

## 1. Introduction: Definition of a Thesis

Thesis in this guidance refers to doctoral and master's theses and dissertations which defined as a documented report of the results of original research conducted by a student in fulfilment of the requirements for a graduate degree in the College of Graduate Studies – Sudan university of science and Technology.

## 2. Organisation of the Thesis

A thesis is made up of three main parts; preliminary pages, text and references. These are arranged as in Table 1.

**Table 1: Arrangement of parts in a thesis**

No.	SUBJECT	STATUS	NOTES
1.	Blank paper	-	-
2.	Declaration of the Status of Thesis	compulsory	without page number
3.	Declaration of assigning the copy-right to CGS	compulsory	without page number
4.	Examiners approval page	compulsory	without page number
5.	Title page	compulsory	without page number but counted as (i)
6.	Introductory page	optional	page number using Roman numerals (if any)
7.	Dedication	optional	page number using Roman numerals (if any)
8.	Acknowledgement	optional	page number using Roman numerals (if any)
9.	Abstract (English)/ Abstract (Arabic)	compulsory	page number using Roman numerals
10.	Table of Contents	compulsory	page number using Roman numerals
11.	List of Tables	compulsory	page number using Roman numerals c
12.	List of Figures	compulsory	page number using Roman numerals
13.	List of Symbols /Abbreviations	compulsory	page number using Roman numerals
14.	List of Appendices	Compulsory (if any)	page number using Roman numerals (if any)
15.	Text	compulsory	page number using Arabic numerals starting with page 1
16.	References	compulsory	page number using Arabic numerals continue from the text
17.	Appendices	optional	page number using Arabic numeric continue from the text

## **2.1 Title Page**

Title page must contain information listed in the following order:

- i. Name of the University;
- ii. Name of Faculty;
- iii. Title of the thesis;
- iv. Statement of award for the thesis;
- v. Student's full name;
- vi. Supervisor's full name;
- vii. Month and Year of submission.

## **2.3 Introductory page (optional)**

This page could contain Verse or Hadeeth.

## **2.4 Declaration Page**

This page should contain a signed declaration by the student on originality of the thesis.

## **2.5 Dedication Page (optional)**

The dedication must be brief in one paragraph, without any number, chart or photograph.

## **2.6 Acknowledgement (optional)**

The student may acknowledge the assistance of various individuals or organisations in conducting the thesis in not more than one page.

## **2.7 Abstracts**

Abstracts must be bilingual. For a thesis written in English, the abstract must first be written in English and followed by the Arabic translation. If the thesis is written Arabic, the abstract must be written in Arabic and followed by the English translation. The abstract should be brief, written in one paragraph. It should states the field of study, problem definition, methodology adopted, research process, results obtained and conclusion of the research.

## **2.8 Table of Contents Page**

The Table of Contents page must start on a new page. It should list all sections, chapters and sub-headings included in the text.

## **2.9 List of Tables**

This page should list all the tables included in the thesis. The page number of the table must also be included.

## **2.10 List of Figures**

All the diagrams, photographs, drawings, graphs, charts and maps founded in the thesis are included as figures. The list should be written similar as the List of Tables.

## **2.11 List of Symbols/Abbreviations**

This page list all symbols or abbreviations found in the text.

## **2.12 List of Appendices**

All appendices to the thesis should be listed on this page.

## **2.13 Text**

A thesis must be divided into chapters. A title must be given and it should reflect its content. A new chapter must begin on a new page. A chapter must be divided into sections. These sections must be given appropriate titles and numbered. Texts must be written in paragraphs avoiding the long paragraph. Each paragraph must describe an issue or subject. There must be continuity between paragraphs.

The text should contain: an introduction and literature review on the study or research; a detailed description of the study or research which include theories, models, and materials and methods used; the data collection and analysis techniques, the main results and discussions; and the conclusions and recommendations.

## **2.14 Citation in the Text**

Citation is a means of formally recognising within the text, the resources from which the information or idea were obtained. The purpose is to acknowledge the work of others, to demonstrate the body of knowledge in which the work is based on and to lead others for further information. Citation in the texts must be written according to specific style which will be mentioned in section 4.

## **2.15 Quotations in the Text**

A quotation must be written in a separate paragraph. The quotation is only written italic if it is in a different language.

## **2.16 Tables in the Text**

All tables must be numbered using Arabic numerals with respect to the chapter. For example, Table 1.3 is the third table that appears in chapter 1. A caption should be written in a single line and positioned at the top of the table. Each table should be positioned after it is being cited for the first time in the text. All tables in the chapter can also be grouped together and positioned at an appropriate location at the end.

## **2.17 Figures in the Text**

All Figures must be numbered using Arabic numerals with respect to the chapter. For example, Figure 2.3 is the third figure that appears in chapter 2. A caption should be written in a single line and positioned at the bottom of the figure. Figures must be clear and of high quality.

Each figure should be positioned after it is being cited for the first time in the text. All figures in the chapter can also be grouped together and positioned at an appropriate location at the end.

## **2.18 References**

References are detailed description of items from which information were obtained in preparing the thesis. References should be arranged using Harvard system which will be discussed later in this guidance. All references must be listed at the end of the text.

