

## Thesis CHECKLIST

### Order, Components, Forms.

Master's Theses must conform to the theses standards established by LAU.

This checklist is not a substitute for LAU Thesis Guidelines but it will help students and faculty meet LAU guidelines.

<input type="checkbox"/>	Title Page (Mandatory)	Includes name of the institution, title, author, degree, school and date of submission.
<input type="checkbox"/>	Copyright page (Optional)	Page not numbered and not counted, and comes directly after the title page.
<input type="checkbox"/>	Thesis Approval Form (Mandatory)	All signatures should be original and in black.
<input type="checkbox"/>	Theses Copyright Release Form (Mandatory)	Grants LAU the right to use and reproduce fully or partially the work being presented.
<input type="checkbox"/>	Plagiarism Policy Statement (Mandatory)	Confirms your responsibility to document all the work that is not your own by proper citation of sources.
<input type="checkbox"/>	Dedication (Optional)	May or may not bear the title "Dedication" and its text should be brief.
<input type="checkbox"/>	Acknowledgement (Optional)	Place for the author to acknowledge professionally the various sources of direction, assistance, etc., that facilitated the work.
<input type="checkbox"/>	Abstract (Mandatory)	Summarizes the contents of the document and should include the document full title and the author's full name.
<input type="checkbox"/>	Table of content (Mandatory)	Includes all sections, be it mandatory or optional.
<input type="checkbox"/>	List of Tables ( If any)	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.
<input type="checkbox"/>	List of Figures (If any)	Should, as well, include figure(s)/ chart number(s), caption(s) and the page number(s).
<input type="checkbox"/>	List of Abbreviations/ or Symbols (If any)	Lists all the abbreviations and/or symbols used in the text alongside their fully written forms.

<input type="checkbox"/>	Body of the Thesis	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.
<input type="checkbox"/>	References Pages ( Mandatory)	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Glossary of Terms (If any)	An alphabetical list of terms in a particular domain of knowledge with the definitions for those terms.
<input type="checkbox"/>	IRB Approval letter	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. The approval letter signed by the IRB chair must be added to the Appendices.
<input type="checkbox"/>	Request For an Embargo Form	Applications for embargoes are to be made through the thesis advisor to the Dean of the school then submitted to the library.
<input type="checkbox"/>	Library Clearance form (To be obtained from the Library)	Graduate students must provide the University Archives and Special Collections department with their thesis for verification and correction 3 weeks prior to the submission of their final grades. Students will not be able to graduate if they don't obtain the Library Clearance Form.