

Master's and PhD Research Thesis Delivery Guidelines



بيت الحكيم

Executive Rules for the Project or Thesis

The format of the thesis or project, printing instructions, wrapping instructions, and presentation instructions are all included in this part.

First: The Thesis' Organization

Structure the thesis from beginning to end is the practical approach. It is organized as follows:

Title Page

The title should be concise and describe what the thesis includes. It should be written with one space between the lines.

- The title is written like an inverted pyramid if it is a large title.
- Write the Kingdom of Saudi Arabia, the Ministry of Education, the University of Hafr Al-Batin, the college, and the department at the top of the page on the right side. The university logo should be placed at the top of the page on the left side.
- The thesis's title should be written in the page's center.
- In a thesis presented in order to fulfill the requirements for receiving a degree (Master's or PhD), he states both the broad specialty and the specific specialization.
- The supervisor's name, academic title, the college where he works, the university, and, if applicable, the assistant supervisor.
- The student's name and university number (as formally registered at the university).
- The Gregorian and Hijri calendars, as well as the academic year.

2- The Basmala Page or the Quranic Verses

It is printed in a large, unique typeface that was copied from the digitized Quran, along with the name of the verse, the number of the verse, and the name of the surah.

3- The report page, the discussion committee's findings, and the members' signatures.

4- A page of Gratitude and Acknowledgement

If it doesn't go over one page, the researcher acknowledges the oversight board, the institution where the study was carried out, as well as everyone who helped and gave him resources, including institutions and private persons.

(5) Table of contents

It is written on one or more pages depending on the subject (chapters of the dissertation - main headings - sub-headings, noting that there is no standard number of chapters, but rather it varies depending on specialization or subject of thesis and research methodology), provided that the main headings are written in bold, and there must be a match between the contents of the index and the topics in the body of the thesis and the pages in which it was mentioned

6- A list of the tables' indexes

7-List of figures and charts.

8- Fihrist (verses and hadiths)

Each index should be placed on a new page if they are discovered in great numbers.

9- Abstract in Arabic

Write the phrase "extract" in the center of the page. The abstract should be no more than one page and no more than 350 words, with the title of the thesis and the researcher's name written at the top. The research's significance, aims, study population and sample, research instruments

and data processing techniques, as well as a description of the key discoveries, suggestions, and recommendations, are all included in the abstract.

Accuracy and impartiality in conveying and structuring ideas should define the abstract.

10- Abstract in English Abstract

Similar to how the Arabic abstract is written.

11- The Research Body (search chapters)

12-References

13- Appendices.

14- Research Summary in Arabic

It includes all of the study chapters and is an expanded version of the Arabic abstract.

15- Research Summary in English Language

The chapters of the research are all included in this updated version of the English abstract.

16- English Cover Page

Additionally, it appears on the first page from the left because it is written on the thesis' last page. The title is identical to the title in Arabic, as is the layout of the page.

Second: The Thesis's Printing Instructions

It is the researcher's obligation to write, arrange, and edit the thesis. Following these guidelines is required when writing the thesis:

a. Writing Methods and Paper Quality:

The thesis is printed on one side after being typed on a computer using a Word processor.

- It's printed on white A4 paper.

- When writing an Arabic thesis, allow a margin of 4 cm on the right side and 2 cm on the left.
- When writing an English-language thesis, leave a margin of 2 cm at the top and bottom of the page and vice versa.
- The introductory pages are numbered in alphabetical sequence (in the case of the Arabic thesis, a, b, c, and d...), given that the numbering begins with the research's introduction page.
- At the bottom of the page, either in the center or a corner, is where the number or symbol is located.

The thesis' title page, pages with headlines in the center, and pages that start a new chapter or chapter are the only pages where numbers are included, though they are tallied in order in all other instances.

B- Arabic writing spaces: The following Arabic writing spaces are in accordance with the thesis format: - One regular space is used in writing the body of research and margins in general, and the abstract is written with one space between lines as well.

- There should be a gap after each citation and one between them and the margins.
- References and the reference that comes before them are separated by a single regular space.

Every header and subtitle uses a black font.

- The chapter title should be put in a big, black font with a 6- to 12-point gap between it and the start of the material.

There are six points (6 points) separating the text from the subtitle.

- It is important to consider the gradation in title size and coordination so that the investigations and chapter titles are on the same level.

