





**REPUBLIC OF IRAQ**  
**MINISTRY OF HIGHER EDUCATION & SCIENTIFIC RESEARCH**  
**MUTHANNA UNIVERSITY**  
**FACULTY OF SCIENCE**

# **Guidelines**

# **For the Preparation**

# **Theses**

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## 1.1 CONVENTIONAL FORMAT

The conventional format follows the traditional monograph structure. The structure of research report, dissertation or thesis that follows the conventional format should include the following

Preface
<ul style="list-style-type: none"><li>❖ Title page</li><li>❖ Original Literary work Declaration Form</li><li>❖ Abstract</li><li>❖ Acknowledgments/Dedication</li><li>❖ Table of Contents</li><li>❖ Table of Tables</li><li>❖ List of Symbols and Abbreviations</li><li>❖ List of Appendices</li><li>❖ المستخلص</li></ul>
Main Body
<ul style="list-style-type: none"><li>❖ Chapter 1: Introduction</li><li>❖ Chapter 2: Literature Review</li><li>❖ Chapter 3: Materials and Methods/ Methodology</li><li>❖ Chapter 4 : Results</li><li>❖ Chapter 5 : Discussion</li><li>❖ Chapter 6 : Conclusion</li><li>❖ References (A consolidated list of references for all Chapters)</li></ul>

Supplementary
❖ List of publication and papers presented
❖ Appendix

## 1.2 SEQUENCE OF CONTENTS

The structure of the research report, dissertation or thesis is based on a standard format which contains the three main sections; PREFACE, MAIN TEXT and SUPPLEMENTARY.

### 1.2.1 PREFACE

This section consists in order of the following:

- TITLE PAGE
- ORIGINAL LITERARY WORK DECLARATION FORM
- ABSTRACT
- ACKNOWLEDGEMENTS / DEDICATION
- TABLE OF CONTENTS
- LIST OF FIGURES
- LIST OF TABLES
- LIST OF SYMBOLS AND ABBREVIATIONS
- LIST OF APPENDICES

#### 1.2.1 TITLE PAGE

The title page is the first page after the front cover and should include:

- a) The final research title which has been approved by the Faculty;
- b) Name of candidate according to the registration records;
- c) The year of submission.

This page is the first page of Roman numeral page number but it is not numbered. The text should be typed using font type **Times New Roman**, font size **14** with **1.15 pt. line spacing**.

### **1.2.2 ABSTRACT**

An abstract is a short summary of the dissertation/thesis. An abstract should briefly describe the objectives (problem statement), the significance of research, research methodology, as well as the findings and conclusion of the research.

An abstract must not exceed 300 words, 1.15 pt, and written in English and Arabic language.

The Abstract page is assigned Roman numeral "iii" and the following pages should be numbered consecutively.

### **1.2.3 ACKNOWLEDGEMENTS / DEDICATIONS**

Most research reports, dissertations or theses include a message to convey appreciation to those who have been involved and provided their assistance directly or indirectly in the preparation of the study.

This is optional and should not exceed a single page, which is numbered in Roman numeral accordingly.

### **1.2.4 TABLE OF CONTENTS**

The Table of Contents lists the chapters, topics and sub-topics together with their page numbers.

Sub-topics and topics should be labelled according to the chapter, for e.g.:

## CHAPTER 1

### 1.1 Topic 1

#### 1.1.1 Sub-topic

## CHAPTER 2

### 2.1 Topic 1

#### 2.1.1 Sub-Topic 1

This numbering system provides a clear picture of the relationship between chapters and topics and shows how they are connected.

### **1.2.5 LIST OF FIGURES**

This list contains the titles of figures, together with their page numbers, which are found throughout the text.

For example, figures in Chapter 1 are numbered sequentially: Figure 1.1, Figure 1.2 and so on.

### **1.2.6 LIST OF TABLES**

This list contains the titles of tables, together with their page numbers, which are listed in the text.

