

# Thesis Policies and Guidelines

MICAD

2010



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# Chapter 1

## Introduction

The last part of the MICAD Master Program is dedicated to thesis writing, submitting and presentation. This represents an individual academic effort and expresses the overall achievements of every student. Writing a thesis is a relevant academic experience and achievement, therefore this has to be taken into consideration.

The issues discussed in this booklet include topics that came to our attention during previous years. These topics are considered vital and a student should follow the instructions set in this booklet in order to successfully present his/her thesis.

This document intends to answer questions that students may have about the different steps in drafting and submitting the MICAD Masters Thesis. The document covers all steps starting from writing and submitting the proposal, selecting a supervisor, writing the thesis, evaluation and assessment. An important issue that is also discussed and is to be seriously considered by all students is the ethical issues of research. A part of this booklet is dedicated to this important issue.

The student goes through different stages in drafting his/her thesis. The whole process starts with drafting a proposal in accordance with the guidelines described in the thesis proposal chapter page 11. The student will then submit the proposal to the MICAD office for review and approval. There is a probability that the Scientific Committee (SC) of the program returns to the student with some changes that are to be incorporated in the proposal. The student should rethink his/her research proposal and submit a final one that tackles all of the relevant issues as per the advice and suggestions of the SC members.

Along with the thesis proposal approval goes the issue of assigning a supervisor. It is usually preferable that the student discusses his/her area of interest with some faculty members teaching for MICAD to find an appropriate supervisor for the kind of research the student will work on. In case a student fails to identify an appropriate supervisor, the SC will help in finding an appropriate and interested supervisor. The guidelines for supervisor selection, as well as his/her role in the process, are outlined in chapter 3 on page 15.

After approval is granted, it will become the student's responsibility to start working on writing his/her thesis. It is also the responsibility of the student to follow up with his/her supervisor. Writing the thesis should follow the guidelines set forth in chapter 4 on page 17.

Upon completion of the writing up stage, the student should submit the written version of his/her thesis to the MICAD office. This document is to be submitted in both a hard copy as well as a soft copy in word format. The MICAD staff will send the document to external examiners for assessment. Students should always abide to deadlines set by the MICAD administration in order to avoid delay and inconvenient pressure on examiners. In case submission is late, graduation might be delayed and even postponed to a year later. We encourage students to avoid this result by strictly following schedules.

A date will be set by MICAD administration for the presentation and discussion of the thesis. On that day, a student will present the thesis and is supposed to answer to questions of panel members. Within the week that follows the presentation, each student will receive in writing a list of needed

changes and corrections. This list is compiled from the various sources including the external examiners comments as well as those of the panel members. A time frame will be set for a final version, with all corrections and changes incorporated, submission. Failing to submit the corrected version on time means failing the requirements and could result in preventing the student from graduation.

A student is to be aware that if s/he cannot finish her/his thesis in the first year, s/he can accomplish that in the following year. A student is given only **ONE** opportunity to postpone submission of his/her thesis. Failing to finish the thesis the second year will **immediately result in dismissing the student from the program.**

In the last part of the booklet (Chapter (7) starting page 31), the user will find some forms that will be used during the process of writing up the thesis.

In looking for a topic of your interest, please review the table of contents on page 5.

In this document, the following sections are discussed:

- Policies regarding drafting and submission of the thesis proposal.
- Policies regarding selection of, role and duties of the supervisor.
- Policies regarding drafting the thesis.
- Policies regarding evaluation and assessment of the thesis.
- Policies regarding ethical issues.
- Forms used in the process.

In case a student finds that this booklet is missing an important topic, or that an issue is not tackled at a satisfactory level, the student should contact the MICAD administration. It is preferable that the communication be in writing in order for us to continue developing the document.

For more information on the research writing skills, a student can consult the following references:

1. Bryman, A. 2008. *Social Research Methods*. United States: Oxford University Press Inc. 3rd Ed.
2. Russell Bernard, H. 2006. *Research Methods in Anthropology*. Oxford: Altamira Press. 4th Ed.

Both of these references are available at the MICAD office.

## 1.1 Internship

A student who is not currently employed in one of the local or international NGOs, is not employed in a developmental agency or is unemployed while in the last semester of his studies, can volunteer to work on a project in one of the NGOs or developmental agencies operating in Palestine. The thesis the person writes will be based on the internship s/he has attended. The internship is to be organized by the MICAD administration and will be jointly monitored by both the MICAD administration and the organization where the student spends her/his internship duration. The director of the project that the student works on is the contact person who should supervise the work of the intern.



### **1.1.1 Description of Internship**

After having completed the lecture part of the program and acquired the relative credits, students will be given the option to participate in an internship with a local NGO, an international organization or a public administration office. Internships should be based in Palestine, and they should last about 16 weeks with a 25 hour weekly work load. The number of weeks and working hours may vary as long as the total amount of training reaches 400 hours.

A list of available internships will be provided by the School, and students will be able to select up to three choices, among which the final destination will be determined. Each student will be assigned a supervisor from the MICAD teaching staff and a tutor from the hosting organization. These figures will help him/her in developing a thesis project, which should be related to the experience of the internship.



