



University of Bahrain  
Deanship of Graduate Studies

# University of Bahrain's Thesis Writing Guide

2014

## University of Bahrain's Thesis Writing Guide

### Introduction:

Scientific research has been an extensive and honest effort in the path to human knowledge throughout human history. Through conducting research, a researcher attempts to elevate the human self through the documentation of some scientific issues, or by solving some scientific problems in various fields. The essence of research is guided by objectivity and strict integrity far from human desires and prejudices. Prestigious universities are well recognized by their devotion to scientific research which contributes to the development of society at large on one hand, and connects the university and the community to other universities and communities on the other.

Theses at the Doctoral and Master's level are considered one of the main branches of scientific research and are also considered the most important element for setting out a scientific atmosphere at the university level which should be felt by the students and faculty members alike. The purpose of writing theses is to provide the postgraduate student with the necessary experience of citing authors and researchers and know the methodology they use in their books and publications in addition to giving the postgraduate student the opportunity to acquire the skills needed to research, writing, and classification of information. Theses at the postgraduate level, whether Master's or Ph.D., should serve as unique additions to knowledge, with specific reference to its results, analyses, and recommendations.

### General Regulations:

**1) Thesis Writing:** The thesis is purely the work of the student. Therefore and under no circumstances, the student must not entrust any party to write the whole thesis or any part of it. If a student is proven to have done so, the act will be considered illegal and scientifically unethical. In scientific norms, it is also considered cheating and the student will be subject to disciplinary action which may lead to being dismissed from the university.

**2) Plagiarism:** Plagiarism is to get credit for a piece of work written by other author(s) and presenting it as one's own original work. This act is considered illegal and violates the academic and ethical norms. Students committing plagiarism will be subject to disciplinary action which may lead to being dismissed from the university. Therefore, students should adhere to the following:

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**a. Proper incorporation of materials by other authors:** In case of incorporating a copyrighted, intellectual work of another author, the student should obtain the written consent of the owner of the material in order to properly incorporate it in his/her work. Failing to obtain such consent means violating the intellectual property rights and publishing laws. The student may also be subject to legal questioning. The university bears no responsibility whatsoever in regards to any legal procedure which may be the result of this violation.

**b. Commitment to document sources of information:** In the thesis, a student must document all information, data, and quotations that are not the student's own original work by properly mentioning its original source using the appropriate bibliographic documentation. Failure to comply with this regulation will result in a student investigation and the refusal of the thesis.

**c. With the availability of electronic search and data sources** it is easier to copy and paste information and mention the author(s). However, the amount to be copied from other authors must not exceed 10%; otherwise, it is considered plagiarism.

**3) Thesis publication:** In case the thesis is accepted for publication as a book or in a scientific journal, the student must indicate that this work is originally a thesis defended at the University of Bahrain and the student should include the supervisor's name.

### General framework and thesis specifications:

1. The student should avoid wordiness and repetition, be concise, and focus on quality not quantity.
2. The thesis should be written in proper academic language whether in Arabic or English. When the thesis is submitted to the defense committee, it should be free from grammatical errors, spelling mistakes, and typos. The final version should be submitted error-free without any strikethroughs. The supervisor is responsible for the linguistic accuracy of the thesis.
3. The thesis should include an abstract in Arabic and English not exceeding one page (400 words per abstract).
4. The thesis title, the researcher's name, and the supervisor's name should be written on the thesis cover page in gold color using the engraved method.

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5. The thesis title, type (MA or PhD), researcher's name, and the date should be written in gold on the side of the thesis using the engraved method.

6. Acronyms and abbreviations should be spelled out the first time they are mentioned and the acronym/abbreviation should be written between parentheses. For example, if the Food and Agricultural Organization is mentioned for the first time, its acronym should be written like this (FAO); the parentheses should be left out in subsequent appearances. A list of abbreviation/acronyms that appear in the thesis should be included in the beginning of the thesis.

7. Each chapter should have its cover page containing its title and contents.

8. The chapter's title should be repeated at the top the first page of the chapter: centered, bold, font size 20.

9. The beginning of all paragraphs should be 1 cm indented to the left in case of Arabic and to the right in case of English.

10. No space between the word and the punctuation mark that follows it.

11. All quoted texts should be clearly referenced citing the source and the relevant page number(s).

12. Internet sources are written in the references section and should be alphabetically ordered starting with the author's family name. For example:

Aldoseri, R. (2001). Performance assessment in schools. *Journal of Educational Psychology*.

Retrieved from [www.jep.net/v217](http://www.jep.net/v217)

13. References are alphabetically ordered. In case the thesis is written in Arabic, the (AL) is not considered in the order. For example, (ALSAEEDI) is ordered with the letter S, not the letter A.

14. Long paragraphs which may exceed one page long should not be used. Citations from the same reference should not appear more than 5 times. The sentences of quoted text should not exceed 10% in the whole thesis.

15. The student should submit 10 bounded copies of the thesis after degree awarding along with a CD that contains the thesis final report and the final version of the thesis after doing all required revisions.

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16. The student should abide by the thesis submission date as agreed with the supervisor. In case the student exceeds the submission date, the student can still work on the thesis taking into consideration the remaining legal time limit the student has. The supervisor should be notified in writing.

