Lebanese American University

Thesis Guidelines

Prepared by

Library Archives Unit

LAU Libraries

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INTRODUCTION

The thesis or dissertation is a demonstration of the student's mastery of the field of study. It shows the student's ability to search and work independently.

This manual sets forth the essential Lebanese American University's (LAU) requirements for the preparation and submission of graduate Theses. It is the student's responsibility to learn, apply and prepare the thesis in accordance with the following instructions. Our intent is to provide a minimum level of style uniformity across the University, with a reasonable degree of flexibility to accommodate the needs of each academic field.

N.B: These Guidelines are based on the view that theses are in themselves final products. Their quality reflects the standards of the University, its scholars program, its departments, and its professors. Most importantly, the quality of the author's thesis reflects upon his/her professionalism.

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Theses Guidelines

A. Order and components

1. Preliminary pages

- <u>Title Page</u> (Mandatory)

  It includes name of the institution, title, author, degree, school and date of submission (Month of defense). This page is not numbered and not counted.

- <u>Copyright Page</u> (Optional)

  If you wish to copyright your thesis, you must include a copyright page

  Note: This page is not numbered and not counted, and comes directly after the title page. Your name should be similar to your name on the title page.

- The below three forms must be printed out colored before being signed.
- [Thesis Approval Form](#) (Mandatory)

  All the signatures should be original and in black.
  Make sure that your ID number is added after your name.
- [Thesis Copyright Release Form](#) (Mandatory)

  It grants LAU the right to use and reproduce fully or partially the work being presented.

- [Plagiarism Policy Compliance Statement](#) (Mandatory)

  It confirms your responsibility to document all the work that is not your own by proper citation of sources.

- Dedication (Optional)

  A dedication is an honorific statement from the author to a person or group to whom the author commends the effort and product of the thesis. It may or may not bear the title "Dedication" and its text should be brief.

- Acknowledgment (Optional)

  This section is traditionally included in all theses. It is the place for the author to acknowledge professionally the various sources of direction, assistance, etc., that facilitated the work.

- Abstract (Mandatory)

  It summarizes the contents of the document and should include the document full title and the author's full name. At the end of your "Abstract" you are kindly asked to provide a minimum of 5 "Keywords" as index terms that clearly identify and reflect the subject of your document. Capitalize the first letter of each keyword.

- Table of Contents (Mandatory)

  It includes all sections, mandatory and optional, that follow the Table of Contents itself.

- List of Tables (If any)

The term tables apply to numerical or statistical data set in vertical or horizontal alignment. If there are tables in your text or appendix, a list must be included. It should include table number, caption and the page number. Its style should follow that of the Table of contents.

- List of Figures/Charts (If any)

  It should, as well, include figure / chart number, caption and the page number. Its style should follow that of the Table of contents.

- List of Abbreviations and/or Symbols (If any)

  It lists all the abbreviations and/or symbols used in the text alongside their fully written form.

2. Body of Thesis (Text)

The body includes all divisions of the text, such as parts, chapters, sections, and subsections. It may also include parenthetical references, footnotes, or references to the bibliography.
Every new chapter/division should start on a new page.

3. Reference Pages

- References (Mandatory)

  The bibliography or reference section should appear before any appendices and should include all cited references. Citations should be listed alphabetically and should conform to a single format that is accepted as standard in your discipline such as APA, MLA, etc. (For citation style sampling, refer to Research Guides)

- Appendix or Appendices (Optional)

  Place in an appendix any material that is peripheral but relevant, to the main text. It could include survey instruments, additional data, computer printouts, etc.

- Glossary of terms (If any)

  It is an alphabetical list of terms in a particular domain of knowledge with the definitions for those terms.

B. Format

- Paper

Use high-quality acid-free A4-size paper.

- Printing

  A high-quality laser printer should be used for the final copy.

- Headings

  In disciplines where section numbering is normally used, the following guidelines apply:

  Chapter title: 18 – 24 pt. size, bold.

  Main Section Headings: Can be numbered as chapter-number. Section number (e.g., 3.2 for chapter 3, section 2) in 14 pt. size, bold.

  All main heading should be centered.

  Second Headings: Can be numbered as x.y.z (e.g., 3.2.4 for chapter 3, section 2, and sub-section 4) in 12 pt. size, bold.

  First Subheadings: Can be numbered as w.x.y.z (e.g., 3.2.4.1 for chapter 3, section 2, subsection 4, and sub-subsection 1) in 12 pt. size, regular.

  Second Subheadings: Preferably unnumbered, 12 pt., italics.

- Text Font

  Acceptable fonts generated by word processing programs include, but are not restricted to: Times New Roman 12, Helvetica 12, and Letter Gothic 12. The font provided through LaTeX* is acceptable. Bold and italics should not be used excessively in the text. Furthermore, colored text should not be used. A single unified text font should be used in the whole thesis from first page till last page.

