



General Information

Master's degree thesis and Ph.D. dissertations are research works that contribute to the advancement of science and are worthy of publication. Graduate papers are written according to specific guidelines and conform to scientific literature structures and terminologies.. In all cases, the writer is responsible for following the guidelines. .

The guidelines listed below refer to the technical form of the thesis/dissertation. The student should consult their academic department for topics that are not listed in this manual, such as bibliographic quotations rules that can differ from field to field. The Graduate Studies Authority will address issues relating to the external form of the work only.

All works must be checked (pagination and technical form only) by the Graduate Studies Authority, after the student presents a written authorization from their supervisor/s that the work has finally been approved for printing, and prior to its submission to final evaluation (see form in Appendix 19/20 in this booklet). Following the Graduate Studies examination, changes might be required; therefore we recommend taking into account that extra time might be needed to process such changes before the official submission deadline.

The approval of the Graduate Studies Authority, following a technical pagination check, is a compulsory requirement towards final evaluation and graduating.

Please Be Advised: With the goal of improving information accessibility in research and teaching, all approved research works are sent to the University library, both in paper and digital formats. For this purpose, please take note of the instructions for submitting works in digital format, as stipulated in this booklet.

Works will be checked at the Graduate Studies Authority (25th floor, Eshkol Tower) during public reception hours (Sunday to Wednesday from 9:30 to 12:30). We recommend that you arrive at least several days before the submission deadline.

Writing Language

Master's degree thesis and Ph.D. dissertations should be written in Hebrew. The Dean of Graduate Studies will authorize writing in a foreign language in the following cases only:

- a. The work topic and its contents require writing in a foreign language. In this case, the student and their supervisor should contact the departmental committee chairperson, and request a formal recommendation letter, addressed to the Dean of Graduate Studies, requesting his/her authorization to write the work in English.
- b. The request for writing in a foreign language should be made at the stage of thesis/dissertation proposal approval, by the master's degree/doctoral departmental committee.
- c. Final approval for writing research works in English will be given only by the Dean of Graduate Studies.



Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation

- In any case, students authorized to writing their work in a foreign language will have to submit an abstract in Hebrew, and students writing in Hebrew should submit an abstract in English.

Writing Length

The length of the Master's degree thesis is set by the supervisor and the Master's degree departmental committee.

The length of the Ph.D. dissertation will not exceed 350 pages (not including bibliography and appendixes). In such cases where the dissertation exceeds the specified length, the dissertation supervisor/s should submit a letter to the Dean of Graduate Studies outlining the reasons for unusual length.



Procedures for submission towards examination

Upon receiving final approval from the Graduate Studies Authority regarding duplication and binding, the student should present to the academic department bound copies of his work (**following the department's instructions**).

The final evaluation process of the Master's degree thesis is entirely run by the Master's degree departmental committee.

The final evaluation process of the Ph.D. dissertation is administered by the Graduate Studies Authority, in cooperation with the doctoral departmental committee.

Upon completion of the examination, the student shall transfer to the department three copies of the approved work, each approved and signed by the supervisor/s and the Master's degree/doctoral departmental committee. The Graduate Studies Authority will send the copies received by the department to the University library.

In addition to submitting hard copies of his/her work, the student is required to transfer a digital copy of the work (on CD), accompanied by a filled out and signed University of Haifa Library deposit form (see appendix a. at the end of the booklet)

The transfer of hard copies and digital copy of the Master's degree thesis is a compulsory requirement for eligibility of a Master's degree graduation diploma.

The transfer of hard copies and digital copy of the Ph.D. dissertation is a compulsory requirement for eligibility of a doctoral degree diploma.



Editing the work

Type of paper : A4 size paper

Editing/Printing

You can print two-sided copies for work length exceeding 50 pages.

In this case, covers (in Hebrew and in English), table of contents, list of tables/figures/graphs, abstracts (in Hebrew and in English) and appendixes should be printed on the first side of the page.

Font size and type are determined by the student, provided that the text is clear and legible (recommended size: 12 pts). You can use lowercase fonts for editing tables and charts.

In specific cases, it is possible to sketch with black ink special symbols or illustrations that cannot be generated by a computer.

Binding

The work should not be spiral-bound, but bound with duct tape or paperback bound.

In case the work is too long to be bound in one single volume, the student may have it bound in two volumes.

Line spacing

The research work should be typed in 1.5 or double line spacing.

