



THE AMERICAN UNIVERSITY IN CAIRO

Thesis Preparation Guidelines

Office of the Dean of Graduate Studies
in collaboration with
the Library and Academic Departments

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I. INTRODUCTION

The work of researching, writing, and presenting a thesis in partial fulfillment of a master's degree is an appropriate culmination of academic studies. It allows one to build on the foundation of knowledge built in courses, employ research and writing skills honed during study, and most importantly use the creative and critical thinking skills developed to contribute to one's field. It is a major step towards becoming a professional.

These guidelines are designed to give students, faculty, and staff a broad overview of general thesis requirements at AUC in addition to providing resources for those embarked on thesis projects. The guidelines include the new Institutional Review Board (IRB) requirements, thesis e-submission instructions, as well as updated forms and sample pages.

II. GENERAL INFORMATION

A. Responsibilities & Expectations

Student researchers, thesis supervisors, readers, and departments have responsibilities and expectations. The following chart details what some of these are:

	Responsibilities	Expectations
Student	<ul style="list-style-type: none"> ▪ Stay informed of department requirements and deadlines ▪ Follow policies and procedures ▪ Check availability of thesis supervisor and readers ▪ Devise topic and research plan in consultation with thesis supervisor ▪ Meet with thesis supervisor/readers as agreed on ▪ Keep committee updated as to any changes ▪ Submit drafts as arranged in a timely manner ▪ Adequately address concerns/revisions requested by thesis supervisor and/or readers ▪ Be informed of academic integrity standards of university ▪ Follow IRB requirements (see instructions below) ▪ Obtain copyright permission 	<ul style="list-style-type: none"> ▪ Be actively engaged in a spirit of inquiry ▪ Be able to work independently ▪ Act ethically ▪ Know how to use library database and research tools ▪ Apply skills learned in thesis methodology courses ▪ Adhere to A UC's academic integrity standards ▪ Attend research and writing related courses, workshops, seminars, discussions as necessary and/or available ▪ Give adequate lead time when requesting support from thesis supervisor ▪ Keep appointments ▪ Meet deadlines ▪ Carefully proofread drafts before submitting them ▪ Seek help when needed ▪ Take advantage of university resources including the Writing Center,

	<ul style="list-style-type: none"> as needed (see below) ▪ Provide constructive feedback to department and university regarding the thesis research and writing system 	<ul style="list-style-type: none"> Counseling Center and Library Reference Desk ▪ Pursue conference, research grants and Study abroad grants ▪ including those offered by AUC Participate in AUC, local and ▪ international conferences Provide support to peers
Thesis Supervisor	<ul style="list-style-type: none"> ▪ Advise student on refining research questions, methodology, readings, outline, timeline, drafts, etc. ▪ Oversee thesis completion process ▪ Uphold standards of academic integrity ▪ Provide substantive comments on drafts as needed and in a timely manner ▪ Maintain communication with readers ▪ Make sure that student has incorporated reader and thesis supervisor revisions ▪ Ensure completed thesis meets department and university standards/requirements for content, style, and form ▪ Notify department of any changes ▪ Provide constructive feedback to department and university on how to improve the existing thesis research and writing system 	<ul style="list-style-type: none"> ▪ Encourage student accountability ▪ Encourage student initiative and independence ▪ Promote critical thinking and inquiry ▪ Motivate student to keep appointments and complete research project in a timely manner ▪ Be clear about what is expected of student ▪ Review work in a timely manner ▪ Provide substantive comments on drafts ▪ Follow up as needed ▪ Direct student to outside resources if needed ▪ Encourage students to apply for conference and research grants ▪ Support efforts of department to provide an up to date and responsive research and writing system
Reader(s)	<ul style="list-style-type: none"> ▪ Provide support as agreed to with thesis supervisor ▪ Uphold standards of academic integrity ▪ Provide constructive feedback to department and university on how to improve the existing thesis research and writing system 	<ul style="list-style-type: none"> ▪ Be available ▪ Be flexible ▪ Follow lead of thesis supervisor ▪ Maintain good working relationships with thesis supervisor, student, and other readers ▪ Support efforts of department and university to provide an up to date and

		responsive research and writing program
Department	<ul style="list-style-type: none"> ▪ Maintain up to date and responsive research-related policies and procedures ▪ Publicize requirements and deadlines in a timely manner ▪ Promote and publicize academic integrity standards ▪ Ensure student meets requirements/standards of department and university ▪ Obtain and distribute copies of thesis as indicated ▪ Troubleshoot problems ▪ Evaluate thesis system periodically and incorporate feedback from student, thesis supervisor, and readers ▪ Facilitate use of university resources when needed 	<ul style="list-style-type: none"> ▪ Provide clear and timely communication to student researchers, thesis supervisors, and readers ▪ Promote academic integrity standards ▪ Promote use of university resources ▪ Promote applications for research and conference grants

B. General Thesis Requirements

According to the Current [AUC Catalog](#):

Most master's degree programs require a thesis. Exceptions to this requirement are noted in the descriptions of the individual programs. The student is responsible for selecting and developing a thesis topic which has departmental approval and for which a qualified supervisor is available. In consultation with the thesis supervisor, the student must submit a thesis proposal (normally 1500 words in length) for consideration by the department. As soon as the proposal is approved, the student may proceed with thesis research and writing. Copies of the proposal approval document must be kept in the department of major and forwarded to the Office of the University Registrar.