# Chapter 2

## Thesis Proposal

In this chapter, we try to clarify the need and the format of a thesis proposal. A student should read this chapter carefully since it is important to write what the scientific committee is willing to evaluate and assess. Although a student can choose to format the thesis proposal in a different order, following are what we believe are key issues to be included in a thesis proposal.

It is expected that the thesis proposal to be well thought of, and to be written in about 1,500 words (close to 5 pages). Even if it looks a little short, we expect that a student is able to be concise in describing the work he/she intends to do.

### 2.1 The Purpose of the Thesis Proposal

The aims of a thesis proposal are to:

- Provide an incentive to the student to clearly define his/her research problems in addition to the methods he/she intends to use to solve them.
- Provide a clear description to the Scientific Committee (SC) of the specific research problem and research questions.
- Convince the SC that the research topic is both feasible and scientifically significant.
- Convince the SC that the student is well aware of the topic and well prepared to embark on this research.
- Convince the SC that the student is contributing something original and important in the field of development.
- Convince the SC that the research can be completed in the specified period of time.
- Convince the SC that the research topic is relevant to the MICAD program.
- Convince that SC that the researcher has considered all ethical issues involved.
- Provides an opportunity for the SC and the supervisor to suggest some changes, ideas and give some hints that are helpful in improving the research and its methodology.

A thesis proposal is to be written in the present or future tense. A thesis, on the other hand, is written in the past tens.

### 2.2 Elements of a Thesis Proposal

In general, a thesis proposal is expected to include the following sections:

### 2.2.1 Abstract

The abstract of the proposal is reviewed by the SC members who will evaluate the merit of the proposed research. Thus it should **summarize** the main elements of the research.

An abstract is typically one to two paragraphs in length and should be written after a student completes the rest of the proposal.

### 2.2.2 Introduction

The introduction is needed to capture the reader's interest in the topic. It could be considered an expanded version of the abstract, and should include:

- Background information;
- Discussion of the significance of the problem;
- Description of the data to be collected; and
- Description of the methods to be used in analysis.

### 2.2.3 Problem Statement

Formulating the research problem begins during the first steps of the research. A literature review might be needed to come up with some areas of interest. Many researchers look at an area where a previous researcher generated some interesting results, but never followed up. It could be an interesting area of research, which nobody else has fully explored.

In writing up a research problem, we suggest that the student asks some questions that might help him/her in evaluating the degree of success in gaining approval for his/her proposed thesis. Some of the questions that can be asked are:

- Will my research fill the gap in the field?
- Will my research add to the knowledge in the chosen area?
- Am I replicating a research that was done in other parts of the world?
- Will the research results have influence if implemented?
- Why is the problem I am looking at interesting?

**The main context of the research should remain the MIDDLE EAST, not necessarily Palestine.**

### 2.2.4 Research Questions

In this section, a student must list the questions that he/she intends to answer relevant to the problem identified in the previous section (2.2.3).

### 2.2.5 Background

This section could be used to attract the reader's attention by describing how the selected problem is significant in the society. A student might need to give some reasons thereof. Giving examples of how the problem is affecting the society is also a plus.

### **2.2.6 Purpose**

The student should clearly identify the purpose of the research study. The purpose could be to explore, to interpret, to understand a phenomena, to evaluate the effect of certain factors, to analyze relationships among factors ... etc.

### **2.2.7 Methodology**

In this section the student should describe the research methodologies he/she intends to use. It should be clear in this section why the student thinks that the selected methodologies are appropriate for this research.

### **2.2.8 Literature Review**

In this section, a student must locate and discuss some of the relevant literature and prior studies and/or theories that support or oppose his/her approach. This means that the proposed study should be put in context through the critical analysis of prior research in the field. It is always advisable to include a description of the methodologies used by other researchers.

### **2.2.9 Hypotheses**

A student can list in clear statements what he/she expects the results of the research to be. It is also advisable that this section clarifies the nature of the expected results not the methods of testing the hypotheses.

### **2.2.10 Definition of terms**

This section is needed in the proposal to remove any ambiguity in case certain terms are used in other sections of the proposal and are not clear enough to the reader.

### **2.2.11 Assumptions**

In case the researcher is assuming certain positions, values or views, it must be so stated in the proposal.

### **2.2.12 Scope and Limitations**

A student must describe any conceptual, methodological, geographical or time limitations imposed on this research.

## **2.3 Consult with a Potential Supervisor**

The above mentioned elements are only given as guidelines. Consultation with a potential supervisor is important at this stage. The potential supervisor can provide additional recommendations after reading the proposal. It is advisable that a potential advisor have a look at the proposal before submitting it to the SC for approval.

## **2.4 Approval Procedures**

In general, the SC announces a deadline for submitting a thesis proposal. A student should make sure to submit the proposal on or before the deadline. This will give the committee members enough time to read the proposal before they meet to decide. Do not submit the proposal late and expect to receive an answer immediately. The SC members have other responsibilities and obligations. Not giving enough time to the SC members to read the proposal may cause the student to suffer the consequences of missing deadlines.

# Chapter 3

## Supervisor

The Master Thesis supervisor has an important, but limited role. He or she is to ensure that the topic a student has chosen is both acceptable and feasible in the limited time, and that the proposed method of analysis is appropriate and correct. Once this is done, a student is essentially on his/her own until handing in the Master Thesis for grading. The thesis supervisor is not expected to read a first draft of the report. However, a student must arrange for meetings with his/her supervisor to report briefly about the progress so that the supervisor can give some suggestions and bring the student on the right track again if necessary.