## **2.19 Appendix**

Appendices are supplementary materials which are lengthy to be included in the text. These include tables, charts, data used for analysis, example of questionnaires, computer program listings, and others. Appendix can be named as Appendix A, Appendix B, and so on, depends on types and quantity to be included with specific titles given.

## **3 Writing Format**

### **3.1 Paper and Size**

White simile 80 gram high quality A4 size papers (210 × 297 mm) should be used.

### **3.2 Margin**

All pages should be set with the same margin. The left margin should be 4 cm (for binding purposes) and 2.5 cm for the top, right and bottom margins.

### **3.3 Pagination**

Each page of a thesis must be counted and numbered. Pages should be numbered consecutively as shown in Table 1. The page numbers should be printed at the bottom and centred. Numbering should be as follows:

- i. Preliminary pages of a thesis, starting from the title page should be numbered using small letter Roman numerals (i, ii, iii, etc.);
- ii. The first page should be the title page. This page should be counted “i” but should not be printed.
- iii. The texts should be numbered using Arabic numerals (1, 2, 3, etc. ). The first page of the text should be counted “1” but the number should not be printed. Similarly, the first page of all chapters should be counted but the numbers should not be printed.

### **3.4 Chapters Numbering**

All chapters must be numbered using One, Two, etc and positioned in the centre, i.e. CHAPTER ONE, CHAPTER TWO, CHAPTER THREE, and so on. The font size is 20(bold).

### **3.5 Sub-sections Numbering**

The sub-sections should be arranged in a structured manner not more than four levels as follows:

- 2 First level (Title of the chapter) – 18 (bold)
- 2.1 Second level (Title of the sub-section) – 16 (bold)
- 2.1.1 Third level (Title of the sub-sub-section) – 14 (bold)

### **3.6 Typing**

A thesis should be typed using word or text processor which provide fast and easy editing. Hardcopy should be produced using a high quality machine, i.e. laser printer. Typing must be done with font Times New Roman, font size 12 for English writing. For Arabic writing typing font is

Simplified Arabic, font size 14. One and a half line spacing should be used with both Arabic and English writing. The text must be printed on one side only.

The title of a chapter should be typed using capital bold letters and centred and should not be underlined.

### **3.7 Spacing and Format**

The following guidelines should be observed:

1. The spacing between the top margin and the chapter number should be 2.5 cm;  
The spacing between the chapter number and the title, and between the title and the first line of a text should be four (2) line spacing;
2. The spacing between the title of a sub-section and the first line of a text should be two (2) line spacing;
3. The spacing between paragraphs should be two (2) line spacing;
4. The number and the title of sub-section should be aligned with the left margin;
5. The first line of a paragraph should be indented by 1.27 cm (0.5 inch) from the left margin;
6. A new paragraph should not begin on the last line of a page;
7. The spacing between the last line of a text and a table, or a figure or an illustration should be two (2) line spacing;
8. The spacing after a full stop should be two (2) character spacing.

### **3.8 Thesis Maximum Limits**

The maximum number of pages for /dissertation/thesis (including tables, figures and other illustrations in the text) is as follows:

1. Master's Dissertation/Thesis : 200 pages
2. Doctorate Thesis: 300 pages (Note: These limits do not include appendices.)

### **3.9 Binding**

A thesis must be bound properly with hard cover for the final submission. The cover colour for /dissertation/thesis is as follows:

3. Master's: Dark brown
4. Doctorate : Dark blue

### **3.10 Thesis Front Cover and Spine**

The front cover should be written as same as the thesis title page. On the spine should be written the student's name, the degree in and the year the thesis is approved.

## 4 Reference Style

The details of the published or unpublished references cited in the text, should be located in the List of References placed at the end of the thesis using Harvard system.

### 4.1 Author and Year System (Harvard System)

The references cited in the text should be indicated using the name of the author and the date of publication. Examples are as follow:

- i. If the name of an author is not written as part of a sentence, both the name and year published should be written in parentheses.

“The development of large scale production of feedstocks in Sudan requires careful selection of production sites. Some aspects to be considered include the existence and livelihood of nomadic families who depend on herding animals (Hazir, 2013) ”.

Note: If there are two authors for a cited reference, both names should be written. If there are more than three authors for a cited reference, use et al. after the name of the first author. Examples are as follows:

“RSM is a set of mathematical and statistical approaches which are useful for analysing and modelling of difficulties in which a response of interest is affected by several factors and the objective is to optimize the response (Shang, Tadikamalla, 1993) ”.

“Biodiesel has been in use in many countries such as United States of America, Malaysia, Indonesia, Brazil, Germany, France, Italy and other European countries. Malaysia is considered as one of the top biodiesel producing countries (Mofijur et al, 2014) ”.

- ii. If the name of an author is written as part of a sentence, the year published should be written in parentheses.

“Works by Yao (1993) have shown that in order to maintain the behavioural link between the offspring and their parents, the use of crossover operator should be avoided.”

### 4.3 Reference from Internet

Although internet provides a large source of references, the information from internet are not permanent and are up-dated periodically. Thus these are unreliable sources of reference. Internet should only be used to retrieve primary sources of reference.