After completion of coursework, the student must register for Research Guidance and Thesis each semester, and pay tuition equivalent to 3 credit hours each semester starting with the semester in which he/she plans to submit the thesis proposal, until completion of the thesis. A student who does not complete the thesis requirement within the period of two semesters (or three semesters in the case of economics majors) will be charged a fee equivalent to one graduate credit hour for each additional semester of thesis registration.

C. Submission of Thesis

According to the Current [AUC Catalog](#):

If the degree is expected at the end of the first semester, an acceptable (adviser-approved) thesis must be presented by November 15. If graduation is expected at the end of the second semester, the deadline for submitting the thesis is April 15. Each student is advised to submit the thesis early to allow time for the revisions which may be required; otherwise, awarding of the degree may be delayed.

Within three weeks of submission of the thesis, the candidate will meet with the committee appointed by the department for an examination of the thesis. The committee may include members from outside the department or outside the university.

All revisions required by the committee must be incorporated in the final copy. The committee members may consider the revised thesis individually or schedule another meeting with the candidate.

The top copy of the accepted and signed thesis is submitted to the Dean's office at least two weeks before commencement. If the thesis is submitted late, the degree will not be conferred that semester.

D. AUC Conference, Research Grant and Study abroad Opportunities

All students are encouraged to apply for the [conference, research and study abroad grants](#). Conference funding is available up to six months following graduation. It is important to meet department and university submission deadlines.

E. Institutional Review Board Requirements

In compliance with US standards regarding research on human subjects, an Institutional Review Board for the Protection of Human Subjects (IRB) was established at AUC. These policies are applicable to thesis writers (as well as faculty and outside researchers doing research at AUC). It is important to keep these requirements in mind as a review by the IRB must be incorporated in your methodology and thesis completion timeline. According to the IRB guidelines, "[a]ll research (including interviews, surveys, and questionnaires) involving humans as subjects must be reviewed by the IRB. Provisional approval may be granted by the IRB as needed during the design of a project or preparation of a proposal. Full approval must be sought as soon as feasible, and must be obtained before the involvement of human subjects in the project begins."

See the [IRB Guidelines](#) for details and consult your thesis supervisor.

F. Generic Thesis Requirement Timeline

Each department has its own research requirements, procedures, and timeline. The process is commonly expected to take at least two semesters. Some departments require quite extensive

Thesis proposal submissions that must be formally approved by a Committee before the research can start. The proposed research must also be reviewed by [the AUC Institutional Review Board](#).

The following is a generic timeline for a thesis research project that is expected to take one year. In this case, it includes two formal submittals: a formal thesis research proposal of 1,500 words in the first semester and a completed 15-20,000 word thesis in the second semester. This following chart is provided for illustration purposes only.

Make sure to consult your department and thesis supervisor for specific requirements and guidelines.

1st Semester of Research: Writing and Submitting the Thesis Proposal		
Deadline	Action	Note
University registration period	<ul style="list-style-type: none"> Register for thesis credits 	
Within two weeks following start of semester	<ul style="list-style-type: none"> Fill out and obtain signature of thesis supervisor, 2nd and 3rd readers on <i>Thesis Committee Form</i> 	<ul style="list-style-type: none"> Start thesis advising process; thesis supervisor to aid in identifying readers
As per department and thesis supervisor deadlines	<ul style="list-style-type: none"> With thesis supervisor's input, prepare <i>Thesis Research Proposal Form</i> as per department guidelines 	<ul style="list-style-type: none"> Include thesis supervisor, 2nd and 3rd readers' signatures on <i>Research Proposal Form</i>
By final registration date for the following semester or as directed by the department	<ul style="list-style-type: none"> Submit one hard and one soft copy of your <i>Thesis Research Proposal</i> (signed by your thesis supervisor, 2nd and 3rd readers) to department 	<ul style="list-style-type: none"> Check with department for the exact number of copies required
As established by department	<ul style="list-style-type: none"> Follow department procedures for submitting your research proposal to Institutional Review Board for review 	<ul style="list-style-type: none"> Any research involving human subjects MUST be submitted to the IRB for review
By last week of semester	<ul style="list-style-type: none"> Finalize research timeline, expectations and work/communication flow with the thesis supervisor 	
2nd Semester of Research: Writing and Submitting the Thesis		
As determined by thesis supervisor	<ul style="list-style-type: none"> Meet thesis supervisor and benchmark deadlines 	<ul style="list-style-type: none"> IMPORTANT: not meeting deadlines could delay graduation
As interested and advised	<ul style="list-style-type: none"> Use Turn It In as part of proofreading/avoiding plagiarism process 	<ul style="list-style-type: none"> Double-check for plagiarism; submit to www.turnitin.com; course number and password provided by the department