17. All required revisions should be done after the defense and as agreed upon in the defense, in coordination with the internal and external examiners, and not exceeding 1 month after the defense date. Otherwise, the degree awarding will be delayed by a full semester.

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### Thesis Technical Specifications

<b>Paper</b>	Color	White
	Size	A4 21.0 X 29.7
	Density	GSM 80
<b>Printing</b>	Quality	High Quality
	Pages	One Sided
	Cover Page	One Sided
	Technology	Laser or Inkjet
<b>Word Count</b>	Theoretical Thesis	Approximately 80,000 words
	Empirical Thesis	Approximately 40,000 words
<b>Body Paper Specifications</b>	Margins	<ul style="list-style-type: none"> <li>- Right 3.17 cms</li> <li>- Left 3.17 cms</li> <li>- Top 2.54 cms</li> <li>- Bottom 2.54 cms</li> </ul>
<b>Text Specifications</b>	Page Numbering	<p>1. Thesis is to be numbered in the center at the bottom of the page without parentheses. Page numbering starts with number 1 after the dedication, acknowledgement, and table of contents sections which should be numbered alphabetically (A,B,C...).</p> <p>2. Chapters’ cover pages are counted in numbering but the numbers should not appear on them.</p> <p>3. Appendices should not be numbered; page numbering stops at the end of the references section of the thesis.</p>
	Font Type	Normal “Simplified Arabic” (SA) font should be used for theses written in Arabic. Headings should be written in bold. For Theses written in English, the font to be used should be Times New Roman.
	Text Color	Black
	Body Text Format	Regular
	Headings Text Format	Bold

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	Text Sizes	Text sizes are as follows: - Chapter Title: size 20. - Heading size: 18. -Subheading size: 16. - Body text: size 14. - Abstract: size 12.
	Line Spacing	In Arabic theses, single line spacing should be followed using the “Simplified Arabic” font. English theses should have 1.5 line spacing using “Times New Roman” font.
	Paragraph Alignment	Justified
	Thesis Title and Chapter Titles Alignment	Centered
	Headings Alignment	Aligned to the Right
<b>Binding</b>	Cover Page	The binding method to be used should be glued binding using a <b>Dark Blue</b> hard cover page for MA theses and <b>Black</b> hard cover page for PhD theses.

### Formatting tables and figures:

1. Tables and figures are to be numbered sequentially in the thesis. They are also to appear directly after being mentioned in the results and discussion, not at the end of the thesis.
2. Table title is to be written on top, and figures’ and graphs’ titles are to be written in the bottom. In both cases, the title should reflect the content.
3. The table number is written within parentheses without the word “number”. For example:

**Table (1)**

**Participants Distribution by Gender**

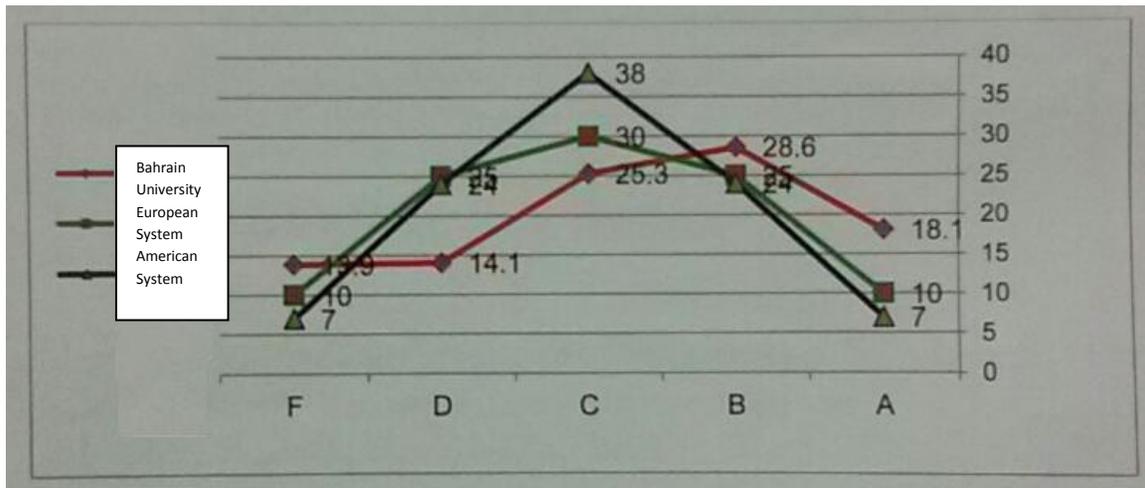
Gender	Count	Percentage
Male	60	60.0
Female	40	40.0
Total	100	100

4. If the table title exceeds one line, it should be written as an upside down pyramid. For example:

**Table (2)**

**Results of One Way ANOVA to know the significance of differences in colleges by the following variables: Mental Health, Confidence and Ambition Level, and Emotional Intelligence**

5. The figure title and number are to be written under the figure. For example:



**Figure (1)**

**Comparing University of Bahrain’s Students’ Results with the European and American Systems**

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6. Figures are to be numbered in a different format than tables.

