Dissertation/Thesis/Project
Formatting and Submission Guidelines

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CHAPTER 1: INTRODUCTION

The completion and submission of the dissertation, thesis, or project—hereafter collectively referred to as the thesis—serves as a formal demonstration of your scholarly achievement at Hamad Bin Khalifa University (HBKU). Submission of the thesis is a graduate degree requirement, as outlined in the Graduate Degree Requirement Policy.

This guide outlines the formatting and submission requirements established by the University Academic Programs and Studies Committee (UAPSC) and applies to all theses submitted across HBKU colleges. Compliance with these guidelines ensures consistency across the university and upholds HBKU's rigorous academic standards.

Final approval of the thesis by the Provost's Office is required to fulfill graduation requirements. Failure to follow the guidelines detailed in this document may result in delays in graduation and degree conferral.

This guide includes the following sections:

- Introduction

- Thesis Completion Process

- Thesis Formatting Guidelines

- Thesis Submission Process

- Resources

This guide contains essential information to support the correct use of the HBKU Thesis Template. It was developed by the Academic Standards Lead, in collaboration with the HBKU Library, University Writing Center (UWrite), and the Registrar's Office.

CHAPTER 2: THESIS COMPLETION PROCESS

Students are responsible for completing their thesis in consultation with their supervisor and committee members. It is strongly recommended that students begin using the HBKU Thesis Template early in the thesis preparation process. The template is pre-formatted to align with the guidelines outlined in this document.

2.1 Research Protocol

Students must adhere to all research protocols established by their college in the design, conduct, and implementation of their research or project.

2.2 Technical Content

Different disciplines may have specific requirements. You will need to consult with your supervisor on the specific components to include in your thesis. The main body of the thesis must be divided into distinct chapters. The first chapter must be the introduction, and the last chapter should contain the conclusion and possible future work.

2.3 Attribution

Students are responsible for the integrity of their thesis and must ensure that all published materials used are properly cited and appropriately referenced according to the required citation style. If using copyrighted material - whether as-is or in an adapted form - students must obtain the necessary copyright permissions. These permissions must be included in the appendix section of the thesis.

Failure to properly acknowledge sources may constitute plagiarism, which is defined as presenting another person's work or ideas as your own without appropriate attribution. This includes but is not limited to using someone else's words or ideas without proper citation, paraphrasing without crediting the original source, and incorporating images, figures, or data without obtaining permission or citing the source. Various academic writing principles can help you avoid plagiarism. Further information can be found in the HBKU Copyright Overview.

2.4 IRB/IACUC

If your research involves animals, humans or human substances, biohazardous or hazardous agents, an approval from the HBKU Institutional Review Board (IRB) must be obtained before you begin your research. If the research involves animals, the document should clearly demonstrate that approval from the Animal Care and Use Committee (ACUC) has been obtained. Research involving the use of biohazard or environmentally hazardous material will require approval by the Hazardous and Radioactive Safety Committee (HRSC). Approval document(s) must be included in the appendix of the thesis.

2.5 Copyright

HBKU recognizes that the thesis is the intellectual property of the student, who is its primary and sole author. However, as a condition of graduation, the student must grant Hamad Bin Khalifa University (HBKU) and Qatar Foundation a non-exclusive, worldwide, perpetual, irrevocable, royalty-free license to reproduce, display, and distribute the thesis—either in whole or in part—in any format (digital or print), and to make it freely accessible to the public. Students may request to delay the public release of their dissertation, thesis, or project through a period known as an embargo, subject to the university's embargo policy. All students are advised to read the Theses Copyright and Embargo Policy established by the University.

2.6 Citation Management

With the large number of references used in projects, theses, and dissertations, the use of a citation management tool is highly recommended to help organize all the sources of information used. In addition, it helps in the creation of citations and bibliographies for books, articles, websites and more, which is helpful for populating the reference section of the thesis. The citation management tools work with Microsoft Word-processing software to properly insert in-text citations into the thesis and in the creation of a properly formatted reference list or bibliography.

HBKU Library provides students with access to RefWorks via ProQuest using their HBKU email address. Students may also use other freely available tools, such as Mendeley, EndNote, and Zotero. The Information Literacy Librarian is available to assist students in using any of the citation management tools.

CHAPTER 3: THESIS FORMATTING GUIDELINES

3.1 General Specifications

The thesis usually has three sections, the front matter or preliminary section, the main text, and the end matter or ending pages. Although your thesis should be written according to disciplinary styles (for instance MLA referencing vs APA referencing), all theses must adhere to the formatting guidelines provided in this document. Maintaining a consistent format throughout your thesis or dissertation is essential. Following the guidelines provided in this manual will help you achieve this consistency.

General formatting guidelines include:

3.1.1 Page Size

The page size used must be A4 (21cm X 29.7cm)

3.1.2 Spacing

1. **Line Spacing:**
   a. The line spacing throughout the document should be 1.5.
   b. Single spacing is required for long quotations, footnotes, and captions for tables and figures. [Long quotations will depend on the style guide being used. For example, for the APA Style, long quotations contain more than 40 words; for Chicago Style, five lines or more or more than 100 words; and for the MLA Style four lines of prose or three lines of verse].
2. **Paragraphs**:
   a. Leave an empty (blank) line
      i. Between paragraphs
      ii. Before each new subheading.
      iii. Between a paragraph and a table or figure.
   b. Do not add an empty line between two (2) subheadings if there is no paragraph in between.
   c. Use the ENTER key twice to create an empty (blank) line.

