5.4 Appendices (sample on pg. 57-60)

- Appendices provide supplemental material important to understanding and evaluating the dissertation or doctoral project;
- Examples of material included in appendices are as follows: interview questions, participant letters / forms, surveys / questionnaires, supplemental tables / figures / graphs / image, consent forms used in the study/survey (questionnaire) sample, e/letters and e-mails giving permission to reproduce copyrighted materials must be included in the appendices;
- Appendices appear in the order in which they are introduced in the text;
- If there is more than one appendix, appendices should be named A, B, C, etc.;
- Each appendix should be preceded by a title page that lists the appendix (e.g., “Appendix A”) with the title of the appendix underneath it in boldfaced type, centered on the page;
- Appendices should be cited in the text and sequenced following the order in which they are mentioned in the text.

5.5 Supplemental Material (Appendices sample on pg. 59-60)

- Sometimes a thesis involves material that is not textual or cannot be readily inserted into the text or appendices of the thesis without loss of integrity (e.g., video or audio material, children’s book);
- This material should be saved in electronic form and submitted to USEK Library along with the dissertation;
- Students should consult with USEK Library if unsure about whether the material is able to be digitized;
- Material that cannot be converted to electronic form should be archived and made available through the Library in some other way;

- The maximum file size for each file is 20MB;
- Include a list of supplemental material with the appendices with an overall description of the subject matter, credits, and file name(s). This assists in “linking” the document to any additional supplementary material, as well as providing further information and context about the file(s).

5.6 Organization Chart

The organization chart describes the required and optional components of the dissertation and provides information about pagination format. Components should be ordered as listed in the table.

Table 5.2 Order of components

Sequence	Requirement	Number of Pages
Title Page	Required	Single
Jury Defense Committee	Required	Single
Plagiarism Compliance Statement	Required	Single
Dedication	Optional	Single
Acknowledgments	Required	Single
Abstract	Required	Single or multiple
Table of Contents	Required	Single or multiple
List of Abbreviations	If applicable	Single or multiple
List of Symbols	If applicable	Single or multiple
List of Tables	If applicable	Single or multiple
List of Figures	If applicable	Single or multiple
Main Body (Text)	Required	Multiple
References	Required	Multiple
Appendices	If applicable	Single or multiple
Supplementary Material	If applicable	Single or multiple

CHAPTER 6

ETHICS IN RESEARCH

The University has always cherished core values of mutual respect, trust, and integrity. Based on this corporate culture, USEK is dedicated to adhering to the highest standards of ethics and morals as a guiding compass in all its functions. Ph.D. Supervisors, Doctoral Advisory Committee and students should refer to USEK Code of Ethics.

CHAPTER 7

REVIEW CHECKLIST

The following checklist items should be used to ensure your document is properly formatted. These items will be reviewed by staff at the Library when submitting your Ph.D. Dissertations.

▪ **Margin Settings (pg. 8)**

- Unified Left, Right, Top and Bottom margins continue throughout the entire document
- Table, figures etc., adhere to these settings

▪ **Running Header (pg. 8)**

- Placed at the top of all text
- Not exceed 50 characters

▪ **Headings and Subheadings (pg. 8)**

- Follow the APA style
- Sections and subheadings within chapters are not left “hanging” on the bottom of pages

▪ **Pagination (pg. 9)**

- Page numbers are in the upper right-hand corner of each page (where applicable).
- Preliminary pages are numbered using lowercase Roman numerals (e.g. iii, iv).
- Main text (from the Introduction to the end of the thesis or dissertation) is numbered consecutively using Arabic numerals (e.g. 1, 2, 3)

▪ **Fonts (pg. 9)**

- Fonts are 10,12,14 or 16 points in size and consistent throughout the document
- Use Times New Roman or Simplified Arabic depending on thesis language

▪ **Spacing (pg. 10)**

- 1.5 spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced)

- Paragraph first line indentation: 1.27 cm

- **Text alignment (pg. 10)**
 - The document text is justified, except for References
 - Text appears in a single column on each page

