



Format Guidelines for Master Thesis

by

Student name

A thesis

Presented to Sharif University of Technology, International Campus, Kish Island

in fulfillment of the

Thesis Requirement for the Degree of

Master of Science

in

Your discipline

Supervisor:

Kish Island, Iran, 2009

©student name, 2009

Sharif University of Technology

International Campus, Kish Island

This is to certify that the Thesis Prepared,

By: **Your name**

Entitled: **Title of the Thesis**

and submitted in partial fulfillment of the requirements for the Degree of

Master of Science

complies with the regulation of this university and meets the accepted standards with respect to originality and quality.

Signed by the final examining committee:

Supervisor: _____

External Examiner: _____

Internal Examiner: _____

Session Chair: _____

AUTHOR'S DECLARATION

I hereby declare that I am the sole author of this thesis. The work described in this thesis has not been previously submitted for a degree in this or any other university, and unless otherwise referenced it. This is a true copy of the thesis, including any required final revisions, as accepted by my examiners. I understand that my thesis may be made electronically available to the public.

Abstract

Title of the Thesis

Student name, M.Sc

Sharif University of Technology, International Campus, Kish Island, 2009

Supervisor:

It should be a concise statement of the nature and content of the thesis. The text must be double-spaced. Abstracts should be limited to one page, when possible. No references, tables and Figures are allowed within the abstract.

Acknowledgements

Enter acknowledgements here.

Dedication

If no dedication page is included, the Table of Contents should start at page v.

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Insert List of Figures here.

List of Tables

Insert List of Tables here.

Chapter 1

Introduction to Format Guidelines

1.1 Preparation

Theses should be prepared in digital format as well as printed on cotton paper and bound into a book.

When submitting the digital format, a pdf file copied onto a CD is required. You are advised to request a format check by a graduate administrator in your department.

You can use the present sample thesis to assist you in formatting your thesis in MS Word. In addition, a thesis template in MS Word and Latex is available and can be requested from administrator.

Theses and reports must be printed single-sided. A single font (preferably size 11-12) must be used throughout the thesis, the only exceptions being in tables, graphs, and appendices. The preferred font is Times New Roman. Headings may be bolded and no more than 2 points larger than the rest of the text. Although there is no limit for a thesis, however, it is preferred to be limited to 100-150 pages.

1.1.1 Margins

All theses must have consistent margins of 1.25 inches (3.2 cm) at the top, bottom, left, and right edges of the page. Page numbers must be placed one inch (2.5 cm) from the bottom of the page.

1.1.2 Spacing

The thesis must be double-spaced. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices, and bibliography. Prose quotations over three lines long should be in block quote, double or single-spaced, and indented on the left. Do not use quotation marks in the block quote except when indicating quotations within the block quote.

1.1.3 Numbering of Pages

Beginning with the first page of the Acknowledgements or Preface, if used, all preliminary pages preceding the actual text must be numbered in lowercase Roman numerals; e.g., iii, iv, v, etc. These numerals must be centered under the text with at least one inch (2.5 cm) of space between the number and the bottom of the page. If no optional pages are used, the page numbers must begin on the Abstract. Do not number the Author's Declaration page, title page, signature page, or dedication, but do include each of them in the pre-text page count.

The first page of the text begins at Arabic numeral 1. All pages within the text must contain an Arabic page number, bottom-centered, at least one inch (2.5 cm) from the bottom edge of the page.

The first page of every major section (chapters, appendices, bibliography, etc.) must begin on a new page.

1.1.4 Numbering of Tables, Figures, etc

Tables and Figures should be numbered as double-numbered so that illustrations' numbers reflect their locations in the document. For example: Figure 1.3 is the third figure in Chapter 1, or Figure A2 is the second figure in Appendix A. Similarly Table 1.3 is the Table 3 in Chapter 1.

Landscape-oriented illustrations, graphs, and charts must be positioned with their top edges to the spine of the volume, with the page number remaining in the same position. No two tables may be given the same number.

1.1.5 Paper

Bound theses must be printed and submitted on A4 white paper.

1.1.6 Binding

Theses and reports may be bound at any reputable copy shop (your department may have recommendations). Theses must be bound in dark navy. The binding method must be permanent, such as staple or “Velo.” Spiral or glue bindings are not acceptable.

Digital (pdf) versions of theses must be saved onto a CD and submitted in a disk case. The disk case must be labeled with your name, major, semester and year of graduation, and the word “Thesis”.

1.1.7 Number of Copies

Thesis option students must submit three bound and signed copies of the thesis to the Graduate School.

1.2 Contents

1.2.1 Table of contents

The Table of Contents must be placed before the text and any lists of tables, figures, etc. It consists of section titles, chapter titles, and as many or few subheadings as the author feels are necessary. The section and chapter titles listed on the Table of Contents must exactly match the titles as they appear within the text. Chapters labeled in the Table of Contents with Arabic numbers (Chapter 3) must not lapse into Roman numerals (Chapter III) when they appear again in the text. Page numbers for chapters and subheadings are right justified on the Table of Contents and preceded by a dot leader.

