



Presentation of Theses/Dissertations at the University of Kurdistan Hewlêr

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Introduction

This guidance is intended for students at the University of Kurdistan Hewlêr on the production of a thesis/dissertation for all levels of degree across the whole of the University.

It is your responsibility to follow the specifications laid out in this document when preparing your thesis/dissertation. If you are seeking help with either the preparation, or the binding of your thesis, you should ensure that those helping you are aware of the requirements. Further information on thesis templates; copyright; restricting access; and the Institutional Repository is available via the University Library website.

You are strongly advised not to submit your thesis/dissertation for examination until your main supervisor, or any other members of the supervisory team as appropriate, has had an opportunity to comment on the separate chapters and on the work as a whole. However, your supervisor(s)' comments and agreement that your thesis is suitable for submission do not have any bearing on the outcome of your examination.

The following are the provisions governing the submission and format of a thesis. These provisions apply to all candidates.

Format of the Thesis/Dissertation

1. Language

- a. The Thesis must be written in English unless the Postgraduate Studies Committee has given special permission for another language to be used. If permission is granted, you will be expected to provide the accompanying abstract in English.
- b. You should use gender neutral language, unless the nature of your research requires the use of gender specific language
- c. The citation and referencing style to be used is as defined by the individual school or department

2. Length of Thesis/Dissertation

- a. For a PhD Degree the thesis should not normally be less than 150 pages or more than 200 pages (40,000 to 54,000 words) when bound with its endpapers.
- b. For an MA/MSc the length should not normally be less than 70 pages or more than 120 pages (18,000 to 32,000 words) not including endpapers.

If there are sound academic grounds and the request is made sufficiently early, then permission for submission of a longer thesis may be granted by the Postgraduate Studies Committee for the degree levels listed above.

- c. For a BA/BSc (undergraduate) degree the length should not normally be less than 35 pages or more than 50 pages (10,000 to 18,000 words) not including endpapers.

3. Paper Size and Typographical Detail

a. *Methods of Production*

Theses must be presented in a permanent and legible form in typescript.

Typing should be of even quality, with clear black characters.

Drawings should normally be black ink for clarity

Copies produced by xerographic or comparably permanent processes are acceptable.

b. *Paper*

International A4 size paper must be used.

Paper must be of good quality and of sufficient opacity for normal reading (of weight 80 gsm to 100 gsm).

May be printed on one side or both sides of the paper (optional according to the requirement of the item and the clarity required of printing (B&W or colour) which may relate to subject matter). However, the front pages, that is everything up to the main body of the text (the Introduction), to

be single sided.

c. Margins

Margins at the binding (left-hand/gutter) edge must be 3.0 cm.

Other margins 2.5 cm.

Footer of 1.25 cm – to be used for pagination only. No headers or footers to be used as such.

d. Line spacing

The page format should be single column with one and a half (1.5) spacing used between the lines.

Single line spacing should be used for – Notes (remarks); Table text and titles; Figure text and titles; and indented quotations

Sentences should be separated by two spaces.

Single line spaces between paragraphs, with no indentation, is already set on the template style sheets

e. Font and Font Size

The font to be used is Arial and the recommended text font-size is 12 point.

Chapter headings should be Arial, bold, 16 point and written in title case.

Sections headings within chapters should be Arial, bold, 14 point and written in title case.

Sub-sections within sections should be Arial, bold, 12 point and written in title case.

f. Pagination

Starting from the first (title) page, the front pages are to have capital Roman numbers, without actually numbering the Title page, e.g. (Title page) blank, II, III, IV, V, VI, etc.

The body of the text to have Arabic numbers, numbered consecutively through the thesis/dissertation, starting at the first page of the Introduction.

End papers, references, appendices, indexes, etc. to be numbered with both the relevant letter and number in sequence, e.g. a 4-page glossary followed by a 1-page appendix would be - G1, G2, G3, G4, A1 and so on. Where -

Appendices = A

Bibliography = B

Glossary = G

Indexes = I

Published Papers = P

References = R

Page numbers shall be located centrally at the bottom of the page, approximately 1 cm above the edge.

g. Order of Documentation

Please note that the following is the order to be followed, however that not all sections are, or should be, included in every thesis/dissertation. Those that are included must follow the order laid out below –

Title page

Declaration

Supervisor's certificate

Examination Committee certification

Dedication

Acknowledgement

Abstract

Tables of contents (and how to arrange it)

List of illustrations

List of tables

List of figures

List of abbreviations

List of symbols

The Chapters – (please see Sections 5 for more information on these)

-- Introduction

-- Literature review

-- Theoretical approach

-- Experimental work

-- Results and discussion

-- Conclusions and recommendations

References
Glossary – particularly technical vocabulary
Appendices
Published papers
Bibliography
Index
Abstract in Arabic (unnumbered)
Abstract in Kurdish (unnumbered)

4. Preliminaries

a. Title Page

The Title page must give the following information in the order listed:

The full title of the thesis and the sub-title if any.

