جامعة
حمـد بـن خليفة
HAMAD BIN KHALIFA
UNIVERSITY
عضو في مؤسسة قطر
Member of Qatar Foundation

Dissertation/Thesis/Project
Formatting and Submission Guide

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CHAPTER 1: INTRODUCTION

The completion and submission of the dissertation/thesis/project henceforth referred to as the thesis, is evidence of your scholarly achievement at Hamad bin Khalifa University (HBKU). The submission of the thesis is a graduate degree requirement at HBKU [Graduate Degree Requirement Policy](#).

This guide provides information on the formatting guidelines and submission requirements agreed upon by the University Academic Programs and Studies Committee (UAPSC) for all theses completed at the institution. Adherence to these guidelines ensures that there is uniformity across all colleges and that the rigorous academic standards of the university are maintained. Final approval of the thesis is required from the Provost's Office to meet graduation requirements. Non-adherence to requirements stipulated in the guide could lead to a delay in graduation and degree conferral.

Sections within the guide include the introduction, thesis completion, submission process, formatting guidelines, and available resources. This guide was developed by the Academic Standards Lead in collaboration with the HBKU Library, University Writing Center (UWrite), and the Registrar's Office.

CHAPTER 2: THESIS COMPLETION

Students are responsible for the completion of their thesis in consultation with their supervisor and committee members. It is recommended that students use the HBKU Thesis Template early in the thesis preparation process. The Thesis Template is formatted according to these guidelines.

2.1 Research Protocol

Students must follow all research protocols outlined by their college in the design and implementation of their research or project.

2.2 Thesis Technical Content

Different disciplines may have different requirements. You will need to consult with your supervisor on the specific components to include in your thesis. Some of the components may include some or all the following:

- **Introduction:** Here students summarize the information as it relates to the research domain as presented in literature, identify the research problem without any ambiguity, and establish the rationale and objectives of the research. The introduction should show the reader what to expect in the rest of the document.
- **Background:** Comprehensive literature review of relevant literature that accounts for how others addressed the problem and identification of shortcomings in the reported work and how this dissertation/thesis/project will bridge the gap.
- **Methodology**: This section should describe the research approach and research methods used, why these were selected, and how they apply to the research.
- **Research Findings**: This component presents the results of the research with adequate data. The data and verification should be presented with an adequate explanation.
- **Discussion:** An exhaustive scholarly discussion of the findings should be provided. It should provide details on the contribution of the work to current knowledge and how it differs from existing results.
- **Conclusion:** Summarize the dissertation/thesis/project and restate the major findings.

2.3 Attribution

Students are responsible for the integrity of their thesis and must ensure that all published material used in the thesis is appropriately referenced. Obtain the appropriate copyright permissions required to use-as-is or adapt, and the permissions are added in the appendix section of the thesis.   Non-adherence could lead to plagiarism which is the act

of using work or ideas from another source as your own, without adequate attribution. Plagiarism can include using someone else's words or ideas without giving them credit, paraphrasing someone else's work without properly citing the source, or using someone else's images or data without permission. Various academic writing principles can help you avoid plagiarism. Further information can be found at **HBKU Copyright Guide**.

2.4 IRB/IACUC

If your research involves animals, humans or human substances, biohazardous or hazardous agents, an approval from the HBKU Institutional Review Board (IRB) must be obtained before you begin your research. If the research involves animals, the document should clearly demonstrate that approval from the Animal Care and Use Committee (ACUC) has been obtained. Research involving the use of biohazard or environmentally hazardous material will require approval by the Hazardous and Radioactive Safety Committee (HRSC). Approval document(s) must be included in the appendix of the thesis.

2.5 Copyright

HBKU recognizes that the thesis is the property of the primary and sole author. The student must grant HBKU and Qatar Foundation a non-exclusive, worldwide, perpetual, irrevocable, royalty–free license to reproduce, display and distribute the student's work in whole or in part or in any form to be posted in digital or print format and made available to the public at no charge. Students may be permitted to hold the publication of their dissertation/thesis or project for a period, known as embargo. The students are advised to read the Theses Copyright and Embargo Policy established by the University. Further information on copyright can be found in the **HBKU Copyright Guide**.