It is possible to type the table of contents in single line spacing.

Bibliography and References

The bibliography and references list should be edited along the guidelines of what is acceptable in the field in which the work is written. Instructions for editing bibliography and references lists can be obtained at the departments or at the library.

Different methods of quotations should not be combined within the same work.

Margins

Right margin – 3 cm (because of the cover)

Left margin – 2cm

Top margin – 2cm

Bottom margin – 2 cm

Note: the requirements for right and left margins should be inverted for works written in foreign language.



Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation

Pagination and Numbering

Pages appearing before the work structure (i.e. before the prologue or the first chapter) should be numbered with Roman numerals at the bottom center of the page.

Pages that should be numbered in Roman numerals:

Inside cover	I
Acknowledgments	II
Table of contents	III
Abstract in Hebrew	IV
List of Tables	V
List of Figures	VI

Note: Each of the items above, in case there is more than one page, should continue the Roman numeral page numbering sequence as the next section will continue in the same sequence, respectively.

Do not number the English inside cover and English summary.

The work structure, bibliography and appendixes are numbered with consecutive numbers (starting from 1) which are printed in the bottom or top center of the page.

Each new chapter should start on a new page.

Figures, tables and graphs

Titles for figures, tables and graphs should be typed in single line spacing above or below (according to the instructions of the supervisor/s).

Instructions regarding margins as detailed in the preceding page should be observed. If needed, figures, tables, and graphs can be reduced through photocopying or folded.

If there is no option to type a table/graph/figure in portrait orientation, it can be typed in landscape orientation. In this case, the title should be placed on the right side of the page. Even if the table/graph is in landscape orientation, the page should be numbered at the bottom or top center of the page according to the whole work.



Special Instructions

Structure of the work pagination order:

1. External cover
2. Inside cover
3. Dedication
4. Acknowledgments
5. Table of Contents
6. Abstract
7. List of Tables
8. List of figures/illustrations
9. Work structure
10. Bibliography
11. Appendixes
12. English abstract
13. English inside cover
14. English external cover

For works written in a foreign language, the page order for covers and abstracts should be inverted.

For works submitted in Hebrew, English written parts (external cover, inside cover and abstract) should not be numbered at all.

For works submitted in English, Hebrew written parts (external cover, inside cover and abstract) should not be numbered at all.

Dedication

Students wishing to dedicate their work are free to write the dedication as they see fit. The dedication page shall appear after the inside cover and shall remain unnumbered.

Acknowledgments

The writing style is free for this section.

A student who received a scholarship from an external fund for assistance in writing his research work will mention this fact in the acknowledgments section – please refer to the thanks credits section sample in appendix 15.

Note: this page should be written only after the end of the final evaluation process, which means that the acknowledgments section will not appear in the copies submitted to the evaluation committee.

Table of contents

Names of chapters and parts appearing in the table of contents should be completely identical to the names of chapters and parts throughout the work structure. See sample for a table of content in appendix 16.



Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation

Abstract

The abstract will be printed in a 1.5 or double line spacing, according to the whole work. See samples in Appendixes 16-17

The abstract shall include:

1. Name of the work
2. Name of author/s
3. Defining the issue studied
4. Summary of the theoretical framework
5. Main hypotheses
6. Key Findings
7. Scientific and practical conclusions

List of Tables/Figures/graphs

This list will include the names of the tables/figures/graphs appearing throughout the work and their corresponding page numbers.

The student should make sure the titles listed and those listed throughout the work are identical.

The student should write a separate list for tables, a separate list for illustrations and a separate list for graphs.

List of Appendixes

A list of appendixes should appear at the end of the table of contents . Each numbered appendix page should match the page number in the work structure.



Appendix 1. Sample of external cover for Master's degree thesis
(in Hebrew)

..... שם העבודה

.....

..... שם המחבר/ת

עבודת גמר מחקרית (תזה) המוגשת כמילוי חלק מהדרישות
לקבלת התואר "מוסמך האוניברסיטה"

אוניברסיטת חיפה

..... הפקולטה ל

..... החוג/ביה"ס ל

חודש לועזי, שנה לועזית



Appendix 2. Sample of inside cover for Master's degree thesis
(in Hebrew)

..... שם העבודה

.....

