



## 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 students 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 his/her supervisor/s that the work has finally been approved for printing, and prior to its submission to final evaluation. 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 (25<sup>th</sup> 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.**



**Guidelines for Writing Graduate Research Papers**  
**Master's degree thesis/PhD dissertation**

**Writing Language**

**Master's thesis:**

Master's degree thesis 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 proposal approval, by the master's degree committee.
- c. Final approval for writing research works in English will be given only by the Dean of Graduate Studies.
  - 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

**Language of the PhD dissertation**

1. The research proposal and the dissertation will be submitted in Hebrew.
2. Given the status of English as an International language, students will be allowed to submit their research proposal and dissertation in English pending the approval of the supervisor/s.
3. In those cases in which the scope of reviewers who are proficient in Hebrew is limited, the departmental PhD committee in consultation with and approval of the supervisor/s, can request that the statement of intent, research proposal and dissertation will be written in English.
4. If the language of instruction in the students' department is not Hebrew, the students are eligible to submit their dissertation in the department's language of instruction without requesting permission and pending upon approval of the supervisor/s.
5. Students requesting to submit their proposal and dissertation in another language due to the fact that the research deals with literature / culture of this specific language, will submit their request (approved by the supervisor) to the departmental PhD committee. The decision of the departmental committee will be based on the scope of available reviewers in that language. The Dean of Graduate Studies will grant the final approval.
6. The dissertation will be written in one language only.
7. Each dissertation will include both cover pages and abstract in Hebrew and English.



**Guidelines for Writing Graduate Research Papers**  
**Master's degree thesis/PhD dissertation**

**Writing Length**

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

**Length of the dissertation**

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 final evaluation**

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 evaluation process, the student shall transfer to the department 1 copy of the approved work, approved and signed by the supervisor/s and the chairperson of the doctoral departmental committee. The Graduate Studies Authority will send the copy received by the department to the University library.

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

**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 to a doctoral degree diploma.**

**Please note: The hard copies, the digital copy and the deposit form should be sent to the department and not directly to the University's library.**



## 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.

Quotations conversions should not be uniform.

### **Margins**

Right margin – 3 cm (because of the cover)

Left margin – 2cm

Top margin – 2cm

Bottom margin – 2 cm



**Guidelines for Writing Graduate Research Papers**  
**Master's degree thesis/PhD dissertation**

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

**Pagination and Numbering**

Pages appearing before the work structure (i.e. before the introduction 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 abstract.

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.



**Guidelines for Writing Graduate Research Papers**  
**Master's degree thesis/PhD dissertation**

**Special Instructions**

**Structure of the Master's thesis/PhD dissertation (in the Monograph Format)**

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. Series of chapters (body of the work)
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/her research work will mention this fact in the acknowledgments section.

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.



**Guidelines for Writing Graduate Research Papers**  
**Master's degree thesis/PhD dissertation**

**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.

**Abstract**

The abstract will be printed in a 1.5 or double line spacing, according to the whole work.

The abstract shall include:

1. Title of the work
- 2 . Name of author
3. Framework of the study
4. Main findings
5. Scientific contribution
6. Practical implications

**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.



## Special Instructions for Doctoral Dissertation as a Dissertation by Publications

### **Introduction**

The purpose of these guidelines is to assist you in the preparation of your dissertation both content and structure-wise. The goal of presenting your research study as a dissertation by publications is to encourage publication of research of the highest standards in a timely manner. The idea is to encourage you to present your work in a publishable format, towards the aim of maximizing opportunities for academic visibility and subsequent publication of your research already in the process of conducting your study. It also has the significant advantage that examiners tend to be impressed by work that has already been peer reviewed, as published papers would have been. Below are the specifications related to this format. Please note that mere adherence to the following guidelines does not infer acceptance of the dissertation. Once written following these guidelines, the dissertation is subject to approval and acceptance procedures set down by the University of Haifa's regulations.

Please note: all of the above guidelines regarding language, length, pagination and numbering, margins etc. are also applicable in the following formats.

### **Dissertation by Publications**

Comprises 3 or more papers submitted or published by the time the student submits the dissertation. The articles are expected to stand independently but should evidence a coherent link to the focus and aim/s of the entire research project. Note that your publications should align with the approved list of journals as published by your department or by the supervisor/s in case of students affiliated with the Graduate Studies Authority (General University Doctoral Committee).

The dissertation by publications includes:

- 1) Abstract which includes: Title of the work, name of author, framework of the study, main findings, scientific contribution and practical implications
- 2) A section that describes the organization of the dissertation format, including the rationale for the inclusion of each article, the conceptual/ methodological connections across articles and any relevant information that leads the readers through a logic flow to arrive at a holistic assessment of the entire research.
- 3) An integrative introductory chapter that explains the aims, overall theoretical background, research foci, methods, theoretical and practical contribution of the entire study.
- 4) A series of submitted or published articles including (1) the ranking of the journal; (2) a formal letter of acceptance/ status of the article in the review process from the relevant





**Guidelines for Writing Graduate Research Papers**  
**Master's degree thesis/PhD dissertation**

journal editors (3) authorship statement

Please note that one of the publications can be a book chapter.

