

General Academic Requirements & Guidelines

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General Academic Requirements & Guidelines

Thesis Requirements

Most master's degree programs require a thesis. Exceptions to this requirement are noted in the descriptions of the individual programs.

According to the AUC Catalogue (2003-2004), the student is responsible for selecting and developing a thesis topic which has departmental approval and for which a qualified adviser is available. In consultation with the adviser, the student must submit a thesis proposal (normally 1500 words in length) for consideration by the department. As soon as the proposal is approved, the student may proceed with thesis research and writing.

After completion of course work, the student must register for 599 Research Guidance and Thesis each semester, and pay tuition equivalent to 3 credit hours each semester starting with the semester in which he/she plans to submit the thesis proposal, until completion of the thesis. A student who does not complete the thesis requirement within the period of two semesters (or three semesters in the case of economics majors) will be charged a fee equivalent to one graduate credit hour for each additional semester of thesis registration.

The thesis must be written in English and typed double-spaced according to the guidelines given here. The thesis will be judged on content, organization, documentation, and presentation. Guidelines on thesis writing and format are available at the department of major and the Office of Graduate studies and Research, and the graduate studies website.

Submission of Thesis

According to the AUC Catalog (2003-2004), if the degree is expected at the end of the Fall semester, an acceptable (adviser approved) thesis must be presented to the department by November 15. If graduation is expected at the end of the Spring semester, the deadline for submitting the thesis is April 15. Each student is advised to submit the thesis early to allow time for the revisions which may be required; otherwise, awarding of the degree could be delayed.

Within three weeks of submission of the thesis, the candidate will meet with the committee appointed by the department for an examination of the thesis. The committee may include members from outside the department or outside the university.

All revisions required by the committee must be incorporated in the final copy. The committee members may consider the revised thesis individually or schedule another meeting with the candidate.

The thesis will then be checked by the department chair's office for completeness and will verify the paper size and quality, and ensure that pages are in proper order and are correctly numbered. One unbound copy and one bound copy of the approved and signed thesis are submitted to the office of the dean at least two weeks before commencement. All signatures must be original for the two required copies. The unbound copy will be sent to the library and the bound copy will be sent to the department.

Changes made after the work has been submitted to the library must be authorized by the department chair and the dean. Replace the sheets where the changes are made or provide errata sheets. Correction fluid or tape should not be used to cover errors, because they tend to fall off thus exposing the uncorrected type.

Responsibility for Writing and Editing of Thesis

Writing and editing of the thesis is the responsibility of the student. The content, arrangement, and length are decided by the student in consultation with the adviser (committee chair) and the committee. The thesis is a scholarly work, which calls for clear and concise writing. Correct grammar, punctuation, and spelling should always be used. Similarly, standard typing practices should be employed in preparing the final typescript of the work. All references and documentation must be complete.

This guide gives the basic standards for format and style that must be met in order to secure the approval of the thesis. For more information on any of the points in this guide, please consult one of the style manuals listed under references in this guide. It is also appropriate to consult one of the style manuals published by professional societies in the field. Some departments may require use of a particular manual; for example, the Political Science Department requires the use of The Chicago Manual of Style. Please consult your adviser.

Using Copyrighted Materials

All copyrighted material used in the thesis work, beyond "fair use," is with the written permission of the copyright owner (and not necessarily the author). AUC will not be held responsible for any damages which may arise from copyright violation. Generally, up to about 150 words from a source, or two lines of poetry, can be quoted for critical or evaluative purposes without permission from the copyright holder, which in most cases is the publisher. When a quotation, even if less than 150 words, comprises a substantial proportion of the source, permission is needed. Any permissions received should be entered in the acknowledgments. The letter in which you request permission should contain the following information:

- ❖ The title of the original work and exact identification, with page numbers, of what is to be reprinted (include table or figure number, title of prose, the opening and closing phrases).
- ❖ Information about the thesis in which the material will be reproduced: title, approximate number of printed pages, degree sought, probable date of completion.

If two copies of the letter are sent, the copyright holder will sign and return one copy and retain the other.

A Note about Honesty and Plagiarism

Plagiarism is the act of taking the ideas and/or expressions of another and representing them as one's own. It is a form of cheating and the kind of academic misconduct which can incur severe penalties and can jeopardize an otherwise successful university career. It is important, therefore, to understand what it consists of.

