

# **THESIS/DISSERTATION WRITING GUIDELINES**

*A Handbook for Postgraduate Students*

**College of Dentistry,  
University of Baghdad**

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# **THESIS/DISSERTATION WRITING GUIDELINES**

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# **THESIS/DISSERTATION WRITING GUIDELINES**

These guidelines were organized to help you write a thesis/dissertation at the College of Dentistry, University of Baghdad. Your adherence to these recommendations helps to avoid time-consuming formal revisions of your work. Thus, please read these guidelines carefully.

The word “thesis” is associated with master’s degree studies, while “dissertation” is for doctorate degree studies. This should be placed in mind during writing the study according to the specific academic degree.

## **Number of Pages**

The standard number of pages for a higher diploma literature review should be about 50 pages, M.Sc. thesis should be about 120 pages, and Ph.D. dissertation should be about 200 pages of normal text. Note that, exceeding these standards without the consent of the supervisor is not an attribute of quality.

## **Language**

The thesis/dissertation should be written in academic English.

## **Page Layout**

- Select Page size A4.
- For side margins, the left side margin should be 4 cm and the right-side margin should be 2 cm. While for the pages that are written in Arabic language at the end, the left side margin should be 2 cm while the right-side margin should be 4 cm.
- The top and bottom margins should both be 2 cm.

## **Font Style, Size and Line Spacing**

- Use the font “Times New Roman” throughout the thesis/dissertation.
- Use font size 14-point for regular text.
- Use font size 18-point (bold) for main headings and font size 16-point (bold) for sub headings and sub-sub headings.
- Use font size 12-point for footnotes and endnotes.
- The text should be in four levels of headings. Also, the dot is not placed after the last or only digit (e.g.: 2, 2.1, 2.2.1, 2.2.1.2).
- Single column format.
- Full justification of the lines throughout the text.
- Each new paragraph should be clearly designated with an additional spacing (one tab) of 2 cm.
- Each new section heading should be separated from the previous by a single empty line.
- The symbol “X” will later be seen in the sample pages and represents an empty row, for example 6X means 6 empty rows.
- The formulas and symbols should be written in italics.
- The line spacing for the text in the thesis/dissertation should be 1.5 lines spacing.
- Line spacing for the text in the quotations, references, footnotes, and endnotes should be 1.0 line spacing.
- Line spacing for equations should be 2.0 line spacing.

## **Page Numbering:**

- The cover and title pages should not be numbered.
- The pages after the title page till the introduction should be numbered with Roman numbers (I, II, III, IV...etc.) and the introduction is not included with the Roman numbers.



- All pages from the introduction have to be numbered consecutively with Arabic numbers (1, 2, 3, 4, etc.).
- The pages for the appendices should be a continuation of the page numbering with Arabic numerals.

## **Headings and Subheadings**

- The main headings should be centered at the top of a new page and all-in upper-case format (capital letters). Font style “Times New Roman” and size 18-point, and should be in bold type. Main headings consist of the following: Supervisor Certification, Linguistic Certification, Certification of the Examination Committee and the Dean, Declaration, Dedication, Acknowledgement, Abstract, Table of Contents, List of Figures, List of Tables, List of Abbreviations and Symbols, Introduction, Aims of the Study, Review of Literature, Materials and Methods, Results, Discussion, Conclusion and Suggestions, References, and Appendix.
- Only the chapter title in the opening page should be font style “Times New Roman”, size 24-point, and in bold.
- Sub headings and sub-sub headings should be in bold and only the first word is capitalized, size 16-point, and in bold e.g.:

### **2.1 Hardness data sets**

#### **2.2.1 Peroxide concentration**

- Use an upper-case letter (capitalized) for first word only for headings of figure and tables, e.g.:

Figure 2.1: Incidence of bacterial infection.

Table 3.1: Descriptive statistics for surface roughness.

## **Figures and Tables in Text**

- Each table and figure must have a separate number and title.
- Each table and figure must be mentioned by number in the text, e.g.: (Figure 2.2) and (Table 3.2).
- The tables and figures should appear in the text after they are first mentioned.
- Tables and figures should not be placed in a separate page without text unless they are larger than half the page.
- The resolution for the figures should be at least 300 dpi.