3.1.3 Typeface, Font Color and Size

1. **Typeface**: Times New Roman should be used throughout the thesis. Simplified Arabic for theses **in Arabic**.
2. **Font Size:**
   a. Title Page:
      i. Use 14-pts for the University name, college name, thesis title, and students name. 16-pts for theses **in Arabic**.

ii. Use 12-pts for the inverted pyramid section, month and year, and copyright statement. 16-pts for theses **in Arabic**.

    b. **Page Headings:**

      i. Use 14- pts for chapter titles and the front matter page headings. 16-pts for theses **in Arabic**.

    c. **Chapters:**

      i. Use 12-pts for all text within the thesis. 14- pts for theses **in Arabic.**

    d. **Tables and Figures:**

      i. Smaller font size not less than 9 pts (must be legible), may be used in tables and figures.

      ii. Use 12-pts for captions for tables and figures.

3. **Font Color**:

    a. Black font color must be used for all text within the thesis.

    b. Color can be used in the thesis when required, for example within charts or graphs.

4. **Bold** fonts are allowed only for:

    a. Chapter titles

    b. Front matter page headings

    c. Subheadings.

3.1.4 Margins

The margins should be 1.5" (3.8cm) on the left side and 1" (2.5cm) on all other sides throughout the thesis. For thesis **in Arabic**, the margins should be 1.5" (3.8cm) on the right side and 1" (2.5cm) on all other sides. Using these margin measurements ensures that the thesis can be printed and bound if a hard copy is required in the future. These margins must be maintained throughout the thesis including the title page, reference, and appendix sections.

3.1.5 Pagination

Except for the title page, all pages in the document must have a page number in an ascending number sequence.

Page numbers must adhere to the following guidelines:

1. Page numbers must be placed as a footer in the lower right-hand corner of the page for thesis in English, and the lower left-hand corner of the page for thesis **in Arabic**.

2. Front matter pages starting from the abstract page should have lower case Roman numerals. Start with the abstract page as page number "ii" (the first "i" is not used on the title page).

3. Arabic numbers should be used for the main text and subsequent end matter pages (references/bibliography and appendices).
4. Ensure that you do not:
   - skip numbers
   - use different numbering schemes
   - use the word "page" before the number
   - run the text/figure/table to overlap with the page number
   - use dashes (e.g. -1-) or words

3.2 Front Matter Pages

The front matter pages refer to the pages that appear before the main text of the thesis.
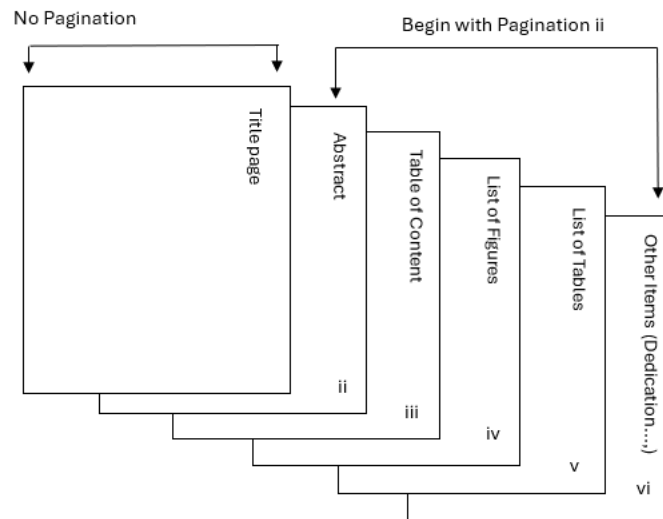
3.2.1 Front Matter Page Specifications

1. **Headings**
   All front matter page headings should be:
   - At the top of the page
   - Bold
   - Capitalized
   - Centered

> ***Formatting Instruction: Front Matter Page Heading***
>
> *In the Thesis Template, under the Styles tab, select Front Matter Pages*

2. **Page Numbering**:
   - The front matter pages should be numbered with Roman numerals, ii, iii, …
   - Start from the Abstract Page ii.

3. **Sequence:** You must follow the page order below.
   The front matter section consists of:

   - Title page (Required)
   - Abstract (Required and begins on page ii)
   - Table of Contents (Required)
   - List of Figures (Required if you have at least 1 figure)
   - List of Tables (Required if you have at least 1 table)
   - Preface (Optional: not common, but some disciplines may require it)
   - Acknowledgments (Optional)
   - Declaration (Mandatory)
   - Dedication (Optional)
   - Acronyms (Optional)
   - Nomenclature (Optional)
   - List of Publications (Optional)

3.2.2 Title Page

The title page provides identification information that is unique to the thesis. It contains unique information that supports easy location, citation, and reference of the thesis.