The full name of the author followed by any previous qualifications and distinctions and the Student ID Number

The qualification for which the thesis is submitted.

The Department in which the research was conducted.

The School in which the research was conducted.

The name of the institution to which the thesis is submitted.

The month and year of submission.

The place of submission, city and region

❖ Please see examples 4 a 1 - Title page example and 4 a 2 – Title page style sheet

b. Declaration

This form appears in a separate page directly after the title page and bound into every copy of the thesis/dissertation. It should be page 'II' therefor in the overall sequence.

Please note that Registry will be unable to accept your thesis if the form is not bound into each submitted copy.

❖ Please see example 4 b – Declaration format

c. Supervisor's Certificate

This page should immediately follow the student's declaration, be on a separate page and therefore be page 'III' in the overall sequence

❖ Please see example 4 c – Supervisor's Certificate

d. Examination Committee Certificate

This page should follow the Supervisor's certificate and be on a separate page, this will therefore be page 'IV' in the preliminary sequence of pages

❖ Please see sample 4 d – Examining Committee Certificate

e. Dedication

If a dedication is included, then it should be immediately after the certificates pages.

The page should be on a separate page

The Title (Dedication) should be in Arial font, 16 point, bold but not in capitals.

The dedication itself should be in Arial font, 12 point and 1½ line spaced.

f. Acknowledgement

If an acknowledgement is included it should be on a separate page and follow any dedication, but comes before the abstract.

The Title (Acknowledgement) should be in Arial font, 16 point, bold but not in capitals.

The acknowledgement itself should be in Arial font, 12 point and 1½ line spaced.

g. Abstract

The thesis/dissertation should contain an abstract, preferably not exceeding a single side of A4 and contain no citations or referencing, bound in the front page's sequence. The abstract should appear on its own, on a single page. The format should be the same as that of the main text.

The abstract should provide a synopsis of the thesis and shall state clearly the nature and scope of the research undertaken and of the contribution made to the knowledge of the

subject treated. There should be a brief statement of the method of investigation where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached. The abstract must follow the Title Page Author recommended Key words, to follow the Abstract on the same page

At the end of each copy of the thesis/dissertations an abstract in Arabic and in Kurdish will be included on unnumbered pages. These translations should be checked by qualified in-house staff to ensure that they are correct.

h. Table of Contents

The table of contents should follow immediately after the Abstract. It must list in sequence, with page numbers, all relevant subdivisions of the thesis, including: the titles of chapters, sections and subsections, as appropriate; the list of references; any appendices; the bibliography (if any); the index (if any); and any other functional parts of the whole thesis.

i. Lists of Tables and Figures, etc.

This should follow the table of contents and be in the order listed above under 3.g Illustrations, Tables, Figures, Abbreviations and Symbols.

Items in lists for Illustrations, Tables or Figures should be in the order in which they occur in the text.

Items in the list of Abbreviations and Symbols should be in alphabetical order.

All other listings should form part of the endpapers.

5. Chapters/Text

a. Introduction

Chapter 1 of the thesis/dissertation must be an Introduction, and labelled so. It should define the relation of the thesis/dissertation to other work in the same field and refer appropriately to any findings, propositions or new discoveries contained in this thesis/dissertation and to any important points about sources or treatment

b. Chapters and Sections

Theses should be divided as appropriate into chapters, sections and subsections, see exemplar list provided above under 3g.

Although the content of the chapters should encompass the matter as defined by section 3g above, the actual working of the heading may vary accordingly to subject requirement

The system of headings must be consistent and should provide a clear indication of changes in content, emphasis and other features that occur at each stage of the work.

c. Headings

As per section 3e above -

Chapter headings should be Arial, bold, 16 point and written in title case.

Sections headings within chapters should be Arial, bold, 14 point and written in title case.

Sub-sections within sections should be Arial, bold, 12 point and written in title case

All headings should be on separate lines from the text.

Each chapter must begin on a new page and the heading should be preceded by the word Chapter and the appropriate number.

d. Chapter, Section and Subsection Numbering

Arabic numerals should be used in the format 1, 2 etc. (for chapters), 1.1, 1.2, 1.3 etc. for sections and 1.1.1, 1.1.2, 1.1.3, etc. for subsections.