## **Figure and Table Titles (Captions)**

- Each figure and table should be given a number and an appropriate title, e.g.:

Figure 5.1: Incidence of bacterial infections.

Table 3.1: Descriptive statistics for surface roughness

- The numbering of the figures should be specific to the chapters, so figures in the first chapter are numbered 1.1, 1.2, 1.3 etc. The tables should be numbered independently and are also specific to the chapter, so tables in the first chapter should also be numbered 1.1, 1.2, 1.3 etc.
- The title for a table is above that table, and for the figure is below it.
- The title of a figure or table should be able to stand alone, describing what should be noticed in the table or figure, and without any need for text explanation.
- Position table number and caption flush left on the line above the table.
- The figure number and caption should be positioned in the center on the line below the figure.
- Font size should be (12-point) and font style “Times New Roman” for the table and figure caption and the font size for the text inside the table should be (12-point).

Example for table:

Table 3.3: The old age dependency ratio is the ratio of the population aged 65 years or over to the population aged 15–64 (Şakar, 2016).

Year	world	Sub-Saharan African	Africa	Asia	Europe	Latin America and the Caribbean	Northern America	Oceania
2000	11.0	5.6	6.1	9.1	21.8	9.1	18.6	15.3
2005	11.3	5.7	6.1	9.6	23.3	9.7	18.4	15.7
2010	11.7	5.8	6.2	10.1	23.9	10.4	19.6	16.4
2015	12.5	5.8	6.3	11.0	25.9	11.5	22.4	18.4
2020	14.2	5.8	6.5	12.9	29.0	13.3	25.9	20.4
2030	17.8	6.0	7.0	17.1	35.9	18.1	33.5	24.5
2050	24.7	8.0	9.5	27.0	46.6	30.5	36.2	29.0

They are presented as number of dependents per 100 people of working age (15–64)

Example for figure:



Figure 1.3: Posterior tooth loss may result in overloading of the anterior tooth.

This situation may be further exacerbated by the presence of periodontal problems (Şakar, 2016).

### Abbreviation and Symbols

A Term or name to be abbreviated, on its first appearance, must be spelled completely and followed immediately by its abbreviation in brackets in the text. Thereafter, the abbreviation may be used within the text without further explanation.

## **Thesis/Dissertation Contents and Ordering**

The structure of the thesis/dissertation should be as follows:

- Cover page
- Title page
- Supervisor Certification
- Linguistic Certification
- Certification of the examination committee and the dean
- Declaration
- Dedication
- Acknowledgment
- Abstract (optional for higher diploma literature review)
- Table of contents
- List of figures
- List of tables
- List of abbreviations and symbols
- Introduction
- Aims of the study
- Review of Literature
- Materials and Methods (optional for higher diploma literature review)
- Results (optional for higher diploma literature review)
- Discussion (optional for higher diploma literature review)
- Conclusions and Suggestions
- References
- Appendices (optional)
- الخلاصة (باللغة العربية)
- صفحة العنوان (باللغة العربية)

## COVER PAGE

- Font style and size for this page is “Times New Roman” and 14-point, except the thesis/dissertation title which is 18-point and bold.
- The title of thesis/dissertation should be written so that all of the letters are in upper case format.

The cover page must contain the following:

- University logo at the upper right-hand side of the page
- College logo at the upper left-hand side of the page
- Name of the country, ministry, university and college name
- Title of the thesis/dissertation
- A thesis/dissertation submitted to the council of the College of Dentistry/ University of Baghdad in partial fulfillment of the requirement for the degree of name of academic degree in name of specialty
- Student’s name and surname
- Student’s academic degree
- Supervisor’s academic rank, name, and surname
- Supervisor’s academic degree
- Year in Gregorian and Hijri calendars.



↓ 1x

Republic of Iraq  
 Ministry of Higher Education  
 and Scientific Research  
 University of Baghdad  
 College of Dentistry



**TITLE OF THE THESIS/DISSERTATION**

↓

No. of X varies according  
to title length

A thesis/dissertation submitted to the council of the College of Dentistry/  
 University of Baghdad in partial fulfillment of the requirement for the degree  
 of ..... in .....