### 3.1 Finding a Supervisor

Any lecturer or professor of Bethlehem University or the MICAD program can be a thesis supervisor as long as he/she holds a PhD degree. If a student wants to choose any other supervisor (e.g. a professor from another university, a practitioner working in the field, ... etc.), the supervisor and the topic need the approval of the SC of the MICAD program. Since we encourage a strong cooperation with NGOs and the development sector, consider also the following ideas:

- A thesis is officially supervised by a local professor, but a practitioner comes up with the precise topic and gives you the needed guidance.
- A student already has contacts in the development sector (because he/she is already employed in a developmental agency, for example) and the student uses these contacts to negotiate for an interesting project and guidance.
- A student wants to work on a project, but currently lacks the field contacts. In this case, he/she can ask one of the MICAD professors or the director of the program for contact persons in the field.
- A student might want to combine the Masters thesis with an internship in the field of development (see internship page 8).

In any case, a student must make sure his/her thesis supervisor is really interested in the topic a student plans to work on.

### 3.2 Supervisor's Role in Grading

The thesis supervisor has a limited role in grading the thesis. Only 10% of the thesis final grade is determined by the supervisor (see chapter 5 page 27). It is also important to understand at this point that the overall grade of the thesis comes from a combination of different sources. In no case is the grade an evaluation of the supervisor's effort; it is only an assessment of the student's work.

### **3.3 Supervisor's Remuneration**

It is a policy at Bethlehem University to remunerate a supervisor for his/her efforts in supervising a masters thesis. The amount paid to the supervisor is symbolic and is set on an annual basis by the finance office at the university. Currently it is set at €250.



# Chapter 4

## Thesis Writing Guidelines

Writing a thesis is not a simple process that starts with the generation of an idea followed by data collection, then testing then culminating by writing the final document. All steps are interrelated and a student must revisit his/her ideas to refine them during the other phases of the thesis work. Writing could start as early as the stage of generating the idea for most people. Some other people find it easier to do the whole research before starting the writing up phase.

By reading this chapter, a student will be able to organize his/her ideas in a better way. By dividing the thesis into sections and subsections. This way, the whole job will become manageable.

Keep in mind that refining and revisiting certain chapters, sections or subsections that are already written is a must in order to come up with a better output. Do not expect to have everything right from the first trial. Sometimes sentences have to be re-written several times before they become meaningful. Write your ideas whenever they are generated and worry about the style later on.

In this chapter, we try to give some tips and hints on the required form and content of the Masters thesis, but we leave the actual arrangement of work and schedules to the student himself/herself.

### 4.1 Opening Remarks

Consider the following general remarks when working on your masters thesis:

- Start with an overall research plan and discuss it with your supervisor. This plan is in the form of an outline that details work to be done along with a timetable. Discussing it with the supervisor is vital. The plan will always be revised to consider new unforeseen circumstances.
- Do not use statistics unless they are important in answering the research questions. In case the student is weak in statistical interpretation, it is wise to consult with some experts. The supervisor or other faculty members could be of help.
- Start writing as soon as possible. Do not think of writing it right from the first trial.
- Leave the introduction and the conclusion chapters till the end of the project, they are usually written last.
- Try to use some computerized packages for bibliography (such as Endnote<sup>®</sup>), it will help you avoid citing a reference and not including it in the list of references, or vice versa, in addition to the fact that it helps you keep track of all your referenced materials.
- Since a word processor is used in writing a thesis, a student must always pay attention to the need to back up all related files. This should be done at least once a week. Reconstructing files may become impossible at a point in time.
- A student should take the feedback of the supervisor seriously.

- A student should not submit the thesis without the approval of the supervisor.
- A student should keep in mind that the audience is not limited to the discussion panel and the other academic staff in the school. The thesis could be later read by others. Therefore, a student should make all efforts needed to make his/her argument as clear as possible.

## 4.2 Typing Specifications

A student must adhere to the following format guidelines when writing his/her Masters thesis.

### 4.2.1 Font size and style

- Text must be typed using the Times New Roman font style. The same font must be used for the entire thesis but, if necessary, you may use different fonts within tables, figures, and appendices. To avoid distracting variations, changes in the font should be kept to a minimum.
- Size 12 pts is required for all parts of the thesis unless specifically mentioned otherwise in the following points.
- Reduced type may be used within tables, figures, and appendices, but it should be at least 9 point in size and must be completely legible.
- The font size on the inside cover of the thesis is to be 18 pts.
- The font size on the title page is to be 18 pts.
- Do not use *italics* except for foreign words, book and journal titles, special emphasis and when “quoting”.
- The font size on the following is 14 pts and **Bold**:
  1. The heading of the acknowledgment page.
  2. The heading of the abstract page.
  3. The heading of the table of contents.
  4. The heading of the list of tables.
  5. The heading of the list of figures.
  6. The heading of the list of appendices.
  7. All chapter titles.

### 4.2.2 Paper size

The thesis should be produced on A4 paper (21cm X 29.7cm).