Plagiarism can take several forms, the most obvious is word for word copying without enclosing copied portions in quotation marks and without giving the original source credit. Unacknowledged paraphrasing of the structure or language of another's work or the writing of themes based upon the thoughts of another without proper reference given in either footnotes or the body of the work is also plagiarism.

Departmental Requirements (2003-2004 AUC Catalogue)

Arabic Studies

A thesis is required in all three branches of the master of arts in Arabic studies. A thesis proposal of 1500 words or more with a working bibliography must be submitted to and approved by the department. The thesis must be written in English, prepared under the guidance and supervision of a faculty adviser and a designated committee in accordance with university regulations. There will be an oral defence of the thesis.

Business Administration (MBA)

No thesis is required

Computer Science

The graduate thesis work is an important and required part of the master's degree program. Each student must submit a thesis topic that has been approved by a faculty supervisor, normally after 12 credit hours. Various research topics are discussed in the seminar courses. The student must register in the first seminar course before submitting a thesis topic and once during the execution of the thesis research. To ensure adequate faculty consultation on the thesis, the student must register for the graduate thesis for at least two semesters.

Economics

A thesis is recommended. In special cases, with departmental approval, a student may be permitted to take an option involving completion of three additional courses instead of a thesis.

An M. A. thesis is not allowed to be submitted for examination until the student has made a presentation of a major part of it at the department seminar.

Engineering

Graduate thesis work is an important and required part of the masters degree program. Each student must submit a thesis topic that has been approved by a faculty adviser by the end of the first academic year. Various research topics are discussed in ENGR 590 and 591, Graduate Thesis Seminar I and II. Students must register in ENGR 590 before submitting a thesis topic and in ENGR 591 during execution of the thesis research to present their thesis plan. To ensure adequate faculty consultation on the thesis, the student must register for ENGR 599, Graduate Thesis, by the completion of 18 credit hours. Students must register in ENGR 599 continuously and for at least two semesters. The first two registrations in ENGR 599 must be for three credit hours, after that ENGR 599 is taken for one credit hour each semester until completion of the program requirements.

English and Comparative Literature

The department conceives of the thesis as a research paper of approximately 7,500 words, which should demonstrate by its high quality the student's ability to handle the techniques of research and to write critically and pointedly about a given subject. The topic must be chosen from subjects in the student's area of concentration. It must be acceptable to the student's thesis adviser in the light of his/her special qualification and his/her judgment of the student's capability, and the availability of the required library facilities. A proposal must be submitted to, and approved by, the first and second readers as well as the department chair. This should be approximately five hundred words. A working bibliography should be included. There will be a final defence of the thesis and related topics.

Journalism & Mass Communication

A thesis is required for most students. It is optional only for candidates in the television journalism specialization. The thesis topic must be approved by the department's thesis committee. The thesis must be written in English, be defended by the student before members of the graduate faculty, and be submitted in accordance with current university requirements.

Middle East Studies

Students opting to do a thesis must complete a thesis in accordance with university regulations. Before commencing work on the thesis, the student must have a thesis proposal approved by three faculty members, one of whom is on the Middle East Studies Interdisciplinary Committee.

Physics

Each student must submit a thesis topic that has been approved by a faculty supervisor, normally after acquiring 12 credit hours of course work. Since various research topics are addressed in a sequence of two seminar courses, the student must register for the first (PHYS 590) before submitting a thesis topic while the second (PHYS 591) must be taken during the execution of the thesis research. To ensure adequate faculty consultation, two semesters of the graduate thesis course (PHYS 599) are required.

Political Science

A thesis, written in English and submitted in accordance with university regulations, is required of all specializations for the master's degree in Political Science. A detailed thesis prospectus must be submitted to the department for approval, at which time the student's thesis supervisor is formally designated. All Political Science graduate students must register for thesis supervision.

Students should familiarize themselves with procedures regarding committee selection, writing of the thesis, presentation to the supervisor and readers, and defense of the thesis. Complying with the procedural requirements within the specified time sequences is the responsibility of the student.

