

**Alzaiem Alazhari University**

**Faculty of Graduate Studies**

Guidelines for Proposal and Thesis writing for Higher Degrees

2017

*In the name of Allah, The Merciful, The Compassionate*

Praise be to God, who educated by pen, educated the mankind which did not know, the prayer and the peace be on him the prophet of guiding and for his relatives and friends. The faculty of graduate studies since it's foundation in Alzaiem Alazhari University in (1998) had witnessed memorable development in programs and specializations which the university provides them, contributed for supplying scientific researches teach and solves very important themes in the society, and represent additional scientific in their domains. A commitment from the faculty of graduate studies with university strategy, and realizing its eminent message and purposes, seeks for strengthen the students in supplying scientific production with high quality, contributes in a scientific contribution for current challenges, and puts solutions and visions which transmit the community to the future, and provide the necessary information to push the quickness development and solve its problems.

The faculty of graduate studies intends to fulfill these purposes provides this curriculum guide for it's students in order to guide and help them for thesis and scientific dissertations, put them in unified setting since they suit with well-known scientific research morals . The guide consists of many of brief directions and instructions, which explain the general requirements for preparing university dissertations and their different parts, and explaining any step of university scientific dissertations preparation steps, from the beginning for the general and detailed instructions for dissertation proposed preparations and general and detailed instructions for thesis writing and organizing its units.

It is our pleasure in the faculty to provide with the most faithfulness of thanks and gratitude for any who participate in the preparation of this guiding and produced it with this current form, we favor with remembrance preparation committee members as follow:

1. Professor Ali Alsaïd Ali
2. Professor Hassan kamal Altahir.
3. Professor Mahjoub Ahmed Adam.
4. Professor Dia Aldeen Al Said.
5. Professor Hassan Saad Mohamed
6. Dr. Afag Yaseen Fadl Almoula.
7. Dr. Najla Abdulraheem Mohammed Ahmed.

Allah is behind the sake and he is proselytizes the way.

**Dr. Mustafa Yousif Mohammed  
Dean Faculty of graduate studies**

## **Chapter One:**

### **Proposal writing**

#### **1. Proposal:**

Proposal is defined as the steps and the scientific ways, which will be followed by a candidate in the process of conducting research such as data collection and the method of its processing and analysis, results presentation, and procedures used for the study of a research problem.

The proposal must be typed or printed using the font simplified Arabic, the font size used for text printing (14), headlines (**18 Bold**) and sub-headings (**16 Bold**). Line spacing should be (1.5), if English words are used they must be typed in font size (14) in Times New Romans. Page should be numbered in numerical Arabic numbering consecutively, and the number should appear in the center of the bottom of the page.

#### **1.1 Proposal layout:**

The proposal structure varies depend on the type of study, but there are number of fixed elements that are mentioned as follows, taking into account that the arrangement is subjected to the type of study:

- 1- Clear and Specific Title.
- 2- Introduction (or Preface) Includes:
  - General framework of the Study topic.
  - Study problem and its justifications.
  - Study importance.
  - Study objectives.
- 3- Hypotheses (If any).
- 4- Previous studies (or literature review).
- 5- Research methodology, include:
  - General research methods used in conducting the research.
  - Samples and sources of primary or secondary data.
  - Research limitations (Time, Location, Sample type, inclusion and exclusion criteria, ...).
- 6- Research Ethics.
- 7- Suggested Chapters according to research methods and plan.
- 8- Suggested Plan of Action for completing the research.
- 9- Research limitations (Inclusion and Exclusion criteria).
- 10- Preliminary References.

**2. Detailed Guidelines for Writing Research Proposal:** It consists of the following:

**2.1. Title:**

It provides clear, concise and accurate idea of the problem of the proposed study and identifies its key aspects and dimensions. The title must be clear, understandable, specify the area of the research as well as its subject, to be useful and concise, without mentioning too many details. Title **MUST NOT EXCEED FOURTEEN WORDS (14 words)**.

## **2.2. Introduction (or Preface):**

A comprehensive presentation for the nature and the idea of the research conducted, so that the candidate explains the research area and its importance. Moreover it must show deficiencies in previous studies. In addition to justifications for choosing the research problem. Generally, it must be in the range of one page without citation. The preface must not be written in points but in consecutive paragraphs without subheadings.

### **2.2.1 Research problem:**

Research problem must be written in a precise, clear, and understandable way that reflects the fundamental problem which will be addressed by the candidate.