### 4.2.3 Margins

The following applies to all pages of the thesis:

1. Top, bottom and right margins = 2.5cm.
2. Left Margins = 3.5cm.

#### 4.2.4 Page numbering

Follow the following rules for page numbering:

- All pages that precede the first page of the first chapter of the thesis are to be numbered using Roman number (small letters); that is, i, ii, iii, . . . etc.
- Starting on the first page of the first chapter, numbers should be inserted using the Arabic numbers 1, 2, 3 . . . etc (the text must begin with page 1).
- The title page and signatory page, although counted, should never show a page number (they are actually pages i and ii, respectively). The first page that shows a number is the Abstract, and it always begins on page iii.
- All other numbers that are used in the thesis are to be in the Arabic format.
- Page numbers are to be placed at the bottom center of each page.

#### 4.2.5 Titles

All section titles should appear on the left side of the page and should be numbered as follows:

1. Section 1
  - 1.1 Sub-section of section 1
    - 1.1.1 Subsection of subsection 1.1.
2. Section 2
  - 2.1 Sub-section of section 2
    - 2.1.1 Subsection of subsection 2.1. . . . etc.

#### 4.2.6 Chapter Heading and page Layout

Begin each chapter on a new page. Do the same with each element of the front matter (list of tables, acknowledgments, etc.), the reference section, and each appendix. Try to avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. Instead, you should simply leave a little extra space on that page and begin the heading on the next page. If you wish to use a "display" page (a page that shows only the chapter title) at the beginning of chapters or appendices, be sure to do so consistently.

#### 4.2.7 Line spacing

A blank line is to be left in the following places:

1. Below the title of the chapter.
2. Above and below subtitles.
3. Between two consecutive paragraphs.
4. Above and below each chapter title in the table of contents.

### 4.2.8 Paragraphs

Paragraphs are written with a 1.5 line spacing. Single spacing is allowed in certain limited cases: the table of contents, headings, table titles, figure captions, tables, appendices, footnotes, bibliographical entries, long quoted passages. It is also permitted within items in the list of tables, list of figures, bibliography/reference list, and notes, but double spacing must be used between items in these instances.

### 4.2.9 Tables and figures

- All tables and Figures must be centered.
- Tables and figures must be numbered.
- Numbers given to tables and figures are to be given as follows:  
**Table 1.2: Table 2 of chapter 1**  
**Figure 3.4: Figure 4 of chapter 3**
- When referring to tables and/or figures in the text itself, they must be properly referred to as follows:  
**“As shown in table (1.2) ... it is concluded that ... (figure 3.4)”**

## 4.3 General Format of the Thesis

The thesis is divided into three main sections to be arranged in the following sequence:

1. The preliminaries, which could include:
  - (a) Title page
  - (b) Signature page
  - (c) Dedication page (if needed)
  - (d) Table of contents
  - (e) List of tables, figures, abbreviations ... etc.
  - (f) Acknowledgment (if needed)
  - (g) Abstract
2. The text
3. The references
  - (a) Appendices (if needed)
  - (b) Glossary (if needed)
  - (c) Bibliography

## 4.4 Specific Contents - Guidelines

It is usual that a student divides his/her thesis into chapters. Each chapter is to start with an introduction and should end with a conclusion. Introductions and conclusions are needed to link the chapters together. It is also advisable to divide each chapter into sections and sub-sections; this is an excellent way to go through the ideas in a clear and systematic way.

### 4.4.1 Signatory page

A student must include with the final version of his/her written thesis a signatory page on which three people must sign indicating approval of the thesis as a complete and final piece of work. This page has three signatures: the supervisor, the examination committee chair, and the director of the program. This page appears with no page number and it looks like the sample on page (insert PAGE#\ here.

### 4.4.2 Abstract

This section usually follows the signatory page. Each and every MICAD thesis must start with an abstract. The heading “**Abstract**” should appear as a heading for this section. It includes a brief description of the research, the procedures and methodology followed in addition to the results and conclusions. It is important to notice that no quotations, figures, tables, are included in this section. The length of the abstract should not exceed 300 words.

### 4.4.3 Table of contents

A table of contents should come immediately after the abstract. It is preferable that the table be as detailed as possible, showing all the sections and subsections of the thesis. Consistency is to be preserved all over the table of contents. It is important that the headings listed in the table of contents match the headings as they appear in the body of the text.

### 4.4.4 List of figures and list of tables

If one or more figure and/or one or more table appear in the thesis, a page listing tables, and another one listing figures must be included. On each of the two lists, the number of the table/figure, the caption, and the page number of the figure or table should appear in a table.

### 4.4.5 List of definitions

If the researcher deems it as important to highlight certain terms that are heavily used in the thesis, and that are critical to understand the thesis correctly, it is advisable to include a list of those terms with a precise definition attached.

### 4.4.6 Acknowledgment

This is an optional section. It is needed if the students wants to acknowledge the use of copyrighted materials that was used in writing the thesis, as well as acknowledging the fact that some sources of funding were used to finance this research.

### 4.4.7 Bibliography

This section must include a listing of all references cited in the body of the thesis as well as all other sources consulted during the research. MICAD students must follow the Harvard style in listing their references.