1. The title page is the first page of the thesis. It is technically counted as page i of the front matter pages, but it does not display a page number.
2. All information on the title page must be centered and aligned according to formatting rules.
3. Bold or stylized text is not allowed unless required for discipline-specific terminology within the title.
4. Line spacing and style guidelines must be followed as outlined in the Thesis Template.
5. The University name, the college name, the title of the thesis, and the student's name must be in capital letters, size 14 -pts. For thesis **in Arabic**, the font used should be capital letters, Simplified Arabic, size 16-pts.
6. Avoid using non-alphabetical symbols, Greek letters, formulas subscripts, or superscripts in the title except if required by the discipline.
7. The title may extend beyond one line, maintaining a 1.5 line spacing.

8. The student's name must appear exactly as it does on the University's transcript.

9. Ensure that brackets are removed from the title page after selecting the degree qualification (either Master or Doctor of Philosophy).

10. The degree title for all doctoral candidates is 'Doctor of Philosophy', while for most master's students, it is 'Master of Science' or 'Master of Arts'. Other programs should use program specific degree titles - verify with your program if uncertain.

11. Use the month and year of the defense date on the title page, not the degree conferral date.

12. The thesis copyright belongs to the student. The copyright line should include the © symbol, followed by the student's name, and the phrase All Rights Reserved.

Below is the Title Page example:

HAMAD BIN KHALIFA UNIVERSITY

COLLEGE NAME

TITLE OF THESIS CENTERED, SIZE 14 PTS (16 PTS FOR ARABIC),
ALL IN CAPS, LINE SPACING OF 1.5

> The line spacing of thesis title should be 1.5

BY

STUDENT'S NAME AS IT APPEARS IN THE TRANSCRIPT

A Select Document Type Submitted to the Faculty of the
College Name
in Partial Fulfillment
of the Requirements
for the Degree of
[Master of XXX]/ [Doctor of Philosophy]

> Format the inverted pyramid section with 1.5 line spacing.
>
> 12-pts/14-pts for thesis in Arabic

> e.g., Master of Science or Doctor of Philosophy

Month and Year
© Student's Name. All Rights Reserved

> The student's name should have the first letter of each name in capital letters.
>
> 12-pts/14-pts for thesis in Arabic

3.2.3 Abstract Page

The Abstract provides a concise summary of the thesis. It may be structured according to disciplinary guidelines. While the Abstract content may change between disciplines, it usually includes a brief description of the research purpose, method, results, and conclusions. The UWrite Writing Center provides best practice guidelines for structuring the abstract section.

Guidelines for the Abstract page include:

1. The abstract page is mandatory.
2. The abstract page must have a page number (ii).
3. The abstract should not include subheadings, citations, tables, or figures.
4. The length of the abstract should not exceed one page.
5. Please refer to the general specifications section for spacing, font type, and size.

Below is an example of the Abstract page:
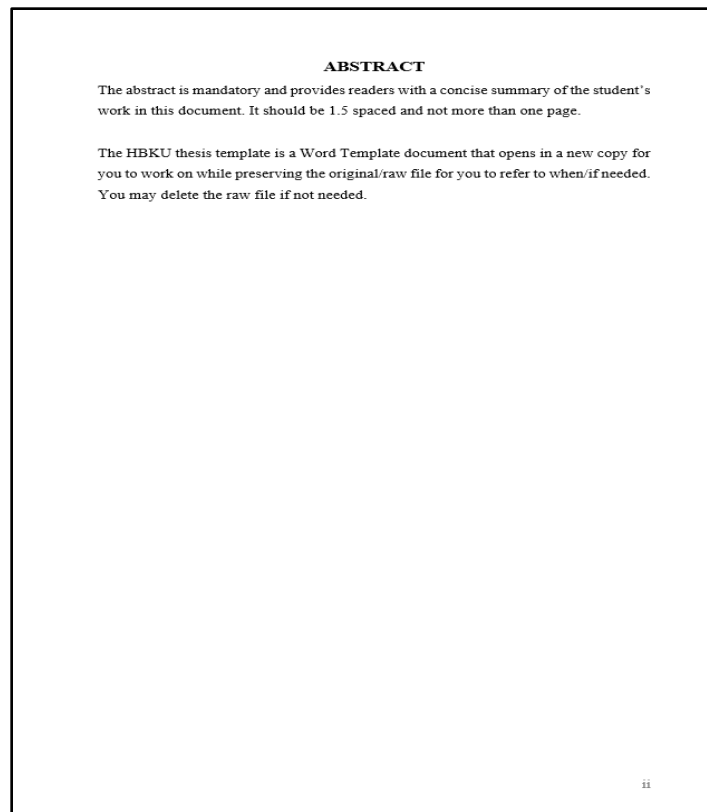
3.2.4 Table of Contents Page

The Table of Contents in the thesis provides a structured outline of the main sections or chapters, along with their corresponding page numbers. It offers readers a clear and organized overview of the document, facilitating quick navigation to specific sections.

The Table of Contents must adhere to the guidelines:

1. The table of contents page should be numbered.
2. It must include all headings following the table of contents, including the List of Tables and List of Figures.
3. The entries in the table of contents must align precisely with the headings and page numbers in the text. Ensure the table is updated and the page numbers are accurate.
4. If appendices are included, each appendix title should be listed in the table of contents.
5. Use 1.5 line spacing for the table of contents.