The numbering system is according to chapter, for e.g.: tables in Chapter 1 are numbered sequentially: Table 1.1, Table 1.2 and so on.

### **1.2.7 LIST OF SYMBOLS AND ABBREVIATIONS**

The symbols, abbreviations, nomenclature and terminology that are used in the text must be listed down accordingly.

For further information on spelling and abbreviations, candidates are advised to refer to the latest edition of the Oxford Advanced Learner's Dictionary published by Oxford University Press.



### **1.2.8 LIST OF APPENDICES**

This list is optional and contains the titles of appendices placed in the supplementary section

## **2.0 MAIN TEXT**

1. Text must be organized in titled chapters.
2. The titles must reflect the content of the chapter.
3. Every chapter must begin on a new page.
4. Chapters can be divided into sub-chapters with corresponding sub-titles.
5. Titles and sub-titles must be numbered.

### **2.1 INTRODUCTION**

This chapter contains the introduction to the issues in which the research is concerned with, the aims and objectives of the study, and the scope or outline of the research approach as well as the structure of the research report/dissertation/thesis.

### **2.2 LITERATURE REVIEW**

A literature review is a description of the literature relevant to a particular field or topic of study. It consists of a critically written and comprehensive account of the published works on a topic by accredited scholars and researchers. A critical literature review is a critical assessment of the relevant literature. It is directly related to the research, providing information on theories, models, materials and techniques used in the research. The literature review should be comprehensive and include recent publications which are relevant to the research.

## **2.3 MATERIALS AND METHODS / METHODOLOGY**

This chapter describes and explains the materials as well as the research methodology used in the study. The sub-topics for this chapter include the key research questions, the research design, and the research procedures adopted. It may also, where appropriate, indicate sampling methods, research instruments and statistical methods employed. The purpose of this is to inform the reader on the methods used to collect the data and generate the findings.

## **2.4 RESULTS**

This chapter explains the results which are commonly presented in the form of text, figures and tables, complete with data analysis.

## **2.5 DISCUSSION**

This chapter contains the interpretation of the results. The findings of the research should be compared and contrasted with those of previous studies presented in the literature review. The purpose of this chapter is to discuss the findings and the outcomes of the research in relation to the results that have been obtained.

## **2.6 CONCLUSION**

In this chapter, the findings are summarized and their implications discussed. This section may include suggestions for future work.

## **2.7 REFERENCES**

All works or studies referred to in the thesis in the form of quotations or citations must be included in the references. All works or studies referred to in the dissertation/thesis in the form of quotations or citations must be included in the references. The references

should be written consistently in the (Numbering) format or in another format approved by the faculty.

Each reference should be written in single spacing format and 1.5 line should be left between references.

Use Reference style.

Examples:

1. Ashkin, A., *Applications of laser radiation pressure*. Science, 1980. **210**(4474): p. 1081-1088.
2. Reich, S., et al., *Pulsed laser ablation in liquids: Impact of the bubble dynamics on particle formation*. Journal of Colloid and Interface Science, 2017. **489**: p. 106-113.

For the Books

3. Ready, J., *Effects of high-power laser radiation*. 2012: Elsevier.

## 2.8 SUPPLEMENTARY

Specific items which were not included in the main body of the text, should be put in this Supplementary Section. Typically, this section includes the following:

## 2.9 LIST OF PUBLICATIONS AND PAPERS PRESENTED

Published works as well as papers presented at conferences, seminars, symposiums etc pertaining to the research topic of the thesis are suggested be included in this section. The first page of the article may also be appended as reference.

Chapters can be divided into sub-chapters with corresponding sub-titles.

## 2.10 APPENDIX

Appendices consist of research instruments, additional illustration of data sources, raw data and quoted citations which are too long to be placed in the text. The appendix section supports the written text of the thesis by including materials that can provide additional information. These materials include tables, charts, computer programmes and questionnaires, for example:

- ❖ Research data, tables, examples of questionnaires, maps, photos and other materials that are too long to be included in the text or are not directly required to comprehend the text can be included as appendices. Tables and graphics that are more than two pages long can be put in the Appendix section.
- ❖ Appendices are labelled as APPENDIX A, APPENDIX B, etc.

