



**Saint Joseph University of Beirut**

**Faculty of Education**

**MASTER THESIS GUIDE**  
**FACULTY OF EDUCATION**

## Preface

Academic research work is part of the strategy of self and professional development. It is the result of a self-search, during which the researcher works to define concepts, present problems, verify and address problems to reach results, and then discuss them in front of an academic jury. The thesis is the core of the Master program, and it stems from a research problem which presents various viewpoints in an evidence based and objective way, away from impartiality. The research presents the facts and verifies the validity of the hypotheses by following an accurate scientific path and conducting a field study.

This guide is directed to students registered in the Master of Educational Sciences and aims to provide theoretical and practical assistance. It includes the following sections:

### 1. Student Support System

The instructor of the « Research Workshop » course coordinates with the Head of Department to assign a thesis supervisor to accompany each student. The name of the supervisor shall be validated by the Research Council and approved by the Dean. The student can also benefit from the support of the Research Laboratory Director and other professors who are specialized in fields relevant to a student's study. Such meetings take place based on prescheduled appointments.

#### 1-1 The Role of the Thesis Supervisor

1-1-1- The Thesis Supervisor accompanies and supports the master level student throughout their work while preserving their independence. The Thesis Supervisor periodically meets with a student and shows them warmth, friendliness, and professional care throughout their work.

1-1-2- The Thesis Supervisor is the student's reference in their research path. He\she provides them with unconditional support, methodologically and conceptually, and he\she guides them in selecting the most appropriate and relevant references.

1-1-3- The Thesis Supervisor must send the study's complete file to the Ethics Committee of Saint Joseph University of Beirut to obtain their approval.

1-1-4- The Thesis Supervisor verifies that the thesis corresponds to the criteria set by the Faculty in this guide, definitely before the thesis is finally submitted, and he/she gives their written consent (the report) regarding submission.

#### 1-2 The Role of the Master Level Student

1-2-1- The master level student demonstrates a serious work attitude and perseveres in accomplishing the study while respecting the work schedule set with the supervisor.

1-2-2- The master level student provides quality work as far as formatting, content, and language skills are concerned, based on this guide.

1-2-3- The master level student respects their supervisor and adheres to etiquette with them.

1-2-4-The master level student signs a letter pledging not to plagiarize and encloses it in the appendices of the thesis (Appendix A)

## **2. Ethics Committee (USJ)**

The Thesis Supervisor shall submit a research file for each master level student to the Ethics Committee. The file shall include the elements stated in appendix B. It is strictly recommended that the student cannot initiate any field work before getting the written approval of the ethics committee.

### **2-1 Ethics Letter**

2-1-1 A summary of the research project: general information related to the study, justification for the relevance and choice of study, and the objective of the study.

2-1-2 An introduction of the adopted research methodology, research method, design, sample (target sample and its population, sampling technique and selection process), data collection method (research instruments), work progress, and a tentative timeline. Each instrument shall be enclosed in a separate file that includes a specific introduction (see appendix C)

2-1-3- A pledge of respecting the ethical principles, signed by the supervisor.

2-1-4- A copy of the research proposal.

### **2-2 Consent Form**

The consent form includes the following.

2-2-1- Title of the study, names of the persons who might help in data collection, purpose, and modality of participation, clarifying whether their involvement is free of charge, or whether they are getting transportation fees in exchange for their work.

2-2-2- Participation conditions i.e. selection criteria and the description of the elements that encourage the potential participants to willingly volunteer in the study, respect for preserving the confidentiality of information, comprehension modalities, possible procedure in case a participant is unable to give voluntary consent. Finally, how to approach participants if they need parental consent.

2-2-3- The field approvals needed to conduct the study.

## **3. Study Proposal**

Every student enrolled in the “Thesis” course must submit a research project (10 to 15 pages maximum) to the Research Workshop Supervisor, after having taken the approval of the

Thesis Supervisor. The student presents their project orally during the Scientific Exchange Forum (proposal discussion session).

### **3.1 Proposal Content**

The research proposal includes the following:

- Provisional title
- Introduction that contains the following points:
  - Specifying the topic.
  - Discussing the status quo of the research topic/ question and the problem statement
  - Clarifying the purpose of study.
  - Mentioning the main research question and the sub-questions derived from it.
- Theoretical/conceptual framework
  - Discussing the relevant theories.
  - Discussing the literature review.
  - Reminding the reader of the provisional research hypotheses and/or questions that emerged from the literature.
- Research methodology and techniques.
- List of references according to the APA Style (Seventh Edition-See appendix D).
- The preliminary study plan.
- Suggested timeline.