- **Figures & Tables (pg. 10)**
 - Heading(s) in all capital letters centered
 - Each entry includes a number, title, and page number
 - Each table, figure or illustration has been assigned an Arabic numeral
 - Numerals and titles align with the left margin
 - Each entry is single-spaced, with a double space between entries
 - Numbers, titles and page numbers match the corresponding information as it appears in the document
 - Formatting for tables, figures and illustrations is consistent throughout the entire document; headings and captions for the associated element are on the same page
 - Pages are numbered in lower case Roman numerals

- **Footnotes (pg. 14)**
 - Notes are placed at the bottom of the page and are separated from the text by a solid line
 - Longer notes are single-spaced between lines
 - All notes are numbered with Arabic numerals consecutively through the entire document
 - Numbers precede the note, are superscripted (placed slightly above the line), and no space is placed between the number and the note

- **Title Page (pg. 17)**
 - Title in all capital letters and centered
 - Your full name centered
 - Statement correctly specifying the department and faculty granting your degree, centered below your name
 - Copyright symbol © followed by a year and your name exactly as it appears on the title page

- ALL RIGHTS RESERVED
- Page is counted as (i), but hidden.

- **Jury Defense (pg. 17)**

- **Plagiarism Compliance Statement (pg. 17)**
 - Should be drafted and signed as given in the samples.
 - No page numbers, but countable in numbering as (iii)

- **Dedication (pg. 18)**
 - The dedication and acknowledgments: each begin on a new page
 - Required heading for “DEDICATION” is all in capital letters
 - No page numbers, but countable in numbering as (v)

- **Acknowledgments (pg. 18)**
 - The dedication and acknowledgments: each begin on a new page
 - Required heading for “ACKNOWLEDGEMENTS” is all in capital letters
 - Hidden page numbers, but countable in numbering as (vi)

- **Abstract (pg. 18)**
 - The heading “ABSTRACT” centered in all capital letters at top of page
 - The text of your abstract must be 1.5 spaced and no longer than 350 words
 - Pages are numbered in lower case Roman numerals (vii)

- **Table of contents (pg. 18)**
 - The heading “TABLE OF CONTENTS” centered in all capital letters at top of page
 - Major chapters and subheadings within chapters are listed and indented to the right of the left page margin
 - Information included in the table of contents matches the headings, major subheadings, and numbering used in the body of the document
 - Pages are numbered in lower case Roman numerals (viii)

- **List of Abbreviations (pg. 19)**
 - The heading “LIST OF ABBREVIATIONS” in all capital letters and centered

- Abbreviations are arranged alphabetically
 - Symbols are listed with abbreviations under the heading “LIST OF ABBREVIATIONS’ or listed in a separate section following the formatting instructions for abbreviations
 - Each entry is aligned with the document’s left margin
 - Pages are numbered in lower case Roman numerals
- **List of Symbols (pg. 19)**
 - The heading “LIST OF SYMBOLS” in all capital letters and centered
 - Abbreviations are arranged alphabetically
 - Symbols are listed with abbreviations under the heading “LIST OF SYMBOLS” or listed in a separate section following the formatting instructions for abbreviations
 - Each entry is aligned with the document’s left margin
 - Pages are numbered in lower case Roman numerals
- **List of Tables (pg. 19)**
 - The heading “LIST OF TABLES” in all capital letters centered
 - The listings/captions must be identical to the headers in the document
 - Each entry is aligned with the document’s left margin
 - Pages are numbered in lower case Roman numerals
- **List of Figures (pg. 19)**
 - The heading “LIST OF FIGURES” in all capital letters centered
 - The listings/captions must be identical to the headers in the document
 - Each entry is aligned with the document’s left margin
 - Pages are numbered in lower case Roman numerals
- **References (pg. 21)**
 - References begin on a separate page at the end of the entire document, before the Appendices
 - The heading “REFERENCES” centered in all capital letters at top of page
 - All entries are written in the adopted style
 - Page numbering continues consistently throughout the references section(s)
- **Appendices (pg. 21)**

- All appendices appear after the references (not after the chapter to which they pertain)
 - For one appendix use the heading “APPENDIX”; for multiple appendices assign each appendix a number heading (APPENDIX 1, APPENDIX 2)
 - All appendix headings and titles are included in the table of contents
 - Pages numbering continues consistently throughout the appendix or appendices
- **Submission process**
- Be sure you have read and reviewed this Manual prior to finalizing your document and preparing it for evaluation
 - Submit thesis after the defense and all final edits are approved by the supervisor
 - No comments, correction marks or track changes should be left in the document