Student's name and surname  
 academic degree



Supervisor's academic rank, name, and surname  
 academic degree



Year in Gregorian calendar

Year in Hijri calendar

## **TITLE PAGE**

This page is the same as the cover page.

## **SUPERVISOR CERTIFICATION**

This page certifies that the student organized and prepared the thesis/dissertation under the supervision of the supervisor.

This page should state supervisor's signature, academic rank, name, and academic degree.



# SUPERVISOR CERTIFICATION



This is to certify that this thesis/dissertation was organized and prepared by the graduate student ..... under my supervision in the Department of ....., College of Dentistry/ University of Baghdad, in partial fulfillment of the requirements for the degree of ..... in .....



Supervisor's signature  
Supervisor's academic rank and name  
Supervisor's academic degree

## **LINGUISTIC CERTIFICATION**

This page certifies that the thesis/dissertation was reviewed to meet the academic style of English writing.

This page should state the linguistic's signature, academic rank, name, and academic degree.

# LINGUISTIC CERTIFICATION



This is to certify that the thesis/dissertation entitled: “.....”  
was reviewed to meet the academic style of English writing.



Linguistic’s signature  
Linguistic’s academic rank and name  
Linguistics’s academic degree

## **CERTIFICATION OF THE EXAMINATION COMMITTEE AND THE DEAN**

This page certifies that the examination committee approved this academic work. This page should state signatures, academic ranks, names, and academic degrees of all the members of the examination committee in addition to that of the college dean.

## CERTIFICATION OF THE EXAMINATION COMMITTEE AND THE DEAN

We, the members of the examining committee, certify that after reading the thesis/dissertation and examining the student in its contents, it is adequate for the award of the Degree of ..... in .....

Signature

Academic rank and name

Academic degree

Chairman

Signature

Academic rank and name

Academic degree

Member

Signature

Academic rank and name

Academic degree

Member

Approved by the council of the College of Dentistry/University of Baghdad

Signature

Academic rank and name

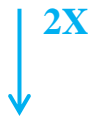
Academic degree

Dean of the College of Dentistry  
University of Baghdad

## **DECLARATION**

This page contains a declaration of the student on the originality of the thesis/dissertation. This page should state student's signature, name, and academic degree.

## DECLARATION



I declare that this thesis/dissertation was prepared, written, and entirely the result of my own work and I have faithfully and properly cited all sources used in the thesis/dissertation.

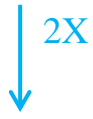


Student's signature

Name of student

Academic Degree

# DEDICATION



I would like to dedicate...etc.



# ACKNOWLEDGEMENT



I would like to thank...etc.

## **ABSTRACT**

- An abstract provides a summary of the main topics present in the thesis/dissertation which are the introduction, materials and methods, results, and the conclusion.
- The word count for the abstract should be around 300 words.

# ABSTRACT

(Optional for higher diploma literature review)



The ...etc.

## **TABLE OF CONTENTS**

The following guidelines should be followed:

- The pages before the table of contents are not listed in the table of contents.
- The pages after the table of contents should be listed in the table of contents.
- Center the heading “TABLE OF CONTENTS” in bold uppercase letters, font type and size is the same as other main headings (style “Times New Roman” and font size 18-point).
- Font style of the rest of the table of contents is “Times New Roman” and font size 14-point.
- Place leader dots (.....) between listings and page numbers.
- In the table of contents, every section that follows the table of contents should be listed separately in sequence.
- This page has to state sequentially the headings of the single chapters, sections and subsections in complete ordering as well as the page numbers of the chapter beginnings.
- The chapters should be numbered with one numeral (1, 2, 3...), the sections with two numerals (2.1, 2.2, 2.3 ...), and subsections with three numerals (2.1.1, 2.1.2, 2.1.3...) up to four order numbering.