מאת : שם פרטי ושם משפחה של המחבר/ת
בהנחיית : תואר אקדמי, שם פרטי ושם משפחה של המנחה הראשי
תואר אקדמי, שם פרטי ושם משפחה של המנחה הנוסף

עבודת גמר מחקרית (תזה) המוגשת כמילוי חלק מהדרישות
לקבלת התואר "מוסמך האוניברסיטה"

אוניברסיטת חיפה

..... הפקולטה ל

..... החוג/ביה"ס ל

חודש לועזי, שנה לועזית

מאושר על ידי _____ תאריך _____
(מנחה/ת העבודה)

*מאושר על ידי _____ תאריך _____
(מנחה/ת העבודה)

מאושר על ידי _____ תאריך _____
(יו"ר הוועדה החוגית לתואר שני)

**Remark: In the case the student has more than one supervisor*



Appendix 3. Sample of external cover for Ph.D. dissertation
(in Hebrew)

..... שם החיבור

.....

..... שם המחבר/ת

חיבור לשם קבלת התואר "דוקטור לפילוסופיה"

אוניברסיטת חיפה*

..... הפקולטה ל

..... החוג/ביה"ס ל

חודש לועזי, שנה לועזית

** Students of the Committee for Doctoral Studies should write:*

אוניברסיטת חיפה

הרשות ללימודים מתקדמים

הוועדה הכלל אוניברסיטאית לתלמידי מחקר



Appendix 4. Sample of inside cover for Ph.D. dissertation
(in Hebrew)

..... שם החיבור

.....

מאת : שם פרטי ושם משפחה של המחבר/ת
בהנחיית : תואר אקדמי, שם פרטי ושם משפחה של המנחה הראשי
תואר אקדמי, שם פרטי ושם משפחה של המנחה הנוסף

חיבור לשם קבלת התואר "דוקטור לפילוסופיה"

אוניברסיטת חיפה*

..... הפקולטה ל

..... החוג/ביה"ס ל

חודש לועזי, שנה לועזית

מומלץ לשיפוט על ידי _____ תאריך _____
(מנחה/ת העבודה)

מומלץ לשיפוט על ידי _____ תאריך _____
(מנחה/ת העבודה)

מומלץ לשיפוט על ידי _____ תאריך _____
(יו"ר הוועדה החוגית לתואר שלישי)

** Students of the Committee for Doctoral Studies should write:*

אוניברסיטת חיפה
הרשות ללימודים מתקדמים
הוועדה הכלל אוניברסיטאית לתלמידי מחקר

*** In the case the student has more than one supervisor*



Appendix 5. Sample of external cover for students in the pre-requisite program towards Ph.D. (in Hebrew)

..... שם העבודה

.....

..... שם המחבר/ת

עבודת גמר מחקרית (תזה) המוגשת לאחר קבלת התואר "מוסמך"

אוניברסיטת חיפה*

..... הפקולטה ל

..... החוג/ביה"ס ל

חודש לועזי, שנה לועזית

** Students of the Committee for Doctoral Studies should write:*

אוניברסיטת חיפה

הרשות ללימודים מתקדמים

הוועדה הכלל אוניברסיטאית לתלמידי מחקר



Appendix 6. Sample of inside cover for students in the pre-requisite program towards Ph.D. (in Hebrew)

..... שם העבודה

.....

מאת : שם פרטי ושם משפחה של המחבר/ת
בהנחיית : תואר אקדמי, שם פרטי ושם משפחה של המנחה הראשי
תואר אקדמי, שם פרטי ושם משפחה של המנחה הנוסף

עבודת גמר מחקרית (תזה) המוגשת לאחר קבלת התואר "מוסמך"

אוניברסיטת חיפה*

..... הפקולטה ל

..... החוג/ביה"ס ל

חודש לועזי, שנה לועזית

מאושר על ידי _____ תאריך _____
(מנחה העבודה)

מאושר על ידי _____ תאריך _____
(מנחה העבודה)

מאושר על ידי _____ תאריך _____
(יו"ר הוועדה החוגית לתואר שני/שלישי)

* *Students of the Committee for Doctoral Studies should write:*

אוניברסיטת חיפה

הרשות ללימודים מתקדמים

הוועדה הכלל אוניברסיטאית לתלמידי מחקר

** *In the case the student has more than one supervisor*



University of Haifa

Graduate Studies Authority

December 2013

**Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation**

Appendix 7. Sample of external cover for Master's degree thesis

Title of Thesis

Name of Writer

THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE MASTER'S DEGREE

University of Haifa

Faculty of

Department/School of

Month, Year



University of Haifa

Graduate Studies Authority

December 2013

**Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation**

Appendix 8. Sample of inside cover for Master's degree thesis

Title of Thesis

By:

Supervised by: _____

THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE MASTER'S DEGREE

University of Haifa

Faculty of

Department/School of

Month, Year



University of Haifa

Graduate Studies Authority

December 2013

**Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation**

Appendix 9. Sample of external cover for Ph.D. dissertation

Title of Thesis

By:

Supervised by:

THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE MASTER'S DEGREE

University of Haifa

Faculty of

Department/School of

Month, Year

Approved by: _____ Date: _____
(Supervisor)

*Approved by: _____ Date: _____
(Supervisor)

Approved by: _____ Date: _____
(Chairperson of Master's studies Committee)

**Remark: In the case the student has more than one supervisor*



University of Haifa

Graduate Studies Authority

December 2013

**Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation**

Appendix 10. Sample of inside cover for Ph.D. dissertation

Title of Dissertation

Name of Writer

A THESIS SUBMITTED FOR THE DEGREE
"DOCTOR OF PHILOSOPHY"

University of Haifa*
Faculty of
Department/School of

Month, Year

** Students of the Committee for Doctoral Studies should write:*

University of Haifa

The Graduate Studies authority

The Committee for Doctoral Studies



University of Haifa

Graduate Studies Authority

December 2013

**Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation**

**Appendix 11. Sample of inside cover in English for Ph.D. dissertation
written in Hebrew**

Title of Dissertation

By:

Supervised by:

A THESIS SUBMITTED FOR THE DEGREE
"DOCTOR OF PHILOSOPHY"

University of Haifa*

Faculty of

Department/School of

Month, Year

Recommended by: _____ Date: _____
(Supervisor)

**Recommended by: _____ Date: _____
(Supervisor)

Approved by: _____ Date: _____
(Chairperson of PhD Committee)

** Students of the Committee for Doctoral Studies should write:*

University of Haifa

The Graduate Studies authority

The Committee for Doctoral Studies

*** In the case the student has more than one supervisor*



University of Haifa

Graduate Studies Authority

December 2013

**Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation**

Appendix 12. Sample of external cover in English for students in the pre-requisite program towards Ph.D. for works written in Hebrew

Title of Thesis

.....

.....Name of Writer.....

THESIS SUBMITTED AFTER CONFERRAL OF THE MASTER'S DEGREE

University of Haifa*

Faculty of

Department/School of

Month, Year

** Students of the Committee for Doctoral Studies should write:*

University of Haifa

The Graduate Studies authority

The Committee for Doctoral Studies



University of Haifa

Graduate Studies Authority

December 2013

**Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation**

Appendix 13. Sample of inside cover in English for students in the pre-requisite program towards Ph.D, for works written in Hebrew

.....Title of Thesis.....

.....

By:

Supervised by:

THESIS SUBMITTED AFTER CONFERRAL OF THE MASTER'S DEGREE

University of Haifa*

Faculty of

Department/School of

Month, Year

** Students of the Committee for Doctoral Studies should write:*

University of Haifa

The Graduate Studies authority

The Committee for Doctoral Studies



Appendix 14. Sample of external cover in for students in the pre-requisite program towards Ph.D.

.....Title of Thesis.....

.....

By:

Supervised by:

THESIS SUBMITTED AFTER CONFERRAL OF THE MASTER'S DEGREE

University of Haifa*

Faculty of

Department/School of

Month, Year

Approved by: _____ Date: _____

(Supervisor)

**Approved by: _____ Date: _____

(Supervisor)

Approved by: _____ Date: _____

(Chairperson of Master's studies Committee)

** Students of the Committee for Doctoral Studies should write:*

University of Haifa

The Graduate Studies authority

The Committee for Doctoral Studies

*** In the case the student has more than one supervisor*



Appendix 15. Sample for acknowledgements section (all works)

Acknowledgements

I would like to express my gratitude to Prof. _____ and to Dr. _____ for their assistance in preparing this thesis.

Special thanks to Ms./Mr. _____ for her/his help in the first stages of data process and to Ms./Mr. _____ for her/his assistance in typing this work.

As well I wish to thank _____ for their support in my graduate studies at the University of Haifa and for the scholarship I was awarded.