APPENDICES

APPENDIX A: TRANSLATION OF HEADINGS

In English	In French	In Arabic
Plagiarism Compliance Statement	Engagement de non plagiat	تعهد بعدم الانتحال
Thesis Approval Form	Formulaire d'approbation de la thèse	نموذج الموافقة على الأطروحة
Dedication	Dédicace	الإهداء
Acknowledgments	Remerciements	الشكر
Abstract	Résumé	ملخص البحث
List of Abbreviations	Liste des abréviations	قائمة المختصرات
List of Symbols	Liste des symboles	قائمة الرموز
Table of Contents	Table des matières	قائمة المحتويات
List of Tables	Liste des tableaux	قائمة الجداول
List of Figures	Liste des figures	قائمة الرسوم
Introduction	Introduction	المقدمة
Review of literature	Revue de la littérature	استعراض المكتوب في الموضوع

In English	In French	In Arabic
Research Methodology	Méthodologie de la recherche	منهجية البحث
Findings / Results	Résultats	نتائج الدراسة
Case Study Results	Résultats de l'étude de cas	نتائج دراسة الحالة
Data Analysis	Analyse des données	تحليل النتائج
Discussion	Discussion	مناقشة الدراسة
Recommendations	Recommandations	توصيات
Conclusion	Conclusion	خاتمة
References	Références	المراجع
Appendix	Annexe	ملحق
Appendices	Les annexes	ملاحق
Supplementary Material	Matériel supplémentaire	مستندات إضافية

APPENDIX B: DEPARTMENT, DOCTORAL PROGRAMS AND DEGREE TITLES

Faculty	Department	In English	In French	In Arabic
		Ph.D. in French Language & Literature	Doctorat en Langue et Littérature Françaises	دكتوراه في اللغة الفرنسية وأدابها
		Ph.D. in English Language & Literature	Doctorat en Langue et Littérature Anglaises	دكتوراه في اللغة الإنكليزية وأدابها
		Ph.D. in Arabic Language & Literature	Doctorat en Langue et Littérature Arabes	دكتوراه في اللغة العربية وأدابها
		Ph.D. in Langage Sciences -Traductology	Doctorat en Sciences du Langage - Traductologie	دكتوراه في علوم اللغة - اختصاص ترجمة
	Department of Philosophy	Ph.D. in Philosophy	Doctorat en Philosophie	دكتوراه في الفلسفة
	Department of Sacred Art, Conservation & Heritage	Ph.D. in Conservation, Restoration of Cultural Property & Sacred Art	Doctorat en Conservation, Restauration des Biens Culturels et Art Sacré	دكتوراه في حفظ وترميم الممتلكات الثقافية والفن المقدس
	Institute of History & Archeology	Ph.D. in History	Doctorat en Histoire <ul style="list-style-type: none"> • Histoire de l' Art • Archéologie • Histoire 	دكتوراه في التاريخ
		Ph.D. in Social Sciences	Doctorat en Sciences Sociales	دكتوراه في العلوم الاجتماعية
		Ph.D. in Psychology	Doctorat en Psychologie	دكتوراه في علم النفس

	Department of Education	Ph.D. in Education	Doctorat en Sciences de l'Education	دكتوراه في علوم التربية
	Department of Biology	Ph.D. in Life and Earth Sciences	Doctorat en Sciences de la Vie et de la Terre	دكتوراه في علوم الحياة والأرض
	Department of Chemistry & Biochemistry	Ph.D. in Chemistry	Doctorat en Chimie	دكتوراه في الكيمياء
	Department of Nutrition and Food Sciences	Ph.D. in Agricultural and Food Sciences	Doctorat en Sciences Agronomiques et Alimentaires	دكتوراه في العلوم الزراعية والغذائية
	Department of Religious and Oriental Sciences	Ph.D. in Religious and Oriental Sciences	Doctorat en Sciences Orientale et Religieuse	دكتوراه في العلوم المشرقية والدينية
	Institute of Liturgy	Ph.D. in Liturgy	Doctorat en Liturgie	دكتوراه في الليتورجيا
		Ph.D. in Music	Doctorat en Musique	دكتوراه في الموسيقى
		Ph.D. in Theater	Doctorat en Théâtre	دكتوراه في الفنون المسرحية
		Ph.D. in Higher and Specialized Music Education	Doctorat en Enseignement Musical Supérieur spécialisé	دكتوراه في التعليم الموسيقي التخصصي العالي