2.6 Citation Management

With the large number of references used in projects, theses, and especially dissertations, the use of a citation management tool is highly recommended to help organize all the sources of information used. In addition, it helps in the creation of citations and bibliographies for books, articles, websites and more, which is helpful for populating the reference section of the thesis. The tools work with Microsoft Word-processing software to properly insert in-text citations into the thesis and in the creation of a properly formatted reference list or bibliography.

HBKU Library provides students with access to RefWorks via ProQuest using their HBKU email address. Students may also use other freely available tools, such as Mendeley, EndNote, and Zotero. The Information Literacy Librarian is available to assist students in using any of the citation management tools.

CHAPTER 3: FORMATTING

3.1 General Specifications

The thesis usually has three sections, the front matter or preliminary section, the main text, and the end matter or ending pages. Although your thesis should be written according to disciplinary styles (for instance MLA referencing vs APA referencing), all theses must adhere to the formatting guidelines provided in this document. Maintaining a consistent format throughout your thesis or dissertation is essential. Following the guidelines provided in this manual will help you achieve this consistency. General formatting guidelines include:

3.1.1 Spacing

1. The line spacing throughout the document should be 1.5 except in the Abstract where it should be single-spaced.
2. Single spacing is also required for long quotations, footnotes, and captions for tables and figures. Quotations deemed as long will depend on the style guide being used for the thesis. For example, for the APA Style, long quotations contain more than 40 words; for Chicago Style, five lines or more or more than 100 words; and for the MLA Style four lines of prose or three lines of verse count as long quotations.
3. Leave an empty (blank) line between paragraphs, before each new subheading, and between the end of a paragraph and the start of a table or a figure. Do not add an empty line between two (2) subheadings if there is no paragraph in between.

3.1.2 Typeface, Font Color and Size

1. The typeface used throughout the document should be Times New Roman, size 12-pts, except for chapter titles and the front matter page headings which should be size 14- pts. For theses **in Arabic,** the font should be Simplified Arabic, size 14-pts, except for chapter titles and the front matter page headings which should be size 16- pts.
2. Smaller font size not less than 9 pts (must be legible), may be used in tables and figures.
3. Bold font must be used only for chapter titles, front matter page titles, and subheadings.
4. The font color used for text within the thesis must be black although color can be used in the thesis when required, for example within charts or graphs.

3.1.3 Margins

Throughout the thesis, use the margins 1.5" on the left side and 1" on all other sides. Using these margin measurements ensures that the thesis can be printed and bound if a hard copy is required in the future. These margins must be maintained throughout the thesis including the title page.

3.1.4 Pagination

Except for the title page, all pages in the document must have a page number in an ascending number sequence. Page numbers must adhere to the following guidelines:

1. Page numbers must be placed as a footer in the lower right-hand corner of the page.
2. Front matter pages starting from the committee page should have lower case Roman numerals. Start with the committee page as page number "ii" (the first "i" is not used on the title page).
3. Arabic numbers should be used for the main text and subsequent end matter pages (references/bibliography, appendices, IRB certificate, and permissions).
4. Ensure that you do not:
   - skip numbers
   - use different numbering schemes
   - use the word "page" before the number
   - run the text/figure/table to overlap with the page number
   - use dashes (e.g. -1-) or words

3.2 Front Matter Pages
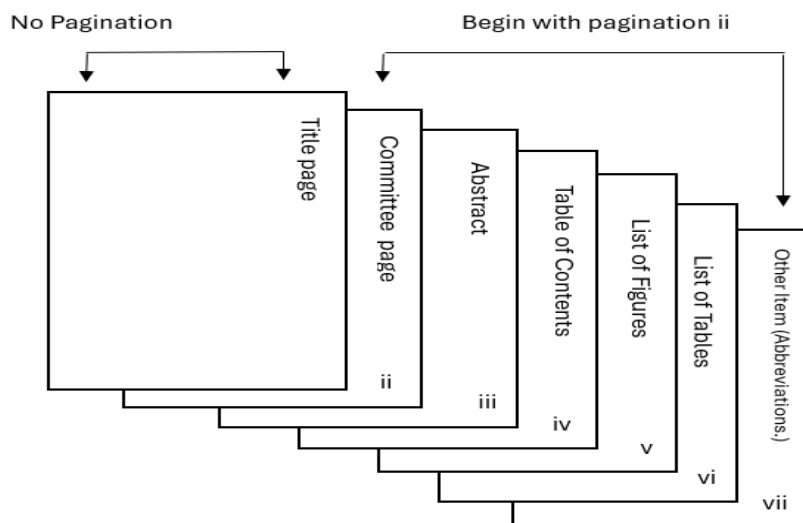
Front matter refers to the pages that appear before the main text of the thesis.