- 5) An interweaving text (if needed) to more fully integrate the chapters.
- 6) A general discussion which draws the findings together, examines limitations and suggestions for future research and implications of research findings. The discussion is not just a summary of the thesis. You are expected to exhibit a creative synthesis of how the study might challenge existing constructs, how it contributes to new knowledge in the relevant field of study and how it can lead to future research. Relevant bibliography should be included at the end of the chapter.
- 7) Additional information that you find necessary for substantiating your research (data analysis, findings, interpretation etc.) as well as other unpublished chapters should be included in the appendix.
- 8) Relevant additional bibliography

\* Note: The student should be first author in each of the articles / chapter presented in the dissertation. In exceptional cases of equal contribution contributors will be listed according to alphabetical order.

**Criteria for Review**

Your dissertation will be evaluated by referees according to the following criteria:

**1. Content and significance:**

Relevance and scientific significance

Theoretical framework

Analytical framework and tools

Quality and scope of findings

Critical discussion and contribution to the field

Novelty and quality of ideas

**2. Coherence, language and logical structure**

Clarity of presentation of findings

Scientific language



**University of Haifa**

**Graduate Studies Authority**

**February 2019**

**Guidelines for Writing Graduate Research Papers  
Master's degree thesis/PhD dissertation**

## **Appendixes for Master's degree thesis**



**University of Haifa**

**Graduate Studies Authority**

**February 2019**

**Guidelines for Writing Graduate Research Papers  
Master's degree thesis/PhD dissertation**

**Sample of the English external cover for Master's degree thesis  
(written in English)**

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

.....

By: .....

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

University of Haifa

Faculty of .....

Department/School of .....

Month, Year



**Sample of the English inside cover for Master's degree thesis  
(written in English)**

.....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)

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



**Sample of the Hebrew external cover for Master's degree thesis  
( written in English)**

..... 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



**Sample of the Hebrew inside cover for Master's degree thesis**  
**(written in English)**

..... שם העבודה .....

.....

..... שם 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



**Sample for acknowledgements section**

**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 .



**Sample of table of contents**

**Table of Contents**

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





**Guidelines for Writing Graduate Research Papers**  
**Master's degree thesis/PhD dissertation**

.....Title of Thesis/Dissertation .....

.....

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

**ABSTRACT**

*The abstract shall be typed here, on the same page*



**Sample of abstract in Hebrew**

..... שם העבודה .....

.....

..... שם המחבר/ת .....

**תקציר**

התקציר יודפס כאן, באותו עמוד.



**University of Haifa**

**Graduate Studies Authority**

**February 2019**

**Guidelines for Writing Graduate Research Papers  
Master's degree thesis/PhD dissertation**

**[Sample of abstract in English](#)**



**Supervisor approval towards submission of  
The Master's thesis to final evaluation**

תאריך \_\_\_\_\_

אל: הרשות ללימודים מתקדמים  
ב א 1

שלום רב,

הנדון: אישור הגשת עבודת תזה לשיפוט

אני שמחה/ה לאשר למר/גבי \_\_\_\_\_ 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 \_\_\_\_\_



**Guidelines for Writing Graduate Research Papers**  
**Master's degree thesis/PhD 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/PhD dissertation**

Authorization herebelow:

<b>I hereby authorize the following populations access to view this work</b>	<b>Please check your choice/s with X</b>
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:

<b>I do not authorize this work to be published on internet</b>	<b>Please check your choice/s with X</b>
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: \_\_\_\_\_



**University of Haifa**

**Graduate Studies Authority**

**February 2019**

**Guidelines for Writing Graduate Research Papers  
Master's degree thesis/PhD dissertation**

**Appendixes for Master's thesis in the  
framework of the  
Pre-requisite program towards the PhD  
degree**



**University of Haifa**

**Graduate Studies Authority**

**February 2019**

**Guidelines for Writing Graduate Research Papers  
Master's degree thesis/PhD dissertation**

**Sample of the English external cover for students in the  
pre-requisite program towards the Ph.D. degree  
(written in English)**

..... 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





**Sample of the English inside cover for students in the pre-requisite program towards the Ph.D. degree (written in English)**

.....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)

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



**Sample of the Hebrew external cover for students in the  
pre-requisite program towards the Ph.D. degree  
(written in English)**

..... 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



**Sample of the Hebrew inside cover for students in the  
pre-requisite program towards the Ph.D. degree  
(written in English)**

..... 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



**Sample for acknowledgements section**

**Acknowledgements**

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**Sample of table of contents**

**Table of Contents**

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<b>Appendixes:</b> Appendix a. : name.....	70
Appendix b. : name.....	71



**Sample of abstract in English**

.....Title of Thesis/Dissertation .....

.....

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

**ABSTRACT**

*The abstract shall be typed here, on the same page*



**Sample of abstract in Hebrew**

..... שם העבודה .....

.....

..... שם המחבר/ת .....

**תקציר**

התקציר יודפס כאן, באותו עמוד.