### **Thesis organization format:**

1. Title Page (the title page is to be repeated again on regular white paper - Sample 1).
2. Defense Committee's Approval Page (Sample 2).
3. Thesis abstract written in Arabic not exceeding one page or 400 words in length.
4. Dedication page (Brief and Concise).
5. Acknowledgment.
6. List of Content (Sample 3).
7. List of Tables.
8. List of Figures.
9. Thesis body.
10. Conclusion and Recommendations.
11. References.
12. Appendices.
13. Thesis abstract written in English not exceeding one page or 400 words in length.
14. Title page written in English from the other side (using the same format of the Arabic title page – Sample 4).

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### Thesis Content:

#### First: Colleges:

#### 1. Physical Education and Physiotherapy.

#### 2. Arts: Majors: Psychology, Sociology, and Media, Tourism and Arts.

Chapter Sequence	Notes
<b>First: Thesis Title:</b>	<b>Thesis Title Specifications:</b> <ol style="list-style-type: none"> <li>1. Clear and concise.</li> <li>2. Should contain the subject of study, and the population.</li> <li>3. Should reflect the content and the research problem.</li> <li>4. Should not be lengthy (approximately 15 words).</li> <li>5. Should be written in an easy language, avoiding rhetorical and journalistic styles.</li> <li>6. Should be concise; includes all the elements of research.</li> <li>7. To reflect the subject of the study directly.</li> <li>8. The methodology should be deduced.</li> <li>9. Should contain the study variables.</li> <li>10. Should contain the study's setting whether geographic, human, methodological, or temporal.</li> <li>11. The key words should be deduced from it.</li> <li>12. The tools to be used should be deduced from it.</li> <li>13. The expected statistical methods should be deduced from it.</li> </ol>
<b>Thesis Chapters:</b>	<b>Chapter One: Introduction to the Study:</b> This chapter contains the following parts: <ul style="list-style-type: none"> <li>- <b>Introduction:</b> Should contain a general theoretical overview of the subject of the study, and should not exceed 1-2 pages. The introduction should serve as a transition from the general framework to the subject of the thesis.</li> <li>- <b>Research Problem:</b> Contains a clear and concise overview of the problem to be researched from the researcher's point of view. It also presents a brief overview of the variables related to the research problem.</li> <li>- <b>Research Questions:</b> Research questions that are related to the research problem are formatted using a statistical method which focuses on statistical significance. This approach is followed in pilot, comparative, or correlational methods of inquiry. Questions in other methods of inquiry should be written normally.</li> <li>- <b>Research Objectives:</b> Research objectives are identified clearly and concisely and result from the research questions. Objectives are written as procedural points in accordance with the research questions and are related to the variables that the researcher aims at approaching.</li> </ul> <b>Research Significance:</b> It includes the areas of significance of the

research study and the awaited benefits from the research study. It also contains justifications for conducting the research study; this may include some of the following insights:

- The study's scarcity in the Bahraini, Gulf, or Arab societies in general.
- The research study is significant and its practical benefits will enrich the society in case it is carried out. The study's recommendations and suggestions may contribute to solving existing problems.
- Replicating the research study on a different age group.
- The same study was conducted long time ago, and there is a pressing need for replicating the study to explore the changes that occurred to the phenomenon studied earlier.
- **The study's setting:** the researcher points out the study's setting whether geographic, human, methodical, or temporal.
- **Research terminology:** In this section, the researcher defines the main terms that appear in the study. The researcher should mention the definers of those terms and the sources and year of publication, and should also provide a procedural classification of definitions from the researcher's point of view.

### **Chapter Two: Theoretical Framework and Literature Review**

This chapter provides a theoretical overview of the subject(s) of the study divided into several themes taking into consideration proper documentation. The chapter provides an overview of theories and theoretical models relevant to the research problem. Following that is a review of previous studies, starting with studies in the Arabic context followed by studies in foreign contexts following a chronological order from the oldest to the most recent, and ordered by the themes or variables of the study.

Review of literature is written as coherent paragraphs not separated by subheadings. The review should include the following:

- Researcher(s) of the study.
- Year.
- Research study's title or its objective.
- Methodological approach used.
- The study population and how it was selected.
- Research tools and their psychometric qualities.
- Statistical methods used.
- The study's main results.

The chapter is concluded with two parts:

**The first part** serves as an executive summary of the previous studies. This should take the form of clear and concise points.

**The second part** states to what extent the researcher benefited from the previous studies. The benefit may be from the research tools, methodology used, procedures, or hypotheses formulation.

The researcher concludes this chapter by stating the study's hypotheses (if applicable) which should be formulated in a unified way, whether to be null or directional hypotheses. The hypotheses are formulated from the study's objectives and research questions.

### **Chapter Three: Methods and Procedures**

This chapter includes the following parts:

- **Methodology used:** The researcher states the methodology used and justifies the selection. The researcher also mentions the procedures followed. For example: The researcher used a qualitative research method (the correlational approach).
- **The research population and the sample:** The researcher discusses the research population mentioning its characteristics, size, and reason(s) of selection. The researcher then discusses the sample pointing out its characteristics, size, and the sampling method used.
- **Research tools:** The researcher discusses the research tool(s) used mentioning the constructor of the tool(s), the method of construction, what the tool(s) measures are, and its reliability and validity. The researcher also states the tool(s) used are put in the appendix.
- **Data collection / procedures:** The researcher discusses the procedures of data collection at different stages.
- **Statistical methods used:** The researcher states and justifies the statistical methods used in the research study.