The thesis must be defended in an oral examination during which questions may be asked regarding any aspect of the thesis itself or of courses taken in the program, particularly as they may relate to the thesis.

Public Administration (MPA)

M.P.A. students are normally required to write a thesis on some aspect of public administration. Students who do not intend to seek accreditation by the Egyptian Supreme Council of Universities may take two courses in lieu of the thesis requirement.

Sociology-Anthropology

All students must complete a research or library thesis in accordance with university regulations. Before commencing work on the thesis, the student must have a thesis proposal approved by three faculty members.

Teaching Arabic as a Foreign Language (TAFL)

The thesis is usually required for graduation. In some circumstances and with the adviser's approval, a candidate may be allowed to replace the thesis with two additional courses, increasing the total number of minimum credit hours required from 30 to 36. In such cases the candidate would be required to take the comprehensive examination.

The student writing a thesis must produce a professional paper on some aspect of TAFL. The thesis must be prepared under the guidance and close supervision of a faculty adviser and a designated committee.

Teaching English as a Foreign Language (TEFL)

The thesis as a requirement for graduation is optional. The student who chooses to write a thesis must produce a professional paper on some aspect of TEFL/applied linguistics. The thesis must be prepared under the guidance and close supervision of a faculty adviser and a designated committee, and must be defended to the satisfaction of the department.

Parts of the Thesis

Preliminary Pages

Title Page

The title page gives the university's name in uppercase and lower case, centered 32 mm (1.25 in) from the top of the page. This is followed by the name of the school, then the thesis title in uppercase letters. The department's name and full title of the degree as given in the current university catalogue, student's full name as listed in Office of the Registrar, and date thesis is submitted, should be listed as shown in Fig. 1. The title page is assigned numeral i, but it does not appear on the page.

The American University in Cairo

Name of the School

TITLE OF THE THESIS

A Thesis Submitted to

Name of the department

in partial fulfilment of the requirements for

the degree of Master of Arts/Science

by Name of the Student

Academic Degrees Previously Earned

(under the supervision of Dr. --)*

Month/year

*Added at the option of the department.

Figure (1) Sample Title Page

Approval Page

The approval page gives the university's name in uppercase and lower case, centred 32 mm (1.25 in) from the top of the page. This is followed by the thesis title in uppercase letters, department name and title of degree, student full name, full name of the committee chair (adviser), and full names of all committee members (readers). In some departments the committee members are listed in alphabetical order, by last name, after the committee chair (adviser); in other departments committee members are identified as first, second, and third readers and listed accordingly. After final editing, the department chair and dean of the school will sign on the lines provided. All signatures for all the copies of the thesis must be original. A sample approval page is given in Fig. 2.

The American University in Cairo

TITLE OF THE THESIS

A Thesis Submitted by

to Department of

Month/year

in partial fulfilment of the requirements for

the degree of Master of Arts/Science

has been approved by

Dr.

Thesis Committee Chair / Adviser _____

Affiliation _____

Dr.

Thesis Committee Reader / examiner _____

Affiliation _____

Dr.

Thesis Committee Reader / examiner _____

Affiliation _____

Department Chair/ Date Dean Date

Program Director

Figure (2) Sample Approval Page

Dedication and Acknowledgments

These pages are optional. This is where thanks are given if desired, to parents, spouses, professors, friends, etc. It is also the place to acknowledge any financial support, special research materials, and any borrowing of text with a statement that permission has been granted for use of tables, tests, etc., in addition to the source of the permission. Center the title DEDICATION or ACKNOWLEDGMENTS 32 mm (1.25 in) from the top of the page.

Abstract

The abstract will be used by researchers to determine whether or not they wish to access the complete thesis. The body of the abstract should not exceed 350 words and should provide a succinct, descriptive account of the work. Precise, distinctive words and phrases that describe the essential and unique aspects of the research should be used. Center the word ABSTRACT 32 mm (1.25 in) from the top of the page. The main elements of an abstract include:

- * University name
- * Thesis title
- * Student full name
- * Name of adviser(s)
- * Brief statement of the problem
- * Brief description of methods and procedures
- * Summary of the findings and conclusions

Do not include references, tables or figures in the abstract.