	Department of Design and Digital Media	Ph.D. in Visual Arts	Doctorat en Arts Visuels	دكتوراه في الفنون البصرية
School of Law	Department of Law	Ph.D. in Law	Doctorat en Droit	دكتوراه في الحقوق
Pontifical School of Theology		Ph.D. in Theology	Doctorat en Théologie	دكتوراه في اللاهوت
School of Business	Department of Business Administration	Ph.D. in Business Administration	Doctorat en Gestion	دكتوراه في إدارة الأعمال

APPENDIX C: SAMPLE PAGES IN ENGLISH

The following pages are formatted according to the requirements prescribed by the Manual and should be used as a guide when formatting the thesis. It is essential that the preliminary pages are formatted according to the samples and directions provided.

In addition to samples of preliminary pages and the main body, a sample page in landscape orientation, and a sample table and figure are also included.

Table A: List of Sample Pages (English)

Title Page	36
Plagiarism Compliance Statement	37
Dedication	38
Acknowledgments	39
Abstract	40
Table of Contents	41
List of Abbreviations	43
List of Symbols	44
List of Tables	45
List of Figures	46
Main Body (Text)	47
References	56
Appendices	57

HOLY SPIRIT UNIVERSITY OF KASLIK (USEK LOGO)

Times new roman; centered, bold capital letters; 18 pt.

Ph.D. DISSERTATION TITLE:

SUBTITLE

Times new roman; centered, bold capital letters; 14 pt., line spacing 1.5

Presented by

Student First Name/ Father Initials/ Last Name

Times new roman; centered, regular bold; 13 pt., line spacing 1.5

Submitted to the
Department of...
School/Faculty of

In partial fulfillment of the requirement
For the degree of Ph.D. in

(Official name of the Ph.D. Degree program (Appendix B))

Times new roman; centered, regular capital letters; 12 pt., line spacing 1.15

Jury Members:

Chair: Title, First Name, Last Name, Institution
Ph.D. Thesis Supervisor(s): Title, First Name, Last Name, Institution
Reader 1: Title, First Name, Last Name, Institution
Reader 2: Title, First Name, Last Name, Institution
Examiner 1: Title, First Name, Last Name, Institution
Examiner 2: Title, First Name, Last Name, Institution

Kaslik, Lebanon
Academic Year

Copyright © Year and Full name spelled out as appears above

All Rights Reserved

Times new roman; centered, regular letters; 11 pt., line spacing 1.0

PLAGIARISM COMPLIANCE STATEMENT

I confirm that this Ph.D. thesis is my own work, is not copied from any other person's work (published or unpublished) and has not been previously submitted for assessment neither at the Holy Spirit University of Kaslik (USEK) nor elsewhere.

I confirm that I have read and understood the Academic Integrity regulations on plagiarism in the *Academic Rules and Student Life Handbook*.

Name

Signature

Date

Original signature in blue ink is necessary

Times new roman; centered, bold capital letters, 14 pt., line spacing 1.5

DEDICATION

This is where you dedicate the thesis to the people closest to you: family, parents, spouses, children...

Text should be brief

Times new roman; centered, bold capital letters; 14 pt., line spacing 1.5

ACKNOWLEDGMENTS

This is where you thank those who helped you in your research and contributed to the work in some way. I would like to thank my supervisor,, who read my numerous revisions and helped make some sense of the confusion. Also thanks to the Jury members,,, and, who offered guidance and support.

I would also like to thank the University staff and experts without whom I would not have been able to complete the surveys and the analysis.

Last but not the least, I would like to thank my colleagues for their support and encouragement.

