Basic Standards for Drafting a Thesis

This document is an appendix to the Charter of Theses, approved by all doctoral students registered in the postgraduate studies at USEK

Scientific and Technical Data

1. The first cover should include the following:
   - Holy Spirit University of Kaslik (USEK)
   - Faculty / Institute of...
   - Department of...
   - Document type and degree
   - Title of thesis
   - Name and surname of the doctoral student
   - Name and surname of the director of research
   - Place and year of publication
Example of the first cover:

HOLY SPIRIT UNIVERSITY OF KASLIK (USEK)

Faculty of Letters
Department of Interpretation and Translation

THE TRANSLATION OF CHILDREN’S LITERATURE:

A Re-creation of the Image of the Receivers

PhD Thesis in Linguistics (Translation)

Prepared by Grace Younes
Directed by Mr. Joseph Chreim

Kaslik – Lebanon
2. Format and Layout:

The adopted format is a thesis of 250 to 500 pages (leather-bound navy blue with silver writings on the front cover), submitted for reading, using the following criteria

- Font: Times New Roman (Traditional Arabic for text drafted in Arabic);
- Font size: 14 (16 for Arabic texts);
- Line spacing: 1.5 (1.15 for Arabic texts);
- Quotations inserted in the syntax, enclosed with quotation marks, with complete sources in the footnotes;
- Quotations, not inserted in the syntax, in italic; font size 12 (14 for Arabic texts), line spacing 1, with a 3cm margin before and after the quotations, accompanied by complete sources in footnotes;
- Footnotes in font size 10 (12 for Arabic texts);
- 2000 characters per page; footnotes inclusive (24 lines per page);
- 2cm margin to the right, 4cm to the left and 2cm in supra and infra.

3. The content should be displayed as follows:

- A cover page;
- A title page replicating the cover page;
- A one thesis page abstract, accompanied by keywords (maximum fifteen), in both French and English language (or Arabic and English), which best characterize the research work, in order to facilitate thematic indexation in the Library;
- A page for acknowledgements (if applicable);
- A page for introductory quotation;
- A table of contents;
The presentation of the research should be structured as follows: an introduction detailing the corpus, the topic, the issue, the assumptions, the approaches, the methodology and the study plan; the body of the research divided into parts (linked with appropriate part conclusions) and the parts divided into chapters of progressive and inductive types. There should also be a conclusion added to the research work, which validates assumptions, responds to the issue and opens possible future issues, instigated by the type of research;

- One or many appendices, if applicable;
- One notional appendicle, if applicable;
- A glossary, if applicable;
- Bibliographic and sitographic references (each consulted and included website should be accompanied by a date) duly categorized.

4. Referencing mode:

Whether the doctoral student adopts the APA Style (editorial format defined by the American Psychological Association), the MLA Formatting and Style (editorial format defined by the Modern Language Association), the SAS Style (editorial format defined by the American Sociological Association), or the ACS Style (editorial format defined by American Chemical Society), in order to display bibliographic references, footnotes and quotations, he/she is required to use the same editorial format within the whole thesis, to maintain editorial coherence. He/she should consult methodological material, in order to adopt the most adequate editorial format for the topic of the doctoral research.