There should be no further subdivision.

e. Headers and Footers

Headers are not to be used at all

Footers must be used only for pagination (see 3c above).

6. Tables, Figures and Equations

a. Tables and Figures

Tables, figures etc. shall be numbered within individual chapters e.g. in Chapter 1 – Table 1.1, in Chapter 3 - Figure 3.1, etc. but not within sections or subsections.

Within the text tables should be referred to as table 1.1, figure 3.1 etc.

For figures the captions are numbered and placed, centred under (at the bottom) of the figure, in Arial font 10.

For tables the captions are numbered and placed, centred over (at the top) of the table, in Arial font 10.

The top of any illustration (table or figure, etc.) that is bound sideways must be to the left of the page (the binding side).

b. Equations

Equations should be written and not 'copied and pasted'

Equations are placed on separate lines from the text and should be numbered whether or not they are referred to in the text.

Equations shall be numbered within individual chapters e.g.

$$e = mc^2 \dots\dots\dots 3.1$$

Within the text equations should be referred to as equation 3.1

c. Use of Colour

Colour may be used in diagrams and figures. However, it is recommended that such use be kept to a minimum, being reserved for situations where it is essential for clarity, and following one colour palate only.

The use of colour must be the same in all presentation copies of the thesis/dissertation.

7. Maps, Illustrations, Computer Printouts, Recordings, etc.

a. Binding

Whenever practicable diagrams, maps, illustrations, computer printouts, published papers and tables should have a binding margin of at least 3 cm and should, if possible, be bound into the thesis/dissertation near the appropriate text.

b. Photographic Prints

Photographic prints should be permanently mounted on cartridge paper for binding and should be securely fixed in the thesis/dissertation.

c. Other Illustrative Material

Other material that cannot conveniently be bound into the text such as, maps, slides, computer, sound or video-discs or files, should be packaged in such a way that it can be bound with the thesis/dissertation.

If the amount of such material is substantial then it should be gathered into a supplementary volume and packaged in a rigid container similar in format to the bound thesis/dissertation.

d. Packaging of Unbound Material

If material that cannot conveniently be submitted in bound form constitutes the whole of a thesis/dissertation, then it should be packaged appropriately (see 7c and 9) and labelled and titled as required by sections 9 and 10c.

e. Marking Unbound Material

Each item of unbound material, and its packaging must be marked with the author's name, initials and qualification for which the work is submitted in such a way that it can readily be linked with the thesis/dissertation (see 7d above)

Any materials should contain appropriate instructions for use as required.

f. Guards

Guards (protective coverings) for plates, diagrams and other inserted material should be provided where necessary.

8. End pages

a. References

A list of references should appear at the end of the thesis/dissertation.

Each listed reference should enable the reader to identify the work cited and to locate the

specific passage referred to.

The reference style used is defined by the individual school or department, please check with your supervisor.

Page numbering will be in accordance to section 3f above, e.g. twelve pages of references shall be numbered R1, R2, R3 and so on up to R12

b. Glossary

An alphabetical list of technical terms or vocabulary used, citing their meaning as used within the dissertation /thesis

Page numbering will be in accordance to section 3f above, e.g. a two paged glossary shall be numbered G1 and G2.

c. Appendices.

Appendices, labelled Appendix 1, Appendix 2, etc., should be treated as additional chapters and should normally follow the main text.

Appendices may consist of supporting material of considerable length or of lists, documents, commentaries, tables or other evidence that if included in the main text, would interrupt its flow.

The style of appendices must be consistent with the style of the main text.

Long appendices may be divided into sections, labelled as Appendix 1.1 etc., with corresponding subsection numbering, which must be entered in the table of contents.

Page numbering will be in accordance to section 3f above, e.g. four pages of appendices shall be numbered A1, A2, A3 and A4

d. Published Papers

If publications of the author are to be bound into the thesis/dissertation then they should appear after the Appendices and before the list of references, as if they were additional Appendices, and so-cited in the Contents list.

A list of previously published papers however, if required, should be included as an appendix Page numbering will be in accordance to section 3f above, e.g. a single two-page paper shall be numbered P1 and P2, three papers of 5, 13, and 7 pages respectively will be number from P1, P2, P3, etc. through to P25 (as $5+13+7=25$)

e. Bibliography

If a bibliography is supplied it should be arranged in a logical order, for example alphabetically by authors in broad subject classes.