3.2.1 Front Matter Page Specifications

1. **Headings**: All front matter page headings should be formatted in bold, capitalized, at the top of the page, and centered. In the Thesis Template, under the *Styles tab*, select *Prelim Pages*.
2. **Page Numbering**: The front matter pages should be numbered with Roman numerals, ii, iii, ... Starting from Committee Page ii.
3. **Sequence:** You must follow the page order below. The front matter section consists of:

   - Title page (Required)
   - Committee page (Required and begins on page ii)
   - Abstract (Required and begins on page iii)
   - Table of Contents (Required)
   - List of Figures (Required if you have at least 1 figure)
   - List of Tables (Required if you have at least 1 table)
   - Preface (Optional: not common, but some disciplines may require it)
   - Acknowledgments (Optional)
   - Declaration (Optional)
   - Dedication (Optional)
   - Acronyms (Optional)
   - Nomenclature (Optional)

3.2.2 Title Page

The title page provides identification information that is unique to the thesis. It contains unique information that supports easy location, citation, and reference of the thesis.

1. The title page is the first page of the thesis. It is technically counted as page i of the front matter pages, but it does not have a page number.
2. All information on the title page must be centered.
3. The title page must not contain any bold font or stylized text except if required for discipline-specific words in the title.
4. All line spacing and style guidelines must be followed as stipulated in the Thesis Template.
5. The University name, the college name, the title of the thesis, and the student's name must be in capital letters, size 14 -pts. For thesis **in Arabic**, the font used should be capital letters, Simplified Arabic, size 16-pts.
6. Avoid using non-alphabetical symbols, Greek letters, formulas subscripts, and superscripts in the title.
7. The title can run for more than one line if needed with a line spacing of 1.5.
8. The student's name must be written as it appears on the University's transcript.
9. Ensure that you remove the brackets from the title page after choosing the degree qualification (either Masters or Doctor of Philosophy). Brackets typically indicate the selection of related content, so they should be removed after decisions have been made.
10. The degree title for all doctoral candidates is 'Doctor of Philosophy'. The degree title for all master's students is 'Master of Science' or 'Master of Arts'. Some programs may use program specific degree titles. Confirm with your program if in doubt.
11. Use the month and year of the defense date on the title page. Do not use the date of degree conferral.
12. The copyright for the thesis is owned by the student. On the copyright line, use the symbol © followed by your name and then the phrase All Rights Reserved.

Below is the Title Page example:

HAMAD BIN KHALIFA UNIVERSITY

COLLEGE NAME

TITLE OF THESIS CENTERED, SIZE 14 PTS (16 PTS FOR ARABIC),

ALL IN CAPS, LINE SPACING OF 1.5

BY

STUDENT'S NAME AS IT APPEARS IN THE TRANSCRIPT

A Select Document Type Submitted to the Faculty of

College Name

in Partial Fulfillment

of the Requirements

for the Degree of

[Master of XXX]/ [Doctor of Philosophy]

Month and Year

© Student's Name. All Rights Reserved

3.2.3 Committee Page

The Committee Page is a mandatory part of your thesis. Please note that the format of the page should strictly align with the University Thesis Template.

1. The Committee Page must have a page number (ii).
2. Ensure that you have removed the brackets from the committee page after adding the committee members' names and the Deans name
3. Committee members' signatures should no longer be included in the thesis. The signed Committee form should be added to the Similarity Index Approval Form on iProcess. A signed Committee page is no longer required in the thesis.

Below is an example of the Committee Page:

3.2.4 Abstract

The abstract provides a concise summary of the thesis. It may be structured according to disciplinary guidelines. While the abstract content may change between disciplines, it usually includes a brief description of the research purpose, method, results, and conclusions. The UWrite Writing Center provides best practice guidelines for structuring the abstract section. Guidelines for the abstract page includes:

1. The abstract page is mandatory.
2. The abstract page must have a page number.
3. The abstract should not include subheadings, citations, tables, or figures.
4. The length of the abstract should not exceed one page.
5. Please refer to the general specifications section for the spacing, font type, and size.

