



This guide contains the basic information for writing and formatting thesis reports at Taif University. The guide does not contain details that may depend on the scientific discipline which is in accordance with the directives of the relevant departments in this regard.



## THESIS PARTS & CHAPTERS

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Table of Contents  
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Chapter 2: Literature Reviews  
Chapter 3: Methodology  
Chapter 4: Results  
Chapter 5: Discussion  
Chapter 6: Conclusion  
Bibliography

### Notes on thesis structure and organization:

- The thesis may include some additional parts/sections/chapters such as: Conclusion and Recommendations, Annexes, etc.
- It may also includes an index page (Index).
- The results may be combined with the discussions into one chapter.
- The final division and structure of the thesis depends on the nature of the research being conducted, the researcher's method of presenting his/her data and the specialization studied by the student.



## BIBLIOGRAPHY

- The Deanship of Graduate Studies at Taif University follows the style of Harvard University's American Psychological Association (APA). The order of references shall be taken alphabetically according to the name of the author, whether Arab or foreign, with the difference that the **Arabic name** is written completely starting with the first name and then the middle and then the title, while the **English name** is written by the last name and then the primary letters of the first name and the middle if any.
- Reference management software such as **EndNote** is preferred to automatically and correctly insert references.
- Examples of writing the list of bibliography is shown below. More details on reference writing is given shortly in this booklet.

### Bibliography

Finney, J. (1970). Time and again. New York, NY: Simon and Schuster.  
Nevin, A. (1990). The changing of teacher education special education. Teacher Education and Special Education: The Journal of the Teacher Education Division of the Council for Exceptional Children, 13(3-4), 147-148.



## FORMATTING

Font Size: 12  
Titles Font Size: 16  
Font Type: Times New Roman  
Line Spacing 1.5  
Text Margins: Justified  
Margins: Normal Left, Right: 2.54cm Top, Bottom: 3.18cm



## English-side Cover Page

Kingdome of Saudi Arabia  
Ministry of Education  
Taif University  
College of Science  
Department of Biolog (Font Size: 14)



**Molecular studies on some viruses infecting some  
economic plants in Taif Governorate at Kingdom of Saudi  
Arabia (Font Size: 20)**

**By (Font Size: 16)**

**Mohamed Ahmed Mohame (Font Size: 18)**

**A thesis submitted in partial fulfillment of the requirements for the  
Master Degree (Font Size: 16)  
of  
Microbiology (Major (Font Size: 16)  
(Viruses) (Minor)**

**Supervised By (Font Size: 16)**

**Prof. Dr. Atef S. Sadik**  
Prof. of Viruses, Department of Biology,  
Faculty of Science - Taif University

**Dr. Gaber A.M. Mersal**  
Associate Prof. of Analytical Chemistry,  
Faculty of Science, Taif University

**1432 (2011) (Font Size: 16)**



## Arabic-side Cover Page



المملكة العربية السعودية (بنط 14 ، مسافة مفرد)

وزارة التعليم

جامعة الطائف

كلية العلوم

قسم الأحياء

دراسات جزيئية علي بعض الفيروسات التي تصيب بعض النباتات ذات الأهمية  
الاقتصادية بمحافظة الطائف بالمملكة العربية السعودية (بنط 20)

رسالة مقدمه من (بنط 16)

محمد أحمد محمد (بنط 18)

رسالة مقدمة لاستكمال متطلبات درجة الماجستير في (التخصص العام)

(التخصص الدقيق) (بنط 16)

إشراف

د. جابر أحمد محمود مرسال

أ.د. عاطف شكري صادق

أستاذ الفيروسات - قسم الأحياء - كلية العلوم - أستاذ الكيمياء التحليلية المشارك - قسم الكيمياء - كلية العلوم

- جامعة الطائف

جامعة الطائف

(بنط 16) (2011) 1432 هـ



## Approval Sheet

Kingdome of Saudi Arabia  
Ministry of Education  
Taif University  
College of Science  
Department of Biolog (Font Size: 14)



### Approval Sheet

## Molecular studies on some viruses infecting some economic plants in Taif Governorate at Kingdom of Saudi Arabia

By

Mohamed Ahmed Mohamed

### COMMITTEE

- |  |                       |       |
|--|-----------------------|-------|
| 1. Dr. Nabih A. Baeshen<br>Prof. of Molecular Genetics, Faculty of Science, King Abdul-Aziz University   | External Member       | _____ |
| 2. Dr. Abdullah D. Altalhi<br>Prof. of Microbiology, Faculty of Science, Taif University                 | Internal Member       | _____ |
| 3. Dr. Atef S. Sadik<br>Prof. of Viruses, Faculty of Science, Taif University                            | Member and Supervisor | _____ |
| 4. Dr. Gaber A.M. Mersal<br>Associate Prof. of Analytical Chemistry, Faculty of Science, Taif University | Associate Member      | _____ |

Date of Discussion: / /14 .