C. Spaces are used while Writing in English.

The body of the study is written with a half-space between each line.

- One space should separate each line as you write the abstract.
- A gap and a half between the lines and four spaces from the margin are used for quotation marks.
- When copying references, maintain the same distance and leave an inch and a half between each reference and the next.
- Black font is used for all headings and subheadings. The chapter title should be written in huge black type or in naskh script, as long as there is a 3 cm space between it and the beginning of the text.

d. The Font sSize and Type of the Text

- The Arabic research's text consists of eighteen lines in traditional Arabic.
- Margin text is in (14), and headings are (20–25) black.
- While headlines are in font (16-20) in black, the body content is written in Times New Roman font (14) in English.
- Research must conform to language arts and writing conventions, and paragraphs must be prepared with consideration for their sources and punctuation.

Third - Binding the Thesis

The thesis is well bound, and a robust typeface is used on the cover. Regarding the color of the container, the university's emblem was utilized. For master's theses, the hue is pale beige, whereas doctoral theses are in vivid red (recursive).

- As stated on the title page, the data are printed on the cover in beige for doctoral theses and brilliant red (recursive) color for master's theses.

- The researcher's name, the type of thesis (Master's or PhD), the year in both Hijri and Gregorian dates, the institution's logo, and the name of the university must all be printed on the heels.

Fourth - Presentation of the Thesis

The researcher presents five paper copies bound in distinctive artistic binding and three copies on a CD after debating, approving, and making any necessary changes to the dissertation.

Bound Paper Copies

A copy for the Deanship of Postgraduate Studies.

- Two copies for the Central Library of the university (Deanship of Library Affairs).
- A copy for the Department.

CD copies

- Two copies for the Deanship of Postgraduate Studies.

A copy for the Central Library of the university (Deanship of Library Affairs).

According to what follows:

- There are two files on the drive, the first of which is a PDF file and contains the entire thesis.
- The second file is a summary in Word format that is both Arabic and English.
- It is required that the first page of two files be the cover thesis.
- The surface of the CD should be printed with the researcher's name, college, and department.
- The name of the researcher is on the thesis file.
- Before saving it in (PDF) format, make sure the thesis is clear of spelling and grammar mistakes.
- Make sure the formatting of the pages is flawless before converting the file to (PDF) format. This might happen if the file is transferred from one device to another.

Model Illustrating the Cover Shape's Structure

Kingdom of Saudi Arabia	
Ministry of Higher Education (Font 14)	
The research's title (font 18) is shaped like an upside-down triangle.	
Research project.... (font 14)	
Student name and university number (16th font.)	
Supervisor's name and specialty (16 font)	
Semester and Academic Year (font 14)	

The university's logo is shown

The space between the search title and the logo [input four times in 12 font]

The efficiency of a program based on video games to improve young children's cognitive abilities

This information is written with the
writing in the middle and in five
rows. [font14]

Kingdom of Saudi Arabia

Ministry of Education

University of Hafr Al-Batin

Faculty of Education

Kindergarten department

Title should be written in [15 black font]

The space after the title [Twice enter; total of 18 lines]

A research project was submitted in order to fulfill the criteria for a master's degree in the program for educational leadership.

Measure [font 14] and then write the plan's definition

the space between the plan's definition and what follows it [Twice enter, 14 lines]

The student's preparation the student's preparation is written in the size [font 14]

Heba Bint Muhammad Abdullah The student's name is written in size [16 black font].

424111111The student's name is written in size [14 black font].

The space beyond the numeral but before [Twice enter, in 18 lines]

The Supervision The supervision is written in size [14 black font].

Dr. Mohammed bin Abdullah Mohammed The supervisor's name is written in size [14 black font].

Professor - Kindergarten Department The supervisor's definition is written in size [font. 14]

the space between the supervisor's definition and what follows it [Twice enter, 14 lines]

Third Semester 144 The date is written in size [14 black font].



Kingdom of Saudi Arabia

Ministry of education

Hafr Al-Batin University

Faculty of Education

Department

The success of a program using video games to help young children improve their cognitive abilities

A research project was submitted in order to fulfill the criteria for the Master of Education in Educational Leadership degree.

Heba bint Mohammed Abdullah's 425111111 student preparation

Professor Dr. Mohammed bin Abdullah Mohammed, Department of Planning, Department of Education, and Department of Psychology

Second Semester of the year 200 AD, or 1442 AH