Below is an example of the Table of Contents page:

Instruction: How to Update the Table of Content

To update the table of contents, right-click the Table of Contents and select "Update Field" then choose "Update entire table".

3.2.5 List of Figures Page

The List of Figures provides an overview of all figures used in the thesis, including their corresponding page numbers. It provides clarity around the integration of visual elements in the thesis.

The List of Figures must adhere to the following guidelines:

1. The list of figures page must be numbered.
2. Include a list of figures if one or more figures are used in the thesis.
3. Each entry in the list must include the figure number, caption, and corresponding page number.
4. Use 1.5 line spacing throughout the list of figures.

Below is an example of the List of Figures page:

Instructions: How to Generate an Automatic List of Figures

- *To automatically generate the List of Figures, follow the instructions in **3.3.7 Tables and Figures** to create captions.*
- *Once all the captions are added, come back to the List of Figures page.*
- *Then under the References tab in the ribbon above (in Word), click on "Insert Table of Figures", choose "Figure" for the caption label, and click "OK".*

3.2.6 List of Tables Page

The List of Tables compiles information about all the tables in the thesis along with their corresponding page numbers. It provides an overview of how tables are incorporated within the document.

The List of Tables must adhere to the guidelines below:

1. The list of tables page must be numbered.
2. Include a list of tables if one or more tables are used in the thesis.
3. Each entry in the list must include the table number, caption, and corresponding page number.
4. Use 1.5 line spacing throughout the list of tables.

Below is an example of the List of Tables page:

Instructions: How to Generate an Automatic List of Tables

- *To automatically generate List of Tables, follow the instructions in **3.3.7 Tables and Figures** to create captions.*
- *Once all the captions are created, return to the List of Tables page.*
- *Then under the References tab in the ribbon above (in Word), click on "Insert Table of Figures", choose "Table" for the caption label, and click "OK".*

3.2.7 Preface Page (optional)

The Preface is a statement of the author's reasons for undertaking the work and other personal comments that are not directly related to the materials presented in other sections of the thesis.

The following guidelines guide the creation of the Preface page:

1. This page is optional.
2. The preface page must have a page number.
3. The text of the preface should be in Times New Roman, size 12 pts, Justified, 1.5 line spacing, with an empty line between paragraphs.
4. If you are not required to add a preface, delete this page, and update the table of contents.

3.2.8 Acknowledgements Page (optional)

The Acknowledgments section provides a chance to express gratitude to individuals who have offered personal and professional support throughout your thesis journey.

The Acknowledgments must adhere to the guidelines below:

1. This page is optional.
2. The acknowledgment page must be numbered.
3. The text of the acknowledgment should be in Times New Roman, size 12 pts, Justified, 1.5 line spacing, with an empty line between paragraphs.
4. If you do not wish to add acknowledgements, delete this page, and update the table of contents.

3.2.9 Declaration Page

The Declaration in a thesis is a formal statement affirming that the content presented is the original work of the student and that all sources and external contributions have been properly cited. This page is a critical component of academic integrity. Any use of artificial intelligence (AI) must be clearly disclosed on the Declaration page. Students are required to consult with their college, program, or supervisor regarding the acceptable use of artificial intelligence (AI). Students may include additional declarations such any other relevant disclosures as appropriate.

The Declaration page must follow the guidelines outlined below:

1. This page is mandatory.
2. The Declaration page must be numbered.
3. This page must be signed by the student. This signature could be a digital signature, handwritten or typed name.

Below is an example of the Declaration page:

3.2.10 Dedication Page (optional)

The Dedication page is a section of the thesis where the author may express gratitude or pay tribute to individuals or groups who have provided support, inspiration, or encouragement throughout the research and writing process.

The Dedication page must follow the guidelines outlined below:

1. This page is optional.
2. The dedication page must be numbered.
3. If you do not wish to dedicate the thesis, delete this page, and update the table of contents.

3.2.11 Acronyms Page (optional)

The Acronyms page provides a list of abbreviations or shortened forms of terms used throughout the thesis. This section serves as a reference guide for all acronyms used in the thesis.

The Acronyms page must follow the guidelines outlined below:

1. This page is optional.
2. The acronyms page must be numbered.
3. If acronyms are not used in the thesis, delete this page, and update the table of contents.

3.2.12 Nomenclature Page (optional)

The Nomenclature page contains the naming conventions, symbols or units applied throughout the thesis. It is particularly useful in technical or scientific theses where specialized terms or notation systems are frequently used.

The Nomenclature page must follow the guidelines outlined below:

1. This page is optional.
2. The nomenclature page must be numbered.
3. If nomenclature is not used in the thesis, delete this page, and update the table of contents.

3.3 Page Numbering Transition

The front matter pages are numbered in Roman numerals (i, ii, iii, etc.). Starting from Chapter 1, the page numbering should switch to Arabic numerals (1, 2, 3, etc.), beginning with page 1.