No, later than six weeks before final submission	<ul style="list-style-type: none"> ▪ Submit soft and hard copies of the pre-final draft to thesis supervisor and readers as directed 	<ul style="list-style-type: none"> ▪ Thesis supervisor, 2nd and 3rd readers must have time to properly read/review final drafts; this is NOT the first draft!
During the week prior to final submission	<ul style="list-style-type: none"> ▪ Make appointment to check formatting with department secretary as directed 	<ul style="list-style-type: none"> ▪ Make sure formatting requirements are met – otherwise risk re-printing!
Last day of regularly held classes	<ul style="list-style-type: none"> ▪ Submit final, signed, non-revisable UNBOUND original drafts for binding to department and pay binding costs (if required) ▪ Send soft copies as requested 	<ul style="list-style-type: none"> ▪ Check with department for exact number of copies required and deadlines for these operations.

* Chart adapted from Law Department/LETU Materials

G. **Academic Integrity: Using Other People’s Work in your Thesis**

Faculty, students, and staff are expected to abide by the standards of academic integrity. The University has a [Council of Academic Integrity](#), a [Code of Academic Integrity](#), and resources for [students](#) and [faculty](#) to help in this regard. It is important to keep these standards in mind during all stages of the thesis research and writing process.

Failure to abide by standards of academic integrity carries serious penalties which may include expulsion from the University and the loss of your degree.

There are many types of violations of academic integrity, one of which is plagiarism. It is a form of cheating and the kind of academic misconduct, which can incur severe penalties and can jeopardize an otherwise successful university career. Plagiarism is the act of taking the ideas and/or expressions of another and representing them as one’s own. Plagiarism can include, but is not limited to the following if not properly cited:

- Copying/Quoting
- Paraphrasing
- Translating
- Summarizing

There are two quite separate rules you must observe when making use of other people’s work.

1. **You must acknowledge the source.** Quoting or paraphrasing without acknowledgment, i.e. presenting someone else’s work as your own, is called plagiarism. It is dishonest, like cheating or stealing, and it violates academic integrity. Most people have no difficulty understanding this.

You can **avoid plagiarism** by making sure you **acknowledge the source** of any other person’s work you use in your thesis, whether by direct quote or by paraphrase.

2. You must have the permission of the copyright owner. Quoting without permission of the copyright owner is called a violation of copyright. To understand this, assume the copyright owner is a publisher who has invested money in publishing the work you are quoting from and hopes to recover it through sales of the work. If other people copy and redistribute the same work, the copyright owner has the right to know about it and to decide if they should pay a fee (called a royalty). However, **everything was written, whether published or not, whether equipped with a copyright notice or not, is subject to copyright.** This includes correspondence, as well as published books, articles, reports, and online material. Only if there is a declared copyright waiver can you assume a work may be quoted freely in print without seeking permission.

Violation of copyright is different from plagiarism. Even when you acknowledge the source of a quote, copyright owners have the right to object if you quote more than a small extract without obtaining their permission. "Acknowledging the source of the copyrighted material does not substitute for obtaining permission."¹

Copyright owners normally allow the quotation of small extracts from their works without formality under the description "fair use," such as "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations..."² But "there is no specific number of words, lines, or notes that may safely be taken without permission," so you can never be sure.³ You may have noticed that when *just a few words* of a popular song are quoted in a book that is likely to sell well, the song publisher's permission will appear in the Acknowledgements and a royalty may have been paid.

Although copyright law itself offers no guidance on what precise amount of a work may be quoted without the copyright owner's position, the advice that follows, quoted with permission from *ProQuest Guide 5*, comes with the credibility of the world's largest online depository of dissertations.

Extract from PQ/UMI® Guide

Guide 5: Copyright and Your Dissertation or Thesis

"The following are the kinds of materials that we might expect to see accompanied by a permission letter if they appear in your manuscript, or that may cause us to contact you regarding permission or other resolution. You are responsible for obtaining proper permissions for all material used in your work.

- Long quotations from pre-existing materials that extend for more than one and one-half single-spaced pages.
- Reproduced publications. Examples include copies of standard survey instruments or questionnaires and journal articles. This applies even if you are the author of the original work, as the original publisher may have acquired copyright.
- Unpublished materials. Extensive reference to unpublished works raises a variety of issues about copyright and about privacy and access to collections.
- Poetry and Music Lyrics. Fair use for highly creative works is relatively limited. Lengthy excerpts will raise critical questions. Some publishers require permission for all quotations from poems.

¹ [US Copyright Office Factsheet on Fair Use, FL102.](#)

² Ibid.

³ Ibid.

Dialogue from a play, screenplay, broadcast, or novel. While fair use is relatively narrow for creative and fictional works, it should allow brief quotations in the context of scholarly critiques.