The Harvard style is the most commonly-used style of referencing worldwide. You have to include at the end of the thesis:

- a **reference list** - an alphabetical list of citations that **have appeared in the body of your work**.

Below is a checklist of the details you need to include for the common types of material cited. The layout and formatting should be **exactly** as it is shown, though if you do vary it, you should remain consistent throughout your bibliography:

**4.4.7.1 Archive/Special Collection manuscript**

FAMILY NAME, INITIAL(S). Date. *Title* [material type]. Collection, shelfmark. Library, City, County

COLVIL, S. c.1680. *The Mock poem, I-II* [manuscript]. Brotherton Collection, MS Lt 1. Leeds University Library, Leeds, West Yorkshire

**4.4.7.2 Books (one or more authors)**

Take the information from the title page and the reverse of the title page:

FAMILY NAME, INITIAL(S). Year. *Title*. City of publication: Publisher

ADAMS, A. D. 1906. *Electric transmission of water power*. New York: McGraw

**4.4.7.3 Books (edited)**

Write (ed) or (eds) after the editor's name(s):

FAMILY NAME, INITIAL(S). (ed). Year. *Title*. City of publication: Publisher

CRANDELL, K.A. (ed). 1999. *The Evolution of HIV*. Baltimore: Johns Hopkins Press

**4.4.7.4 Books (electronic)**

FAMILY NAME, INITIAL(S). Year. *Title*. City: Publisher. [ Date accessed]. Available from World Wide Web: <URL>

McROBBIE, A. 1998. *British fashion design : rag trade or image industry?* London: Routledge. [Accessed 31 May 2006]. Available from World Wide Web: <<http://leeds.etailer.dpsl.net/Home/html/moreinfo.asp?isbn=0203168011>>

**4.4.7.5 Census statistics**

DEPOSITOR, *Title* [computer file]. ESRC/JISC Census Programme, Census Data Support Unit, University in which the unit is based.

OFFICE FOR NATIONAL STATISTICS, *2001 Census: Standard Area Statistics (England and Wales)* [computer file]. ESRC/JISC Census Programme, Census Dissemination Unit, MIMAS (University of Manchester)

**4.4.7.6 Chapters in edited books**

Use the title page and reverse title page of the book and the chapter heading itself:

FAMILY NAME, INITIAL(S). Year. Chapter title. *In*: Initial(s) Family name of editor(s), (eds). *Title of book*. City of publication: Publisher. Page number of your quotation

COFFIN, J. M. 1999. Molecular Biology of HIV. *In*: K.A. CRANDELL, (ed). *The Evolution of HIV*, Baltimore: Johns Hopkins Press, pp.2-10.

**4.4.7.7 CD-ROM**

Use the accompanying material:

*Title*. Year. [CD-ROM]. City of publication: Publisher.

*Who's who 1897-1998*. 1998. [CD-ROM] London: Oxford University Press.

**4.4.7.8 Conference papers and proceedings**

Use the title page and reverse title page of the full proceedings and the headings for the paper:  
 FAMILY NAME, INITIAL(S). Year. Title of paper. *In*: Editor(s) of conference proceedings if known.  
*Title of conference, date of conference, location of conference.* Place of publication: publisher. Page  
 number(s)

ROBERTSON, J. 1986. The economics of local recovery. *In: The Other Economic Summit, 17/18 April 1986, Tokyo.* London: The Other Economic Summit, pp.5-10

**4.4.7.9 E.U. legislation**

Institutional origin (e.g. Commission/ Council) form (e.g. Regulation, directive, decision) institu-  
 tional treaty (e.g. EEC/EC, ECSC, Euratom) Unique number/ last 2 digits of year of enactment on  
 date passed on title of legislation

Council Regulation (EC) No. 2078/2 of 30 June 1992 on agricultural production methods compatible  
 with the requirements of the protection of the environment and the maintenance of the countryside

**4.4.7.10 Film or video**

*Title.* Material designation. Subsidiary originator (director is preferred). Production details - place:  
 organisation. Year.

*Chicken Run.* Animated film. Directed by Peter LORD and Nick PARK. Bristol: Aardman. 2000.

**4.4.7.11 Film transcript**

FAMILY NAME, INITIAL(S). Year. *Title.* [Location of transcript]. City

COBBAN, W. and B. CAMERON. 1998. *Mountie: Canada's mightiest myth* [National Film Board  
 of Canada documentary transcript]. Montreal

**4.4.7.12 Interview**

FAMILY NAME, INITIAL(S). Year. [Personal communication]. Date interview conducted

SCHAIE, K. 1993. [Personal communication]. 18 April

**4.4.7.13 Interview (taped)**

FAMILY NAME, INITIAL(S). Year. Interview with the author on Date. City. [Cassette recording in  
 possession of author]

SMUTS, D. 1987. Interview with the author on 4 August 1987. Cape Town. [Cassette recording in  
 possession of author]

**4.4.7.14 Journal article**

Use the title page of the journal volume or issue and the article:

FAMILY NAME, INITIAL(S). Year. Title of article. *Journal title.* **Volume** (issue number), page  
 number of your quotation

WALKER, J R. 1998. Citing serials: online serial publications and citation systems. *Serials-  
 Librarian*, **33** (3/4), pp.343-356.