### **Chapter Four: Results, Discussion, and Recommendations:**

This chapter includes the following parts:

- The study's results:** The researcher discusses the results of the study in order to answer the research questions or address the hypotheses. Results are presented in the form of tables and figures with data commentary.
- Discussion of Results:** The researcher discusses the results of the study in light of the research questions or to address the study's hypotheses. Discussion should be linked with previous studies whether they prove or disprove the study's results.
- **Study's Recommendations:** The researcher discusses the main procedural recommendations or suggestions that are suitable from the researcher's point of view. Recommendations are presented in the form of concise procedural points and they should include:

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	<p># Recommendations that contribute to address the problem.          # The practical benefits from the research process.          # Recommendation for future research.</p>
<p><b>References List</b></p>	<p><b>First: Arabic References:</b>          Written in APA style and ordered alphabetically without numbering. They are written as follows:</p> <ol style="list-style-type: none"> <li>1. Researcher's name (family name first) and year of publication.</li> <li>2. The title of the study, article, or book.</li> <li>3. The name of the periodical, or scientific journal (if the reference is from a scientific journal or periodical the volume number is mentioned first, then the issues number, then the page numbers.</li> <li>4. Place of publication.</li> <li>5. Publisher or Publishing Company.</li> </ol> <p><b><u>Book Example:</u></b>          Galal, Ahmad Saad (2007). <b>Psychological Tests and Measures.</b>          Cairo:International House for Cultural Investments.</p> <p><b><u>Periodical or Scientific Journal:</u></b>          Dahawi, Bayoumi (1992). Teachers' Self Training in Australia and How It Can Be Utilized in Egypt. <i>Journal of the College of Education, Ein Shams University, Egypt</i> (6), 35-44.</p> <p>Online Sources:          Aldoseri, R. (2001). Performance assessment in schools. <i>Journal of Educational Psychology</i>. Retrieved from <a href="http://www.jep.net/v217">www.jep.net/v217</a></p> <p><b>Second: Foreign References:</b>          Written in APA style and ordered alphabetically without numbering. Examples:</p> <p>Barker, P. (1995). A global performance support system for students and staff, <i>Innovations in Education and Training International</i>, (32), 35-44.</p> <p>Goleman, D. (1995). <i>Emotional Intelligence</i>. New York: Bantam Books.</p>
<p><b>Appendices</b></p>	<p>The appendices should contain the following: research tools and the tools' evaluators, and any correspondences the researcher wishes to append and is not able to include in the body of the thesis.</p>

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### Contents of the Research Proposal:

The research proposal is considered a main requirement and an important stage before the beginning of the research process and collecting data. The research proposal is an organized plan that aims at accomplishing three goals:

1. Describing the procedures and the requirements of the study.
2. Directing the stages of the study and its implementation process.
3. Forming an evaluation framework after conducting the study.

### Research Proposal Criteria

When evaluating anything objectively, it should be measured using limited elements known as criteria. Criteria is of two kinds:

1. Preliminary Criteria: Deal with the main goal of the measurement process which can be social or behavioral patterns and are interested in the realities of these patterns which contributed in the process of putting these patterns to practice.
2. Action Criteria: Deal with the practical sides of making a decision or amending it so it suits the cost requirements such as: time, training, or implementation in light of the desires of beneficiaries. These criteria go in line with the requirements of the reality of the situation and its necessities.

### Research Proposal

The research proposal is a micro picture of what the research study is going to look like after completion. A research proposal includes:

- a. An introduction that explains the importance of the research study and the previous studies.
- b. A summary of the subject of the research and the points that to be dealt with such as: the research problem, the research questions, the research objectives and the research hypotheses.
- c. A clarification of the methodology to be used and the researcher's style: methodology, the sample, research tools, and statistical methods used.
- d. How the results will be presented.
- e. References used.

### Elements of the Research Proposal

1. **Cover page:** includes the thesis title, the researcher's name, the supervisor's name, and the date. (sample no.5)
2. **Title:** the proposed research title in the research proposal should remain the same after completing the research study.
3. **Introduction:** the researcher provides a general overview of the research study in about two pages. The introduction includes an overview of the reasons and justifications that led the researcher to choose the research problem; this requires referring to the theoretical framework of the study and reviewing relevant literature.
4. **The research problem:** The research problem should be researchable and written in a clear simple language. The research should conform with the moral standards of the society.
5. **The research questions:** the questions should be formatted in a concise and procedural manner. The research goals should be deduced from the questions and point out the variables to be researched.
6. **Research objectives:** The objectives should be identified clearly and concisely and should be written as procedural points in accordance with the research questions and are related to the variables that the researcher aims at approaching.
7. **Hypotheses:** Hypotheses are scientific guesses that the researcher makes in order to explain facts and situations. Hypotheses are formatted directionally (positive or negative) or non directionally (null).
8. **Research significance:** the researcher justifies the significance of the research study in order to position the study in light of previous research studies. This section should be written as a paragraph or as points in which the researcher states the significance of the research study and to what extent the research study is going to contribute to the scientific, practical, educational bodies of knowledge.
9. **Definition of terms:** the researcher defines the terms used in the research study. This includes definitions of the main variables of the study and procedural definitions of the measurable terms.
10. **Research methods and procedures:** the researcher identifies the methods used in the study and the procedural steps required for its implementation. This includes designing groups, field research, and study setting. The researcher needs to identify the following settings; topical: the topic of the study to be researched. This includes human, geographic, and temporal settings in relation to the implementation of the study. The researcher should also identify the

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study's population and specify its characteristics, in addition to discussing the study's sample and methods of recruitment. The researcher should also discuss the dependent and independent variables of the study, and the research tools used such as: questionnaires, tests, and measures; and the statistical methods to be used.