- Music. Excerpts in your dissertation should be brief and should be closely tied to your research objectives.
- Graphic or pictorial works. The material should be closely related to your research objectives, tied to critical analysis, and not supersede the market for the original.
- Computer Software. Dissertations embodied in new media, such as on a website or on CD-ROM may incorporate reader programs or other application software to make the new work accessible or useful. Reproducing such programs to accompany your dissertation will almost invariably require permission. Consult any license agreement that may apply to the programs, and prepare to seek permission from the copyright owner. "Shareware" is also not necessarily freely available for copying. Shareware is a protected work made available under generous or lenient licensing terms; read the license carefully before integrating the program into your dissertation.
- Sources located on the Internet. Easy availability does not change copyright status."

For the full text of ProQuest Guide 5, see

http://www.proquest.com/assets/downloads/products/UMI_CopyrightGuide.pdf

ProQuest UMI Dissertation Publishing has been publishing dissertations and theses since 1938. In that time, it has published over 2 million graduate works from graduate schools around the world. It has over 700 active university publishing partners and publishes more than 70,000 new graduate works each year. For information about publishing your own dissertation with ProQuest, go to <http://www.proquest.com/en-US/products/dissertations/authors.shtml>

You can **avoid copyright violation** by **obtaining the permission of the copyright owner** for any quotation exceeding a sentence or two.

The copyright owner may be an author, publisher, illustrator, etc. The publisher is the best starting point. Look for a contact address on the publisher's website under rights / permissions / copyright clearance. Here is a suggested template for asking permission:

My name is XXXXXXXXXXXX. I am preparing a thesis for a Master's Degree in the Department of XXXXXXXXX at The American University in Cairo. I would like to quote the following passage in my thesis.

[quote or describe]

From [full citation of book, article, etc], page XX .

Please confirm your permission by email to XXXXXXXXXXX@xxxxxxxxx.

Keep all replies carefully, forever! State in your thesis after each authorized quote: *Permission to reproduce this was granted by XXX.*

No reply = no permission.

"When it is impracticable to obtain permission, use of copyrighted material should be avoided unless the doctrine of fair use would clearly apply to the situation."⁴ If you do not receive permission, or are asked to pay for permission, the text of your thesis containing the

⁴ Ibid.

unauthorized quotes will not be made viewable online; it will be used as an archival copy only. You may submit a second copy to be made viewable online after you have edited out all the quotes for which you did not receive permission.

For more information, please see:

Copyright Law FAQ by Terry Carroll: <http://stason.org/TULARC/business/copyright/2-8-Can-I-ever-use-a-copyrighted-work-without-permission-of.html>

US Copyright Law: <http://www.copyright.gov/title17/>

H. Contents of a Thesis Proposal

While the exact contents of a thesis proposal vary according to field and department requirements, it is a very important component of the research process. The development of a research proposal requires curiosity, creative and critical thinking, research skills, and knowledge of the research and writing conventions of the field. In addition to your research question(s) or thesis statement, research proposals commonly include a literature review, a discussion of methodology, why your research is significant, constraints, and a timeline. Refer to your academic department.

I. Submitting Thesis for Examination and Defense

Some departments require the formation of a thesis advising committee. Some may also require you to formally defend your thesis. Exact requirements vary among departments. Consult your department for specific requirements.

J. Final Proofreading of Thesis

The last step of the research process is proofreading your work. It should not be confused with editing which is when substantive changes are made such as the reorganization of ideas and the filling in of information gaps. Proofreading is commonly referred to as the “polishing” of the final draft. It involves checking for errors in grammar, punctuation, spelling, citations, and in organizational consistency in paragraphing. This information serves as a guideline for the final proofreading of your paper.

Proofreading by computer: Later versions of Ms Word include a grammar-checking function. Although it is not perfect and will overlook many errors, it is sometimes able to identify long sentences, fragments, parallelism problems, and suggest some word choice options including gender-neutral words. It will also indicate average sentence length, which should not exceed 20 words. *You can also set it to make sure that your quotation marks always come outside final punctuation* if that is what the citation system you are using requires – *beneficial!*)

To set your computer, make sure that the Spelling & Grammar default settings of Ms. Word are set to include the fullest range of options. [On the menu bar go to TOOLS; click on OPTIONS (last choice); click on SPELLING & GRAMMAR; go to grammar section and click on SETTINGS (right side of screen); then select the grammar and style points that you'd like the computer to check for.] Also consult the proofreading checklist in part VI of these guidelines

Proofreading Tips:

- Use the search function to locate errors you commonly make. [Control F]
- Use thesaurus function on the computer to search for vocabulary. [Tools > Language > Thesaurus].
- Read as a reader NOT as a writer.
- Read the paper backward starting with the last sentence.
- Read from a hard copy.
- Read aloud.
- Read line-by-line covering the rest of the text with a piece of paper.

K. E-submission of your Thesis

[View or Print detailed E-Submission Instructions](#)

In addition to hard copy submittals to your department, you are asked to upload an electronic version of your thesis directly to the [AUC Digital Archive and Research \(DAR\) Repository](#). This is part of a greater campus effort to increase the visibility of AUC's research and scholarly accomplishments. The AUC DAR Repository, as an Open Access institutional repository, will help improve overall scholarly communication efforts. You will also be participating in the most current global thesis submission practices.