## TABLE OF CONTENTS



List of Figures.....	Page number
List of Tables.....	Page number
List of Abbreviations and Symbols.....	Page number
INTRODUCTION .....	Page number
AIMS OF THE STUDY.....	Page number
CHAPTER 1 REVIEW OF LITERATURE.....	Page number
1.1 Section.....	Page number
1.2 Section.....	Page number
1.3 Section.....	Page number
1.3.1 Sub-Section.....	Page number
1.3.2 Sub- Section.....	Page number
1.4 Section.....	Page number
1.5 Section.....	Page number
CHAPTER 2 MATERIALS AND METHODS .....	Page number
CHAPTER 3 RESULT .....	Page number
CHAPTER 4 DISCUSSION .....	Page number
CHAPTER 5 CONCLUSION AND SUGGESTION .....	Page number
REFERENCES.....	Page number
APPENDICES.....	Page number

## **LIST OF FIGURES AND LIST OF TABLES**

- Center the heading “LIST OF FIGURES” and “LIST OF TABLES” in bold uppercase letters, font type and size are the same as other main headings (style “Times New Roman” and font size 18-point).
- Font style of the list should be “Times New Roman” and font size 14-point
- Place leader dots from last word of title to the page number.



**LIST OF FIGURES**



Figure 2.1 Figure Title .....	page number
Figure 2.2 Figure Title .....	page number
Figure 2.3 Figure Title .....	page number



**LIST OF TABLES**



Table 2.1 Table Title.....	page number
Table 2.2 Table Title .....	page number
Table 2.3 Table Title .....	page number



## **LIST OF ABBREVIATIONS AND SYMBOLS**

- Center the heading “LIST OF ABBREVIATION AND SYMBOLS” in bold uppercase letters, Font type and size is the same as other main headings (style “Times New Roman” and font size 18-point).
- Font style of the list should be “Times New Roman” and font size 14-point
- The list of abbreviations and symbols should be in alphabetic order.
- The abbreviation or symbol should be written first followed by the full name.

**LIST OF ABBREVIATIONS AND SYMBOLS**

ADA	American Dental Association
ANSI	American National Standard Institute
BHN	Brinell hardness number
DW	Distilled water
LSD	Least significant difference
SD	Standard deviation

## **OPENING PAGE FOR INTRODUCTION**

On a separate page center, the title in bold uppercase letters. Font style is “Times New Roman” and font size 24-point.



# INTRODUCTION

## **INTRODUCTION**

- The title “INTRODUCTION” should be centered, bold, with font style “Times New Roman” and size 18-point.
- The first paragraph of the introduction should start below the title by 2 empty rows (2X).
- The font style should be “Times New Roman” and font size 14-point
- The introduction should start with several sentences that attract the reader’s interest. It should then introduce the main topics that are presented in the thesis/dissertation.
- The recommended number of pages for the introduction is around 3 pages.
- The introduction should be properly cited and paraphrased with absence of plagiarism.

## **AIMS OF THE STUDY**

- This should be placed in a separate page after the end of the introduction and titled “AIMS OF THE STUDY”. The title should be centered, bold, with font style “Times New Roman” and size 18-point.
- The text should start below the title by 2 empty rows (2X).
- The font style should be “Times New Roman” and font size 14-point
- In the aims of the study, the following should be clearly stated:
  - State purpose of the study by presenting the main aim of the study.
  - Rationale. This section should start with a subheading “Rationale” and present the reason and need for conducting the study to justify the significance of the study and novelty.
  - Hypothesis. This section is placed after “Rationale” with a subheading “Hypothesis” and includes the null hypothesis and alternative hypothesis for the study.
  - Objectives. This is the last section and should start with a subheading “Objectives”. In this section, the primary and secondary objectives of the study are clearly stated.

