



Guidelines for Writing Theses

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This document, herein after referred to as the Thesis Guide, lists the general and specific requirements governing thesis preparation including guidelines for structuring the contents.

1. Requirements regarding the sections and content

Each thesis is unique, but all share several common elements. The following is only a guide and general outline. The nature of a specific thesis may dictate dividing some chapters like Chapters 3 or 4 into more than one chapter. Therefore, the following is the minimum number of chapters that need to be included in a typical thesis.

1.1 Title page, the title page of the thesis should contain the same data as hard cover provided in the following order:

- Faculty of Engineering-Shoubra logo, University and department Name.
- The title of the thesis.
- The following statement: “A thesis submitted to the Faculty of Engineering-Shoubra, Benha University in partial fulfillment of the requirements for the Master or Philosophy Doctor Degree of In The Specialty of [insert program name].”
- Your name and degree are the same as your university records.
- Supervisors of the thesis
- The faculty and name of the university
- The year in which your committee approves the completed thesis.

1.2 Acknowledgement, the acknowledgements section is your opportunity to thank those who have helped and supported you personally and professionally during your thesis process.

1.3 Index and list of tables and figures, abbreviations, and symbols, this includes all visual elements like charts, graphs, and tables with page numbers. The list should include a short title for each table or figure but not the whole caption.

1.4 Abstract, answers to the following questions should be found in the abstract in the form of sections, Aim, Methodology, Results and Conclusions. Abstracts should not be less than 150 words and not exceed 350 words.

1.5 Chapter 1: Introduction, in the introduction, you should clearly describe the objective of your thesis. What is the problem addressed? Why is it important to address this problem? It is important for the reader to know where you want to

go in your thesis.

The outline should help the reader to get a first idea of how you want to achieve the objective of your thesis. For the reader, it is like a map that shows the path to the destination of your thesis. Therefore, make sure to include only sections needed to arrive at your destination.

The outline has to be transferred literally to the thesis (chapter headings).

1.6 Chapter 2: Literature review, the purpose of the study should suggest some theoretical framework to be explained further in this chapter. The literature review thus describes and analyzes previous research on the topic. This chapter, however, should not merely string together what other researchers have found. Rather, you should discuss and analyze the body of knowledge with the ultimate goal of determining what is known and is not known about the topic. This determination leads to your research questions and/or hypotheses. In some cases, of course, you may determine that replicating previous research is needed.

1.7 Chapter 3: Experimental methods, Data collection process or Practical techniques, this chapter describes and justifies the data gathering method used. This chapter also outlines how you analyzed your data. Begin by describing the method you chose and why this method was the most appropriate. In doing so, you should cite reference literature about the method. Next, detail every step of the data gathering and analysis process. Although this section varies depending on method and analysis technique chosen, many of the following areas typically are addressed: --description of research design internal validity external validity – description of population and description of and justification for type of sample used or method for selecting units of observation –development of instrument or method for making observations (e.g., question guide, categories for content analysis) pre-test reliability and validity of instrument or method –administration of instrument or method for making observations (e.g., interviews, observation, content analysis) –coding of data –description of data analysis statistical analysis and tests performed identification of themes/categories (qualitative or historical research).

It is also important to mention any standard specifications used in the testing program or code writing and list them in the references later.

1.8 Chapter 4: Results and discussion, usually you begin by outlining any descriptive or exploratory/confirmatory analyses that were conducted. You then discuss any ex post facto analysis. Tables and/or figures should be used to

illustrate and summarize all numeric information. Discussing your findings in relation to the theoretical framework introduced in the literature review. In some cases, you may need to introduce new literature (particularly with qualitative research). This chapter also should address what your findings mean for communication professionals in the field being examined.

1.9 Chapter 5: Conclusions and recommendations, the purpose of this section is to present the major conclusions revealed by the research work in an attempt to highlight the significance of the present results. Conclusions should provide answers to the question (s) raised in the introduction and the aim of the study. In this chapter also add any recommendations for practical applications or further studies that need to be conducted on the same topic highlighting the limitations in your work.

1.10 List of References, contains a complete list of all referenced sources, i.e. for all your citations in the text or footnotes there must be an entry in the list of references (and vice versa). The list of references should be included at the end of your thesis, under the heading “References”.

The list of references has to be sorted alphabetically by the first authors’ last names. Regarding the formatting of the entries, you will recognize that there exist several different styles in the literature, e.g. depending on the journal that a paper has been published in. Accordingly, we do not require you to use a specific formatting style, but to be consistent throughout your thesis. When you select one specific style, stick with it.