By submitting your thesis to DAR, your work can be made available to an online audience, including potential employers and publishers, opening avenues for professional networking and collaboration. Your document will be assigned a stable permanent URL, to which you can link from your website, blog, or network sites. However, you will have the option to restrict access to your thesis if you find it necessary.

E-Submission is a 3-step process: ([View or Print detailed E-Submission Instructions](#))

1. [Register NOW! for a MyDAR Account](#) to allow time for account configuration (24 hours).
2. Convert your thesis to preservation-grade PDF format.
3. Upload your document to the AUC DAR Repository.

All [UACT Computer Labs](#) and Library Learning Commons workstations are equipped with the necessary software and technical support. Detailed instructions will also be posted in the above-mentioned locations.

This process is required for graduation. You will not receive your graduation invitation until you submit an electronic final approved version of your thesis to the AUC DAR Repository. The deadline for e-thesis submission is provided by the Registrar's office.

Please see your Graduation Brochure to confirm the due date for your graduation semester. After the deadline, DAR Repository Administration will submit to the Registrar’s Office a list of students who have not submitted their thesis to the Repository, which will hinder them from receiving their invitations, diploma, and the graduation free documents. If you submit your thesis to the Repository after the deadline, you will receive a clearance message by email within 1 business day of submission. Print and present this email to the Registrar’s Office to receive your graduation tickets.

For assistance at any point of the E-Thesis Submission process, please feel free to contact:

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AUC DAR Administrators: dar@aucegypt.edu
 RBSCS Reference & Reserve Desk: 2615-3676 (Sat.-Thurs. 8:30am-4:45pm)
 Steve Urgola: surgola@aucegypt.edu or 2615-3678
 Terra Kridler: tkridler@aucegypt.edu or 2615-3656 or 2797-3999

III. GENERIC THESIS STYLE GUIDE

This is a generic style guide for your thesis. It gives the basic standards for format and style that must be met to secure the approval of the thesis. Departments vary as to specifics of style, length, conventions, citation system, and a number of soft and hard copies to be submitted (whether any are bound or not) and process for submitting theses electronically. Consult your department, thesis supervisor, and appropriate style and reference guide for specific guidelines. Please note that all signatures of all copies formally submitted to the university must be original signatures.

Word Count	See your department for recommended number of words.
Citation Method	Varies by field, therefore, see your department. Common systems include APA, MLA, Chicago Manual of Style, CSE, IEEE, and Bluebook (used by students in the Law Department). See “Additional Resources” below for citation style guides available at the AUC Library; also the Writing Center website for style guides.
Spelling Method	American spelling is preferred. <i>Webster’s New World Dictionary</i> or the <i>American Heritage Dictionary</i> is recommended.

<p>Order of Pages when submitted to Department</p>	<ul style="list-style-type: none"> ▪ Thesis Proposal Approval Form ▪ Title Page ▪ Dedication (optional) ▪ Acknowledgments (optional) ▪ Abstract ▪ Table of Contents ▪ List of Tables / Figures / Illustrations (if used) ▪ Body of Paper ▪ Bibliography or References ▪ Appendix ▪ Some of the sciences require two additional pages: acronyms and nomenclature – check their order with the department. ▪ When setting page numbers, center them at the bottom and do not precede them with the word “Page”.
<p>Title Page</p>	<p>Follow attached sample (Form II: Sample Title Page) EXACTLY as shown, including standard wording, the size of margins, capitalization, spacing, etc.; the first line is 32 mm (1.25 inches) from the top of the page. NOTE: the title page is technically page one, numbered in small Roman (i.e. “i”) but this number is never printed on the title page. However, the next page of the preliminary matter is numbered and printed ii.</p>
<p>Approval Page</p>	<p>Follow attached sample EXACTLY as shown; the first line is 32 mm (1.25 in) from the top of the page. This page is numbered ii and the number is printed.</p>
<p>Dedication</p>	<p>Optional. Place for giving special thanks to family, and supporters, often of a personal nature. Single-spaced. The heading DEDICATION is written in all caps, centered, and 32 mm (1.25 in) from the top of the page.</p>
<p>Acknowledgements</p>	<p>Optional. Place for acknowledging professors, financial support, special research materials, and special permission granted; for example, for any borrowing of text with a statement that permission has been granted for use of tables, tests, etc. in addition to the source of the permission. Single-spaced. The heading ACKNOWLEDGMENTS is written in all caps, centered, and 32 mm (1.25 in) from the top of the page.</p>
<p>Abstract</p>	<p>Should provide a succinct and descriptive account of your work; use precise distinctive words and phrases that describe the essential and unique aspects of the work; should not</p>

