**Thesis Submission Checklist**

The following checklist items should be used to ensure your document is properly formatted prior to submission. **Please submit the checklist with your thesis signed by your supervisors.**

**General formatting**

 Hard cover is Navy Blue in colour

 BUE logo is placed at upper side of the hard cover

* Title of Thesis is placed in bold letters at maximum font size of 16 (centered) on hard cover
* Name of candidiate is present on Hard cover
* Affliation of candidate is present on hard cover
* Year of Thesis submission is present on hard cover

 

* Uniform left (2.5 cm) and right (1.5 cm) margins continue throughout the entire document
* Fonts are 12 points in size and consistent
* Paragraphs are indented consistently throughout
* Paragraphs are indented consistently throughout
* Text appears in a single column on each page and is double-spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced)
* Document text is left-justified
* All page numbers are centered at the bottom of the page, 1.5 cm from the bottom edge
* Pages do not contain running headers or footers, aside from page numbers; special spacing is present for any landscape pages
* Formatting for tables, figures, and illustrations is consistent throughout the entire document; headings and captions for the associated element are on the same page
* Sections and subheadings within chapters are not left “hanging” on the bottom of pages

**Title Page**

5 cm margin at the top of the page



Title all in bold capital letters and centered





Statement correctly specifying the programme, Faculty of Dentistry , The British University in Egypt.

Your full name centered 2.5 cm below the title with your degree





The year of thesis submission approval by committee (20XX) one line below

No page number, even though it counts in numbering



**Copyright Page**



Copyright symbol followed by year



Your name exactly as it appears on the title page



ALL RIGHTS RESERVED



All text centered, single-spaced, and 5 cm from the bottom of the page



The page is numbered in lower case Roman numerals (ii)

 **Supervisor's Approval Page**

Signatures of all supervisors are present





Date of approval is present

 **Jury Committee Approval Page**



 Signatures of all Jury Committe are present



Date of approval is present

**Declaration**



 Name of candidate and signature are present



 Date of signature is present

**Abstract**

 5 cm margin at the top of the page.



 The heading “ABSTRACT” centered in all capital letters at top of page



 Your full name followed by the title worded exactly as it is on the title page, centered and one double-spaced line below “ABSTRACT”



 The phrase “(Under the supervision of [supervisor's name])” in parentheses, centered, and one single-spaced line below the title



 The text of your abstract must be double-spaced and not shorter than 150 words and not more than 350 words.



 Pages are numbered in lower case Roman numerals



 **Dedication and Acknowledgement**









 The dedication and acknowledgements each begin on a new page



 5 cm margin at the top of each first page



 Subsequent pages of Acknowledgements return to the 2.5 cm top margin



 Short text of the dedication is centered 5cm below top of page



 Required headings for “ACKNOWLEDGEMENTS” all in bold capital letters and centered 5cm below top of page



 Text of Acknowledgements begins one double-spaced line below the heading, is left-justified, and is double spaced throughout



 Pages are numbered in lower case Roman numerals



**Table of Contents**

 5 cm margin at the top of the page; the second page, if any, returns to a 2.5 cm top margin



 The heading “TABLE OF CONTENTS” centered in all capital letters at top of page



 One double-spaced line between the heading and the first entry





 Major subheadings within chapters are listed and indented to the right of the left page margin





 Each entry is single-spaced, with a double space between entries



 All corresponding page numbers are accurate



 Information included in the table of contents matches the headings, major subheadings, and numbering used in the body of the document



 Pages are numbered in lower case Roman numerals



**Lists of Tables and List of Figures**

 Heading(s) in all capital letters centered 2.5 cm below the top of the page



 One double-spaced line between the heading and the first entry



 Each entry includes a number, title, and page number



 Each table, figure, or illustration has been assigned an Arabic numeral (e.g 1,2,3)



 Numerals and titles align with the left margin



  Each entry is single-spaced, with a double space between entries

 All corresponding page numbers are accurate



 Numbers, titles, and page numbers match the corresponding information as it appears in the document



 Pages are numbered in lower case Roman numerals



**List of Abbreviations and Symbols**

 The heading “LIST OF ABBREVIATIONS AND SYMBOLS” in all capital letters centered 2.5 cm below the top of the page



 One double-spaced line between the heading and the first entry



 Abbreviations are arranged alphabetically



 Symbols are arranged in order of appearance in the text

 Each entry is aligned with the document's left margin



 Each entry is single-spaced, with a double space between entries



 Pages are numbered in lower case Roman numerals



**Body of the Thesis (Introduction, Review of Literature, Aim of the Study, Material & Methods, Results, Discussion, English Summary and Conclusions& Recommendations)**

 The first page (only) of each chapter begins 5 cm from the top of the page



 The second and subsequent pages of each chapter begin 2.5 cm from the top of the page



 Page numbers are consecutive and consistent throughout the document



**Appendices**

 All appendices appear before the references



 2.5 cm margin at the top of the page with the appropriate heading centered in all capital letters



 For one appendix use the heading “APPENDIX”; for multiple appendices assign each appendix a number or letter heading (APPENDIX 1 or APPENDIX A)



 All appendix headings and titles are included in the table of contents



 Page numbering continues consistently throughout the appendix or appendices



**References**

 References are listed at the end of the entire document



 Each reference page has a 2.5 cm margin at the top



 All entries are single-spaced within each entry and double-spaced between entries



 Page numbering continues consistently throughout the references section(s)



 **Arabic summary**



 Should start at 5 cm margin from the top



 Should be identical to the previously written English summary

* Summary should not be numbered

**Supervisor's page in Arabic**

* identical to the supervisor's page in English in names, positions and signatures

**Title page in Arabic**

Identical and translated version of the English title page

**Signature of Candidate:**

**Signature of Supervisor:**