## Abstract Page (English)

### **Abstract (Font Size: 16)**

Here you will write your abstract (not more than one page, limited to a maximum of 400 words)

**(Font Size: 12)**



## Abstract (Translated into Arabic)

### الخلاصة (مقاس الخط: 18)

هنا تكتب الخلاصة باللغة العربية وتكون الحواشي مضبوطة ولا تتجاوز الخلاصة صفحة واحدة بما لا يزيد عن 450 كلمة.  
(مقاس الخط: 14)



## Bibliography guidelines For thesis in Taif University



- The Deanship of Graduate Studies at Taif University follows the style of Harvard University's American Psychological Association (APA). The order of references shall be taken alphabetically according to the name of the author, whether Arab or foreign, with the difference that the Arabic name is written completely starting with the first name and then the middle and then the title, while the English name is written by the last name and then the primary letters of the first name and the middle if any.

### Managing Citations

- To write a correct and complete scientific citation, it must include two parts:
  - In-text citation, which indicates that the reference is mentioned alongside the text being directly or indirectly quoted from another source. The in-text citation differs according to the style of writing the references used in the research such as [the name of the author / authors and the year of publication for APA, or the number of reference for numbering style. The page number quoted is also indicated if the quotation is direct.
  - Bibliography, which includes a complete reference phrase mentioning the name of the author or the names of the authors, the name of the reference, the date of publication, the publishing house, etc. The information varies according to the type of reference. Is it a book or research paper published in a scientific journal, conference paper, a website and so on.
- Reference management and automated programs such as EndNote and others are recommended. The graduate student must refer to a sample of good scientific thesis in his/her scientific specialization.



ProQuest  
RefWorks



## Bibliography guidelines For thesis in Taif University



### APA (American Psychological Association)

#### In-Text Citation

##### Basics

Use the past tense or present perfect tense when using signal phrases to describe earlier research, e.g., "Jones (1998) found" or "Jones (1998) has found." Follow the author-date method of in-text citation: (Jones, 1998).

Place direct quotations longer than 40 words in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire block quotation on the new margin and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Place the parenthetical citation after the closing punctuation mark.

##### A Work with One or Two Authors

Name the author(s) in the signal phrase or in the parentheses. Spell out "and" in signal phrases but use the ampersand in parentheses.

Wegener and Petty (1994) found that...(Wegener & Petty, 1994).

##### A Work by Three to Five Authors

List all the authors in the signal phrase or in parentheses the first time you cite the source.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

In subsequent citations, only use the first author's last name and "et al."

##### A Work by Six or More Authors

Use the first author's name then "et al." in signal phrases or in parentheses.

Harris et al. (2001) argued...(Harris et al., 2001)

##### Unknown Author

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Italicize titles of books and reports; titles of articles and chapters go in quotation marks.

A similar study was conducted with students learning to format research papers ("Using APA," 2001).

##### Organization as Author

For organization or government agency authors, mention organizations in the signal phrase or the parenthetical citation the first time you cite it.

According to the American Psychological Association (2000),...

##### Two or More Works in the Same Parentheses

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

##### Internet Sources

If possible, cite an electronic document the same as any other document.

In his online journal article, Kenneth (2000) explained...

#### References

##### Basics

References lists appear at the end of papers on a separate page. Center and type the word "References" at the top of your list. All lines after the first line of each entry in the list should be indented one-half inch from the left margin. Author's names are inverted; give last names and initials for all authors of a work unless the work has more than six authors.

##### Single Author

Smith, T. J. (2002). Friendship and social development.

*Current Directions in Psychological Science, 11*, 7-10.

##### Two Authors

List by author last names and initials. Use the ampersand, not "and."

Herrouud, D. T., & Petty, R. E. (1994). Mood management.

*Journal of Personality & Social Psychology, 66*, 1034-1048.

##### Three to Six Authors

Jones, M., Yang, E., Ellis, G., Mills, D., Casper, R., & Sax,

P. (2001). Writing labs. *WPA Journal, 44*(3), 213-245.

##### More than Seven Authors

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A.,

Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web

site usability. *Technical Communication, 57*, 323-335.

##### Organization as Author

American Psychological Association. (2003). *New directions...*

##### Unknown Author

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993).

Springfield, MA: Merriam-Webster.

##### Articles in Periodicals

Author, A. A., & Author, B. B. (Year). Title of article. *Title*

*of Periodical, volume number*(issue number), pages.

##### Internet Sources with and without DOI

APA now recommends using a Digital Object Identifier (DOI) if available.

Brown, D. Toward effective presentations. *Journal of Marketing,*

41(11/12), 1245-1283. doi:10.1108/03090560710821161

Kenneth, I. A. (2000). A Buddhist response to human rights.

*Journal of Buddhist Ethics, 8*. Retrieved from

<http://www.cac.psu.edu/jbe/twocont.html>