	<p>exceed 350 words; main elements include:</p> <ul style="list-style-type: none"> ▪ University name ▪ Thesis title ▪ Student full name ▪ Name of thesis supervisor(s) ▪ Summary of your paper; (for some fields, a statement of the problem, description of methods and procedures, and summary of findings and conclusions is appropriate); should attract the attention of the reader <p>Formatting consistent with title and approval pages in terms of font, layout, etc.; an actual summary is single-spaced with standard margins. The abstract paragraph is NOT indented (is in block form). See attached form for an example. Consult journals in your field for the model. The title ABSTRACT is written in all caps, centered, and 32 mm or (1.25in.) from the</p>
<p>Table of Contents, including lists of tables, figures, and illustrations.</p>	<p>Styles vary by field and citation system, therefore, consult your style manual and your department. Do not make up your own system. Numeral/decimal system (1.1.1) and Roman numerals (I. II. III.) are two systems commonly used.</p> <p>TOC often begin with a list of tables, or any other lists if used. (Do not list acknowledgments, abstract, title page or anything else preceding the TOC in the Table of Contents page). Then list all headings and subheadings used in the body of the paper including page numbers.</p> <p>Include all chapter heads in all uppercase letters and all subheads using the same words and capitalization as that given in the text. This is followed by References; the Appendix with a descriptive title is listed last. The title TABLE OF CONTENTS is written in all caps, centered, and 32 mm or (1.25in.) from the top of the page.</p> <p>Table of Contents is 1.5 spaced if short; single-spaced if long.</p> <p>Or use system used by field as per your department and thesis supervisor.</p>
<p>List of Tables and Figures / Illustrations</p>	<p>Each list is on a separate page and comes after Table of Contents; numbering follows the style of Table of Contents and continues the page-numbering sequence of preliminary pages (see next box).</p> <p>Table or figure number is given followed by the title and then the page number at the margin; 1.5 space between each</p>

	<p>different title but single space long lines of a title that take more than one line. Number all items consecutively from chapter one to the last chapter of the text.</p> <p>TABLES, FIGURES, or ILLUSTRATIONS (depending on what is appropriate) is written in all caps, centered, and 32 mm or (1.25 in.) from the top of the page.</p>
Page Numbering on Preliminary Pages	<p>All pages preceding and including the table of contents use I, ii, iii, iv, v, etc... ; also used for lists of tables, figures, and illustrations. NOTE: the title page is technically page one, numbered in small Roman (i.e. "i") but this number is never printed on the title page. However, the next page of the preliminary matter is numbered and printed ii.</p> <p>NOTE: When setting ANY page numbers, center them at the bottom and do not precede them with the word "Page".</p>
Tables/Figures/Illustrations (if used in body)	<p>Every table, figure, or illustration has a number and title; the title is written above the body of the item starting at the left margin; respect margins if in landscape view. The title is also listed in the List of Tables, Figures, or Illustrations as appropriate. Captions must remain under the figures. Add a bottom line under all data to show that the table is complete. A table, figure, or illustration that is not the student's original work must include a citation for the source.</p>
Headings/Titles/Subtitles	<p>Use headings and subheadings as appropriate. Be precise and consistent in style Headings should advance the argument (i.e. be purposeful). Capitalize all words of four letters or more or as dictated by the citation system used.</p>
Quotations and Paraphrases	<p>All citations, paraphrases, summaries, etc. that are not the original work of the writer, must be cited. If using a quotation cited by someone else in a secondary source, include both the original and secondary source information. Follow citation system of your field/thesis supervisor.</p>
Notes and Citations	<p>Citations should be made in-text, footnoted or in end pages. Numbers continue consecutively from beginning to the end of paper. Be consistent. Please note that table and figure sequencing systems are not included in this numbering system. Consult department and thesis supervisor for conventions of the field.</p> <p>On the Tool Bar go to</p>

	INSERT // Reference // Footnote; done automatically.
Citations (Arabic transliteration)	Use system of Arabic transliteration used by the AUC Library, which is the same system as that used by the Library of Congress. Consult your thesis supervisor or the reference desk at the library for details.
Italics	Consult the citation system recommended by your thesis supervisor.
Writer's Emphasis	Used sparingly and often italicized. Consult the recommended citation system for your field.
Numbers	Never begin a sentence with a number – either spell it or start with something different. Numbers under 10 are spelled unless in a sequence of numbers or being used for a time, length, or percentage (e.g. 12 mm., 32%, etc.). Numbers of five digits or more should have space or comma inserted every three digits – 5,432 or 5 432. Decimal fractions should be preceded by a zero: 0.3491.
Body Pages Numbering	All pages comprising the body of the paper use 1, 2, 3, 4, etc; center at bottom of page (do not also use the word “page”).
Paragraph Indentation	Indent standard tab (0.5”) in the first line of each paragraph. The first paragraph of each section does not need to be indented if the paragraph immediately follows a heading.
Page Numbering	Page numbers continue as Arabic numerals for all after parts, which consist of the bibliography, or references, and Appendix, or Appendices if more than one.
Bibliography or References	A bibliography is a list of published books or journal papers used as source materials. They sometimes include citations for sources consulted in addition to those actually cited. References, however, include only those works that were actually consulted, read, and cited during research. (This does not apply to Law, which uses the bluebook citation system and uses footnoted citations only.) Follow conventions of the field, as instructed by your department and thesis supervisor.