**4.4.7.15 Journal article (electronic)**

Use information from the web site and the article:

FAMILY NAME, INITIAL(S). Year. Title of article. *Journal title* [online]. **Volume** (issue number) [Date accessed], page number of your quotation. Available from World Wide Web: <url of site>

ROYALL, C.P., B.L. THIEL, and A.M. DONALD, 2001. Radiation damage of water in environmental scanning electron microscopy. *Journal of Microscopy* [online]. **204** (3), [Accessed 9th May 2002], p.185. Available from World Wide Web: <<http://www.blackwell-synergy.com/>>

**4.4.7.16 Law report**

Law reports do not form part of the Harvard system of citations, the examples below are accepted ways of referencing law reports.

If the year is crucial to identify the report, enclose it in square brackets e.g.

*Parties in the case* [Year] Abbreviation of law report Page

*Jones v. Smith* [1934] All ER 123

If the law report has a volume number, and so the year is not crucial to find the case, enclose the year in round brackets e.g.

*Parties in the case* (Year) volume number Abbreviation of law report Page

*R. v. Williams* (1992) 2 WLR 321

**4.4.7.17 Lecture notes**

FAMILY NAME, INITIAL(S). Year of presentation. Lecture title, lecture notes distributed in the topic module code (capitalised) title of module. Teaching organisation, the location on date. Do not use italics.

VOLTMER, K. 2006. 'Politicians and the press: Models of interaction', lecture notes distributed in the topic COMM5610 Politics and the Media. Leeds University, Man-Made Fibres Building on 17 April.

**4.4.7.18 Major reference works**

Editor and publisher of a well-known reference work can be omitted, but cite the page numbers consulted:

*Title*. Year. s.v. Section heading, page number of your quotation

*New Encyclopaedia Britannica*. 1988. s.v. Microradiography, 15th ed. p.1374

**4.4.7.19 Map**

ORIGINATOR'S SURNAME, INITIAL(S). Year. *Title*, scale. City: Publisher

MASON, J. 1832. *Map of the countries lying between Spain and India*, 1:8,000,000. London: Ordnance Survey

**4.4.7.20 Microform**

FAMILY NAME, INITIAL(S). Year. *Title* [Medium]. Available: Title of microform collection: reel number/ fiche number

ADSON, J. 1621. *Courtly masquing ayres, composed to 5. and 6. parts, for violins, consorts, and cornets* [Microfilm]. Available: Early English books, 1475-1640: 906:1



#### 4.4.7.21 Newspaper article

FAMILY NAME, INITIAL(S). Title of article. Year. *Newspaper title*, date, page number of your quotation

WEBSTER, B. New speed camera puts more drivers in the frame. 2006. *Times*, 24 May, p.1

#### 4.4.7.22 Newspaper cartoon

CARTOONIST. Year. "Title of cartoon." *Newspaper title*. Date, Page

BELL, S. 2006. "The alleged al-Qaida threat to Los Angeles". *Guardian*. 10 February 2006, p.29

#### 4.4.7.23 Organisation report

ORGANISATION. (Unpublished, year). *Title*. Report dated date

NSPCC. (Unpublished, 1988) *NSPCC submission to the Home Office Advisory Group on the admissibility of video recorded interviews*. Report dated September 1988

#### 4.4.7.24 Press release

ORGANISATION. Year. *Title*. Press release, issued date

NSPCC. 1993. *NSPCC launches justice for children campaign*. Press release, issued 17 March 1993

#### 4.4.7.25 Standards

This information is found on the title page of the standard:

AUTHOR OF STANDARD. Year. Standard Number and Year (separated by a colon). *Title of standard*. Place of publication and Name of publisher (separated by a colon).

BRITISH STANDARDS INSTITUTION. 1990. BS5605:1990. *Recommendations for citing and referencing published material*. Milton Keynes: BSI.

#### 4.4.7.26 Television advertisement

COMPANY/PRODUCT. Year produced. *Description of advert* (duration). Television advertisement, channel. Screened dates

COCA COLA. 2006. *Santa handing bottles of coke to a girl every year at Christmas until she turns into a woman* (30 secs). Television advertisement, ITV3. Screened 01/12/2006-25/12/2006.

#### 4.4.7.27 Television broadcast

*Series title and number and title of episode*. Transmitting organisation and channel, full date and time of transmission.

*Prison Break, Episode 210, Rendezvous*. TV, Five, 2007 March 19. 22.00 hrs.

#### 4.4.7.28 Theses and dissertations

Use the title page of the thesis:

FAMILY NAME, INITIAL(S). Year. *Title*. Type of qualification, academic institution

GILL, M.R. 1997. *The relationship between the physical properties of human articular cartilage and tissue biochemistry and ultrastructure*. Ph.D. thesis, University of Leeds.

#### 4.4.7.29 Unpublished documents

If unsure of the date, make a sensible guess and use a question mark:

FAMILY NAME, INITIAL(S). Year. *Title*. Unpublished.

FENDELL, R. 1985? *Training and management for primary healthcare*. Unpublished.