Table of Contents

Centre the words TABLE OF CONTENTS 32 mm (1.25 in) from the top of the page. It begins with a List of Tables, if there are any, and includes any other lists in the preliminary pages. There is no need to list any of the material that precedes the Table of Contents, i.e. Acknowledgments, Abstract, etc. Include all chapter heads in all uppercase letters and all subheads using the same words and capitalization as that given in the text. Bibliography or References is listed next. The appendix, with a descriptive title, is always listed as the last element. Double space between each separate entry single space long lines of the same entry.

List of Tables and Figures / Illustrations

Each list is placed on a separate page with the word TABLES or FIGURES/ILLUSTRATIONS centred 32 mm (1.25 in) from the top of the page. The table or figure number is given followed by a dot leader followed by the title, and then the page number at the right margin. Double space between each different title but single space long lines of a title that may wrap to another line. Number all items consecutively from chapter one to the last chapter of text.

The Body of the Thesis

The body of the thesis is divided into chapters which are subdivided into subsections, all with informative titles that correspond with the main heads and subheads listed in the Table of

Contents. Each new chapter, but not subheads, must start on a new page. The body of the thesis usually includes chapters or major sections giving an introduction that justifies a need for the research, a literature review, materials and methods, results, discussion, and conclusions.

Headings

Most theses have two or three levels of headings, but some may have more levels. The headings should be precise and clearly worded and their form standardized throughout the thesis. There are several commonly used styles for writing headings, some examples are shown in appendix A. Select one style and use it consistently throughout the thesis. Consult the adviser for the preferred style in the field.

Tables

Every table must be given a number and a title. The title is written above the body of the table, starting at left margin. The title is also listed in the List of Tables. If the table is too wide for the page, it may be rotated so that it is parallel to the left margin (binding edge). The title must also be rotated to remain above the table. Keep page numbers in same place as for regular text pages. Add a bottom line under all data to show that the table is complete. Any footnotes are placed below this line. A tables that is not the student's original work must include a citation for the source below the line and below all footnotes. The source should also be listed in the References.

Figures/Illustrations

Every figure or illustration must have a number and a caption. The figure captions are placed below the figures. The caption is also listed in the List of Figures. Photographs are listed as figures; an original is preferred for each of the required copies. Wide figures may be rotated so that the top of the figure is parallel to the left margin (binding edge). Captions must also be rotated to remain under the figures. Keep page numbers in same place as for regular text pages. Figures that are not the student's original work must include a citation for the source. The source should also be listed in the References.

Citations and Quotations

A group of references, cited within parentheses in the text, are arranged alphabetically or numbered in the order in which they appear in the text. For citing a work discussed in a secondary source, give a complete entry for the secondary source in the reference list and cite the original work with the secondary source in the text. A direct quotation requires the page number of the work quoted. Consult the adviser for the preferred style in the field.

Notes and Footnotes

Notes on the text can be placed at the foot of the page (footnotes), collected at the end of the chapter and included in the Table of Contents as subheads (notes to Chapter), or collected at

the end of the entire text and included in the Table of Contents as a subhead (End Notes). Begin with note 1 in each chapter or number all the notes consecutively throughout the work. Table and figure footnotes are not in this number sequence they are a, b, c, etc. Select one style and consistently follow it throughout the thesis. Consult the adviser for the preferred style in the field.

Afterparts

Page numbers continue as Arabic numerals for all afterparts, which consist of the bibliography, or references, and Appendix, or Appendices if more than one.

Bibliography or References

A bibliography is a list of published books or journal papers used as source materials. Bibliographies sometimes include citations for sources consulted in addition to those sources actually cited in the thesis. The references list, however, includes only those works that were consulted and read during research. For the styles used in writing the bibliography and references [click here](#).

Appendices

Appendices (or appendixes) are labeled as Appendix A, Appendix B, etc., with descriptive titles given for each. Remember to observe the margins and the double spacing requirement. Use Arabic numerals, numbered consecutively with text.