## **CHAPTER- OPENING PAGES**

On a separate page, center the chapter number and title in bold uppercase letters. Font style is “Times New Roman”, font size 24-point, and in bold. *This is necessary before the beginning of every chapter (Review of Literature, Materials and Methods, Results, Discussion, and Conclusions and suggestions).*



# **CHAPTER 1**

## **REVIEW OF LITERATURE**



## **CHAPTER 1 REVIEW OF LITERATURE**

- Treat the review of literature as chapter 1 and consider “REVIEW OF LITERATURE” the title of this chapter. The title “REVIEW OF LITERATURE” should be centered and bold with font style “Times New Roman” and size 18-point.
- The first paragraph of the review of literature should start below the title by 2 empty rows (2X).
- The font style should be “Times New Roman” and font size 14-point
- In this section the student should demonstrate evidence of understanding of the current research on the subject under review.
- The review of literature should be properly cited, paraphrased, and without plagiarism.

## **CHAPTER 2 MATERIALS AND METHODS**

- Treat “MATERIALS AND METHODS” as chapter 2 and consider “MATERIALS AND METHODS” the title of this chapter. The title “MATERIALS AND METHODS” should be centered and bold with font style “Times New Roman” and size 18-point.
- The first paragraph of the materials and methods should start below the title by 2 empty rows (2X).
- The font style should be “Times New Roman” and font size 14-point
- This section should give an explanation for the materials and procedures that were adopted in the research you have conducted. Provide full details so that other researchers could repeat your work.
- Any plants, animals, microorganisms used in the research should be acknowledged accurately by genus, species, and strain designation.
- Gender, age, and genetic status should be stated and sources should be listed.

## **CHAPTER 3 RESULTS**

- Treat “RESULTS” as chapter 3 and consider “RESULTS” the title of this chapter. The title “RESULTS” should be centered and bold with font style “Times New Roman” and size 18-point.
- The first paragraph of the results should start below the title by 2 empty rows (2X).
- Font style should be “Times New Roman” and font size 14-point
- The author describes the observations made and findings obtained.
- The results are presented briefly in a way that answers the study questions.
- The Results should be presented clearly in this section and any non-essential data should be placed in the Appendices.

## **CHAPTER 4 DISCUSSION**

- Treat “DISCUSSION” as chapter 4 and consider “DISCUSSION” the title of this chapter. The title “DISCUSSION” should be centered and bold with font style “Times New Roman” and size 18-point.
- The first paragraph of the discussion should start below the title by 2 empty rows (2X).
- The font style should be “Times New Roman” and font size 14-point
- This section should return to the main hypothesis and provide a discussion based on all the results of the research.
- The Discussion should be written in a way to support or verify the findings without bias and provide a clear path to a conclusion or evaluation. The author describes how the results agree with the results from the literature, and in case they disagree, the author should explain why the results differ from previous publications.

## **CHAPTER 5 CONCLUSIONS AND SUGGESTIONS**

- Treat “CONCLUSIONS AND SUGGESTIONS” as chapter 5 and consider “CONCLUSIONS AND SUGGESTIONS” the title of this chapter. The title “CONCLUSIONS AND SUGGESTIONS” should be centered and bold with font style “Times New Roman” and size 18-point.
- The first paragraph of the conclusions and suggestions should start below the title by 2 empty rows (2X).
- Font style should be “Times New Roman” and font size 14-point
- The Conclusion summarizes the most important results that highlight the outcome of the work and provide guidance for future research and application. This part contains the authors view on the topic.
- This chapter (the last chapter) should include additional research areas that should be suggested as well as future projection based on the study.

## REFERENCE LIST

- The list of references should be placed in a new page at the end of your text.
- The topic “REFERENCES” should be centered at the top of the page with style “Times New Roman”, size 18-point, and in bold.
- The list of the references should start below the title by 2 empty rows (2X).
- The font style should be “Times New Roman” and font size 14-point
- The reference list must include all references cited in the text.
- References should be in alphabetical order according the surname of the author.
- References must not be numbered
- All references must be consistent in the layout, punctuation and with capitalization of the initial letter of the following:
  - Capitalize book, article and chapter titles in sentence style
  - Capitalize all personal names and places
  - Capitalize journal titles
- Put the main source title in italics
- Use hanging indents to visually differentiate between references. In a hanging indent all but the first line of each reference is indented from the left margin, e.g.:

Beardsworth, I. and Keil, T. (1997). *Sociology on the menu: an invitation to the study of food and society*. London: Routledge.