Important Note:
If the page numbering is disrupted or changes incorrectly while modifying the front matter or inserting new pages, follow the instructions below to correct it:

Formatting Instructions: How to Correct the Page Numbering

- *Put the cursor at the end of the last frontmatter page before Chapter 1.*
- *Go to Layout → Breaks → Next Page*
- *Go to Chapter 1 and double-click on the footer to open it.*
- *Under the "Header & Footer" tab in the ribbon, click on the "Link to previous" and disable it.*
- *Then select the "Page Number" tab, then right-click on it and go to "Format Page Numbers" to update the number format. Also select start at 1 to ensure Chapter 1 is page 1.*

3.4 Main Text

The main text section of the thesis contains the core contents of the thesis, divided into chapters. The following guidelines apply to this section:

3.4.1 Page Numbering

Pages in this section are numbered in Arabic numerals, starting from 1 on the first page of Chapter 1.

3.4.2 Chapters

Each chapter must begin on a new page. Chapter titles should be in capital letters, left – aligned, justified, and follow this format – **CHAPTER 1: INTRODUCTION**

> ***Formatting Instructions: How to Format Chapter Titles***
>
> - *Type the title in capital letters and select all.*
> - *Then click on the Styles tab and select "Chapter Heading". This give the accurate format and ensures the title is reflected in the Table of Contents.*

3.4.3 Headings

Capitalize all major words and any word with four or more letters in each heading. First-level headings within the chapter should be numbered with two digits: the first digit represents the chapter number of the chapter, while the second digit shows the heading's sequence within that chapter. Further details and examples of heading levels can be found here - The University Writing Center (UWrite) Thesis Heading Levels

3.4.3.1 Heading Levels

The following format for heading levels is required:

Heading 1: Left aligned, **Boldface**, UPPERCASE HEADING

Heading 2: Left aligned, **Boldface**, Uppercase and Lowercase

Heading 3: Left aligned, **Boldface**, *Italic Uppercase and Lowercase*

Heading 4: Left aligned, *Italic Uppercase and Lowercase*

Heading 5 and above, use the same style as Heading 4.

> ***Formatting Instructions: Heading Levels***
>
> - *Select the title of the heading and go under Styles, select "1st Heading". Repeat the same for all levels of the headings respectively.*

3.4.4 Tables and Figures

Tables present information in a column format, often numerical, to save space and clearly show relationships. If the content can be typed, it is considered a table. If it must be drawn or illustrated, it is a figure. Figures include visuals such as charts, graphs, diagrams, maps, and photographs.

Follow these guidelines when including tables and figures in the thesis:

1. **Numbering and Captions**
   - Each table and figure in the thesis must have a number and a caption.
   - Two options for numbering include numbering consecutively (e.g., Figure 1: Illustration of …, Figure 2: Illustration of …), or use the chapter-based decimal numbering (e.g., Figure 1.1: Illustration of…, Figure 1.2: Illustration of …).
   - If the caption spans more than one line, use single spacing.

2. **Placement of Captions**
   - Place table captions above the table.
   - Place figure captions below the figure.

3. **Font and Formatting**
   - Use the same font type and size as the main text (12 pt, Times New Roman or Simplified Arabic for theses in Arabic).
   - A smaller font size, not less than 9 pts and clearly legible, may be used within tables and figures
   - Tables and figures may be either left-aligned or centered within the text. Captions should be placed above the table or below the figure.
   - Leave a line after the table or figure before continuing the main text.
   - Insert the table or figure after the paragraph where it is first mentioned, preferably on the same page, if space allows.
   - Always refer to tables and figures by their numbers (e.g., Table 5.2 shows…, Figure 3.4 illustrates…). Do not use vague phrases like "the figure below" "the table above," or "the following figure."

4. The List of Tables and Figures
   - The List of Tables and List of Figures in the front matter section includes the captions and the corresponding page numbers of each table and figure in the thesis.
   - The line spacing in these lists should be 1.5.

> ***Formatting Instructions: How to Create Captions Automatically***
>
> - *To have captions added automatically to the List of Figures or Tables, insert captions for each table and figure as instructed on this page.*
> - *Once all the captions have been added, go to the List of Figures or List of Tables, and follow the steps on this page from Microsoft.*

3.4.5 Oversized Illustrations

If a figure or table is too large to fit within the standard page margins, consider the following options:

1. **Use Landscape Orientation:**
   Place the figure or table on a landscape-oriented page. Ensure that the page numbering remains consistent with the rest of the document.

2. **Reduce Font Size:**
   You may reduce the font size within the figure or table to make it fit, but the size must not be smaller than 9 points and must remain legible.

3. **Rotate the Content:**
   Rotate the figure or table and its caption or heading counterclockwise, so that all elements can be read together in the same orientation.

> ***Formatting Instruction: Inserting a Landscape Page in the Middle of the Thesis***
>
> *To insert a horizontal page in the middle of the thesis, follow the instructions on this page.*

3.5 End Matter Pages

The end matter (or final pages) forms the concluding section of the thesis. This section may include the following components:

1. References or Bibliography (required)
2. Appendices (located after the reference section – optional but necessary to include materials supplemental to the thesis for example copyright permissions)

3.5.1 References or Bibliography:

This section includes a detailed list of all sources cited in the thesis, presented either as a Reference list (for works cited directly), or a Bibliography (for all works consulted during the research and writing process).