Thesis Style

Spelling

- The use of American spelling is preferred. Webster's New World Dictionary or The American Heritage Dictionary may be consulted.
- Make sure that all proper names are correctly and consistently spelled.
- Do not capitalize for emphasis only. Usually, when a capitalized word is a hyphenated compound, capitalize both words if the second element is a noun or proper adjective (Author Critic). Do not capitalize the second element if it is a participle modifying the first element (English-speaking person) or if both elements constitute a single word (Re-establish). The four seasons are not capitalized unless personified (as in poetry). Capitalize trade names and brand names.
- In titles and headings, capitalize all words of four letters or more. Also, when a capitalized word is a hyphenated compound, both words are capitalized as well as the first word after a colon or dash. Other styles may be followed as long as the usage is consistent.

Punctuation

The prime purpose of punctuation is to clarify meaning and although a large element of personal preference is involved, there are some commonly accepted rules such as the following:

- Use a minimum of punctuation. For example, insert commas only if a sentence will be misunderstood on first reading.
- A comma should always precede the abbreviations e.g. and i.e.
- June 15, 1996, but no comma for June 1996 or 15 June 1996.
- It is acceptable to use or not use a comma before the final conjunction in a series (cats, rats, and dogs OR cats, rats and dogs). However, with APA and MLA styles the comma is used.
- Do not use a full stop between chapter number and chapter titles or heading numbers and their titles.
- Do not use apostrophes in plural acronyms or numerals. 1990s not 1990's and NGOs and not NGO's.
- Always use a colon at the end of a phrase introducing a list. For example, "The text included five items:" or "The items are as follows:"
- Do not use punctuation after a displayed equation.

Hyphenation

As in the case of punctuation, the prime purpose of hyphenation is to clarify meaning and although a large element of personal preference is involved, there are some commonly accepted rules such as the following:

- Hyphenation should be kept to a minimum and used only where sense becomes ambiguous or confusing if omitted.
- Hyphens are used to clarify or to form a single idea from two or more words. So, it's a blue green colour (the two terms are of equal importance), but a bluish green color (the first term modifies the second); a 5ml flask, but 5 ml water ("of" is implied); a well-known person, but a very well known person (do not hyphenate after "very"); a widely read column (do not hyphenate after an adverb ending in "ly"); two thirds majority, but halfway measure; 10 percent increase, but 5fold increase; four-year-old boy, ten-foot pole.
- APA requires hyphens for the following prefixed words in which the base word is capitalized (pro-Freudian), a number (post1960), an abbreviation (pre-USC trial), more than one word (non-achievement-oriented workers), and words that could be misread (co-worker). Other styles may be followed as long as the usage is consistent.

Numbers

- Do not begin a sentence with a numeral. Spell it out or reword the sentence so that a number does not lead.
- Numbers under ten are spelt out except for measurements of time (4 hrs.), length (2 mm), etc.; percentages (6%); and when the number is part of a series with other numbers over ten.
- Numbers of five digits or more should have a space or comma inserted every three digits: 54 321.
- Decimal fractions should be preceded by zero: 0.6381.

Units

- Always use SI units. If needed, Imperial equivalents may be included in parentheses.

- Separate units from the quantity by one space: 4.5 mm. Also separate the elements of compound units: 5.6 m s⁻¹
- Units should always appear in the singular: m not ms

Equations

- Type equations on a separate line, indented from the left-hand margin with extra space above and below. If the equation does not fit onto one line it should be broken before the operational or relational symbol. Do not include punctuation after equations.
- Insert a space on either side of the operators +, -, = except in subscripts or superscripts.
- Number all equations serially by chapter, (1.1), (1.2), etc., and enclosed in parentheses. The number should be placed on the same line as the equation, placed to the right-hand margin.

Transliteration

Please consult the system adopted by the AUC Library, which is the same as the system used by the Library of the Congress. For more information, contact the reference desk at the Library.

Bibliography & References

The arrangement and method of writing the bibliography and references in the thesis depends on the selected style. Select a style in consultation with the adviser and consistently follow it throughout the thesis. The three major styles -APA, MLA, and Chicago-are described in the following publications, copies of which are available in the AUC Library:

APA

American Psychological Association APA (1994) Publication Manual of the American Psychological Association. 4th ed. Washington, DC.

Meyer, Michael. (1990) Little Brown Guide to Writing Research Papers. 3rd or most recent ed., chapter 8. Glenview, Illinois London, England: Scott, Foresman and Company.

MLA

Gibaldi, Joseph and Achtert, Walter S. (1988) MLA Handbook for Writers of Research Papers. 3rd ed. New York: The Modern Language Association of America.