## HARVARD REFERENCING STYLE

Harvard style Referencing consist of:

1. Citation in the text
2. Reference list

### Citations in the Text

The text should be cited to document your work, identify the source of the information, and enable the readers to locate the source of the information in the list of reference in an alphabetical order. There are two main types of in-text citation:

1. Direct quotation: which presents a phrase as it is from a book, articles, report, etc. Quotations less than 40 words should be proceeded with a brief phrase to introduce the quotation and should be placed between double quotation marks (“ ”) within your paragraph or sentence.

*For example:*

As stated by Freedman (2012) “each generation of dentin bonding agents was designed to resolve specific problems associated with its predecessor” (p.195).

Quotations of 40 words or more should be in the form of block quotation. This doesn't include quotation marks. Instead, the whole paragraph of the quotation is indented to indicate that these words are not yours. Leave an extra line of space at the beginning and the end of the quote. Use a smaller size font (12-point) with line space of 1.0.

*For example:*

Freedman (2012, p.195) stated that:

Each generation of dentin bonding agents was designed to resolve specific problems associated with its predecessor. For example, the fifth-generation (one-bottle plus etching agent) systems were developed to offset the complexities associated with

the mixing protocol of the fourth-generation bonding agents. When the primer is combined with the adhesive, the application time is reduced by one third.

2. Paraphrasing and Rephrasing: this is a restatement of a text, passage, or an idea in your own words and should represent the majority of the thesis/dissertation and should have proper and accurate citation.

### **General tips for in-text citations:**

#### **Citing one work by a single author**

The method of citation should be the author-year method. The surname of the author and the year of publication are placed in the text at the suitable location.

*For example, at the end of a sentence or paragraph:*

...has the greatest influence (Freedman, 2012).

*For example, during mentioning the author/s in a sentence:*

Freedman (2012) suggested the use of ...etc.

#### **One work by two authors**

The name of the authors of a work that has two authors should always be cited every time the reference appears in the text.

*For example:*

(Carr and Brown, 2011) or Carr and Brown (2011)

#### **One work by three authors**

When citing in-text, include the name of authors up to three authors.

*For example:*

(Greig, Taylor and MacKay, 2013) or Greig, Taylor and MacKay (2013)

#### **One work by four or more authors**

The abbreviation 'et al.' should be used after the name of the first author when the work has four or more authors.



*For example:*

(Jahangiri et al., 2011) or Jahangiri et al. (2011)

### **One author published two or more studies in one year**

Place lower-case letters (a, b, c ...etc.) after the year to distinguish between the different publications that were published in the same year.

*For example:*

In the text:

(Schulte et al., 1978a; Schulte et al., 1978b)

In the reference list:

Schulte, W., Kleineikenscheidt, H., Lindner, K., and Schareyka, R. (1978a).

The Tübingen immediate implant in clinical studies. *Dtsch Zahnarztl Z.*, 33(5), 348-59.

Schulte, W., Kleineikenscheidt, H., Lindner, K., Schareyka, R., Heimke, G., Gerlach, and C., Hardegg, W. (1978b). Animal experiments on the question of healing around the Tübingen immediate implant. *Dtsch. Zahnarztl. Z.*, 33, 326–331.

### **Two or more works cited at one place in the text**

If a number of sources are used to back a certain point or idea and placed in one in text citation then they should be mentioned in chronological order.

*For example:*

Ideal Occlusal contact can be achieved through... etc. (Hebel and Gajjar, 1997; Michalakis, Hirayama, and Garefis, 2003; Misch, 2005).

### **Groups and Associations**

Spell out the name in full the first time and abbreviate subsequent times only if abbreviation is well known.

*For example:*

First time: American Psychological Association (APA) (1998) explained...

Second time: APA (1998) proved ...

### **Secondary Referencing**

This is when a source (secondary reference) is referring to the work of another and the primary source is not available. Whenever possible, secondary referencing should be avoided.

*Note: in secondary referencing, you should only mention the source (secondary reference) you have read in the reference list and not the reference you didn't read (primary reference).*

In the text:

(Tserotas and Merino, 1998 as cited in Ogueta et al., 1999, p.1909) or Tserotas and Merino (1998) stated that...etc. (as cited in Ogueta et al., 1999, p.1909)

In the reference list:

Ogueta, S.B., Schwartz, S.D., Yamashita, C.K, and Farber D.B. (1999).

