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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:

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| **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 top  2.5 cm on bottom  3 cm on left  1.5 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** |