Below is an example of the Abstract Page:
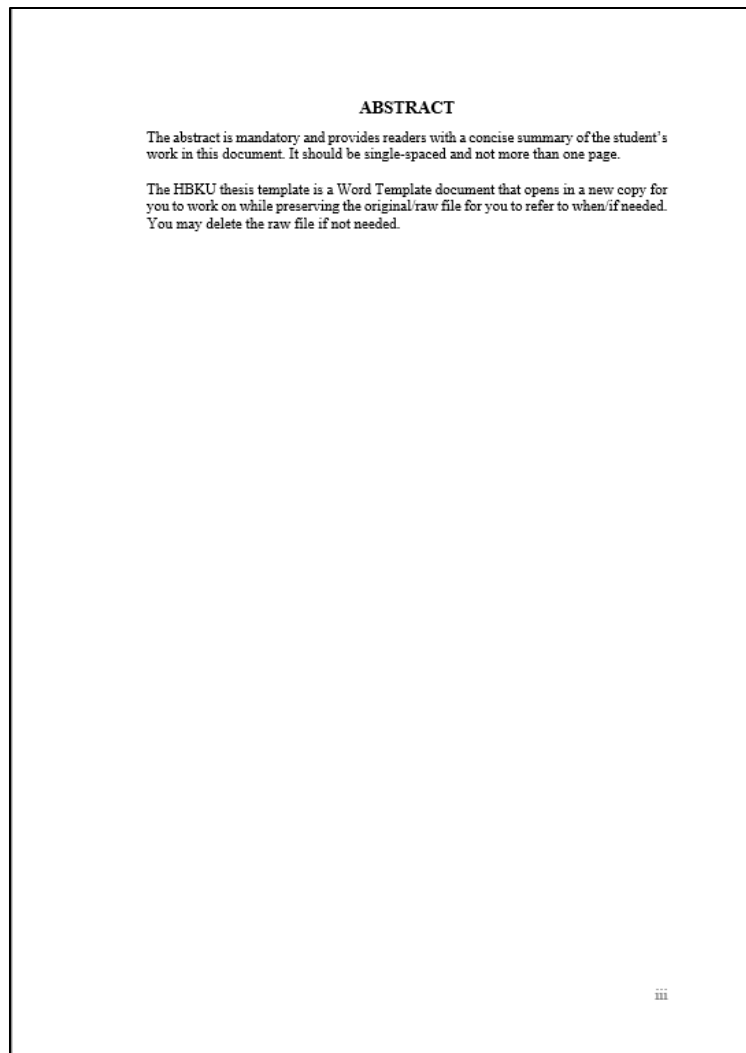
3.2.5 Table of Contents

The table of contents in the thesis serves as a structured outline detailing the main sections or chapters, along with their respective page numbers. It offers readers a clear overview of the document's structure, enabling swift navigation to specific information. The table of contents must follow the guidelines below:

1. The table of contents page must have a page number.
2. It should include a listing of all headings after the table of contents, including the list of tables and figures.
3. The listing in the table of contents must align with the headings and page numbers as they appear in the text. It is essential to update the table of contents and verify that the listed page numbers are correct.
4. If you use appendices make sure the title for each appendix appears in the table of contents.
5. Use 1.5 line spacing for the table of contents.

Below is an example of the Table of Contents:

Instruction: How to Update the Table of Content

To update the table of contents, right-click the table of contents and select "Update Field" then choose "Update entire table".

3.2.6 List of Figures

The list of figures compiles all the figures used in the thesis including their corresponding page numbers. It provides an overview of how figures are incorporated within the document.

The list of figures must follow the guidelines below:

1. The list of figures page must have a page number.
2. Include a list of figures if you have one or more items in this category.
3. The list must include the figure numbers, captions, and the corresponding page number of every figure in the thesis.
4. Use 1.5 line spacing.