11. **References:** includes a list of references that the researcher referred to when writing the research proposal. References are written as mentioned earlier.
12. **Appendices:** includes the research tools used in the study or detailed tables.

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Second: Colleges of:

1. Law

2. Arts: Major: Arabic Language and Islamic Studies

Chapters' Sequence	Notes
<b>First: Thesis Title:</b>	<p><b>Thesis Title Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Should contain the subject of the study.</li> <li>2. Should not be lengthy (approximately 15 words).</li> <li>3. Should be written in an easy to understand language, avoiding rhetorical and journalistic styles.</li> <li>4. Should be concise; includes all the elements of the research study.</li> </ol>
<b>Thesis Chapters:</b>	<p>- Should contain a general theoretical overview of the subject of the study, and should not exceed 1-2 pages.</p> <p><b>Chapter One: Introduction to the study / Introductory Chapter / Introductory Survey</b></p> <p>This chapter includes the following parts:</p> <ul style="list-style-type: none"> <li>- <b>Research Problem:</b> Contains a clear and concise overview of the topic to be researched from the researcher's point of view. It also presents an answer to an important questions which is what is the topic being researched.</li> <li>- <b>Research Objectives:</b> This is dealt with from scientific and practical sides: It serves as an answer to the question of the reason for conducting research. This becomes evident from the research problem and is presented as theoretical and practical solutions.</li> <li>- <b>Research Significance:</b> It includes the areas of significance of the research study; it also contains justifications for conducting the research study; this may include some of the following insights: <ul style="list-style-type: none"> <li>-The study's scarcity in the Bahraini, Gulf, or Arab societies in general.</li> <li>-The research study is significant and its practical benefits will enrich the society in case it is carried out. The study's recommendations and suggestions may contribute to solving existing problems. The study is significant as it contributes to the scientific and cultural body of knowledge.</li> <li>-The same study was conducted long time ago, and there is a pressing need for replicating the study to explore the changes that occurred to the phenomenon studied earlier.</li> </ul> </li> </ul> <p>* The researcher then divides the thesis into chapters or surveys in which the researcher discusses thoroughly the subject of the study from the theoretical and practical sides. The thesis is then concluded by presenting the results reached and the recommendations followed by Arabic and English References (if applicable) then the Appendices (if applicable).</p>

<p><b>References List</b></p>	<p><b>First: Arabic References:</b> References are ordered alphabetically without numbering. They are written as follows:</p> <ol style="list-style-type: none"> <li>1. Researcher's name.</li> <li>2. The title of the study, article, or book.</li> <li>3. The name of the periodical, or scientific journal (if the reference is from a scientific journal or periodical the volume number is mentioned first, then the issues number, then the page numbers.</li> <li>4. Publisher or Publishing Company.</li> <li>5. Place of publication.</li> <li>6. Year of publication.</li> </ol> <p><b><u>Book Example:</u></b> عدنان زرزور ، متشابه القرآن ، دار التراث ، القاهرة ، 1969.</p> <p><b><u>Periodical or Scientific Journal:</u></b> صبري خاطر : فكرة المعيار في تأسيس نظام المسؤولية العقدية : دراسة تحليلية مقارنة في القانون المدني البحريني، مجلة الحقوق، جامعة البحرين، المجلد الخامس، العدد الأول، يناير 2008 ، ص 133.</p> <p>Online Sources: Aldoseri, R. (2001). Performance assessment in schools. <i>Journal of Educational Psychology</i>. Retrieved from <a href="http://www.jep.net/v217">www.jep.net/v217</a></p> <p><b>Second: Foreign References:</b> V. Abdulquawi A, Yusef, TRIPS: Background and Principles and General Provisions. Intellectual Property and International Trade: The TRIPS Agreement. 1989. P, 3.</p>
<p><b>Appendices</b></p>	<p>The appendices should contain the following: research tools and the tools' evaluators, and any correspondences the researcher wishes to append and is not able to include in the body of the thesis.</p>

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### Research Proposal Criteria

When evaluating anything objectively, it should be measured using limited elements known as criteria. Criteria are of two kinds:

1. **Preliminary Criteria:** Deal with the main goal of the measurement process which can be social or behavioral patterns and are interested in the realities of these patterns which contributed in the process of putting these patterns to practice.
2. **Action Criteria:** Deal with the practical sides of making a decision or amending it so it suits the cost requirements such as: time, training, or implementation in light of the desires of beneficiaries. These criteria go in line with the requirements of the reality of the situation and its necessities.