**Supervisor approval towards submission of  
The Master's thesis to final evaluation**

תאריך \_\_\_\_\_

אל: הרשות ללימודים מתקדמים  
ב א 1

שלום רב,

הנדון: אישור הגשת עבודת תזה לשיפוט

אני שמחה/ה לאשר למר/גבי \_\_\_\_\_ 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 \_\_\_\_\_





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**for Master's degree thesis/Ph.D. dissertation**

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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.

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**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/PhD dissertation**

Authorization herebelow:

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**Approval of the Dean of Graduate Studies:**

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_



**University of Haifa**

**Graduate Studies Authority**

**February 2019**

**Guidelines for Writing Graduate Research Papers  
Master's degree thesis/PhD dissertation**

## **Appendixes for PhD dissertations**



**University of Haifa**

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**February 2019**

**Guidelines for Writing Graduate Research Papers  
Master's degree thesis/PhD dissertation**

**Sample of the English external cover for Ph.D. dissertation  
( written in English)**

..... Title of Dissertation.....

.....

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

A THESIS SUBMITTED FOR THE DEGREE  
"DOCTOR OF PHILOSOPHY"

Monograph

Dissertation by Publications

- **Please mention the relevant format**

University of Haifa\*

Faculty of .....

Department/School of .....

Month, Year

\*Student in the frameworl of the Graduate Studies Authority:

University of Haifa

The Graduate Studies authority

The Committee for Docortal Studies



**Sample of the English inside cover for Ph.D. dissertation**  
**( written in English)**

..... Title of Dissertation.....

.....

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

A THESIS SUBMITTED FOR THE DEGREE  
"DOCTOR OF PHILOSOPHY"

Monograph

Dissertation by Publications

- **Please mention the relevant format**

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)

\*Student in the frameworl of the Graduate Studies Authority:

University of Haifa

The Graduate Studies authority

The Committee for Docortal Studies

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



**Sample of the Hebrew external cover for Ph.D. dissertation**  
**( written in English)**

..... שם החיבור .....

.....

..... שם המחבר/ת .....

חיבור לשם קבלת התואר "דוקטור לפילוסופיה"

מונוגרפיה

דוקטורט פרסומים

**\* יש לציין את הפורמט**

אוניברסיטת חיפה\*

..... הפקולטה ל

..... החוג/ביה"ס ל

חודש לועזי, שנה לועזית

\*תלמידי הוועדה הכלל אוניברסיטאית מתבקשים לכתוב :

אוניברסיטת חיפה

הרשות ללימודים מתקדמים

הוועדה הכלל אוניברסיטאית לתלמידי מחקר



**Sample of the Hebrew inside cover for Ph.D. dissertation  
(written in English)**

..... 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"

מונוגרפיה

דוקטורט פרסומים

**\* יש לציין את הפורמט**

אוניברסיטת חיפה\*

..... הפקולטה ל

..... החוג/ביה"ס ל

חודש לועזי, שנה לועזית



**Sample for acknowledgements section**

**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





**Sample of table of contents**

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**University of Haifa**

**Graduate Studies Authority**

**February 2019**

**Guidelines for Writing Graduate Research Papers  
Master's degree thesis/PhD dissertation**

**Sample of abstract in English**

.....Title of Thesis/Dissertation .....

.....

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

**ABSTRACT**

*The abstract shall be typed here, on the same page*



**Sample of abstract in Hebrew**

..... שם העבודה .....

.....

..... שם המחבר/ת .....

**תקציר**

התקציר יודפס כאן, באותו עמוד.



**Approval towards submission of  
The PhD dissertation to final evaluation**

תאריך: \_\_\_\_\_

אל:

הרשות ללימודים מתקדמים

כ א

**הנדון: אישור הגשת עבודת הדוקטור לשיפוט**

**חלק א: מיועד למזכירות החוג**

מר/גב' \_\_\_\_\_ ת.ז. \_\_\_\_\_ השלים/ה את חובות הלימודים כפי שנקבעו ע"י  
הוועדה ללימודי תואר שלישי בחוג/ביה"ס ל \_\_\_\_\_ ולפיכך רשאי/ת להגיש את עבודתו/ה  
לשיפוט.

ע"מ לראש החוג (שם וחתימה)

=====  
**חלק ב: מיועד למנחה/ים**

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

שם המנחה: \_\_\_\_\_ חתימה: \_\_\_\_\_

שם המנחה: \_\_\_\_\_ חתימה: \_\_\_\_\_

=====  
**חלק ג': מיועד לחברי הוועדה המלווה, במידה ומונתה**

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

שם: \_\_\_\_\_ חתימה: \_\_\_\_\_

שם: \_\_\_\_\_ חתימה: \_\_\_\_\_



**Guidelines for Writing Graduate Research Papers**  
**Master's degree thesis/PhD 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:

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Name of the research work: \_\_\_\_\_

Name of the supervisor/s \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_



**Guidelines for Writing Graduate Research Papers**  
**Master's degree thesis/PhD dissertation**

Authorization herebelow:

<b>I hereby authorize the following populations access to view this work</b>	<b>Please check your choice/s with X</b>
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Refrain from publishing until date: _____	

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\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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**Approval of the Dean of Graduate Studies:**

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_