Appendix	Follows body of paper. Label as Appendix A, Appendix B, Appendix C, etc. followed by descriptive title in CAPS. Page numbers follow from the body of paper – do not number separately. Appendix A written in all caps, centered, and 32 mm or (1.25 in.) from top of page; descriptive title in CAPS
Capitalization	Capitalize all proper names including names of organizations and companies; also capitalize brands and trade names; seasons, are not capitalized unless for poetic effect.
Use Active Verbs	Avoid overuse of “to be” and “to have” verbs; active verbs are more descriptive and lend clarity to ideas. However, in the experimental and applied sciences, there is still a reliance on the passive. Even though some are getting away from using the passive more than in the past, the best advice is to look at what people in the specific discipline are doing.
Use Gender neutral/inclusive language	Avoid use of sexist or non-inclusive language. Use humankind vs. mankind; people vs. men; chairperson vs. chairmen, etc...
Use “Plain” English	Use language that is clear and easily understood. Avoid use of little-used vocabulary and flowery, wordy prose. The use of simple and clear language is the ideal.
Paper Type, Size, and Side Printed	Use A4 (297 x 210 mm), white, 80 g/m ² (good quality paper). Use only one side of the paper for all copies. Do not use poor quality paper.
Font Type/Size	Times New Roman size 12 or Arial Size 10 (or per department).
Oversized pages, graphics, and photographs	Consult style manual of your field/department/thesis supervisor.
Margins (unbound copies)	Left and Right – 32 mm (1.25 in.) Bottom - 25 mm (1.0 in.) Top (no titles) - 25 mm (1in.) Top (with titles) - 32 mm (1.25in.) Contact department for whether copies will be bound or not.

Margins (bound copies)	Left (binding edge) - 38 mm (1.5 in.) Right - 25 mm (1.0 in.) Bottom - 25 mm (1.0 in.) Top (no titles) - 25 mm (1in.) Top (with titles) - 32 mm (1.25in.) Note that these margins are for copies to be bound.
Margin Justification	Do not justify right margins unless it can be done in a way that does not leave large gaps of white space on the page.
Line Spacing	1.5 space everything except block quotations, footnotes at bottom of page, long headings, etc.
Underlining	Some systems use no underlining whatsoever. Consult citation system of your field.

IV. DEPARTMENT LINKS

Check the most recent [AUC Catalog](#):

Make sure to check with your department for current thesis policies and procedures.

V. ADDITIONAL RESOURCES

Citation and Style Guides available at the AUC Library:

- **APA** - Publication Manual of the American Psychological Association. 5th ed. Washington, DC: American Psychological Association, 2001.
- **MLA** - Gibaldi, Joseph, and Achtert, Walter S. MLA Handbook for Writers of Research Papers. 7th ed. New York: The Modern Language Association of America, 2009.
- **Chicago** - The Chicago Manual of Style. 15th ed. Chicago: University of Chicago Press, 2003. Turabian, Kate A Manual for Writers of Term Papers, Theses, and Dissertations. 6th ed. Chicago: University of Chicago Press, 1994.
- **CSE** – Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers. 7th ed. Reston, VA: Council of Science Editors in cooperation with the Rockefeller University Press, 2006.
- **Bluebook** - The Bluebook: A Uniform System of Citation. 18th ed. Cambridge, MA: Harvard Law Review Association, 2005.

[AUC Writing Center](#)

[Proposal Writing Resources](#)

VI. FORMS & CHECKLISTS

- Form I: Thesis Proposal Approval Form
- Form II: Thesis Title Page
- Form III: Thesis Defense Form
- Form IV: Thesis Signature/Approval Page
- Form V: Thesis Copyright & Availability Form for online submission
- Thesis Proofreading Checklist
- Thesis Submission Checklist
- Table of Contents Check (with Sample Page)

{Form I: Thesis Proposal Approval Form}

THESIS PROPOSAL APPROVAL

Student Full Name: _____

Student ID: _____

Thesis Title: _____

Please attach the thesis proposal to this form.

Proposed Graduation Date: _____

Thesis title and proposal have been approved:

Thesis Supervisor:

Name: _____

Title: _____

Department: _____

Institution: _____

Signature: _____ Date: _____

First reader:

Name: _____

Title: _____

Department: _____

Institution: _____

Signature: _____ Date: _____

Second reader:

Name: _____

Title: _____

Department: _____

Institution: _____

Signature: _____ Date: _____

Department Chair:

Name: _____

Title: _____

Signature: _____ Date: _____

Student:

I, (Student Name) _____

have read and understood the thesis guidelines.

Signature: _____ Date: _____

{FORM II: THESIS TITLE PAGE }

The American University in Cairo

Name of the School

TITLE OF THE THESIS

A Thesis Submitted to

Name of the department

in partial fulfillment of the requirements for
the degree of Master of Arts/Science

by Name of the Student

(under the supervision of Dr. --)*
Month/year

*Added at the option of the department.

{Form III: Thesis Defense Form}

THESIS DEFENSE

Student Full Name: _____

Student ID: _____

Thesis Title: _____

This thesis has been successfully defended.