### **3.2 Proposal Defense**

3-2-1- The student defends the proposal at the end of the third semester during the Scientific Exchange Forum in the presence of the, Head of the Scientific Council and, Head of the Department ( Supervisor's presence is optional).

3-2-2- The Thesis Supervisor corrects the proposal and grades it over 20.

3-2-3- At the end of the oral presentation, the Research Workshops Instructor assigns a grade over 20 on the proposal. The final proposal grade is the average of the grades given separately by the Thesis Supervisor and the Research Workshop Instructor. Grades will remain on hold until the advisor receives the written approval from the ethics committee.

3-2-4- Having passed the Scientific Exchange Forum, the student prepares the Ethics Committee file, submits it to his/her Supervisor, who in turn validates it and submits it to FSEDU Ethics Committee Representative , via Research Laboratory Director.

3-2-5 The student submits his/her thesis to the Head of Department and provides his/her Supervisor with a copy of it.

## 4. Thesis Structure

The thesis is made up of 80 to 100 pages (excluding the list of references and appendices), and it is divided into 6 parts:

**4-1 Introduction** (includes the following points, without numbering them, according to the order the student and Thesis Supervisor deem appropriate):

4-1-1- Topic presentation: background, context, ...

4-1-2- Problem statement (analyzing studies related to topic and their benefit).

4-1-3- Purpose of study.

4-1-4- Main research question and the sub-questions derived from it.

4-1-5- Overview of the methodology.

4-1-6- Significance of and rationale of study.

4-1-7- Study limitations.

4-1-8- Forthcoming thesis sections and chapters.

**4-2 Theoretical/Conceptual Framework (This part is meant to review the relevant theories associated with the problem statement and the corresponding studies)**

4-2-1- Specifying the various theories related to the problem, while linking and synthesizing the ideas.

4-2-2- Positioning the study in view of other theories and studies.

4-2-3 - Defining concepts and terms.

4-2-4- Extracting hypotheses and/ or research objectives based on the theoretical framework and relevant previous studies.

**4-3 Research Methodology**

4-3-1- Defining and justifying the approved approach and design (qualitative, quantitative, mixed ...).

4-3-2 - Identifying field study steps and procedures that address the study problem

4-3-2- Identifying study's population and sample (sampling technique).

4-3-3- Defining the operational variables.

4-3-4- Specifying the data collection methods, techniques, and tools.

4-3-5- Discussing how the collected data will be analyzed.

4-3-6- Discussing the ethical considerations.

#### **4-4 Presentation of Results**

- 4-4-1- Presenting the research results: via narrations, grids, graphs, and tables.
- 4-4-2- Synthesizing the results and linking them to the problem statement.
- 4-4-3- Verifying the validity of the hypotheses and/ or answering the research questions by highlighting the relationship between them and the study's limitations

#### **4-5 Discussion and Analysis of Results**

- 4-5-1- Analyzing the extracted results.
- 4-5-2- Discussing the results based on the chosen theories and comparing them with the results of other researches in the same field.

#### **4-6 Conclusion**

- 4-6-1- Presenting the most important results while highlighting the major and essential points.
- 4-6-2- Writing suggestions and recommendations and opening new horizons.

### **5. Thesis Submission and Defense**

Prior to depositing the thesis, it is subject to a plagiarism detection program (Turnitin), by the Head of Department, and it will be rejected if the percentage of plagiarism is above 20%.

#### **5-1 Thesis Submission and Appointment of the Jury**

5-1-1- The final version of the thesis is submitted after the Thesis Supervisor fills a written report and submits it to Head of Department to confirm that the thesis can be defended. A copy of the thesis must be deposited at the Administrative Assistant's office; this has to be done before January for the first semester and before June for the second semester. If the thesis is not submitted within the specified timeframe, it has to be deposited during the first month of the following semester.

5-1-2 the Research Workshops Instructor coordinates with Head of Department to nominate the names of the Jury members who shall be validated by the Scientific Council. The Head of Department coordinates with the President of the Jury to notify the jury members and the persons concerned with the procedure of the defense and their assigned tasks

5-1-3 The President of the Jury opens and leads the session. Additionally, he/she prepares a report that depicts what went on in the defense, including the Jury's recommendations (a summary of the reports of the Thesis Supervisor, Reader, and President are written in this final report). The report may consist of 3 to 4 pages, where the grade and its respective evaluation are justified. This report is submitted within a maximum period of one month from the date of discussion, and a copy of it is usually sent to the Head of Department.