Irrespective of the particular formatting style, it is important to give all relevant information to be able to clearly identify the referenced source. Typically, each entry consists of four parts: (full) name of the authors, the year of publication (in parentheses), the title, and further publication information such as the title, volume, and pages of the journal or book. You can use the style guidelines and examples of The Chicago Manual of Style for author-date references (<https://www.chicagomanualofstyle.org/book/ed17/part3/ch15/toc.html>) as orientation for your list of references.

1.11 Appendices, when there is more than one appendix, assign each appendix a number or a letter heading (e.g., “APPENDIX 1” or “APPENDIX A”) and a descriptive title. You may number consecutively throughout the entire work (e.g., 1, 2 or A, B). All appendix headings and titles must be included in the table of contents. Page numbering must continue throughout your appendix or appendices.

Your Proposal should be included in this section.

1.12 Arabic Summary, the thesis should include a summary that is written in paragraphs and to some extent in simple language but has to be in the following sequential order:

- a) The main objectives of the study
- b) The methods used
- c) Summary of the results
- d) Primary conclusions

2. Formal writing and presentation requirements

2.1. Writing style

To make sure that the reader understands your thesis properly, write your thesis in a precise and comprehensible way. Where appropriate, you should use active phrase (“Sharpe (1964) shows...”) rather than passive phrase (“In Sharpe (1964) it is shown...”). Style and tense should be consistent throughout the thesis.

Please avoid lengthy and confusing discussions. Very long sentences and subordinate clauses might confuse the reader. Avoid them! Use foreign words only if needed. Orotund language and exaggeration (superlatives), as well as the use of jargon or “journalistic” language is not appropriate for your thesis. Simply put: Write in a simple, clear, and easy to understand way.

It is your job to make sure that the reader gets the message of your thesis correctly!

2.2. Formatting

In the following list, you find the formatting requirements for a thesis at the faculty of Engineering at Shoubra:

- Paper format: DIN-A4 Paper (white)
- Margins
 - o Left: 3.5 cm
 - o Right: 2 cm
 - o Top: 2 cm
 - o Bottom: 2 cm
- Font: Times New Roman
- Font size:
 - o Main title of chapters: 16 pt (Bold)
 - o Main titles: 14 pt (Bold)

- Sub-titles: 12 pt (Bold)
- Sub-Subtitles: 12 pt
- Main text: 12 pt
- Equations: 12 pt (Italic)
- Footnotes: 10 pt
- Line spacing:
 - Main text: 1.5
 - Footnotes: 1.0
- Paragraph alignment: Please justify the text on both sides and use automatic hyphenation.
- Headlines are to be bolded, highlighted by larger distances to the text, and should start at the edge of the line.
- Outline
 - Decadal classification has to be used:
 - 1 ...
 - 1.1 ...
 - 1.2 ...
 - 1.2.1 ...
 - 1.2.2 ...
 - 2 ...
 - The individual entries of the outline have to be assigned the number of the page on which the respective entry starts.

2.3. Page Numbering

- I. Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.
- II. Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.
- III. All page numbers should be placed without punctuation in the upper right-hand corner, 12 mm from the top edge and with the last digit even with the right hand margin.

2.4. Citations: How to give credit to the references you used

If you adopt thoughts from other authors, you need to cite them. Otherwise, you are

cheating! You have to cite all resources you used. This includes reprints, unpublished work, web pages etc. You can cite either literally or analogously (by rendering someone else's thoughts using your own words).

2.4.1. Literal citations

Literal citations should be used only

1. If something cannot be formulated better and shorter,
2. If you want to cite a definition made by an author,
3. If you have to analyze and interpret a specific statement of an author.

Thus, literal citations should never be long. Keep them as short as possible! In most cases you don't need literal citations.

Literal citations must be put in quotation marks. You have to add a reference to the source either in the text or in a footnote. If you do not cite the complete sentence, please mark sentence parts or words that you leave out with [...]. It is important that you do not change the meaning of a cited text by leaving out words or parts of a sentence.

2.4.2. Analogous citations

The purpose of analogous citation is to reproduce the thoughts, but not the words, of an author. You need to make clear that you are referring to the thoughts of somebody else. For example, you could write "Merton (1973, p.151) argues that ..." in the text. Alternatively, you can describe the argument of Merton and add a footnote that makes clear that it is the argument of Merton.