Estrogen Receptor in the Human Eye: Influence of Gender and Age on Gene Expression. *Investigative Ophthalmology and Visual Science*, 40, 1906-1911.

## Harvard Style Examples for Different Types of Reference

### Book with single author

Citation in the text:

Becker (2007) or (Becker, 2007).

In the reference list:

Author Surname, Initial(s). (Year). *Title*. Edition (if not first edition). Place of publication: Publisher.

Becker, H. S. (2007). *Writing for social scientists: how to start and finish your thesis, book, or article*. 2nd ed. London: The University of Chicago Press.

### Book with two authors

Citation in the text:

Carr and Brown (2011) or (Carr and Brown, 2011).

In reference list:

Author Surname, Initial(s). and Author Surname, Initial(s). (Year). *Title*. Edition (if not first edition). Place of publication: Publisher.

Carr, A.B. and Brown, D.T. (2011). *McCracken's Removable Partial Prosthodontics*. 12th ed. St. Louis, Missouri: Mosby, Inc.

### Book with three authors

Citation in the text:

Greig, Taylor and MacKay (2013) or (Greig, Taylor and MacKay, 2013).

In the reference list:

Author Surname, Initial(s)., Author Surname, Initial(s)., and Author Surname, Initial(s). (Year). *Title*. Edition (if not first edition). Place of publication: Publisher.

Greig, A., Taylor, J., and MacKay, T. (2013). *Doing research with children: a practical guide*. 3rd ed. London: Sage.

### **Book with four to six authors**

Citation in the text:

Belenky et al. (1986) or (Belenky et al. 1986).

In the reference list:

Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s), and Author Surname, Initial(s). (Year). *Title*. Edition (if not first edition). Place of publication: Publisher.

Belenky, M., Clinchy, B., Goldberger, N., and Tarule, J. (1986). *Women's ways of knowing*, Basic, New York.

### **Book with seven or more authors**

Citation in the text:

Davis et al. (2003) or (Davis et al. 2003).

*Note: When citing more than six authors in-text, give the name of the first author and abbreviate the others to et al. (meaning: "and others").*

In the reference list:

Author Surname, Initial(s)., Author Surname, Initial(s). Author Surname, Initial(s) Author Surname, Initial(s)., Author Surname, Initial(s), Author Surname, Initial(s)., et al. (Year). *Title*. Edition (if not first edition). Place of publication: Publisher.

Davis, M., Charles, L., Curry, M.J., Shanti, P., Prasad, S., Hewings, A., et al. (2003). *Challenging spatial norms*. Routledge, London.

*Note: In the reference list if a book has more than six authors, give the first six authors and abbreviate the remaining authors to et al. (meaning: "and others").*

### **Book chapter (in an edited book)**

Citation in the text:

Holloway (2016) or (Holloway, 2016).

In the reference list:

Chapter Author Surname, Initials. (Year). Title of chapter, in Editor(s) Surname, Editor(s) Initial(s). (ed. or eds.) *Title of book*. Edition (if not first).

Place of publication: Publisher, Page numbers.

Holloway, J.A. (2016). Interim fixed restorations. In Rosenstiel, S.F., Land, M.F., Fujimoto, J. *Contemporary fixed prosthodontics*. 5<sup>th</sup> ed. St. Louis, Missouri: Elsevier Inc., pp. 401-439.

### **Journal article (Print)**

Citation in the text:

Davies (1998) or (Davies, 1998).

In the reference list:

Author of article Surname, Initial(s). (Year). Title of article. *Journal title*, Volume (Issue), Page range.

Davies, J.E. (1998). Mechanisms of endosseous integration. *The International Journal of Prosthodontics*, 11 (3), pp. 391-401.

*Note: for multiple authors for journals, follow the same rules as for multiple authors for books but use the journal style.*

### **Journal article with a DOI (Electronic):**

Citation in the text:

Dobson (2006) or (Dobson, 2006).