Below is an example of the List of Figures page:

> **Instructions: How to Generate an Automatic List of Figures**
>
> - *To automatically generate the list of figures, follow the instructions in 3.3.7 Tables and Figures to create captions.*
> - *Once all the captions are added, come back to the List of Figures page.*
> - *Then under the References tab in the ribbon above (in Word), click on "Insert Table of Figures", choose "Figure" for the caption label, and click "OK".*

3.2.7 List of Tables

The list of tables compiles information about all the tables in the thesis along with their corresponding page numbers. It provides an overview of how tables are incorporated within the document.

The list of tables must follow the guidelines below:

1. The list of tables page must have a page number.
2. Include a list of tables if you have one or more items in this category.
3. The list must include the table numbers, captions, and the corresponding page number of every table in the thesis.
4. Use 1.5 line spacing.

See the List of Tables example below:

Instructions: How to Generate an Automatic List of Tables

- *To automatically generate the list of tables, follow the instructions in **3.3.7 Tables and Figures** to create captions.*
- *Once all the captions are created, return to the List of Tables page.*
- *Then under the References tab in the ribbon above (in Word), click on "Insert Table of Figures", choose "Table" for the caption label, and click "OK".*

3.2.9 Preface

The preface is a statement of the author's reasons for undertaking the work and other personal comments that are not directly related to the materials presented in other sections of the thesis. The following guidelines guide the creation of the preface page:

1. This page is optional.
2. The preface page must have a page number.
3. The text of the preface should be in Times New Roman, size 12 pts, Justified, 1.5 line spacing, with an empty line between paragraphs.
4. If you are not required to add a preface, delete this page, and update the Table of Contents.

3.2.10 Acknowledgements

The acknowledgments section provides a chance to express gratitude to individuals who have offered personal and professional support throughout your thesis journey. Guidelines include:

1. This page is optional.
2. The acknowledgment page must have a page number.
3. The text of the acknowledgment should be in Times New Roman, size 12 pts, Justified, 1.5 line spacing, with an empty line between paragraphs.
4. If you do not wish to add acknowledgements, delete this page, and update the Table of Contents.

3.2.11 Declaration

The dedication in a thesis is a statement that serves to reinforce that the work contained in the thesis was created by the student and other works reproduced have been appropriately cited. Guidelines include:

1. This page is optional.
2. The Declaration Page must have a page number.
3. If you do not wish to add a Declaration Page, delete this page, and update the Table of Contents.

3.2.12 Dedication

The dedication in a thesis is a short section where the author expresses gratitude and acknowledges specific individuals or groups who have provided support, inspiration, or encouragement during the process of researching and writing the thesis. Guidelines include:

1. This page is optional.
2. The Dedication Page must have a page number.
3. If you do not wish to add a Dedication Page, delete this page, and update the Table of Contents.

3.2.13 Acronyms

The acronyms page in a thesis contains the list of abbreviations given to words used in the thesis if any. This serves as a reference guide for all acronyms used in the thesis. Guidelines include:

1. This page is optional.
2. The Acronyms Page must have a page number.
3. If you do not wish to add an Acronyms Page, delete this page, and update the Table of Contents.

3.2.14 Nomenclature

This section should contain naming systems used within the thesis. Guidelines for this section includes:

1. This page is optional.
2. The Nomenclature Page must have a page number.
3. If you do not wish to add a Nomenclature Page, delete this page, and update the Table of Contents.

Important to Note

The Nomenclature page is the last page numbered in Roman numerals. In Chapter 1 the numbering starts at 1 with Arabic numbers. If the **page numbering changes** while modifying the front matter pages, follow the instructions below to correct it:

Instructions: How to Correct the Page Numbering

- *Put the cursor at the end of the last frontmatter page before Chapter 1.*
- *Go to Layout → Breaks → Next Page*
- *Go to Chapter 1 and double-click on the footer to open it.*
- *Under the "Header & Footer" tab in the ribbon, click on the "Link to previous" and disable it.*
- *Select the page number, then right-click on it and go to "Format Page Numbers" to update the numbers in each section.*

3.3 Main Text

The main contents of the thesis (divided into chapters) are contained in the main text section. Guidelines for the main text section includes:

3.3.1 Page numbering:

The page numbering in this section is in Arabic numbers and starts from number 1 on the first page of chapter 1.