Text should be brief

Times new roman; centered, bold capital letters; 14 pt., line spacing 1.5

TABLE OF CONTENTS

DEDICATION	
ACKNOWLEDGMENTS	
ABSTRACT	vii
TABLE OF CONTENTS	viii
LIST OF ABBREVIATIONS	x
LIST OF SYMBOLS	xi
LIST OF TABLES	xii
LIST OF FIGURES	xiii
INTRODUCTION	
CHAPTER 1: REVIEW OF LITERATURE	1
1.1 Heading 1	1
1.2 Heading 2	10
<i>1.2.1 Subheading</i>	12
<i>1.2.2 Subheading</i>	
1.3 Heading 3	30
CHAPTER 2: TITLE	35
2.1 Heading 1	37
2.2 Heading 2	50
<i>2.2.1 Subheading 1</i>	52
<i>2.2.2 Subheading 2</i>	57
<u>2.2.2.1 Sub-Subheading</u>	59
CHAPTER 3: TITLE	74
CHAPTER 4: TITLE	80
CONCLUSION	85
REFERENCES	90
APPENDIX 1: Title	95

Times new roman; centered, bold
capital letters; 14 pt., line spacing
1.5

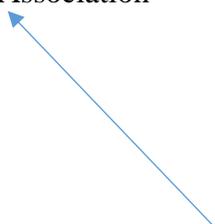
To insert a table of contents, follow these steps:

1. *Start Word, and then open your document.*
2. *Click an empty paragraph where you want to insert the TOC.*
3. *On the Insert menu, point to Reference, and then click Index and Tables. ...*
4. *Click the Table of Contents tab, and then click Show Outlining Toolbar.*

N.B: The content of “the table of contents” would be in: Times new roman; justified, 12 pt., line spacing 1.5);

LIST OF ABBREVIATIONS

AAA	American Anthro
AAG	Association of A
ACS	American Chem
APA	American Psychological Association
ASA	American Sociological Association
ASCE	American Society of Civil Engineers
ASME	American Society of Mechanical Engineers
CBE/CSE	Council of Biology Editors, now Council of Science Editors
GSA	Geological Society of America
IEEE	Institute of Electrical and Electronics Engineers
MLA	Modern Language Association



Times new roman; centered, bold capital letters; 14 pt., line spacing 1.5

Times new roman; Aligned left, regular; 12 pt., line spacing 1.5

LIST OF SYMBOLS

Σ	Horizontal stress;	Times new roman; centered, bold capital letters; 14 pt., line spacing 1.5	plane
B	Angle between the norm		
Φ	Friction angle of the fracture		
E	Extension in the bolt		
A	Radius of bolt		
X	Distance along the length of bolt starting at free end of grout		
R	Radius of the borehole		
G_g	Shear modulus of grout		
U	Neutral point displacement		
P	Radial distance to the neutral point		

Times new roman; Aligned left, regular; 12 pt., line spacing 1.5

LIST OF TABLES

Table 1.1	Title of Table 1	Times new roman; centered, bold capital letters; 14 pt., line spacing 1.5
Table 1.2	Title of Table 1.2	50
Table 2.1	Title of Table 2.1	66
Table 3.1	Title of Table 3.1	88
Table 3.2	Title of Table 3.2	86

Times new roman; bold text, 11 pt., justified, line spacing 1.5

Should be generated by using styles to create a table of tables

Use styles to create a table of tables

1. *Click where you want to insert the table of tables.*
2. *On the References tab, in the Captions group, click Insert Table of Figures, and choose the caption label "Table".*
3. *Click Options.*
4. *Select the Style check box.*
5. *In the Style list, click the style that you applied to the captions, and then click OK.*

LIST OF FIGURES

Figure 1.1	Title of Figure 1.1	44
Figure 2.1	Title of Figure 2.1	66
Figure 2.2	Title of Figure 2.2	74
Figure 3.1	Title of Figure 3.1	88

Times new roman; centered, bold capital letters; 14 pt., line spacing 1.5

Times new roman; bold text, 11 pt., justified, line spacing 1.5

Should be generated by using styles to create a table of figures

Use styles to create a table of figures

- 1. Click where you want to insert the table of figures.*
- 2. On the References tab, in the Captions group, click Insert Table of Figures, and choose the caption label.*
- 3. Click Options.*
- 4. Select the Style check box.*
- 5. In the Style list, click the style that you applied to the captions, and then click OK.*

INTRODUCTION

Body text Body text
text Body text Body text
Body text Body text Body text Body text Body text.