In the reference list:

Author of article Surname, Initial(s). (Year) Title of article. *Title of journal*, Volume (Issue), Page range (if available). doi:

Dobson, H. (2006). Mister Sparkle meets the 'Yakuza': depictions of Japan in the Simpsons. *Journal of Popular Culture*, 39(1), pp. 44–68.doi: <https://doi.org/10.1111/j.1540-5931.2006.00203.x>

### **Journal article without a DOI (Electronic)**

Citation in the text:

Ashby (1999) or (Ashby, 1999).

In the reference list:

Author of article Surname, Initial(s). (Year). Title of article. *Title of Journal*, Volume (Issue), Page range (if available). Available at: URL (Accessed: date).

Ashby, A. (1999). Frank Zappa and the anti–fetishist orchestra. *The Musical Quarterly*, 83(4), pp. 557–606. Available at: <http://www.jstor.org/stable/742617> (Accessed: 8 April 2021).

### **Thesis/ Dissertation (Print)**

Citation in the text:

Abass, (2004) or (Abass, 2004).

In the reference list:

Author Surname, Initial(s) (Year). *Title*. Award and Type of qualification, Awarding body.

Ahmad, S.M. (2004). *Effect of Calcium Hypochlorite on Some Physical Properties of Dental Stone*. PhD dissertation, University of Baghdad.

### **Thesis/ Dissertation (Electronic)**

Citation in the text:

Tomlinson (2009) or (Tomlinson, 2009)

In the reference list:

Author Surname, Initial(s). (Year). *Title*. Award and Type of qualification, Awarding body. Available at: URL (Accessed: date).

Tomlinson, S.E. (2009). *Understanding the friction between human fingers and contacting surfaces*. PhD dissertation, University of Sheffield. Available at: <http://etheses.whiterose.ac.uk/150> (Accessed: 14 October 2015).

### **Standards e.g. British Standards**

Citation in the text:

The British Standards Institution (2017) or (British Standards Institution, 2017).

In the reference list:

Corporate Author (Year of publication). Number of Standard: *Title of Standard*. Place of publication: Publisher.

British Standards Institution (2017). BS 8888:2017: *Technical product documentation and specification*. London: British Standards Publications.

## **APPENDICES (OPTIONAL)**

- This section should be placed at the end and should contain supplementary information like figures, tables, raw data, questioner and any other information that supports the study but do not belong to the main body of the study.
- When more than one Appendix is listed, each must be assigned a letter (such as Appendix A, Appendix B, Appendix C, etc.) as well as a title. In case of only one appendix in a thesis/dissertation, no letter is assigned. Each appendix with its title must be listed separately in the “Table of Contents” as a subdivision under the heading “APPENDICES”.



## الخلاصة

في هذه الصفحة تكتب الخلاصة باللغة العربية.

## صفحة العنوان

تكون هذه الصفحة كما في صفحة "Title Page" ولكن تكتب باللغة العربية.

## REFERENCES

- Academic Skills Tutors/Librarians, Information Services (2013). *Harvard Quick Referencing Guide*.
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- Dirk, H. (2012). *Guidelines on writing essays, bachelor, master and diploma thesis*, Friedrich-Alexander University of Erlangen-Nürnberg School of Business and Economics Department of International Management.
- Elliott, E. (1985). *Publication Manual of the American Psychological Association*, 3<sup>rd</sup> edition, Washington, DC 20036: Banta Company.
- Sabin, W.A. (2001). *The Gregg Reference Manual*, 9<sup>th</sup> edition, Burr Ridge Parkway United States of America: McGraw-Hill Companies.
- University of York (2017). *Referencing with Confidence: Harvard Style*. [Online]. Available at: [http://www.york.ac.uk/integrity/harvard\\_style\\_pdf](http://www.york.ac.uk/integrity/harvard_style_pdf) [Accessed 27 Dec. 2021].
- Şakar O. (2016). *Removable Partial Dentures: A Practitioners' Manual*. Istanbul: Springer International Publishing Switzerland. DOI 10.1007/978-3-319-20556-4\_1.