Thesis Supervisor:

Name: _____

Title: _____

Department: _____

Institution: _____

Signature: _____ Date: _____

First reader:

Name: _____

Title: _____

Department: _____

Institution: _____

Signature: _____ Date: _____

Second reader:

Name: _____

Title: _____

Department: _____

Institution: _____

Signature: _____ Date: _____

Department Chair:

Name: _____

Title: _____

Signature: _____ Date: _____

{Form IV: Thesis Signature / Approval Page}

The American University in Cairo

Thesis Title

A Thesis Submitted by
Full Name of Student (as written on graduation certificate)

To the ----- Program
Month/ Year

In partial fulfillment of the requirements for
The degree of Master of Arts or Science (choose one)

Has been approved by

Thesis Committee Supervisor/Chair _____

Affiliation _____

Thesis Committee Reader/Examiner _____

Affiliation _____

Thesis Committee Reader/Examiner _____

Affiliation _____

Thesis Committee Reader/External Examiner _____
(if required by dept.)

Affiliation _____

Dept. Chair/Director Date Dean Date

{Form V: Thesis Copyright & Availability Form for online submission}

The American University in Cairo

THESIS COPYRIGHT AND AVAILABILITY FORM

The purpose of this form is (a) to ensure that you have recognized the ownership rights of those whose works you have made use of in your thesis (and of other parties if appropriate); (b) to let you state your wishes in regard to making your thesis available for consultation.

PERSONAL DATA

Student's Name:

Student ID no.

Degree: (check one) Master's Doctoral

Title of Dissertation

Date of Graduation (Month Year):

School and Department:

Thesis Advisor:

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2. Restrict the work for 1 year // 2 years [DELETE THE OPTION NOT CHOSEN] from the date of signature, then release the work for worldwide Internet access. Any request for extension of this restriction should be made to the AUC Library.

THESIS ADVISOR'S SIGNATURE

1. I have discussed the availability options with my student, and I am aware of the choice my student has made.
2. Advisor's Signature:

STUDENT AVAILABILITY AND COPYRIGHT AGREEMENT

1. I have discussed the availability options with my Thesis Advisor.
1. I have read and fully agree to The American University in Cairo copyright agreement regarding my thesis. I agree to the thesis availability option I selected above.
2. Student's Signature:
3. Date (ESSENTIAL):

Thesis Proofreading Checklist

Paper Level

Have you followed the overall guidelines of your department?	
--	--

Paragraph Level

Are your paragraphs consistent in indentation style?	
Are your paragraphs more than one sentence long?	
Are there summary/transition sentences joining your paragraphs together?	

In-Text Italicization

Have you followed the italicization rules of the citation system you are following?	
---	--

In-text Quotations (can set grammar default to place quotations outside or inside final punctuation).

Is the placement of your quotations marks consistent with your citation system?	
When using ellipsis (three full stops to indicate text not included), did you leave a space between them? For example . . . (not ...).	

Block Quotations (quotations over 49 words – double-check your citation system for the rules)

Are your block quotes single-spaced?	
Is the entire block quote indented?	
Is the block quotation without quotation marks? (Never use quotation marks with block quotes.)	

Sentence Level

Do all your sentences begin with capital letters?	
Do all the words in names of organizations, titles of individuals, etc. begin with capital letters?	
Are your sentences twenty words or less in length? (Use grammar checker to determine average length. If your sentences are more than 20 words, you probably also have punctuation errors such as comma splices and run-ons, and sentences difficult for readers to comprehend.)	
Do your subject and verbs agree in number, do singular/plural markers agree; are singular nouns preceded by a/an or the? (Basically check for grammar errors you commonly make...)	
Have you spell-checked your document and used the thesaurus to find appropriate vocabulary including gender-neutral words?	

Citations In-Text

Is the citation number placement consistent and according to the citation system you are using?	
---	--

Citations Footnoted

Do your citations follow the citation style of the system you are using?	
--	--

Generic Thesis Submission Checklist

Have you submitted your thesis to <u>Turn It In</u> to check for plagiarism? (If required by thesis supervisor or department.)	
Have you submitted soft and hard copies of the pre-final draft to thesis supervisor and readers as directed?	
Have you had the department secretary check your thesis formatting?	
Have you completed the Thesis Proofreading Checklist to ensure your thesis is proofread and polished?	
Have you printed Form II: Thesis Title Page?	
Have you printed Form III: Thesis Defense?	
Have you printed Form IV: Thesis Signature Approval Page?	
Have you submitted the required number of copies of your thesis to your department for binding?	
Have you paid the binding fees?	
Have you uploaded a soft copy of your thesis to the AUC DAR Repository?	

Table of Contents Check

The title TABLE OF CONTENTS is written in all caps, is centered, and 32 mm or (1.25in.) from top of page --

1.5 spaced except within long headings

(TOC is modified from Barry Friedman, *Under the Law of Federal Jurisdiction: Allocating Cases between Federal and State Courts*, 5COLUM.) L. REV. 1212, 1213.)

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If you have any suggestions or additional resources on how to improve these Thesis Preparation Guidelines, please contact the Office of Graduate student services at gradserv@aucegypt.edu.