### 5-3 Thesis Defense

5-3-1- After the defense the student submits to the Faculty's Administration:

5-3-1-1- A CD that has the thesis, the French and English summaries (15 lines each), the study's keywords in Arabic, English, and French, and the PowerPoint presentation.

5-3-2- The student must fill the Shamaa form before defending his/her thesis (Appendix E)

5-3-3- The date of the defense will be assigned no later than two months after the submission of the thesis to the Faculty administration. The defense will be public, and it will be announced one week before the defense.

5-3-4- During the defense:

5-3-4-1- The President of the jury opens the session.

5-3-4-2- The student has 20 minutes to present their PowerPoint presentation about the study without being interrupted.

5-3-4-3- Now, the Thesis Supervisor speaks for 15 minutes, including the interaction with the student (questions-answers).

5-3-4-4- The Reader's intervention follows that of the Thesis Supervisor, and 15 minutes are given to him/her to comment and to question the student and receive answers.

5-3-4-5- The President has 15 minutes as well to comment and interact with the student (questions-answers).

5-3-4-6- Next, the jury retires to deliberate for 15 minutes according to the below grid. The Thesis Supervisor gives his/her opinion first; it is better if he/she refrains from making further comments to avoid influencing the jury members. The management of the deliberations and the final decision are entirely trusted to the discernment of the President of the Jury.

5-3-4-7- The members of the jury have to sign the report written by the President of the Jury, and it contains the minutes of the session. Then, the President of the Jury submits this report to the Head of Department and Administrative Head of Department, who later shares it with the Dean.

5-3-4-8- Evaluation Grid:

18/20 and above	Excellent with Jury's felicitations	The thesis does not need any amendments, and it is of a publishable standard.
16-17/20	Very Good	The thesis requires minor amendments, and it is of a publishable standard.
14-15/20	Good	The thesis requires many modifications before publishing.
12-13/20	Fair	The thesis requires major amendments and rewriting before publishing.

5-3-4-9- In case the Jury asks for changes during the defense, the student must resubmit two copies of the amended thesis to the Faculty's administration (a hard and a soft copy) within 15 days to 3 months of the defense date.

5-3-4-10- At the end of each semester, the Head of Department sends the CDS of the theses scored above 16 over 20 to the University Library

#### **5-4 Thesis Publishing**

The Jury may recommend, in exceptional cases, that the thesis be published while:

5-4-1- Abiding by the notes of the jury members.

5-4-2- Writing the following sentence: "This study is a master level thesis in [a specific discipline], and it was defended in [faculty, university] on [specific date]. The personal opinions found in this study solely represent the author's point of view".

5-4-3- Submitting a final copy to the administration after the thesis is published.

5-4-4- Failing to adhere to the previous exposes the student to legal prosecution.

### **6. Presentation Norms**

Adhering to the 6<sup>th</sup> / 7<sup>th</sup> edition of the APA Publication Manual published in 2010 and 2020, the following norms have to be followed.

- The thesis will be typed on white A4-size paper.
- The thesis is printed only on one side of the sheet (i.e., recto only).
- The letter size is 12-point.
- The typeface is Times New Roman.
- The line spacing is 1.5 between all text lines of the thesis. The space is 1.5 after every line in the title, headings, quotations, references, and figure captions.
- "Indent the first line of every paragraph and the first line of every footnote. For consistency, use the tab key, which should be set at five to seven spaces or ½ inch" (p. 229).
- "Type the remaining lines of the thesis to a uniform left-hand margin" (p. 229).
- "Do not justify lines; instead, use the flush-left style, and leave the right margin uneven, or ragged" (p.229).
- Start every chapter on a separate page without adding a white sheet before it.
- "Leave uniform margins of at least 1 inch (2.54 cm) at the top, bottom, and right of every page" (p.229); only the left margin is 3 cm for binding purposes.
- "The heading style consists of five possible formatting arrangements, according to the number of levels of subordination. Each heading level is numbered" (p.62); check **Appendix F**.