### Research Proposal:

The research proposal is a micro picture of what the research study is going to look like after completion. A research proposal includes:

- a. An introduction that explains the importance of the research study and the previous studies.
- b. A summary of the subject of the research and the points to be dealt with such as: the research problem, the research questions, the research objectives and the research hypotheses.
- c. A clarification of the methodology to be used.
- d. Conclusion
- e. References used.

### Elements of the Research Proposal

1. **Cover page:** includes the thesis title, the researcher's name, the supervisor's name, and the date. (sample no.5)
2. **Title:** the proposed research title in the research proposal should remain the same after completing the research study.
3. **Introduction:** the researcher provides a general overview of the research study in about two pages. The introduction includes an overview of the reasons and justifications that led the researcher to choose the research problem; this

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- requires referring to the theoretical framework of the study and reviewing relevant literature.
4. **The research topic:** the topic should be researchable and written in a clear simple language. The research should conform with the moral standards of the society.
  5. **The research questions:** the questions should be formatted in a concise and procedural manner. The research goals should be deduced from the questions and point out the variables to be researched.
  6. **Research objectives:** The objectives should be identified clearly and concisely and should be written as procedural points in accordance with the research questions and are related to the variables that the researcher aims at approaching.
  7. **Research significance:** the researcher justifies the significance of the research study in order to position the study in light of previous research studies. This section should be written as a paragraph or as points in which the researcher states the significance of the research study and to what extent the research study is going to contribute to the scientific, practical, educational bodies of knowledge.
  8. **Research methods and procedures:** the researcher identifies the methods used in the study and the procedural steps required for its implementation.
  9. **References:** includes a list of references that the researcher referred to when writing the research proposal. References are written as mentioned earlier.
  10. **Appendices (if applicable):** includes the research tools used in the study or detailed tables.

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### Third: Colleges:

1. Science.
2. Engineering.
3. Information Technology
4. Business Administration.

Chapter Sequence	Notes
<b>First: Thesis Title:</b>	<p><b>Thesis Title Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Clear and concise.</li> <li>2. Should contain the subject of study.</li> <li>3. Should reflect the content and the research problem.</li> <li>4. Should not be lengthy (approximately 15 words).</li> <li>5. Should be concise; includes all the elements of research.</li> <li>6. The methodology should be deduced.</li> <li>7. Should contain the study variables.</li> <li>8. The key words should be deduced from it.</li> <li>9. The tools to be used should be deduced from it.</li> <li>13. The expected statistical methods should be deduced from it.</li> </ol>
<b>Thesis Chapters:</b>	<p><b>Chapter One: Introduction to the Study:</b></p> <p>This chapter contains the following parts:</p> <ul style="list-style-type: none"> <li>- <b>Introduction:</b> should contain a general theoretical overview of the subject of the study, and should not exceed 1-2 pages. The introduction should serve as a transition from the general framework to the subject of the thesis.</li> <li>- <b>Research Problem:</b> Contains a clear and concise overview of the problem to be researched from the researcher's point of view. It also presents a brief overview of the variables related to the research problem.</li> <li>- <b>Research Questions:</b> Research questions that are related to the research problem are formatted using a statistical method which focuses on statistical significance. This approach is followed in pilot, comparative, or correlational methods of inquiry. Questions in other methods of inquiry should be written normally.</li> <li>- <b>Research Objectives:</b> Research objectives are identified clearly and concisely and result from the research questions. Objectives are written as procedural points in accordance with the research questions and are related to the variables that the researcher aims at approaching.</li> <li>- <b>Research Significance:</b> It includes the areas of significance of the research study and the awaited benefits from the research study. It also contains justifications for conducting the research study; this may include some of the following insights: <ul style="list-style-type: none"> <li>- The research study is significant and has practical benefits</li> <li>- The research topic has not been explored before.