  *LaTeX is a document preparation system for high-quality typesetting. It is most often used for medium-to-large technical or scientific documents but it can be used for almost any form of publishing. LaTeX is *not* a word processor! Instead, LaTeX encourages authors *not* to worry too much about the appearance of their documents but to concentrate on getting the right content.

  http://latex-project.org/intro.html

- Spacing

  Double or one and a half spacing is required for the text. Only footnotes, long quotations, bibliography entries (double space between entries), table captions, and similar special material may be single-spaced.

- Margins

  Left, 4 cm; top, bottom, and right, 2.5 cm. These are necessary to allow for binding and trimming.

- Page Numbering

  Preliminary pages of the thesis, that is, those preceding the text are to be numbered in Roman numerals (e.g., I, II, III). The roman number should always start from the approval page "ii".

  The first page must not show its page number. Pages of the text itself and of all items following the text should be numbered consecutively throughout in Arabic numbers, beginning with number 1 on the first page of the first chapter. Page numbers should be placed in the lower right corner or center of the page. Only the number should appear, not page 9.

- Tables and Figures

  Figures and tables should be inserted at the appropriate place in the text.

  Figures must have numbers and captions under the figures. Tables should have titles and numbers above.

- Drawings

  Any material which cannot be typed or computer generated should be drawn with permanent black ink in neat and heavy lines. Photographs of drawings are acceptable. Xerox reproductions of drawings are acceptable if they are of high contrast.

- Photographs

  Mount small photographs with glue. Do not use rubber cement or tape.

  High-clarity Xerox copies of photographs are also acceptable. In addition, high-quality scanned images can also be inserted into the thesis text.

- Footnotes

  In disciplines where footnotes are normally used, they should appear at the bottom of the same page as their reference. Footnotes should be numbered in Arabic numerals. The footnote reference is superscripted and the

explanation at the bottom of the page begins with the footnote reference number. Footnotes should have a smaller font size than the text (e.g. 10 pt.).

- CDs and DVDs

  Identify CD and DVDs with title, name of student, and date.

- Computer Software

  Describe in separate section in prefatory pages (e.g., list of figures and tables).When applicable, state requirements for the use of the software (e.g., hardware, screen resolution type) and any other information necessary for proper viewing of the software.

- Oversized Material

  Oversize foldout pages may be included, though ample margins for binding must be included. Leave oversize page unfolded. The bindery will fold and insert them. All pages must be appropriately numbered if found in the text.

C. Publication and Copyright Publication

Original work is automatically protected under copyright as soon as it is recorded in a tangible form, including digital. Theses do not have to be registered through the U.S Copyright Office for your work to be protected by copyright, but doing so places your claim to copyright on public record, which will allow you to pursue suits if your rights are infringed.

For more information about copyright visit the U.S. Copyright Office at http://www.copyright.gov

- Copyright Release Form

  All students are required to sign a Thesis Copyright Release Form, "The non-exclusive distribution license agreement" in order to give permission for their work to be held in the LAU repository, to provide for the distribution of their work, and to allow ongoing preservation of both their work and/or related metadata.

  This form grants LAU the right to use and reproduce fully or partially the work being presented: It gives LAU permission to post the material openly on the Web and to take the necessary steps to preserve the material (preserving the material might mean that the files will need to be converted to a different or

newer version of a file format if the existing file format or the hardware/software needed to read it becomes obsolete).

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The form represents the text of the license agreement that authors must approve as part of the process of submitting material to LAUR.

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D. Academic Integrity

There are many types of violations of academic integrity, the most important are:

- Plagiarism

  It's the act of taking the ideas and/or expressions of another and representing them as one's own. So it's your responsibility to document all the work that is not your own by proper citation of sources. Offering the work of another as one's own, even unintentionally, is a serious offense, and is problematic in a research document which purports to be original work. If

you are using information that you have previously published under your own name, you should still, nonetheless, cite yourself in your document.

For Plagiarism policy statement, refer to the Forms section.

To avoid plagiarism you are requested to use Turnitin Software.

- Turnitin

  It's a web-based checking service that is used by many universities worldwide. When a student work is submitted to Turnitin it is matched against millions of internet pages, electronic journals, books, and a database of all previously and concurrently submitted assignments. Turnitin then generates an originality report providing a summary of matching or similar text found in the submitted paper. The student should insure that, irrespective of the results of Turnitin originality report, all copyright requirements as well as the University's standard on avoiding plagiarism are met.