The guidelines below should be adhered to:

- Format the Reference list or Bibliography according to the citation style used throughout your thesis (such as APA, MLA, IEEE, or another style approved by your supervisor).
- Follow the style manual recommended for your specific academic discipline.
- Choose one citation style and apply it consistently throughout your thesis.
- Use 1.5 line spacing for the Reference list or Bibliography.
- Ensure the thesis margins are maintained.

For guidance on citation management, you are encouraged to reach out to the Information Literacy Librarian.

3.5.2 Appendices:

The Appendix section typically contains material that is supplemental to the main text. Examples include the IRB certificate, copyright permissions, and additional research data.

The guidelines below should be adhered to:

1. Appendix headings should be formatted and numbered in a style consistent with chapter titles – **APPENDIX: TITLE OF APPENDIX**.
2. If the thesis includes more than one appendix:
   a. Each appendix must begin on a new page
   b. Each appendix must be numbered and titled accordingly – **APPENDIX 1: TITLE OF DOCUMENT, APPENDIX 2: TITLE OF SECOND DOCUMENT**
3. Appendix titles must be listed in the Table of Contents.

4. If an IRB certificate has been obtained, it must be included in the appendices.
5. All copyright permissions obtained must be included in the appendix. Each permission should be clearly labeled and directly linked to the corresponding illustration. For example – Figure 1.1 (page 2) – Caption of the illustration. In addition, include details of any figures sourced from copyright-free sources, such as those published under a Creative Commons license.

3.6 Formatting Guidelines Checklist

This checklist ensures that all thesis formatting guidelines are met, helping to avoid errors that could delay thesis submission or degree conferral.

- ☐ **Margins:** The margin must be 1.5" (3.8cm) on the left side and 1" (2.5cm) on all other sides for the entire thesis.
- ☐ **Font and Size:** The font must be Times New Roman, 12-pt, except in specified areas such as headings and certain sections of the Title Page, where 14-pt font should be used.

Page Numbers:
- ☐ Page numbers must appear in the footer, aligned to the lower right-hand corner of each page.
- ☐ The main text (beginning with chapter 1) uses Arabic numerals starting from 1.
- ☐ Landscape-oriented pages must maintain consistent page number placement and margin formatting.
- ☐ The title page is not numbered; all subsequent front matter pages should be numbered consecutively using lowercase Roman numerals (e.g. i, ii, iii) beginning from the abstract page (ii).

Title Page:
- ☐ The student's name must match the spelling and format found on the official University transcript.
- ☐ Use the month and year of the defense date on the title page. Do not use the date of degree conferral date.
- ☐ Do not use the bold font.

Table of Contents:
- ☐ The Table of Contents must list all sections of the thesis and their corresponding page numbers according.
- ☐ Do not include the Table of Contents as an item in the list.

Tables and Figures:
- ☐ Each table and figure must be numbered and accompanied by a descriptive caption.

- ☐ Figure captions should appear below the figure; table captions should appear above the table.
- ☐ **Chapters:** Each chapter must begin on a new page.
- ☐ **References and Bibliography:** All dissertations/theses/projects must include a list of References or Bibliography at the end of the document.

3.7 Common Errors

Common errors students make when completing their thesis include:

- o Adding a page number to the title page.
- o Using lowercase letters instead of capital letters for the university name, college name, thesis title, and student name.
- o Using the bold fonts on the title page.
- o Incorrectly stating the degree name.
- o Using the wrong month and year for the defense date on the title page.
- o Failing to use bold font for chapter titles, front matter page titles, and subheadings.
- o Not starting chapters on a new page.
- o Mixing multiple documentation styles or style guides within the thesis.
- o Using bold text within the body to emphasize important sentences.
- o Including long quotations without proper formatting to distinguish them from the main text.
- o Placing large illustrations on portrait-oriented pages instead of landscape pages.
- o Having text or information within the document margins.
- o Creating multiple accounts on ProQuest.

CHAPTER 4: THESIS SUBMISSION PROCESS

Submission of the dissertation or thesis must be made to ProQuest, while projects should be submitted through LibWizard. This represents the final step in the submission process. As part of the graduation requirements, all submitted thesis will be reviewed by the Provost's Office. Revisions may be requested if needed.

4.1 Submission Steps

4.1.1 HBKU Thesis Template

Ensure that the correct HBKU Thesis Template is used, including for theses written in Arabic. Proper formatting is a graduation requirement, and final formatting approval must be obtained prior to graduation.

4.1.2 Timeline

Follow the deadlines specified in the academic calendar for Spring and Fall graduations. Timely submission is essential to meet graduation requirements. After the defense, the theses should be submitted to either ProQuest or to LibWizard.

4.1.3 ProQuest Submission (Dissertations and Theses)

Submission to ProQuest is a graduation requirement for all thesis-based masters' students and PhD students. The ProQuest database hosts a comprehensive collection of dissertations and theses from institutions worldwide.