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>- The same study was conducted long time ago, and there is a pressing need for replicating the study to explore the changes that occurred to the phenomenon studied earlier.</li><li>- <b>The study's setting:</b> the researcher points out the current study's setting and discusses it from a topical standpoint.</li><li>- <b>Research terminology:</b> In this section, the researcher defines the main terms that appear in the study. The researcher should mention the definers of those terms and the sources and year of publication, and should also provide a procedural classification of definitions from the researcher's point of view.</li></ul> <p><b>Chapter Two: Theoretical Framework and Literature Review</b></p> <p>This chapter provides a theoretical overview of the subject(s) of the study divided into several themes taking into consideration proper documentation. The chapter provides an overview of theories and theoretical models relevant to the research problem. Following that is a review of previous studies following a chronological order from the oldest to the most recent, and ordered by the themes or variables of the study.</p> <p>Review of literature is written as coherent paragraphs not separated by subheadings. The review should include the following:</p> <ul style="list-style-type: none"><li>- Researcher(s) of the study.</li><li>- Year.</li><li>- Research study's title or its objective.</li><li>- Methodological approach used.</li><li>- Research tools and their scientific qualities.</li><li>- Scientific methods used.</li><li>- The study's main results.</li></ul> <p>The chapter is concluded with two parts:</p> <p><b>The first part</b> serves as an executive summary of the previous studies. This should take the form of clear and concise points.</p> <p><b>The second part</b> states to what extent the researcher benefited from the previous studies. The benefit may be from the research tools, methodology used, procedures, or hypotheses formulation. The researcher concludes this chapter by stating the study's hypotheses (if applicable).</p> <p><b>Chapter Three: Methods and Procedures</b></p> <p>This chapter includes the following parts:</p> <ul style="list-style-type: none"><li>- <b>Methodology used:</b> The researcher states the methodology used and justifies the selection.</li><li>- <b>Research tools:</b> The researcher discusses the research tool(s) used mentioning the construction of the tool(s), the method of construction, what the tool(s) measures, and its reliability and validity. The researcher also states the tool(s) used are put in the appendix.</li></ul>
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	<ul style="list-style-type: none"> <li>- <b>Data collection / procedures:</b> The researcher discusses the procedures of data collection at different stages.</li> <li>- Statistical methods used: The researcher states and justifies the statistical methods used in the research study.</li> </ul> <p><b>Chapter Four: Results, Discussion, and Recommendations:</b> This chapter includes the following parts: The study’s results: The researcher discusses the results of the study in order to answer the research questions or address the hypotheses. Results are presented in the form of tables and figures with data commentary.</p> <p><b>Chapter Four: Results, Discussion, and Recommendations:</b> This chapter includes the following parts:</p> <ul style="list-style-type: none"> <li>-<b>The study’s results:</b> The researcher discusses the results of the study in order to answer the research questions or address the hypotheses. Results are presented in the form of tables and figures with data commentary.</li> <li>-<b>Discussion of Results:</b> The researcher discusses the results of the study in light of the research questions or to address the study’s hypotheses. Discussion should be linked with previous studies whether they prove or disprove the study’s results.</li> <li>- <b>Study’s Recommendations:</b> The researcher discusses the main procedural recommendations or suggestions that are suitable from the researcher’s point of view. Recommendations are presented in the form of concise procedural points and they should include:             <ul style="list-style-type: none"> <li># Recommendations that contribute to address the problem.</li> <li># The practical benefits from the research process.</li> <li># Recommendations for future research.</li> </ul> </li> </ul>
<p><b>References List</b> (Harvard Style May be Used as in the English Version)</p>	<p><b>Foreign References:</b> Written in APA style and ordered alphabetically without numbering. For example: Barker, P. (1995). A global performance support system for students and staff, <i>Innovations in Education and Training International</i>, (32), 35-44. Goleman, D. (1995). Emotional intelligence. New York: Bantam Books. Online Sources: Aldoseri, R. (2001). Performance assessment in schools. <i>Journal of Educational Psychology</i>. Retrieved from <a href="http://www.jep.net/v217">www.jep.net/v217</a></p>
<p><b>Appendices</b></p>	<p>The appendices should contain the following: research tools and the tools’ evaluators, and any correspondences the researcher wishes to append and is not able to include in the body of the thesis.</p>