#### 4.4.7.30 Website with author

Take the information from the webpage itself or the associated homepage - use the title bar and the credits at the bottom of the page, your own date of viewing the page and insert the words [online] and Available from World Wide Web:

FAMILY NAME, INITIAL(S). Year. *Title* [online]. [Date accessed]. Available from World Wide Web: <url of site>

HAWKING, S. 2000. *Professor Stephen Hawking's website* [online]. [Accessed 9th May 2002]. Available from World Wide Web: <<http://www.hawking.org.uk/home/hindex.html>>

#### 4.4.7.31 Website with no author

Take the information from the webpage itself or the associated homepage - use the title bar and the credits at the bottom of the page, your own date of viewing the page and insert the words [online] and Available from World Wide Web:

*Title of website*. Year as appearing on site [online]. [Date accessed]. Available from World Wide Web: <url of site>

*Feminist Collections A Quarterly of Women's Studies Resources*. 2002. [online]. [Accessed 9th May 2002]. Available from World Wide Web: <<http://www.library.wisc.edu/libraries/WomensStudies/fcmain.htm>>

# Chapter 5

## Evaluation and Assessment

The grade given to a candidate after submitting and presenting his thesis is made up of the following elements:

1. The feedback and the grade given by the supervisor;
2. The feedback and the grade given by the external examiner based on the written document. This will be composed of the average of grades given by two external examiners who read and grade the thesis individually.
3. The feedback and the grade given by the members of the discussion panel.

In giving a final grade for the thesis, the above will be weighed as follows:

Table 5.1: Weights assigned to the different parties involved in the thesis

Description	Weight
The Supervisor	10%
The external examiners	60%
The panel	30%

In setting their grades, the supervisor, the external examiner and all panel members must consider the following:

1. The final format of the thesis:
  - (a) The information on the cover of the thesis: Acceptable or Unacceptable.
  - (b) The abstract: Acceptable or Unacceptable.
  - (c) The table of contents: Acceptable or Unacceptable.
  - (d) The list of figures, abbreviations and tables: Acceptable or Unacceptable.
2. The content of the thesis and its adherence to acceptable scientific research criteria:
  - (a) Originality:
    - i. The thesis highlighted some new knowledge that was not previously known,
    - ii. The thesis completed an incomplete topic,
    - iii. The thesis explained an ambiguous topic,
    - iv. The thesis summarized a long topic without affecting the meaning,
    - v. The thesis compiled ideas that were scattered,

- vi. The thesis corrected a misconception.
- (b) Scientific research methodology:
  - i. The researcher used sound research methodology suitable for his/her research.
- (c) The language used:
  - i. No language mistakes appeared in the thesis,
  - ii. No typos,
  - iii. The language used is scientifically acceptable.
- (d) Writing style:
  - i. Writing style was clear,
  - ii. Presentation style was clear and acceptable.
- (e) References, citations and bibliography:
  - i. The number of references used is acceptable and is enough,
  - ii. All references used are properly cited as prescribed in this manual,
  - iii. Credit was given to other researchers when needed,
  - iv. The literature review was sufficient.
- (f) Use of analytical tools:
  - i. The data used in analysis were collected by the researcher,
  - ii. The researcher used technology in analyzing his/her data.
  - iii. The procedures used in the research, including the methodology as well as the analysis, can be replicated by other researchers.
  - iv. The analytical procedures used are deep and far away from being shallow.
- (g) The personality of the researcher:
  - i. Appeared clearly in all chapters of the thesis,
  - ii. Appeared through presenting his/her own arguments and discussion.
- (h) Orderly presentation and organization of the thesis:
  - i. The chapters were logically sequenced,
  - ii. Information was properly distributed among the different chapters of the thesis.
- (i) Objectivity:
  - i. The researcher was objective in presenting the problem and its discussion and analysis.
  - ii. The researcher was consistent in presenting his/her arguments and conclusions.
  - iii. Conclusions were presented objectively.
  - iv. The researcher was able to differentiate between facts and his/her opinions.
- (j) The research results and conclusions:
  - i. Conclusions were original,
  - ii. Conclusions and results are publishable,
  - iii. The results of the research answered all of the stated questions,
  - iv. The results presented achieved the objectives of the research,
  - v. The results reached are important to the field of study,
  - vi. The results of the research are valuable to the society,
  - vii. The research highlights new areas of research and presents additional questions to be answered in future research.

# Chapter 6

## Ethical Issues

In writing a thesis, some important ethical issues must be taken into consideration. Some of the important issues are listed in this chapter.

### 6.1 Plagiarism

#### 6.1.1 What is plagiarism?

Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.<sup>1</sup>

This simply means that plagiarism is stealing and using what is not the author's original work and/or ideas. It is not accepted to plagiarize because it is cheating and it means that a student is not capable of forming his/her own ideas.

In this booklet, our goal is to help a student come up with his own research starting from the formation of ideas, then the collection of data, its analysis, and its communication in an acceptable manner.

To make it clear, plagiarism is not only copying a full essay or thesis, it could be as simple as using ideas formulated by others without proper citation, faking the source or erroneously reporting sources, copying the major part of the work from other sources even when properly citing.

It is not ethical to self-plagiarize. This means that a student cannot use the same work he/she had submitted for one course to earn credit for a different course.

Also note that excessive citations and quotations is considered plagiarism.