Further information:

- Submit your thesis via ProQuest ETD Administrator.
- Guidelines for the submission process on ProQuest can be assessed here - ProQuest Submission Guide
- An acknowledgement email will be received upon submission. If revisions are required, a follow-up email will be shared detailing the necessary updates.
- Theses and dissertations are published open access through ProQuest, but students retain copyright.
- HBKU theses/dissertations are made public after degree conferral.

4.1.4 LibWizard Submission (Projects)

Submission to LibWizard is a graduation requirement for all project-based masters' students. Projects will be published in [Manara](#), the HBKU Library's repository hosted by the Qatar National Library (QNL).

Further information:

- Submit your project via - [Project Submission Form (libwizard.com)](#)
- An acknowledgement email will be received upon submission. If revisions are required, a follow-up email will be shared detailing the necessary updates.
- Projects are published open access through Manara, but students retain copyright.

4.1.5 Embargo

An embargo is a temporary restriction placed on the publication of a thesis for a specified period of time.

Further information:

- HBKU permits embargo periods of either six (6) months or one (1) year.
- Students may request an embargo for various reasons including time to file a patent or to publish academic articles from the research.
- The embargo request must be indicated during account creation on ProQuest or LibWizard.

4.1.6 Post-Submission Changes

It is the student's responsibility to ensure that the thesis is in its final, approved format before submission.

Further information:

- Once approved by the committee members and submitted, further changes will require written consent from all committee members.
- No changes are permitted after degree conferral and publication.

4.1.7 Similarity Index Report

All theses will undergo a similarity index check using the iThenticate plagiarism detection software.

Further information:

- The Similarity Index Report must be generated by the supervisor, and subsequently reviewed and evaluated by both the supervisor and committee members.

- Violations of the University's Academic Integrity Policy may result in disciplinary action.
- The final report must be submitted through iProcess (accessible via the Banner system), and approved by the supervisor, program coordinator, and the Provost's Office.

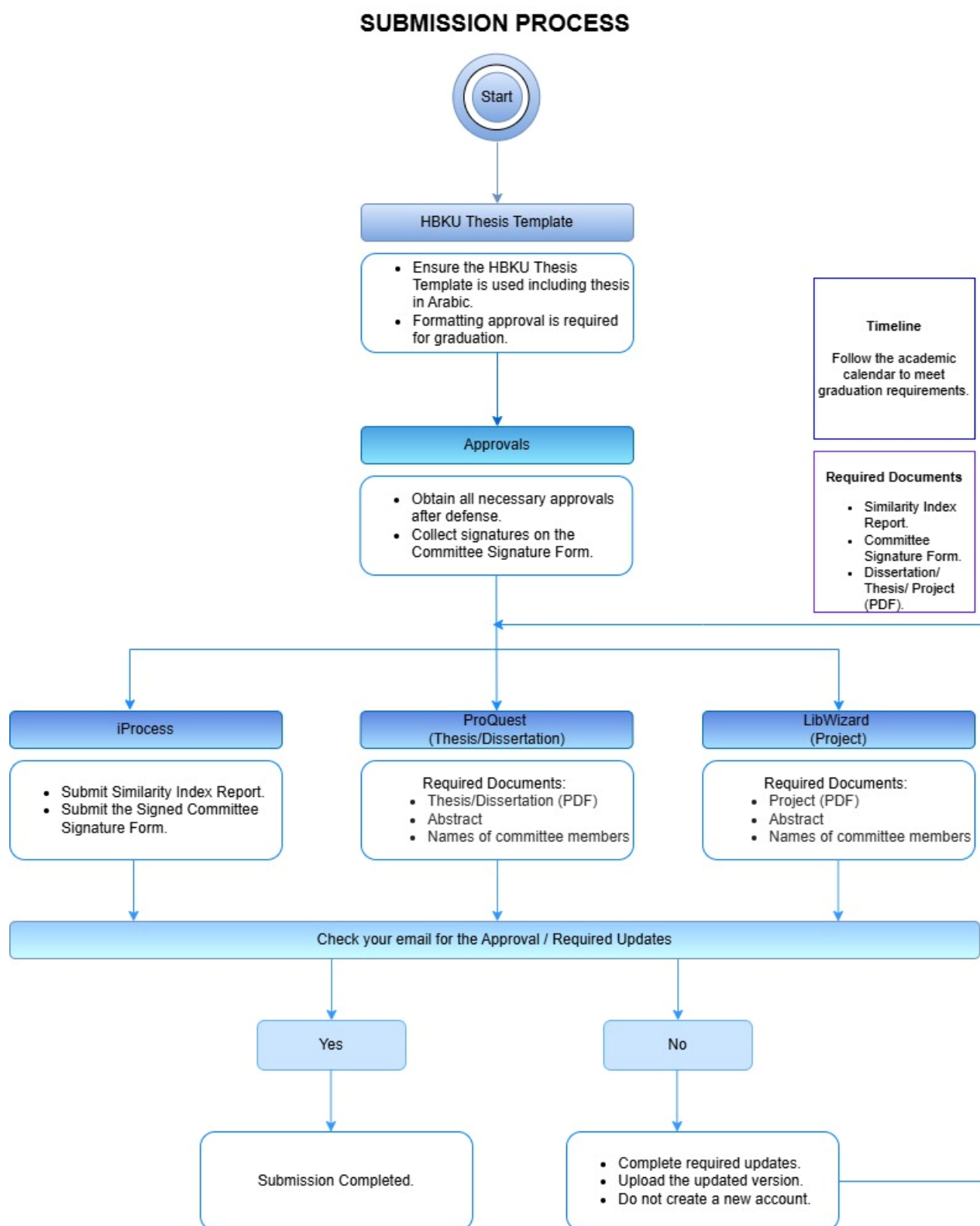### 4.1.8 Committee Signature Form

The Committee Signature Form must include the signatures of all committee members.