In the text of the thesis, major sections must begin on a fresh page and be designated in the Table of Contents by left justified headings (not indented).

Sub-sections, which do not need to begin on fresh pages, must be indented in the Table of Contents.

The page numbers listed on the Table of Contents must correlate with the beginning of each section or chapter.

Table of Contents entries are generally double-spaced. However, chapter titles and subheadings, when more than one line long, should be indented at the second line and single-spaced.

1.2.2 Illustrative Material, Designs, Compositions

Tables, maps, and illustrations must fit within the margin requirements set forth in Section III-b. If the figures must be reduced from their original size to fit within the margins, the page number must be added after the reduction so as not to alter its size. If it is not possible to reduce the materials satisfactorily, then they must go into a closed pocket bound securely in the back of the thesis or report, preferably affixed to the inside of the back cover. Pockets and sleeves must be sturdy enough not to tear apart and light enough not to strain the binding. Foldouts are permissible provided that the material inside is folded in one direction.

1.2.3 Tables

Every table must be called out in the text and must be in sequential order. The tables will be placed in the pages as close to the first reference to that table (call-out) as possible. For example, do not mention Table 3 on Page 1 when no other tables have been mentioned. Also make sure that your table call-outs match the actual tables provided. Table format should follow the guidelines below.

- All tables should be typed with clear columns, and put after the references section.
- Tables must have a table number (according to section 1.1.4), a title, and be numbered sequentially. Do not number tables as 1, 1a, 1b, etc.
- Tables must have more than one column with each column having a unique heading; do not repeat column heads in order to create more than one column.
- Tables cannot be simple lists. Simple lists should be added to the body of the text.

- Each table can have only one set of column heads within the body of the table.
- Avoid using equations in tables. The font size is smaller in tables than in the text, and superscripts and subscripts tend to get lost.
- Notes are acceptable in tables and should be represented by superscript letters. Do not use numbers as they could be confused as math.
- Avoid redundancy of data in figures, tables, and text.

1.2.4 Figures

Every Figure must have a caption and be called out in the text and must be in sequential order. Font size for legends and texts should not be lower than 9 point. SI units should be used in figures as well as in the text.

1.2.5 Line art

Line art, such as graphs and line drawings, should be submitted at the size at which it will be printed so that reduction is unnecessary. It should be prepared to fit within a page limit. Line weight should be at least 1 point.

1.2.6 Color

Color figures should be sized in the same manner as line art and submitted at final size. Glossy originals are preferred. Note that theses and reports are usually copied in black and white, therefore, you are advised to avoid color figure/photos.

Chapter 2

Conclusions and Future Works

Write a set of conclusions, or a summary and conclusion, in which the significant implications of the information presented in the body of the manuscript are reviewed.

References

To cite sources in the text, the Harvard Style referencing format is accepted:

The Harvard Style of referencing is widely accepted in scholarly circles. In the Harvard Style each reference is indicated in the text by the author and date of the publication cited, sometimes with added information such as page numbers. The full details of these references are listed at the end of the text in a Reference list.

In-text References

In the text of your thesis you should identify your source by giving, in parentheses, the author's name and year of publication of the work to which reference has been made. From the textual reference, the reader can turn to the alphabetical list of references for full publication details. If directly quoting from a work use single quotation marks and relevant page number.

For example:

Larsen (1971) was the first to propound the theory.

OR

The theory was first propounded in 1970 (Larsen 1971).

Reference List

At the end of your work you should include a list of ALL the references you have cited in your text. The Reference List is arranged alphabetically by author, and thereafter chronologically, starting with the earliest date.

Referencing Journal articles:

Author(s) of article - surname and initials Year of publication, 'Title of article - in single quotation marks', Journal name - italicised, volume number, issue number, page number(s).

Example:

Zivkovic, B & Fujii, I 2001, 'An analysis of isothermal phase change of phase change material within rectangular and cylindrical containers', *Solar energy*, vol. 70, no.1, pp. 51-61.

Referencing Conference papers:

Author(s) of paper - surname and initials Year of publication, 'Title of paper - in single quotation marks', [in] Editor (if applicable), *Title of published proceeding which may include place held and date(s) - italicized*, Publisher, Place of publication, page number(s).

Example:

Kovacs, GL 1994, 'Simulation-scheduling system using hybrid software technology', in *Computer Integrated Manufacturing and Automation Technology: Proceedings of the 4th International conference, Troy, New York, October 10-12, 1994*, IEEE Computer Society Press, Los Alamitos, California, pp.351-356.

Referencing books:

Author(s) of book - surname and initials Year of publication, Title of book - italicised, Edition. Publisher, Place of publication.

Examples:

Jones, B 1995, *Sleepers, wake!: technology and the future of work*, 4th edn, Oxford University Press, Melbourne.

Appendix A

Use appendixes to record details and data that are of secondary importance or that are needed to support assertions in the text. Make sure the text contains references to all appendixes. Equations, tables, and figures should be numbered sequentially from text.