The reference style used is defined by the individual school or department, please check with your supervisor.

Page numbering will be in accordance to section 3f above, e.g. a ten-paged bibliography shall be numbered B1, B2, B3 and so on up to B10

f. Index

Indexing, where provided, should be in alphabetical order and the page numbering will be in accordance to section 3f above, e.g. three pages of indexing shall be numbered I1, I2, and I3

g. Abstracts in Arabic and Kurdish

As already specified at the end of 4g above, at the end of each copy of the thesis/dissertations an abstract in Arabic and in Kurdish will be included on unnumbered pages.

These translations should be checked by qualified in-house staff to ensure that they are correct.

9. Additional Material

In addition to the bound copies of the thesis/dissertation, students may submit an electronic copy of additional materials in support of, but not integral to, the examination of the thesis/dissertation. Such materials might be survey data, natural language corpora,

experimental data, electronic prototypes, source code, visualisations or additional multimedia data.

Such submission should be on CD/DVD, readable on the Microsoft Operating System, labelled with the title of the thesis/dissertation, student name, School and University, and date of submission. Documents or text included in additional materials should be in Portable Document Format (.pdf).

The additional material will be passed to the examiners, but they will not be obliged to use it in the examining process

An electronic copy of the thesis should be included, but it should be noted that this submission is additional to, and does not replace, the submission of paper-based, bound copies of the thesis/dissertation.

10. Binding

a. **Covering**

The thesis shall be bound within boards in buckram, or other similar material. The binding colours used should be black for PhD; Red for MA/MSc; and blue for BA/BSc.

The binding shall be of a fixed kind in which leaves are permanently secured. The boards shall have sufficient rigidity to support the weight of the work when standing upon a shelf.

b. **Spine**

The spine of the work shall be lettered in gold in Arial, 18 point emboldened type to show -

The title of the degree (MSc, PhD, etc.) on the head of the spine – across the width of the spine.

The candidate's name (initials followed by surname) reading from the top to the bottom of the spine – centrally along the length of the spine.

The year of submission at the foot of the spine – across the width of the spine.

When on a library shelf, the degree title should read horizontally at the top of the spine, the Volume number (if appropriate) and the year of submission should read horizontally at the bottom of the spine and the name should read vertically from the top of the spine to the bottom and be placed centrally on the spine.

c. **Front Cover**

The title and subtitle of the thesis/dissertation and the candidate's name appears on the front cover, along with the university logo, name and city as well as the degree and date of submission.

The lettering must be in gold and of Arial font, sizing as per the style and examples sheets

❖ Please see examples 12 c 1 - Cover example and 12 c 2 – Cover style sheet

Submission of Thesis/Dissertation

1. **Submission Prior to Grading and Examination** (*temporary bound*)

At least six weeks prior to any oral examination that may have been arranged, and **after the appointment of the examiners have been approved**, the following should be submitted to the Registry:

Three bound copies of the Thesis/Dissertation conforming to the approved format and bound using an adhesive method of binding (not spiral bound or any other methods where the pages are not permanently fixed).

It is recommended that at this stage the thesis/dissertation be presented in a temporary binding, while still conforming to the presentation standards set out above see Section 10.

However, candidates should be aware that following the Examiners' approval, three presentation copies, conforming to the format in Section 10 above, must be provided, even if the examiners do not specify any amendments to a thesis submitted in temporary binding.

Please note that Registry will be unable to accept your thesis if the correct method of binding has not been used.

2. Submission of Presentation (final bound) Copies

On successful completion of the grading and/or examination it is the student's responsibility to ensure that the correct binding format is used for the Presentation Thesis/Dissertation (see section 12 below) Particular care should be used in stipulating the size of print and the spine lettering.

Please note that if the binding requirements are not accurately carried out, then the thesis will be returned to be re-bound and the candidate will not be eligible to graduate until the work has been completed.

A candidate shall normally be required to submit five copies of the presentation (final bound) thesis/dissertation and an electronic copy (CD- ROM), all of which become the property of the University.

Electronic copies of the thesis should be submitted in pdf format within a suitable jewel case or sleeve, appropriately labelled.

Both the presentation (final bound) and electronic versions of the thesis, once prepared in accordance with the correct format as set out herein, should be shown to the Internal Examiner, signed as per the requirement and submitted to the Registry.

The theses/dissertation should reach the Registry as soon as possible, but no later than, 2 weeks from the date of the final submission of amended/correct version of the dissertation/thesis is submitted and at least four weeks before the graduation for the conferment of degrees.