3.3.2 Chapters:

All chapters must begin on a new page. Chapter titles should be in capital letters, left – aligned (justified), and written following the format – **CHAPTER 1: INTRODUCTION**

Instructions: How to Use the Proper Formatting of the Titles

- *Type the title all in caps and select all.*
- *Then go under Styles and select "Heading 1, Chapter Title" which contains the proper formatting, and ensures the title is reflected in the table of contents.*

3.3.3 Headings:

Major words (and all words of four letters or more) should be capitalized. The first level of headings within the chapter is numbered with 2 digits: the first digit is the number of the chapter, and the second is the order of that heading in the chapter. Further information and a few examples heading levels can be found here - [The University Writing Center (UWrite) Thesis Heading Levels](#)

3.3.4 Heading levels:

The following heading levels are required:

Heading 1: Flushed left, Boldface, UPPERCASE HEADING

Heading 2: Flushed left, Boldface, Uppercase and Lowercase

Heading 3: Flushed left, Boldface, *Italic Uppercase and Lowercase*

Heading 4: Flushed left, *Italic Uppercase and Lowercase*

Heading 5 and higher use the same style as heading 4.

1st level heading should be bold, left indented, capitalizing the first letter of each word, except for conjunctions, pronouns, and prepositions.

Instructions: How to Format Heading Levels

- *Select the title of the heading and go under Styles, select "1st Heading". Repeat the same for all levels of the headings respectively.*

3.3.5 Tables and Figures:

A table is a columnar arrangement of information, often numerical, designed to save space and convey relationships quickly. As a rule of thumb, if the material can be typed, it is a table; if it must be drawn, it is a figure. Figures include graphic illustrations such as charts, graphs, diagrams, maps, or photographs.

1. Each table and figure in the text must have a number and a caption.
2. You may number them consecutively starting with 1 (e.g. Figure 1: Illustration of …) or by following the chapter number using decimal numbering (Figure 1.1: Illustration of…).
3. The font size and font type should be consistent with the main text, left-aligned, regular, size 12pts, but single-spaced if more than one line.
4. The caption of the figures should be placed under the figure, while the table caption should be above the table.
5. Leave a line after the caption and then continue your text.
6. The figures and tables are placed after the paragraph where it was first mentioned, preferably on the same page if the available space allows it.
7. Do not use phrases such as "The figure below the Table above or the following figure, etc." Instead refer to every table and figure by its number (example, "Table 5.2 presents … / …is illustrated in Figure 3.4).
8. The List of Tables and the List of Figures in the front matter section, includes the captions and the page numbers of every table and figure in the document. The line spacing in these lists should be 1.5.

Instructions: How to Create Captions Automatically

- *To have captions added automatically to the list of figures or tables, insert captions for each as instructed on this page.*
- *Once done with all figures go to the list of figures and follow the steps on this page from Microsoft. The same steps apply to the list of tables.*

3.3.6 Oversized Materials

If you have oversized figures and tables that do not fit within margins of the page, you should:

1. **Use landscape pages:** Place the figure or table using landscape style on the page. Make sure you still use the same page numbering scheme.
2. **Reduce type size:** Reduce the font size of the figure or table, but make sure that you do not lower the size below 9 points.
3. **Rotate the figure or table:** Rotate the figure or table and the caption or heading counterclockwise so that all components can be read together. The needs to be rotated with the figure.

Instruction: How to Insert Horizontal Page in the Middle of a Document

To insert a horizontal page in the middle of the thesis, follow the instructions on this page.

3.4 End Matter Pages

The end matter (or ending pages) of the thesis may include the following items:

- References or bibliography (mandatory)

- Appendices (following the references – optional but necessary in some instance for instance to include permissions or supplementary documents)

3.4.1 References or Bibliography*:*

All theses must include a page at the end of the document that lists all the works referred to in the text. The page can either be a reference page which contains all the works specifically used or a bibliography which contains works consulted widely during the process. The Reference or Bibliography must be according to the citation style used throughout the document (APA, MLA, IEEE, or any other style agreed upon with your supervisor). Citations are required in the text whenever you use a direct quote, paraphrase another author's words, or include specific information that is not common knowledge and not derived from your own research presented in the thesis. Source citation systems are generally classified into three categories:

1. Parenthetical author-date-page documentation.
2. Citation by number, keyed to a numbered reference list; and
3. Footnotes or endnotes.

