

Theses Guidelines

A. Order and components

1. Preliminary pages

- Title Page (Mandatory)

It includes name of the institution, title, author, degree, school and date of submission.

- Copyright Page (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.

- Thesis Approval Form (Mandatory)

All the signatures should be original and in black. Refer to the Forms section.

- Copyright Release Form (Mandatory)

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

- Plagiarism Policy 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.

- 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.

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.