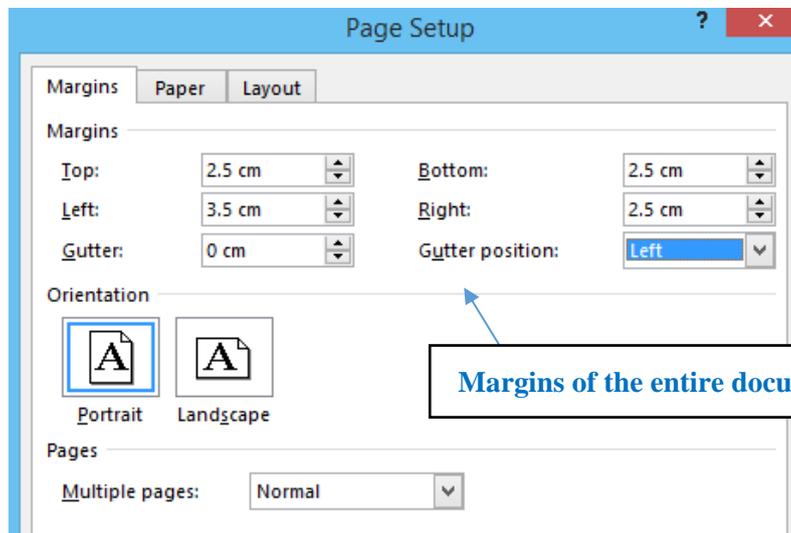
Times new roman; centered, bold capital letter; 14 pt., line spacing 1.5

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Times new roman; justified, regular; 12 pt., line spacing 1.5

Paragraph first line indentation: 1.27 cm



Margins of the entire document

English and French text: Justified;
Arabic: Right alignment, Justified

CHAPTER 2 MATERIAL AND METHODS

Heading One: Times new roman; centered, bold capital letter; 14 pt., line spacing 1.5

2.1 Heading Two

Body text
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Body text Body text Body text Body text text Body text Body text Body text Body text

Heading Two: Times new roman; regular font; capitalize first letter of each word; 14 pt.

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Heading Three: Times new roman; italic font, capitalize first letter of each word; 12 pt.

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2.1.1 Heading Three

Body text Body
text Body text Body text Body text Body text Body text Body text Body text (Columbia
University, & Lagasse, 2017).

2.1.1.1 Heading four

Heading four: Times new roman; regular font, underlined, capitalize only the first letter of the first word; 12 pt.

Body text Body
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Figure 2.1 Music sales of shares. Source: Article by Philip Dewitt in Fortune Review (2009).

Body text Body text

**Insert equation within a table with no border!
Indentation: spacing before and after equation row: 6 pt**

text Body text text Body text text Body text text Body text text Body text

$$f(x) = x+3 \qquad \text{(Equation XX.YY)}$$

Where XX is the chapter number and YY is the equation number. For example, Equation 4.5 is the fifth equation in chapter 4. If an equation is previously quoted in an earlier chapter, say as Equation 4.5 and need to be re-quoted in chapter 5, its number will remain as Equation 4.5

Body text Body text

text Body text Body text Body text Body text Body text (Equation 2.1).

$$C_{d_1} = \frac{\lambda T_s}{1 - e^{-\lambda T_s}} \qquad \text{(Equation 2.1)}$$

where

C_{d_1} is the correction factor for decay during sample collection,

λ is the radionuclide decay constant,

T_s is the sampling time.

Spacing before and after equation with the explanation is 6 pt.