## 3.1 FORMAT SPECIFICATIONS

### **PAPER QUALITY, PRINTING AND DUPLICATING**

The thesis should be printed, single-sided, on high quality white A4 paper (201 × 297 mm; 80 grams). Computer pin-feed printout paper is not permitted.

The thesis, in softcover or hardbound copies, must be typed and duplicated by offset printing or good quality photocopying. All copies must be clean and neat in order to ensure easy reading.

## 3.2 TYPING AND PRINTING QUALITY

The dissertation/thesis must be typed using font type **Times New Roman**, font size **12** (except for tables and figures) and justified, using Microsoft Word version 6.0 or later, or

similar word-processing software. Dissertation/thesis in Arabic should be typed using Words in a language that is different from the language of the dissertation/thesis must be typed in *italics*. Font type Traditional Arabic in font size 16.

Text should be typed on **one side of a paper only**.

Chapter titles should be typed with **capital letters and centered between the left and right margins**. Each chapter must begin on a new page. Chapters and subchapters should be titled. Titles should be typed in bold without underline.

For mathematical texts, the use of Equation Editor or LaTeX is advisable. Script fonts are not permitted.

A high quality laser or ink-jet printer should be used for the printing.

### 3.2.1 LINE SPACING

The body of the text should be typed with **1.15 lines**. Single-spacing is only permitted in tables, long quotations, footnotes, citation and in the references.

The first sentence of a new paragraph should not start at the bottom of a page if the space available can only fit one line.

### 3.2.2 MARGINS

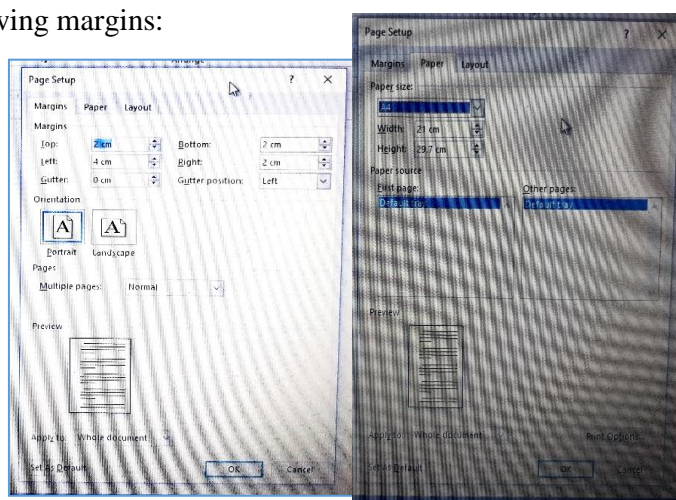
The text should have the following margins:

Top : 2.0 cm or 0.79 inch

Right : 2.0 cm or 0.79 inch

Left : 4.0 cm or 1.57 inch

Bottom : 2.0 cm or 0.79 inch

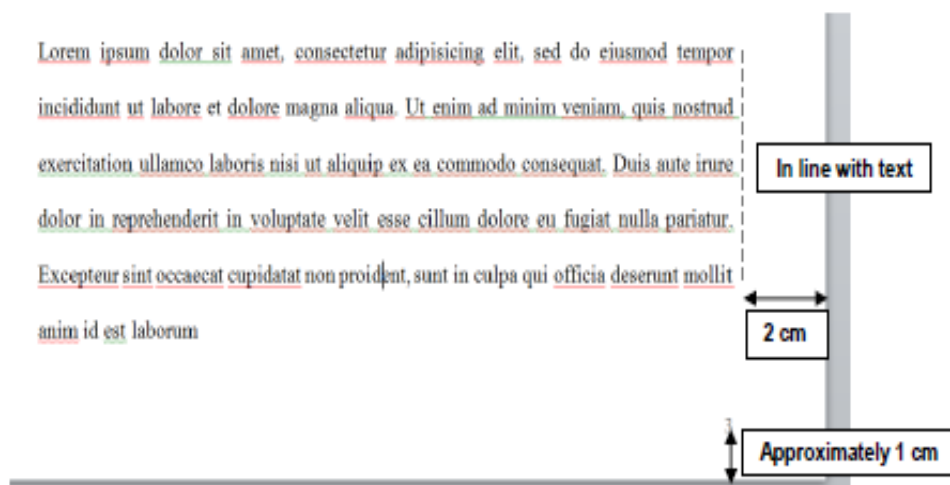


### 3.2.3 PAGE NUMBERING

All page numbers should be printed 1.0 cm from the bottom edge of the page and placed at the right-hand side without any punctuation.

The page numbering system must conform to the following rules:

- ❖ The page numbers should be placed at the right hand side without any punctuation.
- ❖ Font type Times New Roman and font size 10 recommended for numbers.
- ❖ Roman numerals (i, ii, iii etc) should be used in the Preface section. The first page of the thesis, the title page, is an unnumbered page 'i'. Numbering begins on the second page with 'ii'.
- ❖ Arabic numerals (1, 2, 3) are used on the pages of the text (starting with the Introduction page) and Supplementary section.



### 3.3 NUMBERING OF CHAPTERS AND SUB-CHAPTERS

Chapters and sub-chapters must be numbered using Arabic numerals (1, 2, 3 etc). Chapters are numbered CHAPTER 1, CHAPTER 2, CHAPTER 3, and so on. Sub-chapters are nested, but its numbering is not indented, up to a maximum of 4 levels as in the example shown below:

#### **CHAPTER 2: FIRST LEVEL (CHAPTER TITLE)**

##### **2.1 Level 2 (sub-title);**

##### **2.1.1 Level 3 (sub-sub-title);**

##### **2.1.1.1 Level 4 (sub-sub-sub-title)**

The use of letters in parenthesis in the main body for e.g., (a), (b), (c) is appropriate as a means of differentiating sub-topics of the same topic. However, it is not required to be listed in the Table of Content.

If a chapter title or chapter sub-title at any level exceeds a single line, the spacing between the lines must be the same as that of the text (double-spacing). Subsequent sub-chapters beyond the fourth nesting level must be numbered using alphabets; (a), (b), (c).. etc.

### 3.4 TABLES

Tables are printed within the body of the text at the centre of the frame and labelled according to the chapter in which they appear. Thus, for example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2 and so on.

The caption should be placed **above** the table itself. If the table contains a citation, the source of the reference should be included in the table caption.

**Table 0.1: Example**

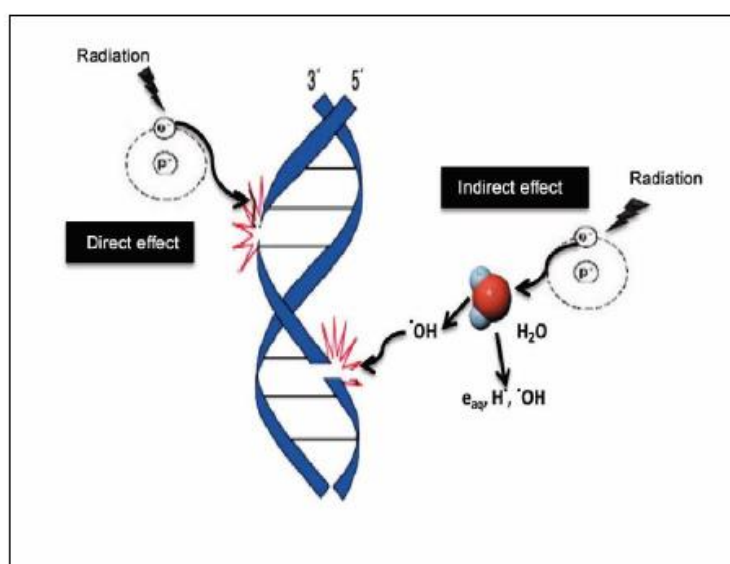
Heading	Heading
Test	Text

To insert label above a table, click “Insert Caption” under the “References” tab and select “Table” in the dropdown list. Click on “Numbering” and tick the “Include chapter number” and select “period (.)” as separator. When done, click “Update Table” to update the List of Tables.

