



## 1. Introduction: Definition of a Thesis

Thesis in this guidance refers to doctoral, master and high diploma thesis 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	Example (Appendix)	Notes
1.	Blank paper	-	-	-
2.	Title page	compulsory	A	without page number
3.	Examiners approval page	compulsory	B	without page number
4.	Declaration of the Status of Thesis (by student)	compulsory	C1	without page number
5.	Declaration of the Status of Thesis (by main supervisor)	compulsory	C2	without page number
6.	Assigning the copy-right to CGS	compulsory	C3	without page number
7.	Introductory page	optional	D	page number using roman numerals (if any)
8.	Dedication	optional	E	page number using roman numerals (if any)
9.	Acknowledgement	optional	F	page number using roman numerals (if any)
10.	Abstract (English)/ Abstract (Arabic)	compulsory	G1,G2	page number using roman numerals
11.	Table of Contents	compulsory	H	page number using roman numerals
12.	List of Tables	compulsory	I	page number using roman numerals
13.	List of	compulsory	J	page number using roman

	Figures/schemes			numerals
14.	List of Symbols /Abbreviations	Compulsory (if any)	K	page number using roman numerals
15.	List of Appendices	Compulsory (if any)	L	page number using roman numerals (if any)
16.	Text	compulsory	-	page number using Arabic numerals starting with page1
17.	References	compulsory	-	page number using Arabic numerals continue from the text
18.	Appendices	Compulsory (if any)	-	page number using Arabic numeric continue from the text
19.	List of Publications	compulsory	-	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 College of Graduate Studies;
- iii. Title of the thesis;
- iv. Statement of award for the thesis;
- v. Student's full name;
- vi. Supervisors full name;
- vii. Month and Year of submission.

## **2.2 Declaration of the Status of Thesis (by student)**

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

## **2.3 Declaration of the Status of Thesis (by main supervisor)**

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

## **2.4 Assigning the Copy-right to CGS**

This page should contain a signed declaration by the student on assigning the copy-right of the thesis to CGS.

## **2.5 Introductory page (optional)**

This page could contain Verse or Hadeeth.

## **2.6 Dedication Page (optional)**

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

## **2.7 Acknowledgement (optional)**

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

## **2.8 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. In case of using other language, the thesis should contain a third version of Abstract.

The abstract should be brief, written in one paragraph, printed in one page without numbering or bullets, single line space without reference citation. It should states the field of study, problem definition, methodology adopted, research process, results obtained and conclusion of the research.

## **2.9 Table of Contents Page**

The Table of Contents page must start on a new page. It should list all chapters, headings and sub-headings included in the text. It should be written in single line space without borders lines.

## **2.10 List of Tables**

This page should list all the tables included in the thesis. The page number of the table must also be included. It should be written in single line space without borders lines.

### **2.11 List of Figures/Schemes**

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.

### **2.12 List of Symbols/Abbreviations**

This page list all symbols or abbreviations found in the text. It should be written in single line space without borders lines.

### **2.13 List of Appendices**

All appendices to the thesis should be listed on this page. It should be written in single line space without borders lines.

### **2.14 List of Publications**

All publications listed should be published during the study period. It should be written in format similar to the reference style provided in this manual.

### **2.15 Text**

A thesis must be divided into chapters. Chapter 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 heading and sub-heading. 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 chapter's should include: an introduction, literature review on the study or research; a detailed description of the study or research methodology 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. The text should flow in sequence.

## **2.16 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 chapter 3. The citation of tables and figures should be in the text.

## **2.17 Quotations in the Text**

A quotation must be written within the text between two inverted comas and in italic format. The quotation must not exceed % of the text.

## **2.18 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 space and positioned at the top of the table and centred. 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.

## **2.19 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.

## **2.20 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. All references should be written in a single line space

## **2.21 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. Appendixes 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**

### **2.1 3.1 Paper and Size**

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

### **2.2 Margin**

All pages should be set with the same margin. The left margin should be 3.5 cm (for binding purposes) and 2.5 cm for the top, right and bottom margins.

### **2.3 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 which is 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”. Similarly, the first page of all chapters should be counted.
- iv. References should be numbered using Arabic numerals continued from the last page number in the text.

- v. Appendixes and list of publications are without numbering.

## **2.4 Chapters Numbering**

All chapters must be numbered using I, II, etc and positioned in the centre, i.e. CHAPTER I, CHAPTER II, CHAPTER III, and so on. The font size is 12 (bold in upper case format).

## **2.5 Sub-Headings Numbering**

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

2 First level (Title of the chapter) – 12 (bold)

2.1 Second level (Title of the sub-heading) – 12 (bold)

2.1.1 Third level (Title of the sub-sub-heading) – 12 (bold)

## **2.6 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 page side only.

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

## **2.7 Spacing and Format**

The following guidelines should be observed:

1. The spacing between the top margin and the chapter number should be (1) line spacing;

The spacing between the chapter number and the title, and between the title and the first line of a text should be two (4) 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.
9. The spacing after a comma (,) should be one (1) character spacing.

## **2.8 Thesis Minimum Limits**

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

1. Higher Diploma : 50 pages
2. Master's Dissertation/Thesis : 70 pages for complementary, 120 pages for full thesis
3. Doctorate Thesis: 150 pages

(Note: These limits do not include appendices.)

## **2.9 Binding**

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

1. Higher Diploma: Dark Green
2. Master: Dark blue
3. Doctorate : Dark black

## **2.10 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 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 off springs 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.