3. Extra Copies

A candidate who requires extra copies of the thesis for any purpose other than that specified above must prepare these in addition to those copies required by the University. In such circumstances, the candidate is advised to wait until after the examination is completed and the final version of the content is approved.

Examples

These examples are referred to in the text above. Actual working copies of the relevant forms are available from the Departmental ASU Offices.

<i>Example List</i>	<i>Page Nos.</i>
i. 12c1 – Example of a Cover	10
ii. 12c2 – Cover style sheet	11
iii. 4a1 – Example of a Title page	12
iv. 4a2 – Title page style sheet	13
v. 4b – Declaration format and wording	14
vi. 4c – Supervisor's Certificate format	15
vii. 4d – Examining Committee Certification format	16



**Social Expressions of Public and Private:
Kurdish Understandings of the Oil and Gas Industry**

By

Peter Minutes

University of Kurdistan Hewlêr
Erbil, Kurdistan

MSc

June 2018



Title and Subtitle, if Applicable:
To be in Arial Font, 18 point, Emboldened Title Case

By
Author's Name 16 point, Emboldened

University Name and City, Arial 13 point
Erbil, Kurdistan

Degree and Date both Arial 13 point
Month Year

The Paragraphing for this to be 'Centre' and 'Body Text', with Spacing setting of 'Multiple' line set at '1.08' having '8 pts' After



Social Expressions of Public and Private: Kurdish Understandings of the Oil and Gas Industry

By

Peter Minutes

BSc. in Management

Student Number: 00176295

A thesis submitted in partial fulfilment of the requirements for the degree of

Master of Science in Business Management

Department of Natural Resources and Engineering Management

School of Social Sciences

University of Kurdistan Hewlêr

MSc

June 2018

Erbil, Kurdistan



**Title and Subtitle, if Applicable:
To be in Arial Font, 18 point, Emboldened Title Case**

By

Author's Name 16 point, Emboldened

Current Degree and Department in 12 point

Student Number: in 12 point

A thesis submitted in partial fulfilment of the requirements... (12point Italic)

Degree of the Submission in 14point Title Case

Department of Submission in 13point Title Case

School of Submission in 13point Title Case

University Name in 13point Title Case

Degree of Submission Abbreviated in 13point

Month and Year of Submission in 13point

City, Region in 13point

The Paragraphing for this to be 'Centre' and 'Body Text', with Spacing setting of 'Multiple' line set at '1.08' having '8 pts' After

Declaration

I hereby declare that this dissertation/thesis entitled: “XXX“ is my own original work and hereby certify that unless stated, all work contained within this is my own independent research and has not been submitted for the award of any other degree at any institution, except where due acknowledgement is made in the text.

Signature

Name:

Date:

Supervisor’s Certificate

This dissertation/thesis has been written under my supervision and has been submitted for the award of the degree of ‘XXXX’ in ‘XXXXX’ with my approval as supervisor.

Signature

Name

Date

I confirm that all the requirements have been fulfilled.

Signature

Name

Head of Department of

Date

I confirm that all the requirements have been fulfilled.

Undergraduate/Postgraduate Office

Signature

Name

Dean of School of

Date

Examining Committee Certification

We certify that we have read this dissertation/thesis: 'XX Title of Submission XXX' and as a committee have examined the student 'XX Name XX' in its content and what is related to it. We approve that it meets the standards of a dissertation/thesis for the degree of 'XXXXXXXX' in 'XX subject XX'

Signature
Name: Dr. Full Name
Member
Date

Signature
Name: Professor Full Name
Member
Date

Signature
Name: Assistant Professor Full Name
Supervisor
Date

Signature
Name: Professor Dr. Full Name
Chairman
Date

Signature
Name
Dean of the School of
Date

References

Please note this does not include previous in-house publications or guidance

British Standards Institution, (1990) **BS4821: recommendations for the presentation of theses**. London: BSI

International Organization for Standardization, (1986) **ISO 7144: documentation – presentation of theses and similar documents**. Geneva, Switzerland

University of Glasgow, (No date) **Presentation of thesis** [online] Available from https://www.gla.ac.uk/media/media_115815_en.pdf [Accessed 17th May 2018]

University of Warwick, (No date) **Dissertation presentation** [online] Available from <https://warwick.ac.uk/fac/sci/wmg/globalcontent/general/project/dissertation/presentation/> [Accessed 17th May2018]

University of Warwick, (No date) **Dissertation structure** [online] Available from <https://warwick.ac.uk/fac/sci/wmg/globalcontent/general/project/dissertation/structure/> [Accessed 17th May2018]