Body text Body text

Body text Body text Body text Body text Body text Body text Body text Body text Body text

text Body text. text

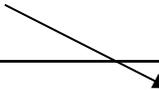
CHAPTER 3
RESULTS AND DISCUSSION



**Times new roman; centered, bold capital letter; 14
pt., line spacing 1.5**

Idem Format

CONCLUSION AND PERSPECTIVES



Times new roman; centered, bold capital letter; 14 pt., line spacing 1.5

Idem Format

REFERENCES

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APPENDIX A: TABLE OF DATA FINDINGS

Monthly Test	Test 1	Test 2	Test 3	Test 4	Test 5
Deead	20	9	7	W	U
Corper	15	11	7	S	R
Mattis	82	56	14	S	U
Starge	10	4	2	S	R
Dolorid	26	25	22	W	S
Aqua	5	4	1	M	U
Pellent	8	7	7	S	U
Massa	20	5	2	S	R
Donecus	15	12	10	M	R
Dignitium	28	19	5	S	U
Nullaliquot	20	16	15	M	U
Donemattis	17	15	11	S	U
Vestifelis	17	8	8	M	U
Veristlaliquot	20	6	5	S	R
Maecenasunc	6	0	0	S	R
Iaucibus	15	0	0	W	R
Magna	25	8	8	N	U
Sedegat	34	18	4	M	U
Felisaliquot	2	1	0	M	U
Mauris	18	13	8	S	R
Nullampis	27	16	13	M	U
Vivam	17	14	11	N	S
Aquarium	15	17	10	N	R
Aliquo	22	15	9	S	U
Nasunc	35	20	5	U	N

APPENDIX B: NETFLIX SUBSCRIBERS

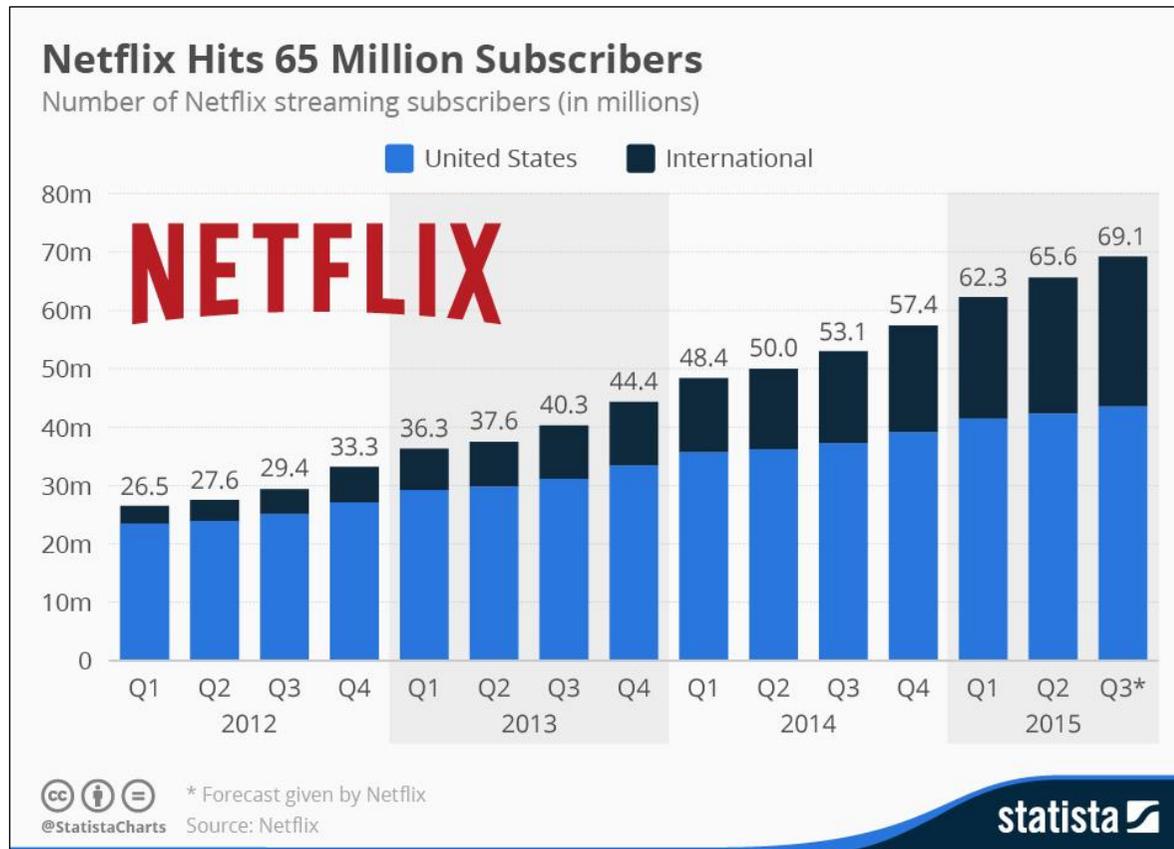


Figure 3: Number of Netflix streaming subscribers. Source: Article by Ramon Lobato in *Flow Journal* (2016).