If you refer to an author's thoughts over several pages, you have to express this, for example by writing: "The statements on pages 45-48 briefly outline the model of Merton (1973)." However, you should only use this method in exceptional cases, for example if you want to introduce a particular model. It is important to write the thoughts from other works in your own words (paraphrasing), otherwise the thesis text will fail in the plagiarism check.

2.4.3. Footnotes

Strictly speaking, a footnote at the end of a sentence refers only to this single sentence. It does refer also to the preceding sentence only if that is logically clear. The footnote has no meaning for the following sentence, unless the context is self-

evident.

Footnotes must be numbered consecutively. The text of the footnote must be on the same page as the referencing index and separated by a horizontal line from the main text. Each footnote starts with a capital letter and ends with a period.

Footnotes are mainly used to provide references. Only in rare cases it can make sense to mention secondary ideas in a footnote to ensure good readability of the main text. However, you should avoid a detailed discussion of substantive issues in footnotes.

2.5 How to write references in “List of References”

In the “List of Reference” include **all** the references that you have cited in your Thesis text in **any** of the Chapters you wrote. Do not include the references **you read but did not cite** in your chapters!

To reference an article in a scientific journal, the suggested format should contain the following information: authors, title, name of journal, volume number, page numbers and year.

For referencing an article published in a book, the suggested format should contain, authors, the title of the book, editors, publisher, year, page number of the article in the book being referred to.

For referencing a thesis, the suggested format should contain, author, the title of thesis, where thesis was submitted or awarded, year.

A few examples of formats of references are given below and the student should be consistent in following the style.

Journals

- H.E. Exner, “Physical and Chemical Nature of Cemented Carbides,” International Metals Review, 1979, v. 24, pp. 149-173.
- G.E. Spriggs, “The Importance of Atmosphere Control in Hard Metal Production,” Powder Metallurgy, 1970, v. 13, n. 26, pp. 369-393.

Conference Proceedings

- H.F. Fischmeister, “Development and Present Status of the Science and Technology of Hard Materials,” Science of Hard Materials, R.K. Viswanadham, D.J. Rowcliffe, and J. Gurland (eds.), Plenum Press, New York, NY, USA, 1982,

pp. 1-45.

- W.H. Baek, M.H. Hong, S. Lee, and D.T. Chung, "A Study on the Shear Localization Behavior of Tungsten Heavy Alloy," Tungsten and Refractory Metals 2, A. Bose and R.J. Dowding (eds.), Metal Powder Industries Federation, Princeton, NJ, USA, 1995, pp. 463-471.

Books

- R.M. German, Powder Injection Molding, Metal Powder Industries Federation, Princeton, NJ, USA, 1990.

Thesis

- J.L. Johnson, "Densification, Microstructural Evolution, and Thermal Properties of Liquid Phase Sintered Composites," Ph.D. Thesis, The Pennsylvania State University, University Park, PA, USA, 1994.

Technical Reports

- E.G. Zukas, P.S.Z. Rogers, and R.S. Rogers, "Experimental Evidence for Spheroid Growth Mechanisms in the Liquid Phase Sintered Tungsten Based Composites," Informal Report: Los Alamos Scientific laboratory, USA, 1976, pp. 1-35.

Patents

- V. Oenning and I. S. R. Clark, U. S. Patent No. 4988386, 1991.

Journals in Non-English Language

- L. Weihong and T. Xiuren, "Tungsten Matrix in Cu-W Contact Materials by Impregnation Process," Powder Metallurgy Technology, 1988, v. 6, n. 8, pp. 1-4. (in Chinese)

2.6. Preparation of Figures and Tables

Figures and tables can be a powerful instrument to support your explanations and make them easier to understand for the reader. Think about whether the figure or table you have in mind serves this purpose. Otherwise, leave it out.

When using figures and tables, you have to take into account that clarity suffers if too much information is included in the figure or table. Moreover, you should not

add irrelevant figures or tables trying to fill blank pages or impress the reader.

For the arrangement of figures and tables in the overall work, we recommend the following: Individual figures and / or tables can be included in the main text, as far as their size allows it. Figures and tables that are too large should be put into an appendix. However, the appendix should not serve as a place where you put material that is not needed. You should not circumvent the decision as to whether a table or figure belongs to your thesis by putting it in the appendix.

All figures and tables used need to be numbered consecutively, e.g. Figure 1, Figure 2, Table 1, and provided with a title that indicates the content of the respective figure or table. The number and title are placed directly above the figure or table. If a figure or table from another author is used, a reference needs to be given in a footnote. If you put figures and tables in an appendix, number them consecutively starting with a prefix A in front of the number, e.g. Figure A1, Figure A2, etc.