- Third party copyright materials

  Third party copyright materials were included, traditionally, in a print thesis without requesting permission. This is no more the case if the thesis is going to be Open Access. Such materials may include graphs, figures, photographs, artworks, musical passages etc. If it's not possible to clear third party copyright materials for any reasons this means that you will not be able to make your thesis freely available online. You nevertheless, don't need to seek permission to include:

  - ✓ Work which is out of copyright: an author copyright lasts 70 years after the author's death.
  - ✓ A short extract of a work in order to critique or review it.
  - ✓ A short quotation from a published work.
  - ✓ Material which is licensed for your intend use, e.g., under Creative Commons License.

  How to seek permission?

  To seek permission you have to contact the rights holder, it could be the author of the work, the publisher, the illustrator, a photographer, etc.

  Use "The Third Party Copyright Materials" form available in the Forms section, asking the right holder the permission to include the material in the electronic version of your thesis. If you get permission the form must be added to your thesis in the Appendices. You will not be able to make the full

version of your thesis publicly available online if the permission is not granted.

- <u>Involving Human Subjects in research</u>

  All research involving human subjects under the jurisdiction of the Lebanese American University and its affiliates (LAUMC-RH), or by its students at off-site locations must be submitted to the Institutional Review Board (IRB) for review and approval prior to initiation http://www.lau.edu.lb/irb/

  The IRB approval is contingent upon the subjects' voluntary participation in your research project that they are being appropriately informed and protected from risk. This includes protecting the participants' rights, safety and welfare as well as protecting the privacy and the confidentiality of the data collected, and ensuring anonymity of their identity. The approval includes continued monitoring of your research study by the board to assure that the subjects are being adequately and properly protected from such risks. If at any time a subject becomes injured or complains of any form of injury, you must notify your advisor immediately.

  Injury includes but is not limited to bodily harm, psychological trauma, and also extends to legal and/or economic harm, such as release of privately identifiable personal information. The approval from the IRB for the human subject component of your project is in effect from the date on the IRB approval letter, and data collection beyond the expiry date requires an extension request and approval from the board.

  Please also be advised that all subjects need to be fully informed and aware that their participation in your research project is voluntary, and that he or she may withdraw from the project at any time. Further, a subject's participation, refusal to participate, or withdrawal will not affect any services that the subject is receiving or will receive at the institution in which the research is being conducted.

  The research thesis is conducted under the supervision of the thesis advisor, and that LAU will not be financially or otherwise liable for any cost incurring as a result of this research project.

  You can find the list of meetings and deadlines for presenting your applications at the below link: https://gsr.lau.edu.lb/irb/meeting.php

All submission requirements, applications, forms and supporting documents are found under this link: https://gsr.lau.edu.lb/irb/submission-requirements.php

To know if your research involves participation of Human subjects and must be submitted to the board or if you have more questions about Human subjects in research check the following link: https://gsr.lau.edu.lb/irb/faq.php

The colored approval letter signed by the IRB chair must be added to your submissions.

E. Submission and Embargo Period

- <u>Submission Theses.</u>

Graduate students must provide the Archives and Special Collections department with their thesis for verification and correction 3 weeks prior to the submission of their final grades. Once approved, they are kindly asked to provide the Library Archives with one soft copy in PFD format of the final approved manuscript of the thesis for format verification and archiving. Each copy should include the three completed and signed forms: "Thesis Approval Form", "Plagiarism Policy Form" and "Thesis Copyright Form."

The Archives will issue a Library Clearance form upon receiving the soft copy of the thesis with the three signed forms.

Once the student submits its Theses, it will be available as follows:

- ✓ The full-text will be openly available in the LAUR, the library's digital repository at a unique permanent URL.
- ✓ A description will appear in the library catalog with a link to the full-text in the LAUR.

- <u>Restricting access to your thesis known as "embargo period"</u>

While Open Access is the default, you have several options for restricting public access to your thesis. A period of embargo may apply to theses that contain material that is confidential or sensitive, or if the student anticipates that immediate publication will have an adverse effect on subsequent publication opportunities. The length of the embargo should be limited to a maximum of 3 years after that period the thesis will be automatically open access to the public. Any request to delay publication must be well-justified and made before you submit your thesis to LAUR. You will need to get

permission to embargo or restrict the dissemination of your thesis. You will need to validate the reason for your request and receive approval from the required persons/authorities. During the embargo period if someone wants to view the thesis, they can request access through the library. You will be notified by email. You can then grant access to your thesis or not, as you chose.

Applications for embargoes are to be made through the thesis advisor to the Dean of the school using the "Thesis Embargo Form". (Refer to the Forms section).