Choose one of these citation systems and apply it consistently throughout your thesis. Use the style manual recommended for your discipline. If your college does not specify a style manual, default to APA. If you select one of the first two citation systems, you may also include footnotes for non-source information or comments. It is your responsibility to ensure proper citation.

Use 1.5 line spacing for the Reference list or Bibliography.

For guidance on citation management, you are encouraged to reach out to the Information Literacy Librarian.

3.4.2 Appendices:

The appendix section typically contains material that is supplemental to the main text.

1. Appendices are formatted and numbered similarly to chapter titles.
2. When the thesis includes more than one appendix, add the number (APPENDIX 1: TITLE OF APPENDIX, APPENDIX 2…).
3. Each appendix starts on a new page.
4. Titles of the Appendices should appear in the Table of Contents.
5. The IRB certificate, if obtained must be included in the appendix.
6. All copyright permissions obtained must be included in the appendix. Ensure the copyright permission is clearly labelled and linked to the illustration. For example – Figure 3 (page 13) – Caption of the illustration. Also include information on figures used from copyright-free sources, for examples figures used published under the Creative Commons license.

3.5 Formatting Guidelines Checklist

This checklist ensures that all thesis formatting guidelines are met, helping to avoid errors that could delay thesis submission or degree conferral.

- ☐ The margin must be 1.5" on the left side and 1" on all other sides throughout the thesis.
- ☐ The font used is Times New Roman, size 12 pts, except for the chapter title and the front matter page headings which should be size 14- pts.
- ☐ Page numbers must be placed as a footer in the lower right-hand corner of the page.
- ☐ The page numbering in the main text must be in Arabic numbers and start from number 1 on the first page of chapter 1.
- ☐ Landscape pages must have correct page number placement and margins.

- The title page must not be numbered, all other front matter pages are numbered in an ascending order.
- Front matter pages starting from the committee page (ii), should have lowercase Roman numerals.
- The student's name must be written on the title page as it appears on the University's transcript.
- Use the month and year of the defense date on the title page. Do not use the date of degree conferral date.
- The Table of Contents includes all the sections and the corresponding page numbers according to the thesis manuscript.
- Check that the table of contents is not listed as an item in the table of contents.
- Each table and figure in the text must have a number and a caption.
- The caption of the figures should be placed under the figure, while the table caption should be above the table.
- All chapters start on a new page.
- All dissertations/theses/projects must include a references page at the end of the document that lists all the works referred to in the text.

3.6 Common Errors

The most common errors that the student make while completing their thesis include:

- Adding a page number to the title page.
- Writing the university name, college name, thesis title, and student name in lower case.
- Using the bold fonts on the title page.
- Writing the wrong degree name.
- Using the wrong month and year of the defense date on the title page.
- Not using bold font for the chapter titles, front matter page titles, and subheadings.
- Chapters that do not start on a new page.
- Using more than one method of documentation or style guide within the thesis.
- Using bold in the text to draw attention to important sentences.
- Using long quotations without distinguishing them from the original text.
- Placing large illustrations on portrait pages instead of landscape pages.
- Information in the margins of the dissertation.
- Creating more than one account on ProQuest.

CHAPTER 4: SUBMISSION PROCESS

The submission of the dissertation or thesis should be to [ProQuest,](#) and to the [LibWizard](#) for projects, which signifies the final step in the process. As a graduation requirement, all submitted thesis will be reviewed by the Provost's Office with revisions requested if needed or final approval given.

1.1 HBKU Thesis Template

Ensure that the correct HBKU Thesis Template has been used. This includes thesis in Arabic. The formatting approval for the final version of the thesis is required for graduation.

1.2 Timeline

Adhere to the deadlines stipulated in the academic calendar for the Spring and Fall graduation to ensure graduation requirements are completed before the deadlines.

1.3 Similarity Index Report

The student is required to analyze the document with appropriate accepted plagiarism software (iThenticate). The results will need to be reviewed and evaluated by the student's supervisor and committee members. Students who violate the code of honor will be subject to appropriate disciplinary action as stipulated by the University Policy. The Similarity Index Report is submitted through iProcess (found in the Banner system) for approval by the supervisor, program coordinator, and the Provost's Office.

1.4 ProQuest

Publication of thesis and dissertations is a graduation requirement at HBKU. All dissertations and thesis must be submitted on ProQuest - [ETD Administrator - My ETDs - Submit my ETD](#) . The ProQuest database hosts a collection of dissertations and theses from around the world. Publications on ProQuest are published open access however, the student retains the copyright. HBKU theses and dissertations are published after degree conferral.