The title of the figure must be written below the figure, however the title of the table must be written above the table.

If figures and tables are used within the thesis, a “List of figures” and a “List of tables”, which contain the numbers and headings of the figures and tables, respectively, need to be included directly after the “Table of contents”.

2.7. Thesis presentation

The Thesis must be hard covered and golden color paint is used to write the essential information. This includes all data from the title pages (English and Arabic) on the front of the cover. The side of the thesis must have the university, faculty and department names, also student name, thesis title and year of thesis submission.

3. Templates for the Faculty of Engineering at Shoubra

Include the following Forms and Templates within your thesis



Choose an item.

[Title]

A Thesis submitted in partial fulfillment of the requirements of the degree of

Choose an item. in Choose an item.

(Choose an item.)

by

Student name

Choose an item. in Choose an item.

(Choose an item.)

Faculty of Engineering, University, year

Supervised By

Prof.

Prof.

Dr.

(2024)



كلية الهندسة بشبرا

FACULTY OF ENGINEERING- SHOUBRA

Choose an item.

[Title]

by

Student name

Choose an item. in Choose an item.

(Choose an item.)

Faculty of Engineering, University, year

Examiners' Committee

Name and Affiliation

Prof.

Choose an item., University

Prof.

Choose an item., University

Dr.

Choose an item., University

Signature

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Statement

This thesis is submitted as a partial fulfillment of Choose an item. in Choose an item.
Engineering, Faculty of Engineering-Shoubra, Benha University.

The author carried out the work included in this thesis, and no part of it has been submitted for a degree or a qualification at any other scientific entity.

Student name

Signature

.....

Researcher Data

Name :

Date of birth :

Place of birth :

Last academic degree :

Field of specialization :

University issued the degree :

Date of issued degree :

Current job :

Abstract

The abstract is a very brief summary of your thesis. It should present all the major elements of your work. The abstract basically includes information regarding your research problem, the methods and procedures you used, your results and interpretations and conclusions. You should number your abstract page(s) using lowercase Roman numerals as the other preliminary pages. The length of the abstract must be between 350- 450 words. Do not include citations, references, graphics, tables, diagrams, and the like in your abstract. The left margin of your abstract should be 4 cm wide; the top, the right and bottom margins should be 2.5 cm wide. Use double line spacing (1.5 line spacing is acceptable). The first line of each paragraph should be indented one tab-stop (1.27 cm). The title must be centered, boldface, 16-pt Times New Roman. The abstract text should not have any underlining, boldface or italics.

Keywords: Include three to five keywords after your abstract.

Acknowledgment

This optional section is for you to thank those who have helped, supported or encouraged you while writing your thesis. You may first express professional acknowledgments and, if any, you may also express personal acknowledgments afterwards.

Date:

Table of Contents

Include all major titles and page numbers

List of Figures

No table of figures entries found.

List of Tables

No table of figures entries found.

List of Abbreviations

List of Symbols

شكر

الملخص باللغة العربية

كلمات المفتاح:

تعريف بمقدم الرسالة

..... :	الاسم
..... :	تاريخ الميلاد
..... :	محل الميلاد
..... :	آخر درجة جامعية
..... :	الجهة المانحة
..... :	تاريخ المنح
..... :	الوظيفه الحالية



كلية الهندسة بشبرا

FACULTY OF ENGINEERING- SHOUBRA

قسم. Choose an item.

رسالة الماجستير:

..... اسم الطالب :

..... عنوان الرسالة :

اسم الدرجة : Choose an item.

لجنة الاشراف:

أ.د./.....

أ.د./.....

د./.....

...../...../..... تاريخ البحث :

الدراسات العليا:

...../...../..... اجيزت الرسالة بتاريخ : ختم الإجازة:

...../...../..... موافقة مجلس الكلية :

...../...../..... موافقة مجلس الجامعة :

(السنة الميلادية)

الموافقة على المنح

كلية الهندسة بشبرا

قسم. Choose an item.

عنوان الرسالة

إعداد

ضع اسم الطالب هنا

لجنة الحكم

التوقيع

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..... أ.د./

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Choose an item. قسم

ضع عنوان الرسالة

رسالة مقدمة للحصول على درجة. Choose an item.

Choose an item. فى

(Choose an item.)

اعداد

ضع اسم الطالب هنا

Choose an item. حاصل على

Choose an item. فى

(Choose an item.)

كلية الهندسة, جامعة , سنة

المشرفون

أ.د./

أ.د./

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