### **2.2.2. Research Importance:**

In which the candidate represents the importance of conducting the research and the reasons behind using that specific problem. The candidate should mention his/her results and the expected addition of the research according to the candidate discipline and his/her study objectives.

### **2.2.3. Research Rationale and Justification:**

In which the candidate represent the importance of conducting the research, moreover, the reasons for choosing the research problem. The candidate lists the research significance for his specialization and community. Mention his/her results and expected research addition according to the candidate discipline and his/her study objectives.

### **2.2.23. Research Objectives:**

Include the objectives which the candidate is working to achieve. These are divided to general and specific objectives.

## **3. Research Methodology:**

The methodology should include:

3.1. Research design used in conducting the research.

3.2. Samples and sources of primary or secondary data.

3.3. Research limitations (Time, Location, Sample type, Inclusion and Exclusion criteria, ...).

### **3.1.1. The Approach Used in Conducting the Research:**

The candidate must mention the approach that helped him/her in data collection, data category, their classification, description, analysis to obtain the results. (For example: Descriptive, Analytical, and Historical research methods).

### **3.2.1. Samples and Sources of Primary and Secondary Data:**

These should include primary or secondary data collection methods necessary to conduct the research.

### **3.3.1. Research limitations:**

The candidate should specify clearly the Time, Location, Inclusion and exclusion criteria for the samples.

### **3.4. Literature Review:**

The candidate should give a literature review relevant to the subject. He/She should include previously published studies regarding the research (published in Sudan or elsewhere). All References cited in the text should be included in the References section according to Harvard style or Citation Sequence system.

### **3.5. Preliminary References:**

The candidate lists the most important references and resources that he/her expects to be useful in his research. These references should be cited according to the scientific method (Harvard / Modified Vancouver).

## **Chapter Two: Thesis Writing**

### **2. Preface:**

The thesis or dissertation must be typed on good quality A4 paper. Typing must be in Simplified Arabic (font size 14), headings (font size **18 Bold**), and subheading (font size **16 Bold**). Typing must be 1.15 spaced and on one side of the paper only. Numbers and English words must be written in Times New Romans Font size 14. Copies must be clear. There should be a 5cm margin on the left and a 2.5cm margin on the right side of page. Typing should be about 4cm from the upper edge, and there should be 2.5cm margin at the bottom of page. Pages should be numbered consecutively, and the numbers should appear just below the center of the lower margin. The preliminary part should be numbered using Roman numbers (i, ii, ...) while the rest of the thesis should be numbers using Arabic numbers (1, 2, ...). Pages before table of content should not be numbered. Each copy of the thesis or dissertation -after approval from the Senate - is to be bound in black leather (PhD), blue (MSc), or brown (Diploma).

The spine should be embossed in gold with the initials and surname of the candidate, the degree for which the thesis or dissertation is being submitted and the year of submission.

## **2. General layout of the Thesis:**

Thesis and Dissertations layout is outlined as follow:

### **2.1. The Cover (see appendix 1).**

### **2.2. Preliminaries: these are**

- i. Title (see Appendix 2).
- ii. Declaration (see Appendix 3).
- iii. Dedication (optional).
- iv. Acknowledgements.
- v. Abstract in Arabic and English (see Appendix 4).
- vi. Tables and Appendices (contents, Tables, and Figures).

### **2.3. Introduction: include**

- General framework of the subject of the research.
- The problem of the study and its justifications.
- The importance of the study.
- Objectives of the study.
- Hypotheses (if any).
- Study content.

### **2.4. Suggested Chapters According to research Methods and Plan**

### **2.5. Results and Discussions**

### **2.6. Conclusion and Recommendations**

### **2.7. References**

### **2.8. Appendices (optional)**

## **Chapter Three**

### **Guidelines for the Different Parts of a Thesis or a Dissertation:**

#### **3.1. Cover Page:** include the following

- Alzaiem Alazhari University typed in font size 20 **Bold**.
- Faculty of Graduate studies typed in font size 18 **Bold**.
- Title typed in font size 20 **Bold** in Capitals.
- A phrase that reads "Thesis Submitted for the Requirements of (The Degree Approved by the Senate)" typed in font size 18 **Bold**.

#### **OR**

"Thesis Submitted for the Partial Fulfillments of the Requirements of (The degree Approved by the Senate)" typed in font size 18 **Bold**.

- The word "**By**" typed in font size 16 **Bold**.
- Candidate's full Name typed in font size 16 **Bold**.
- The word "Supervisor" typed in font size 18 **Bold**.
- Supervisor's full Name and co-supervisor (if any) typed in font size 16 **Bold**.
- Year of Submission.