1.5 LibWizard

All projects will be published in [Manara](#), the HBKU Library repository in Qatar National Library (QNL). As a graduation requirement, all projects must be submitted through the HBKU Library LibWizard - [Project Submission Form (libwizard.com)](#). Publications will be open access with copyright retained by the student.

4.6 Embargo

An embargo is a restriction placed on the publication of a thesis for a time period. Students may request an embargo for various reasons including time to patent results from the research project, to enable time for the publication of articles from the research, or when the research contains sensitive information. The HBKU embargo period is either a six month or one year embargo. This can be indicated during the account creation process on ProQuest or LibWizard.

4.7 Changes after submission

It is your responsibility to ensure that the thesis is updated and in the final format before submission. As the thesis has been approved by the committee members, changes would only be permitted with the approval of the committee members. Changes to the thesis after the degree conferral and publication is not permitted.

4.8 Submission Process at-a-Glance

SUBMISSION PROCESS

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                              ( Start )
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                                 v
                        +------------------+
                        | HBKU Thesis Template |
                        +------------------+
                                 |
        • Ensure the HBKU Thesis                    +---------------------------+
          Template is used including thesis         |        Timeline           |
          in Arabic.                                | Follow the academic       |
        • Formatting approval is required           | calendar to meet          |
          for graduation.                           | graduation requirements.  |
                                 |                   +---------------------------+
                                 v
                        +------------------+          +---------------------------+
                        |    Approvals     |          |   Required Documents      |
                        +------------------+          |  • Similarity Index       |
                                                      |    Report.                |
        • Obtain all necessary approvals              |  • Committee              |
          after defense.                              |    Signature Form.        |
        • Collect signatures on the                   |  • Dissertation/          |
          Committee Signature Form.                   |    Thesis/ Project        |
                                                      |    (PDF).                 |
                                                      +---------------------------+
```

- **iProcess**
  - Submit Similarity Index Report.
  - Submit the Signed Committee Signature Form.

- **ProQuest (Thesis/Dissertation)**
  - Required Documents:
  - Thesis/Dissertation (PDF)
  - Abstract
  - Names of committee members

- **LibWizard (Project)**
  - Required Documents:
  - Project (PDF)
  - Abstract
  - Names of committee members

Check your email for the Approval / Required Updates

- **Yes**
  - Submission Completed.

- **No**
  - Complete required updates.
  - Upload the updated version.
  - Do not create a new account.

CHAPTER 5: RESOURCES

5.1 Institutional Resources

HBKU Library:

- Meet with a Librarian for Research/Referencing Support: https://hbku-qa.libcal.com/appointments/MeetWithALibrarian
- Requesting Articles/Book Chapters: https://www.hbku.edu.qa/en/hbku-library/document-delivery
- Borrowing Books from EC Libraries: https://www.hbku.edu.qa/en/hbku-library/interlibrary-loan
- Suggesting/Requesting Books: https://www.hbku.edu.qa/en/hbku-library/purchasing-new-titles
- Citation Management Tools: https://www.hbku.edu.qa/en/hbku-library/citation-management
- Research Guides: https://hbku-qa.libguides.com/?b=g&d=a
- Email: hbkulibrary@hbku.edu.qa
- Phone: 44546644

UWrite (HBKU Writing Center):

- English Writing Support: Mr. Owen Connor oconnor@hbku.edu.qa
- Arabic Writing Support: Dr. Omaima El Hardlo oelhardlo@hbku.edu.qa
- 1-1 Consultations: https://hbku.mywconline.com/
- English LibGuide : https://hbku-qa.libguides.com/uwrite
- Arabic LibGuide: https://hbku-qa.libguides.com/uwrite-arabic
- Thesis Writing Support: https://hbku-qa.libguides.com/HBKUthesis/writing

Academic Administration:

- Registrar's Office: https://www.hbku.edu.qa/en/academics/registrars-office
- Academic Calendar: https://www.hbku.edu.qa/en/academic-calendar/2022-2023#/year/29870
- Academic Standards Lead: thesisreview@hbku.edu.qa
- Copyright Guide:

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