Meyer, Michael (1990) Little Brown Guide to Writing Research Papers. 3rd or most recent ed., chapter 8. Glenview, Illinois London, England: Scott, Foresman and Company.

Chicago

Turabian, Kate (1987) *A Manual for Writers of Term Papers, Theses and Dissertations*. 5th ed. Chicago: University of Chicago Press.

The Chicago Manual of Style. 14th ed. Chicago: University of Chicago Press, 1993.

Examples of how different types of bibliography and references are written according to the APA Style are given in Appendix B.

Thesis Layout

Type Size and Paper Requirements

When a word processor is used, it is preferable to adopt a large pica type, 10-point or larger or 10-12 characters per inch on some printers. Print should be laser print (or at least letter quality), but never dot matrix. An electric typewriter may also be used by those who do not have access to a word processor. Use only one side of the paper.

Use white paper 80 g/m² weight, which is the standard good quality printing and copying paper - same as the paper used in printing this manual. Size A4 (297 x 210 mm) is required for all copies.

Margins and Line Spacing

The left-hand margin (binding edge) is 38 mm (1.5 in), which allows room for the binding process and allows for photocopying without crushing the spine of the bound work. The remaining three sides have 25 mm (1 in) margins except for pages starting with major titles, which have an upper margin of 32 mm (1.25 in). Page numbers and footnotes must not encroach on the margins. All pages, including text, figures, tables, and appendix material must conform to the margin requirements. If wide tables or figures require the page to be used crosswise, the tops of the figures and tables must be at the binding edge--the side with the 38 mm (1.5 in) margin.

Double-space everything. Exceptions: block quotations, footnotes at the bottom of pages, figure captions, table titles, and long headings in the Table of Contents, which may be single spaced.

Pagination

Assign a number to every page of the thesis.

Preliminary Pages: Number all preliminary pages with lowercase roman numerals (i, ii, iii, iv, v, etc.) centered at the bottom of the page. The title page is counted as page i, but the page number is not shown. The approval page is always page ii.

Text and Other Pages: Number the remaining parts, including text, tables, figures, notes, reference list, and appendices with Arabic numerals centered at the bottom of the page.

Justification & Indentation

A ragged right margin is preferable to a justified right margin. Justifying right margins should be done only if this can be achieved without leaving large gaps of white space on the page.

Indent the first line of a paragraph, and bring all subsequent lines to the left margin. Some styles do not indent the first line of a paragraph that follows a title.

In block Quotes, indent all lines of setoff quotations (block quotations) from the left margin and type the entire quotation on the indented margin without the usual opening paragraph indentation. Single space all lines. If the quotation is more than one paragraph, indent the first line of this second paragraph (and any subsequent paragraphs) five spaces from the new margin.

Bibliography & References

American Psychological Association APA (1994) Publication manual of the American Psychological Association. 4th ed. Washington, DC.

The American University in Cairo. (1996) The University Catalog. Cairo.

Gibaldi, Joseph and Achtert, Walter S. (1988). MLA Handbook for writers of research papers. 3rd ed. New York: The Modern Language Association of America.

Meyer, Michael. (1990) Little Brown guide to writing research papers. 3rd or most recent ed., chapter 8. Glenview, Illinois London, England: Scott, Foresman and Company.

Page, Melvin E. (pagem@etsuarts.east-tenn-st.edu). A brief citation for internet sources in history and the humanities. (h-africa@msu.edu). 30 October 1995.

Salda, Michael N. Citing electronic materials with the new MLA guidelines. (mnsalda@whale.st.usm.edu). October 1995.

Turabian, Kate (1987) A manual for writers of term papers, theses and dissertations. 5th ed. Chicago: University of Chicago Press.

Walker, Janice R. MLA-Style citations of internet sources. (<http://www.cas.usf.edu/english/walker/janice.html>). April 1995.

Appendix A

Some Examples for Writing Headings

The APA subhead style shown in Fig. A.1 is widely used in the humanities and social sciences. The decimal system shown in Fig. A.2 is used most often in engineering and sciences.

Chapter #

NAME OF CHAPTER

First-Order Subhead

Second-Order Subhead

Third-order subhead. Text starts here. You may also underline this subhead....