#### 6.1.2 How to avoid plagiarism?

To avoid plagiarism, a student should always cite correctly according to the guidelines in this booklet, and a student should avoid the unacceptable behavior outlined above in the definition section on this page. A student has to always reference the actual source where the quotation was found, distinguish between the student's own ideas and those that are not his/hers, reference ideas even if not copied or directly quoted, and the student must avoid over-quoting others' work even with proper referencing.

#### 6.1.3 What if a student is caught plagiarizing?

A student who is caught plagiarizing will fail a course and will be expelled from Bethlehem University. Plagiarism is a crime.

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<sup>1</sup>Source: Dictionary.com

## **6.2 Main principles**

### **6.2.1 The principle of voluntary participation**

All participants in a research should voluntarily accept to participate. No participant is to be forced or coerced into accepting participation.

### **6.2.2 The principle of informed consent**

All participants in a research study should be informed of the real reason and motive of the research.

### **6.2.3 The principle of confidentiality**

All information identifying participants in a research should be held confidential. This means that participants are to be held anonymous all the time. Names and identification information is to be held in confidence. A researcher is not to reveal such information.

### **6.2.4 Fabrication and falsification**

A student should avoid making up conclusions and saying things that never occurred. A student should avoid overstating the number of participants in a questionnaire survey for example.

### **6.2.5 Hiding facts**

Not telling a fact is not ethical. Stating results that are easy to explain and not discussing exceptions, for example, is not ethical.

# Chapter 7

## Forms

A student should refer to this chapter and consult when preparing some of the forms needed during working on his/her thesis. The forms included in this chapter are:

1. Title page sample.
2. Signatory page sample.
3. Progress report.
4. Request to change supervisor.
5. Request to change thesis title.

## 7.1 Title Page Sample

# Water in Politically Turbulent Environments

*The Case of Palestine*

BY

XX YYYYYYYY

A thesis submitted  
in partial fulfillment of  
the requirements for the degree of  
Masters  
in  
International Cooperation and Development  
(MICAD)  
at  
Bethlehem University

2010



## 7.2 Signatory Page Sample

This thesis of (Name of Student) is approved by the Thesis Examining Committee.

On (DAY) the —/—/—

# Water in Politically Turbulent Environments

*The Case of Palestine*

---

Dr. XXXX XXXXXX (Chairman)

---

Dr. XXXX XXXXXX (Supervisor)

---

Dr. XXXX XXXXXX (Director of MICAD)

Bethlehem University

2010

## 7.3 Progress Report

### Monitoring of the Thesis Progress

A student must fill out this form and submit it to the MICAD office on or before a deadline set by the administration of MICAD. It is the responsibility of each student to abide to deadlines.

Not submitting the form on time could delay graduation.

#### Student's Information

Student's Name: \_\_\_\_\_

Student's Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

\_\_\_\_\_

#### Supervisor's Information

Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Co-Supervisor's Information (if Applicable)

Co-Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Research Progress

Research Components	Discussed	Agreed	Written	No Progress
Literature Review	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research Objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data Sources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sample	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data Acquisition and Collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data Analysis Methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Model Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Model Evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Thesis Chapters Drafted:

Please indicate the title of each drafted chapter in the following table. Also indicate the stage of completion of each chapter by marking the corresponding cell.

Chapter Title	First Draft	Second Draft	Final Version
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please attach to this form a Gantt chart that shows the remaining work to be completed as well as the activities yet to be performed.

I expect to graduate on: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 7.4 Request to change supervisor

### Request to Change Supervisor

This form is to be completed by the student and submitted to the MICAD coordinator who in turn will submit to the Scientific Committee for approval.

Student's Name: \_\_\_\_\_ Student's Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Expected graduation Date: \_\_\_\_\_

Name of Current main supervisor: \_\_\_\_\_

Name of Current co-supervisor: \_\_\_\_\_

Thesis Title:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List the main reasons for filling this application to change supervisor:**

1- \_\_\_\_\_

2- \_\_\_\_\_

3- \_\_\_\_\_

4- \_\_\_\_\_

### Recommendation of the SC

After the review of the application and the reasons thereof, the SC:

1 The SC is convinced of the reasons for the request.

2 The SC is NOT convinced of the reasons for the request.

The new supervisor is \_\_\_\_\_

Address \_\_\_\_\_ Email Address \_\_\_\_\_

## 7.5 Request to change thesis title

### Request to Change Thesis Title

This form is to be completed by the student and submitted to the MICAD coordinator who in turn will submit to the Scientific Committee for approval.

Student's Name: \_\_\_\_\_ Student's Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Expected graduation Date: \_\_\_\_\_

Name of Current main supervisor: \_\_\_\_\_

Name of Current co-supervisor: \_\_\_\_\_

Thesis Current Title: \_\_\_\_\_

\_\_\_\_\_

Thesis Proposed Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List the main reasons for filling this application to change title:**

1- \_\_\_\_\_

2- \_\_\_\_\_

3- \_\_\_\_\_

4- \_\_\_\_\_

#### Recommendation of the SC

After the review of the application and the reasons thereof, the SC:

1 The SC is convinced of the reasons for the request.

2 The SC is NOT convinced of the reasons for the request.

The new approved title is \_\_\_\_\_

The new approved Supervisor is \_\_\_\_\_

Address \_\_\_\_\_ Email Address \_\_\_\_\_