You can place an embargo on your e-thesis if any of the following apply:

- ✓ Commercial Contract: The contract with your sponsor states that the research must remain confidential for a given number of years.
- ✓ Patent Pending: The University or your sponsor has lodged a patent application on your behalf relating to a discovery/novel method in your thesis.
- ✓ Publication Pending: Publishers often request that you do not make your thesis widely available before papers or books based on your thesis are published.
- ✓ Ethical Confidentiality: This is usually considered when your proposal is reviewed by the Institutional Review Board. A thesis with human subjects may be embargoed for one or two years in order to further protect their identities or if its wide publication could endanger the physical or mental health or the safety of an individual.
- ✓ Third Party Copyright: If you have not been able to clear copyright or move unclear material.

 "The Embargo Period Form" should be submitted separately to the Archives department with the thesis printed copy.

For any thesis submission or other further assistance, you may contact:

Sawsan Habre, Senior Library Archives Manager, ext. 1385
Email: swhabre@lau.edu.lb

OR

Rana Ayrout, Senior Archivist, ext.2285
Email: rana.ayrout@lau.edu.lb

G. Forms

Thesis Approval Form

Copyright Release Form

Plagiarism Policy Statement

Third Party Copyright Materials Approval Form

Embargo Statement Form

SAMPLE THESIS

LEBANESE AMERICAN UNIVERSITY

Thesis Full Title
By

Student Full Name

A thesis
Submitted in partial fulfillment of the requirements
for the degree of Master of Arts in Education
for the degree of Master of Business Administration
for the degree of Master of Science in Computer Science
for the degree of Master of Arts in International Affairs
for the degree of Master of Arts in Comparative Literature
for the degree of Master of Science in Engineering
for the degree of Master of Science in Molecular Biology
for the degree of Executive MBA Program
for the degree of Doctor of Pharmacy

School of Arts and Sciences
October 2010

THESIS APPROVAL FORM

Student Name: _____ I.D. #: _____

Thesis Title: _____

Program: _____

Department: _____

School: _____

The undersigned certify that they have examined the final electronic copy of this thesis and approved it in Partial Fulfillment of the requirements for the degree of:

_____ In the major of _____

| Thesis Advisor's Name | Signature | DATE: / / |
| | | Day Month Year |

| Committee Member's Name | Signature | DATE: / / |
| | | Day Month Year |

| Committee Member's Name | Signature | DATE: / / |
| | | Day Month Year |

THESIS COPYRIGHT RELEASE FORM

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Name: _____

Signature:_____

Date: _____

PLAGIARISM POLICY COMPLIANCE STATEMENT

I certify that:

1. I have read and understood LAU's Plagiarism Policy.
2. I understand that failure to comply with this Policy can lead to academic and disciplinary actions against me.
3. This work is substantially my own, and to the extent that any part of this work is not my own I have indicated that by acknowledging its sources.

Name: _____

Signature: _____

Date: _____

Dedication Page

To my loving parents

ACKNOWLEDGMENT

This project would not have been possible without the support of many people. Many thanks to my advisor, --, who read my numerous revisions and helped make some sense of the confusion. Also thanks to my committee members, ------------------------, -------------------------, and   -------------------, who offered guidance and support.

And finally, thanks to my husband, parents, and numerous friends who endured this long process with me, always offering support and love.

Competing Governing Models in the Arab Region

Mohamad Abdul Mouemem Saleh

ABSTRACT

The issue of the Arab Spring has become one of the main political issues at the regional and international levels. This thesis was motivated by a pursuit to gain a better understanding about the causes and the prospect future of the Arab Spring. In order to achieve my objective, this thesis conducted an assessment study of researches made in this topic and used data from a research survey done by the Lebanese American University about this topic. This thesis aims to find out the nature of these crises in the Arab states undergoing transition and to know the prospect future of the governing models in the Arab world. In other words, the causes vary from a state to state between identity and institutional natures. During this historical turning point in the MENA region's political life, some governing models which share important aspects with democracy will take advantage and have more influence on the overcoming replacing governments.

Keywords: Arab, Spring, Causes, Future, Crises, States, Models, MENA, Democracy, Government.

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Chapter One

Introduction to Revolutions

Throughout history, demonstrations and revolutions have played important roles in changing the political, economical, and social lives of many countries. The duration of a revolution varies from state to state depending on different circumstances and Conditions. The revolution varies from one state to another in terms of methods applied, durations taken for implementation and preparation, and reasons for their occurrence. In terms of duration, revolutions can vary from few days to many years. Revolutions occur violently with the use weapons or peacefully without the use of force. Each revolution has its own reasons, and it differs between states with respect to causes, events, and consequences.

Since late 2010, the world has been shocked with the start of a series of unexpected demonstrations and protests occurring in different states of the Arab World, and this has been known as "The Arab Spring" or "The Arab Awakening". It was initiated by the people of Tunisia and then spread to include other Arabian states, like Egypt, Libya, Bahrain, Yemen, and Syria. Some revolutions achieved their objectives in a small period of time, but others are going on.