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|   | **Thesis Format Evaluation Checklist** | Doc No: TIU.MD.FR.014 |
| Version: 01 |
| Issue date: 23/12/2019 |
| Page: Page **1** of **2** |

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| **Name of the Student** |  |
| **Faculty**  |  | **Department**  |  |
| **Specialization**  |  |

Information about the Thesis:

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| **Title of the Thesis** |  |

The Format Evaluation:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Criteria** | **Compliant?** | **Modifications required** |
| Size of the chapter titles  | Times new roman, 14, bold  | [ ]  Yes [ ]  No  |  |
| Size of the subtitles  | Times new roman, 12, bold | [ ]  Yes [ ]  No |  |
| Size of the text  | Times new roman, 12 | [ ]  Yes [ ]  No |  |
| Lines spacing  | 1.5 lines  | [ ]  Yes [ ]  No |  |
| Alignment of the titles | All titles should be aligned the same way, left or center | [ ]  Yes [ ]  No |  |
| No italics nor underlining are used (except referencing and citation) | [ ]  Yes [ ]  No |  |
| Margins  | 2.5 cm on top2.5 cm on bottom3 cm on left1.5 cm on right | [ ]  Yes [ ]  No |  |
| Page numbers  | At bottom in the middle  | [ ]  Yes [ ]  No |  |
| Cover page shouldn’t be numbered  | [ ]  Yes [ ]  No |  |
| Number of pages  | Between 70 – 150 pages  | [ ]  Yes [ ]  No |  |
| Papers for notes  | Numbered N1, N2, N3, …. | [ ]  Yes [ ]  No |  |
| Papers for references  | Numbered R1, R2, R3, …. | [ ]  Yes [ ]  No |  |
| Papers for appendices  | Numbered A1, A2, A3, …. | [ ]  Yes [ ]  No |  |
| The summary of the second language not assigned with numbers  | [ ]  Yes [ ]  No |  |
| All Tables and Figures are titled the same style (above of below) | [ ]  Yes [ ]  No |  |
| The table number  | Table chapter number. The sequence number of the table within the chapter. the title of the table, example:Table 2.3. Steel Mechanical Properties …. | [ ]  Yes [ ]  No |  |
| The figure number  | Figure chapter number. The sequence number of the figure within the chapter. the title of the figure, example:Figure 2.3. Tensile Test for ……… | [ ]  Yes [ ]  No |  |
| Does the thesis contain? | Cover  | [ ]  Yes [ ]  No |  |
| Abstract  |
| Acknowledgement  |
| Table of Content  |
| List of Tables  |
| List of Figures |
| List of Appreciation  |
| References  |
| Appendices  |
| The thesis cover page | Does it meet the format shown in Appendix 6 of the Thesis Handbook? | [ ]  Yes [ ]  No |  |
| References  | APA Format  | [ ]  Yes [ ]  No |  |

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| --- | --- |
| **Date :**  | **By: Ala Tahsin** |
|  | **The Coordinator of Master Studies** |