

HAMAD BIN KHALIFA UNIVERSITY

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A [Select Document Type] Submitted to the Faculty of

[College Name]

In Partial Fulfillment

of the Requirements

for the Degree of

[Master of XXX]/ [Doctor of Philosophy]

[Month and Year]

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ABSTRACT

The abstract is mandatory and provides readers with a concise summary of the student's work in this document. It should be single-spaced and not more than one page.

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TABLE OF CONTENTS

ABSTRACT	iii
PREFACE	vii
ACKNOWLEDGEMENTS	viii
DECLARATION	ix
DEDICATION	x
ACRONYMS	xi
NOMENCLATURE	xii
CHAPTER 1: TITLE OF CHAPTER	1
1.1 Title of 1st Level Heading	1
1.2 Spacing, Font Type and Font Size	1
1.3 Margins	1
1.4 Page Numbering	1
<i>1.4.1 2nd Level Heading, Bold, Italic, Left, 12 Pts, 1st Letter of Each Major</i> <i>Word Capital</i>	1
<i>1.4.1.1 Title page</i>	1
1.4.2 Table of Contents	1
<i>1.4.3 Lists of Figures and Tables</i>	2
CHAPTER 2: NEXT CHAPTER ON A NEW PAGE	3
2.1 Starting a New Chapter on a New Page	3
2.2 References and Appendices	3
REFERENCES/ BIBLIOGRAPHY	4
APPENDIX: TITLE OF APPENDIX	5

LIST OF FIGURES

Figure 1: HBKU logo (Caption below figure)	2
--	---

LIST OF TABLES

Table 1: Example of a caption above table (Caption above the table).....	2
--	---

PREFACE

This page is optional.

ACKNOWLEDGEMENTS

This page is optional. It is intended for acknowledgements.

DECLARATION

This is to certify that the work described in this [document type] is entirely my own, unless otherwise referenced or acknowledged. This work has not previously been submitted for qualifications at any other academic institution.

Signed

Date: [Insert the Date]

DEDICATION

This page is optional. You may dedicate your thesis/dissertation/project on this page.

ACRONYMS

This page is optional. It is intended for acronyms used in the thesis.

NOMENCLATURE

This page is optional. It is intended for naming systems adopted within the thesis.

CHAPTER 1: TITLE OF CHAPTER

1.1 Title of 1st Level Heading

To ensure proper formatting of the chapter title and its inclusion in the table of contents, type it all in caps, then select all words, and go to Styles then click on HEADING 1. The title should be all caps, 14 points, bold, left indented (16 pts for Arabic).

As for the 1st level headings, capitalize the 1st letter in each main word, then select all and click on Heading 2 in Styles. They should be formatted as Bold, Left, 12 Pts (Arabic Thesis 14pts)

The page numbering restarts on the first page of chapter 1 in Arabic numbers.

1.2 Spacing, Font Type and Font Size

Leave a blank line/space between paragraphs, before each new subheading, and between the end of a paragraph and the start of a table or a figure. Do not add space between 2 subheadings if there is no paragraph in between (check the example in the following page (1.4.1 and 1.4.1.1)).

1.3 Margins

Margins are set in this template.

1.4 Page Numbering

Page numbers are placed right justified in the footer.

1.4.1 2nd Level Heading, Bold, Italic, Left, 12 Pts, 1st Letter of Each Major Word Capital

1.4.1.1 Title page

Students must adhere to the format of the title page as provided in this template.

1.4.2 Table of Contents

The table of contents is to compile all headings presented in the text.

1.4.3 Lists of Figures and Tables

Each table and figure can be numbered consecutively starting with 1 (e.g. Figure 1: Illustration of ...) or by chapter using decimal numbering (Figure 1.1: Illustration of ...).



Figure 1: HBKU logo (Caption below figure)

Table 1: Example of a caption above table (Caption above the table)

Programs	Total for 2014	Total for 2016
Master's	4	12
PhD	0	6

CHAPTER 2: NEXT CHAPTER ON A NEW PAGE

2.1 Starting a New Chapter on a New Page

Each chapter must start on a new page.

2.2 References and Appendices The end matter of the dissertation/thesis/project includes, in the following order:

- References or Bibliography
- Appendices

REFERENCES/BIBLIOGRAPHY

The spacing of the list is 1.5 line spacing with an empty line between references. You are encouraged to format the list of references once all entries have been inserted.

Example in APA 7th Edition:

APPENDIX: TITLE OF APPENDIX

If you have more than one appendix, add the number (APPENDIX 1: TITLE OF APPENDIX, APPENDIX 2...). Each appendix starts on a new page.