Figure A.1 APA system of headings

1. UPPERCASE CHAPTER TITLE

1.1 Uppercase/Lowercase Subhead

1.1.1 Upper/Lowercase Subhead

1.1.1.1 Upper/Lowercase Subhead

1.1.1.2 Upper/Lowercase Subhead

1.1.2 Upper/Lowercase Subhead

1.2 Uppercase/Lowercase Subhead

2. NEW CHAPTER TITLE

Figure A.2 Decimal System of Headings

Appendix B:

Examples of Writing Bibliography & References

Entries can be arranged alphabetically or according to the sequence in which they are cited in the thesis. In the latter case, entries are usually numbered. In the case of alphabetical arrangement of entries, two works by the same author are listed with the earlier date first. When the same author writes with others, these entries follow the single-authored work, alphabetized by the second surname. In the case of two entries by the same authors in the same year, "a" and "b" are added after the dates.

Lines of each entry are single spaced with a double space between separate entries.

The following examples are based on the APA Style. You may follow other styles as long as the usage is consistent. Consult the adviser for the preferred style in the field.

Books

For a single-authored book start with author's last name, followed by a comma, and then the author's initials. With multiple authors, separate the names using commas and use an ampersand before the name of the last author. In the case of edited books, insert (Eds.) after the last editor's name. Next, place in parentheses, followed by a period, the year the book was published. Then give the title of the book. Capitalize only the first letter of the first word (except for proper nouns), underline the entire title and end it with a period. If appropriate, include the edition after the title. Next give the city where the book was published followed by a colon and the name of the publisher. End the citation with a period. For example:

Sakr, T.R. (1993). Early twentieth-century Islamic architecture in Cairo. Cairo: The AUC Press.

For an essay in an edited book, the essay's title is not underlined, but the book's title is. The page numbers of the essay are included in parentheses following the book title. For example:

Sakkout, H. (1994). Naguib Mahfouz and the Sufi way. In Ghazoul, F.J. & Harlow, B. (Eds.), The view from within (pp 90-98). Cairo: The AUC Press.

Thesis

Theses follow a style similar to that of books. For example:

El-Nahal, N.A.(1995). Maternal morbidity in Menoufeya governorate, Egypt. MA Thesis, The American Univer-sity in Cairo.

Government Publications and Reports of NGOs

Government publications and reports of nongovernmental organizations that are available to the public can be written as follows:

U.S. Senate, Special Committee on Aging. (1980). How old is "old" ? The effect of aging on learning and working (DHHS Publication No. NIH 78-1446). Washington, DC: U.S. Government Printing Office.

Balkema, J.B. (Ed.). (1972). A general bibliography on aging. Washington, DC: National Council on the Aging.

Periodicals

For articles in periodicals start with the name of the author(s) and year, as in the case of books, followed by the title of the article. Capitalize only the first letter of the first word of the article's title. Capitalize the first letter of each word (except for prepositions and articles) in the name of the periodical. Underline the name of the periodical and the volume number. The page numbers of the article come after the periodical's volume number. For example:

Stelzer, S. (1992). Analogy: translating the one. Alif: Journal of Comparative Poetry, 12, 6-28.

In the case of articles which appear in magazines that are identified by the date, follow the system used for periodicals, but include the month after the year of publication.

Citing Sources in the Thesis

When the work of an author is referred to in the text of the paper, it is cited using the author's last name and year the source was published. For example:

Sakr (1993) found that

Published research clearly supports the hypothesis

(Cole, 1996, p. 20)

Several workers (Goodson & Heikal, 1995; Russell et al., 1993; Sakkout, 1994) reported

These sources are fully listed in the bibliography or references at the end of the thesis, or as footnotes in the text.

Citing Sources in the Internet

The rules are still evolving in this increasingly important area. Generally a citation can be constructed as follows:

Author's name. (author's internet address if available). "Title of the work" or "title line of message." In "Title of complete work" or title of list/site as appropriate. (Internet address). Date, if applicable.

For example:

Welsh, Gretchen. (gwalsh@acs.bu.edu). "Reply: using African newspapers in teaching." In H-Africa. (h-africa@msu.edu). 18 October 1995.