### 3.5 FIGURES

Figures, like tables are printed within the body of the text at the centre of the frame and labelled according to the chapter in which they appear. Thus, for example, figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2.

Figures, unlike text or tables, contain graphs, illustrations or photographs and their labels are placed at the **bottom** of the figure rather than at the top (using the same format used for tables).



**Figure 0.1: Title**



If the figure occupies more than one page, the continued figure on the following page should indicate that it is a continuation: for example: 'Figure 3.7, continued'. If the figure contains a citation, the source of the reference should be placed after the label.

### 3.6 BINDING

Each copy of the research report/dissertation/thesis submitted shall be bound in one (1) volume.

For the purpose of examination, dissertation/thesis submitted should be **soft cover** bound in rexine with the following colour:

- ❖ Dissertation: Dark red or maroon
- ❖ Thesis: Dark red or maroon

For final submission prior to graduation, research report/dissertation/thesis submitted should be **hard cover** bound in rexine with the following colour:

- ❖ Dissertation: Dark red or maroon
- ❖ Thesis: Dark red or maroon



**Front Cover Colour of Dissertation/Thesis (Dark red or maroon)**

**The thesis cover must be of A4 size (210mm x 297mm).**

The title of dissertation/thesis, name of author, name of the university and year of submission must be printed on the front cover. The letters for the Front Cover should be printed in **gold of font size 16, font type Times New Roman, bold** and in uppercase letters.

### 3.7 WORD LENGTH

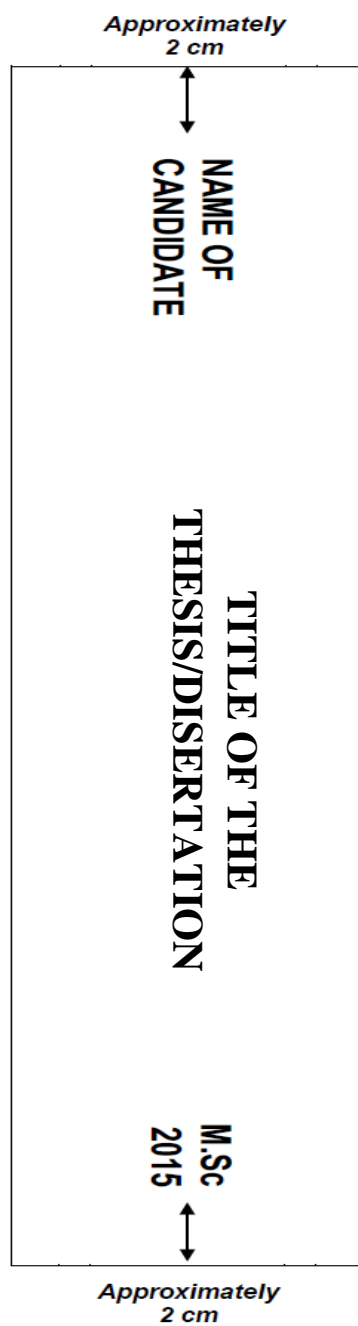
The maximum word length for a submission for examination:

**Thesis : 100,000 words**

The maximum length of words excludes footnotes, references, appendices, tables, figures and prefaces.

**SAMPLE OF HARDBOUND COPY  
(FINAL SUBMISSION)**

## SPINAL FORMAT



## SPINE FORMAT EXAMPLE