#### **3.2. Preliminary Pages:** include

##### **i. Title:** include

- Alzaiem Alazhari University typed in font size 18 **Bold**.

- Faculty of Graduate studies typed in font size 18 **Bold**.
- Title typed in font size 20 **Bold**.
- a phrase that reads " Thesis submitted for the requirements of (The degree approved by the Senate)" typed in font size 16 **Bold**.
- OR**" Thesis submitted for the partial fulfillments of the requirements of (The degree approved by the Senate)" typed in font size 16 **Bold**.
- The word "**By**" typed in font size 16 **Bold**.
- Candidate's full Name typed in font size 16 **Bold**.
- The word "Supervisor" typed in font size 18 **Bold**.
- Supervisor's full Name and co-supervisor (if any) typed in font size 16 **Bold**.
- A table lists the names of Viva committee, their academic degrees, Institutions they are attached to, and their position in the examination committee (External / Internal Examiner or Supervisor).
- Date of discussion (day/month/year)

**i. Declaration:** A signed declaration should be included in each thesis submitted to the Faculty of Graduate studies that it fulfills the requirements of the University, and testify that it has not being submitted for any degree elsewhere.

**ii. Dedication** (optional).

**iii. Acknowledgement:** The candidate acknowledges all those who contributed to the study such as the supervisor and co-supervisor (if any) and those who facilitated the candidate with materials or funding. In addition to any personnel who provided technical help or advice ... etc.

**iv. Abstract:** English and Arabic abstracts should be included in the thesis. Abstract words should be (350 – 500) words. Abstract should explain briefly the study problem, importance, objectives, research methods, results, and recommendations.

**v. Contents** (Contents, Tables, and Figures): In which numbers and titles, page numbers should be included for each table, figure or picture.

**4. Introduction** (or Preface): it consists of the following

a. General frame of the research subject:

b. Comprehensive representation of the idea and nature of the research problem in which the candidate explains the scope of the problem and why it is significant. It should give the justifications for doing this study.

Moreover, it will describe previous studies being done and show the gap or deficiencies that need to be addressed. It should NOT exceed one paper, without margins. It should NOT be written in points but in consecutive paragraphs without sub-headings.

**b. Research Problem:**

Should be written concisely in clear and understandable words. It should express the main problem that the candidate represents and how he/she is going to solve.

**c. Research Importance:**

The candidate shows the important of the study, and the reasons behind choosing that specific problem to be investigated. He/she should record the importance of the study to his/her specific field and community as well. The candidate should mention what the expected addition out of the research as well as the results and its importance to the community according to the research topic, the specialty, and study objectives.

**d. Research Objectives:**

Include the objective that the candidate works to fulfill. These objectives are divided to general and specific objectives.

**e. Hypothesis** (If any).

## **f. Contents:**

### **5. Literature Review** (according to research methods and proposal):

The candidate should give literature review relevant to the subject. He/she should include previous published studies regarding the research (published in Sudan or elsewhere). All references cited in the text should be included in references section, and that the spelling of the names of authors and year of publication (according to Harvard style) or Citation-Sequence System. The candidate should get advice on how to cite reference from his/her supervisor.

### **6. Suggested Chapters According to Research Methods.**

#### **7. Results and Conclusions:**

##### **7.1 Results:**

In this section, the candidate should thoroughly detail the results of the developed in the body of the thesis. The results should be supplemented by figures or tables or by both of them. The data should NOT be repeated in any table, figure or picture. Each table, figure or picture should have a number and a title. Each of them should be understandable without need to read the text, that title should be a phrase not a sentence. The candidate should refer to the table, figures and pictures in the text according to their numbers NOT their place in the text (For example, below, up, or next). All results should be written in past tense.

##### **7.2 Discussions:**

It represents the basic part of the thesis. It is the most difficult part to be written. Discussion includes explanation of the obtained results that should be compared with published results regarding the study. This part should be ended with one or more sentences summarize the main outcome of the study (conclusions).

It is permitted to write conclusions under a separate title. The conclusion should differ from the abstract.







## **Appendix No.4**

### **Abstract**

- 1- Scope or Field
- 2- Statement of the problem
- 3- Importance of the study
- 4- Objectives
- 5- Methodology
- 6- Result
- 7- Recommendations
- 8- Recommendations and future studies

### **Precaution Must be looked for During Writing Abstract**

- 1- Do not use or include References.
- 2- Don't add any information not present in the text
- 3- Don't Define Terminologies

4- Words number between (350-500)

5- Don't number the paragraphs

6- No sub titles