APPENDIX C: SUPPLEMENTAL DATA FILE**Description:**

The accompanying Excel spreadsheet shows the events simulated and prediction results. In the column headings of each sheet: “Barnacle” represents running Barnacle with default filter settings; “Barnacle-MM” represents running Barnacle without filtering multi-mapping contigs; “BWA” or “ABYSS-map” denotes the tool used to align reads to contig sequences.

Filename:

SwansonLucas_simulated_events.xls

APPENDIX D: SUPPLEMENTAL VIDEO FILE

Alternative Media at Summits and Spectacles

Creator/Director:

Isaac K. Oommen

Description:

The film is complementary to this paper. It explores the basic idea of independent/alternative media centers that arose from the 1999 Seattle World Trade Organization Summit protests. It also compares the alternative media centers setup respectively during the 2010 anti-Olympics convergence in Vancouver, British Columbia and the 2010 anti-G20 protests in Toronto, Ontario.

Filename:

alt media centers at summits and spectacles.mp4

APPENDIX D: SAMPLE PAGES IN FRENCH**Table B:** List of Sample Pages (French)

Title Page	62
Plagiarism Compliance Statement	63

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Dirigé par

Titre. Prénom et Nom du directeur de recherche

Soumis au Département de

A la Faculté de

En vue de l'obtention d'un

Doctorat en _____

Membres du jury :

Président Prénom et Nom, grade académique, Université/Institution

Directeur: Prénom et Nom, grade académique, Université/Institution

1^{er} Rapporteur: Prénom et Nom, grade académique, Université/Institution

2nd Rapporteur: Prénom et Nom, grade académique, Université/Institution

Assesseur: Prénom et Nom, grade académique, Université/Institution

Kaslik, Liban

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Je confirme que cette thèse est mon travail personnel, qu'elle n'est pas copiée du travail (publié ou non publié) d'une autre personne et qu'elle n'a pas encore été soumise pour évaluation à l'Université Saint-Esprit de Kaslik (USEK) ou ailleurs.

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Prénom et Nom de l'étudiant

Signature

Date

APPENDIX E: SAMPLE PAGES IN ARABIC**Table C:** List of Sample Pages (Arabic)

Title Page	65
Plagiarism Compliance Statement	66

جامعة الروح القدس - الكسليك

عنوان الأطروحة :

العنوان الفرعيّ

إعداد

اسم الطالب(ة) اسم الوالد والشهرة

إشراف

مرتبة المشرف العلميّة واسمه وشهرته

أطروحة معدّة ومقدّمة الى قسم...

كلية...

لنيل شهادة

دكتوراه في [اسم الشهادة]

اسماء اعضاء لجنة التحكيم :

رئيس اللجنة : المرتبة العلمية، الأسم، الشهرة، الجامعة

المشرف : المرتبة العلمية، الأسم، الشهرة، الجامعة

القارئ الأول : المرتبة العلمية، الأسم، الشهرة، الجامعة

القارئ الثاني: المرتبة العلمية، الأسم، الشهرة، الجامعة

المدقق: المرتبة العلمية، الأسم، الشهرة، الجامعة

الكسليك، لبنان

السنة الدراسية

تصريح بعدم الانتحال العلمي

أتعهد أنّ أطروحة الدكتوراه هذه هي عملي الخاصّ، ولم تُنسخ من عملٍ (منشور أو غير منشور) قام به أيُّ شخصٍ آخر، ولم تُقدّم مسبقاً للتقييم في جامعة الروح القدس في الكسليك أو في أيّ مكانٍ آخر.

أتعهد أنّني قرأت وفهمت قواعد النزاهة الأكاديميّة حول الانتحال المذكورة في كتيّب النظام الأكاديميّ ودليل حياة الطالب الجامعيّة".

التاريخ

التوقيع

اسم الطالب وشهرته