- This form should be uploaded to iProcess alongside the Similarity Index Report.

- Do not include the form in the thesis document or upload it to ProQuest.

- Ensure that any placeholder brackets on the committee page are removed after entering the names of committee members and the Dean.

4.2 Submission Process at-a-Glance

SUBMISSION PROCESS

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                          ( Start )
                             │
                             ▼
                   ┌─────────────────────┐
                   │  HBKU Thesis Template│
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HBKU Thesis Template
- Ensure the HBKU Thesis Template is used including thesis in Arabic.
- Formatting approval is required for graduation.

Timeline

Follow the academic calendar to meet graduation requirements.

Approvals
- Obtain all necessary approvals after defense.
- Collect signatures on the Committee Signature Form.

Required Documents
- Similarity Index Report.
- Committee Signature Form.
- Dissertation/ Thesis/ Project (PDF).

iProcess
- Submit Similarity Index Report.
- Submit the Signed Committee Signature Form.

ProQuest (Thesis/Dissertation)
Required Documents:
- Thesis/Dissertation (PDF)
- Abstract
- Names of committee members

LibWizard (Project)
Required Documents:
- Project (PDF)
- Abstract
- Names of committee members

Check your email for the Approval / Required Updates

Yes

Submission Completed.

No
- Complete required updates.
- Upload the updated version.
- Do not create a new account.

CHAPTER 5: RESOURCES

5.1 Institutional Resources

HBKU Library:

- Meet with a Librarian for Research/Referencing Support: https://hbku-qa.libcal.com/appointments/MeetWithALibrarian
- Requesting Articles/Book Chapters: https://www.hbku.edu.qa/en/hbku-library/document-delivery
- Borrowing Books from EC Libraries: https://www.hbku.edu.qa/en/hbku-library/interlibrary-loan
- Suggesting/Requesting Books: https://www.hbku.edu.qa/en/hbku-library/purchasing-new-titles
- Citation Management Tools: https://www.hbku.edu.qa/en/hbku-library/citation-management
- Research Guides: https://hbku-qa.libguides.com/?b=g&d=a
- Email: hbkulibrary@hbku.edu.qa
- Phone: 44546644

UWrite (HBKU Writing Center):

- English Writing Support: Mr. Owen Connor oconnor@hbku.edu.qa
- Arabic Writing Support: Dr. Omaima El Hardlo oelhardlo@hbku.edu.qa
- 1-1 Consultations: https://hbku.mywconline.com/
- English LibGuide : https://hbku-qa.libguides.com/uwrite
- Arabic LibGuide: https://hbku-qa.libguides.com/uwrite-arabic
- Thesis Writing Support: https://hbku-qa.libguides.com/HBKUthesis/writing

Academic Administration:

- Registrar's Office: https://www.hbku.edu.qa/en/academics/registrars-office
- Academic Calendar: https://www.hbku.edu.qa/en/academic-calendar/2022-2023#/year/29870
- Academic Standards Lead: thesisreview@hbku.edu.qa
- Copyright Overview: Copyright Overview

5.2 College/Program Contacts

College	Program/Unit	Contact Person	Email
College of Islamic Studies	PhD Islamic Finance and Economy	Dr. Nasim Shirazi	nshirazi@hbku.edu.qa
	PhD Islamic Studies	Prof. Dheen Mohamed M. Meerasahibu	dmohammed@hbku.edu.qa
	MA Contemporary Islamic Studies	Dr. Alexandre V. Caeiro	acaeiro@hbku.edu.qa
	MA Applied Islamic Ethics	Dr. Muetaz A. Al-Khatib	malkhatib@hbku.edu.qa
	MA Islamic Global Affairs (MA IGA)	Dr. Mustafa Osman I. Elamin	mielamin@hbku.edu.qa
	MSc Islamic Finance	Dr. Mustafa Disli	MDisli@hbku.edu.qa
	MSc Islamic Art, Archit. & Urbanism	Dr. Akel Ismail Kahera	akahera@hbku.edu.qa
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	Exercise Science	Dr. Lina Majed	limajed@hbku.edu.qa
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College of Public Policy	Thesis	Dr. Asmaa Al-Fadalah	aalfadala@hbku.edu.qa
	Capstone Project	Dr. Ozcan Ozturk	oozturk@hbku.edu.qa
College of Law	LL.M. International Law and Foreign Affairs	Dr. Fatima Ahdash	fahdash@hbku.edu.qa
	LL.M. International Economic and Business Law	Dr. Kehinde Olaoye	kolaoye@hbku.edu.qa
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