Remark: this page should be written only after the end of the final evaluation process.



Appendix 16. Sample of table of contents (all works)

Table of Contents

	<u>Page</u>
Abstract	IV
List of Tables	V
List of figures/illustrations	VI
Introduction (optional)	1
1. Chapter Title	12
1.1.	13
1.2.	17
1.3.	19
2. Chapter Title	30
2.1.	32
2.2.	37
3. Findings and discussion	43
4. Conclusion	50
Notes	60
Bibliography	63
Appendixes: Appendix a. : name.....	70
Appendix b. : name.....	71



Appendix 17. Sample of abstract in Hebrew (all works)

..... שם העבודה

.....

..... שם המחבר/ת

תקציר

The abstract shall be typed here, on the same page



Appendix 18. Sample of abstract in English (all works)

.....Title of Thesis

.....

.....Name of Writer.....

ABSTRACT

The abstract shall be typed here, on the same page



**Appendix 19. Supervisor approval towards submission of
Master's degree thesis to final evaluation**

תאריך _____

אל: הרשות ללימודים מתקדמים
ב א 1

שלום רב,

הנדון: אישור הגשת עבודת תזה לשיפוט

אני שמחה/לאשר למר/גב' _____ מס' ת"ז _____
להגיש את עבודת התזה לשיפוט.

נא אישורכם לתלמיד/ה.

ב ב ר כ ה ,

מנחה העבודה

מנחה העבודה

שם מלא _____

שם מלא _____

חתימה _____

חתימה _____



**Appendix 20. Supervisor approval towards submission of
Ph.D. dissertation to final evaluation**

_____ תאריך

אל: הרשות ללימודים מתקדמים
כ א 1

שלום רב,

הנדון: אישור הגשת עבודת דוקטורט לשיפוט

מר/גב' _____ ת.ז. _____ השלים/ה את חובות הלימודים כפי שנקבעו ע"י
הוועדה החוגית ללימודי תואר שלישי בחוג ל _____ ולפיכך רשאית להגיש את עבודתו/ה
לשיפוט.

_____ ע"מ לראש החוג (שם וחתימה)

קראתי את עבודת הדוקטור של מר/גב' _____ והריני מאשר/ת הגשתה לשיפוט סופי.

שם המנחה: _____ חתימה: _____

שם המנחה: _____ חתימה: _____



Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation

Appendix a. : University of Haifa library deposit form
for Master's degree thesis/Ph.D. dissertation

General:

The University of Haifa's Younes & Soraya Nazarian Library serves as a deposit library for graduate research works (Master's degree and Ph.D.) submitted to the University of Haifa. According to the Graduate Studies regulations for Master's degree and Ph.D. students, graduate students should provide copies of their works (in print and digital format) for conservation purposes. The writer of the work may request the library to refrain from publishing the digital format permanently or for a period to be determined . It is possible to prevent copying a work, using password protection.

Work deposit, in paper and digital formats, will be processed in the following conditions:

1. The library may transfer a replica or photography or photo microform (the "copy") of any work entrusted to any academic institution or research institution (hereinafter "eligible institution") requesting it.
2. The library is not authorized to transfer a copy of the Master's degree thesis or Ph.D. dissertation to an uneligible institution.
3. The library may collect from the requesting eligible institution an amount to cover copying costs, handling and shipping, but as non-profit costs only.
4. The library will store the work in its digital database for conservation.

With the goal of improving access to information for research and teaching, the University of Haifa Library requests to permit access via the Internet to research works in accordance with the consecutive details and terms that you shall confirm hereinafter:

Work details:

Name of the writer _____ ID Number: _____

Name of the research work: _____

Name of the supervisor/s _____, _____, _____



**Guidelines for Writing Graduate Research Papers
Master's Degree Thesis/Ph.D. Dissertation**

Authorization herebelow:

I hereby authorize the following populations access to view this work	Please check your choice/s with X
All internet users	
Inter-universities network users	
University of Haifa network users	

I request to prevent this work from being copied through password protection: yes / no

Or:

I do not authorize this work to be published on internet	Please check your choice/s with X
For conservation	
Refrain from publishing until date: _____	

Grounds of the writer to refrain from publishing the work:

Date: _____ Name: _____ Signature: _____

Requests hereby to refrain from publishing the work until date: _____

Approval of the Dean of Graduate Studies:

Date: _____ Name: _____ Signature: _____