### Contents of the Research Proposal:

The research proposal is considered a main requirement and an important stage before the beginning of the research process and collecting data. The research proposal is an organized plan that aims at accomplishing three goals:

1. Describing the procedures and the requirements of the study.
2. Directing the stages of the study and its implementation process.
3. Forming an evaluation framework after conducting the study.

### Research Proposal

The research proposal is a micro picture of what the research study is going to look like after completion. A research proposal includes:

- a. An introduction that explains the importance of the research study and the previous studies.
- b. A summary of the subject of the research and the points to be dealt with such as: the research problem, the research questions, the research objectives and the research hypotheses.
- c. A clarification of the methodology to be used and the researcher's style: methodology, the sample, research tools, and statistical methods used.
- d. How the results will be presented.
- e. References used.

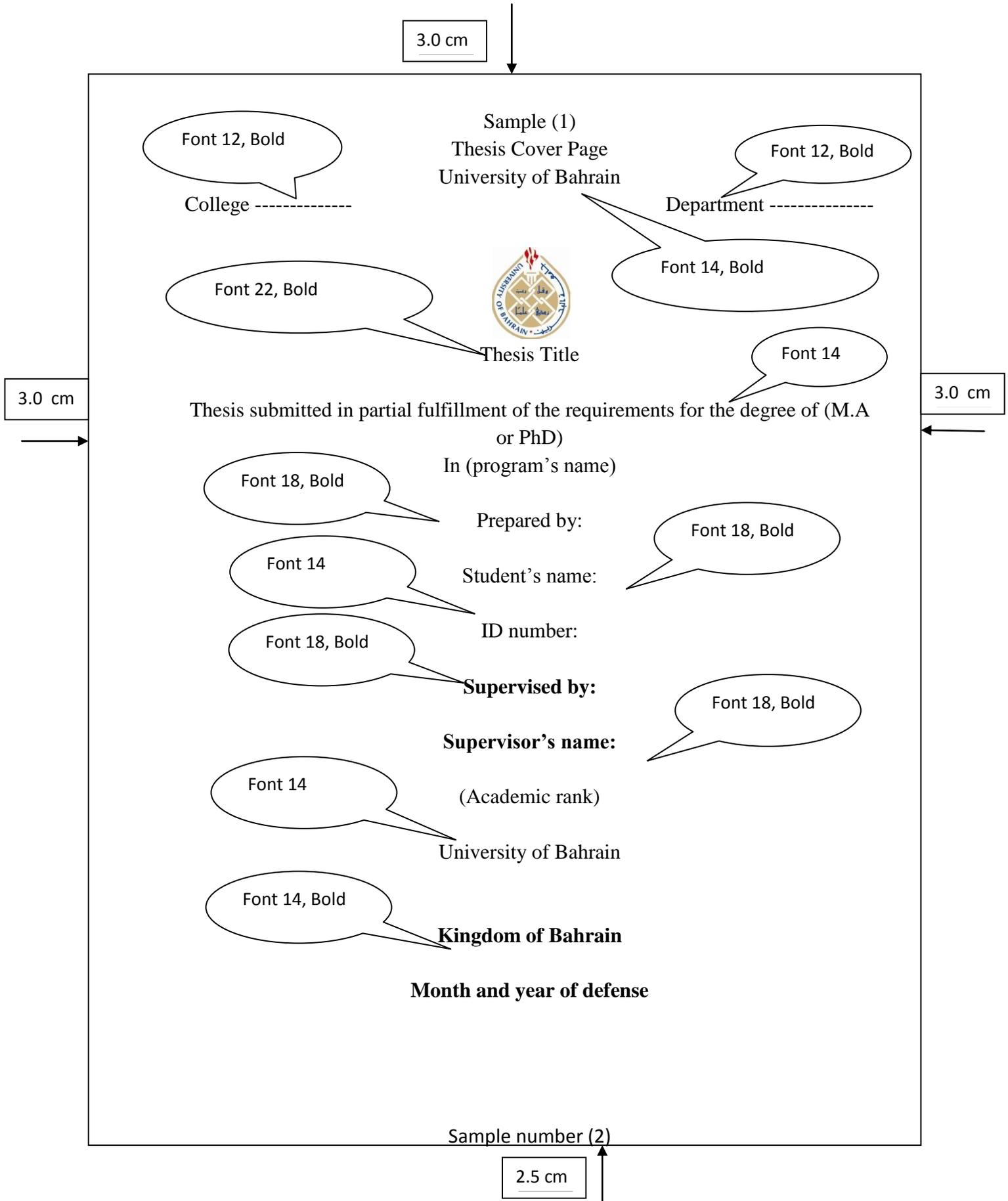
### Elements of the Research Proposal

1. **Cover page:** includes the thesis title, the researcher's name, the supervisor's name, and the date. (sample no.5)
2. **Title:** the proposed research title in the research proposal should remain the same after completing the research study.
3. **Introduction:** the researcher provides a general overview of the research study in about two pages. The introduction includes an overview of the reasons and justifications that led the researcher to choose the research problem; this requires referring to the theoretical framework of the study and reviewing relevant literature.
4. **The research problem:** the research problem should be researchable and written in a clear simple language. The research should conform with the moral standards of the society.
5. **The research questions:** the questions should be formatted in a concise and procedural manner. The research goals should be deduced from the questions and point out the variables to be researched.

## University of Bahrain's Thesis Writing Guide

6. **Research objectives:** The objectives should be identified clearly and concisely and should be written as procedural points in accordance with the research questions and are related to the variables that the researcher aims at approaching.
7. **Hypotheses:** Hypotheses are scientific speculations that the researcher makes in order to explain facts and situations. Hypotheses are formatted directionally (positive or negative) or non- directionally (null).
8. **Research significance:** the researcher justifies the significance of the research study in order to position the study in light of previous research studies. This section should be written as a paragraph or as points in which the researcher states the significance of the research study and to what extent the research study is going to contribute to the scientific, practical, educational bodies of knowledge.
9. **Definition of terms:** the researcher defines the terms used in the research study. This includes definitions of the main variables of the study and procedural definitions of the measurable terms.
10. **Research methods and procedures:** the researcher identifies the methods used in the study and the procedural steps required for its implementation. This includes designing groups, field research, and study setting. The researcher needs to identify the following settings; topical: the topic of the study to be researched. This includes human, geographic, and temporal settings in relation to the implementation of the study. The researcher should also identify the study's population and specify its characteristics, in addition to discussing the study's sample and methods of recruitment. The researcher should also discuss the dependent and independent variables of the study, and the research tools used such as: questionnaires, tests, and measures; and the statistical methods to be used.
11. **References:** includes a list of references that the researcher referred to when writing the research proposal. References are written as mentioned earlier.
12. **Appendices:** includes the research tools used in the study or detailed tables.

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## Defense committee's approval page

University of Bahrain

College -----

Department -----

M.A. program or PhD program (program's name)

Student----- ID number -----

defended his/her thesis by which he/she fulfilled the requirement for the degree of M.A. or PhD in (program's name) entitled (thesis title) on this day of (date of defense).

The committee recommends awarding of M.A. or PhD Degree with the grade of:

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### (Defense Committee)

Name		Signature
_____	Supervisor	_____
_____	External examiner	_____
_____	Internal examiner	_____

\_\_\_\_\_  
Academic department's stamp

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University of Bahrain

College -----      Department -----



Research Proposal's Title

Research Proposal submitted in partial fulfillment of the requirements for the  
degree of (M.A or PhD)  
In (program's name)

Prepared by:      Student's name:      ID number:

**Supervised by:**  
Supervisor's name:      (Academic rank)  
University of Bahrain

**Kingdom of Bahrain**

**Month and year of defense**

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