- The opening pages are numbered in Roman numerals. The rest of the pages, starting with the introduction, are numbered using Arabic numerals.
- Certain pages are calculated but without page numbers; they are the pages with “figures” (p. 229).
- The calculation of the thesis’ number of pages starts with the first page.
- “The running head is an abbreviated title that is printed at the top of the pages of a manuscript. The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words. It should appear flush left in all uppercase letters at the top of the title page and all subsequent pages” (p. 229).
- The page number must be typed in the header, on the right side.
- In the footer and on the left side, add the following Fsédu-USJ.
- “Footnotes are used to provide additional content or to acknowledge copyright permission status. A content footnote should convey just one idea” (p.37).”
- “Use double quotation marks to enclose quotations in text. Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks” (p. 92). Example of double quotation marks: according to Yurong (2017), « as theories of language and psychology have developed, new teaching approaches and methods have emerged to accompany them” (p.1); or it can be written without integrating the name of the author into the sentence e.g. « as theories of language and psychology have developed, new teaching approaches and methods have emerged to accompany them” (Yurong, 2017, p.1).
- “In block quotations (40 or more words), do not use quotation marks for the quotation appears as a block on its own” (p.92); further, “start such a block quotation on a new line and indent the block about a half inch from the left margin. The space is 1.5 for the entire quotation, according to USJ. At the end of a block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark” (p.171). See the example below.
 

Co-presence does not ensure intimate interaction among all group members.

Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event. In these instances, participants are able to see the visible manifestation (Purcell, 1997, pp. 111-112).
- “Many types of figures can be used to present data to the reader. The common types are graphs, charts, maps, and drawings” (p. 151). Moreover, tables are used as well. After the table of contents and on a separate page, a list of tables and figures must be presented. Check Appendix G
- The title page should be similar to **Appendix H**.
- The fourth page usually contains the abstract and the keywords (5). “An abstract is a brief, comprehensive summary of the contents of the article; it allows readers to survey

the contents of an article quickly” (p. 25). Its purpose is to attract the reader’s attention. The abstract is made up of 250 words. It is found on a separate page entitled Abstract (centered). “Type the abstract itself as a single paragraph without paragraph indentation” (p. 27). Once the abstract is typed, list the keywords (5) under it.

- Under the English abstract and its respective keywords, type the French version of the abstract with its respective keywords.
- The list of references is usually done according to **Appendix D**
- A Commitment Letter has to be written to guarantee that the candidate will not plagiarize. See **Appendix A**.

## **7. Steps to follow when writing a Master's Thesis in Educational Sciences**

1. The student selects his/her thesis topic during his/her work on “Research Workshop” course (4 credits).
2. The Ethics Committee, chaired by the Dean, holds a meeting in the third week of the third semester to approve the student's thesis topic and the name of his/her director.
3. The instructor of the “workshop course” works closely with the Head of the Masters program to prepare a proposed list of Directors' names categorized according to their areas of expertise and students' thesis topics. This list is validated by the Ethics committee.
4. The thesis proposal is defended at the scientific peer exchange hub, held at the end of the third semester, in presence of the Head of Scientific Council, Head of Masters program, and the Directors, if they so desire
5. Having successfully defended his/her thesis proposal at the scientific peer exchange hub, the student prepares the file requested by the Ethics committee. The Director scrutinizes and validates the file and sends it to the faculty representative at the Ethics Committee. Then the file is validated by the Educational Research Laboratory Director. (See appendices B and C)
6. Having completed his/her thesis, the student submits it to his /her Director and the Head of Masters program as well.
7. The Head of the Masters program uploads the thesis on plagiarism software detection.
8. The student who would like to participate in the Graduate Commencement Ceremony has to submit his/her thesis prior to May 15<sup>th</sup> of the current year. If the student submits his/her thesis after this date and prior to June 15<sup>th</sup>, he/she can defend his/her thesis by July 15<sup>th</sup> at the latest. However, he/she is not eligible of participating in the current year Graduate Commencement Ceremony.
9. The instructor of the “Research Workshop” course and the Head of the Masters program appoint the thesis jury, approved by the Ethics Committee. The Head of the Masters program and the President of the jury inform the jury members and the persons concerned of the thesis defense procedure and requirements.
10. The jury members have 3 to 4 weeks to read the thesis.
11. The defense is public, and it is usually announced via email and a public poster at least one week prior to its date.
12. After the defense, the student submits a CD to the Faculty Administration. The CD should contain the thesis, an abstract written in English and French (4-5 pages), a summary (4- 5 pages), and the PowerPoint presentation.
13. The Head of the Master program submits to the library at the end of each semester CDs of the theses received scores 16 out of 20 and above.
14. The Head of the Masters program follows up on the administrative statuses of students who are late in completing their thesis. However, following up on the progress of

completing the thesis content is the responsibility of the “research workshop” course instructor, for the sake of pedagogical continuity.

15. The student submits at the end of the fourth semester to the Faculty Administration a thesis progress report that enables him/her to extend his/her registration (see appendix I)

## **Appendix A: Commitment Letter sample**

I the undersigned -----, certify that I am consciously aware that all forms of plagiarism are a violation of copyrighter's rights. As such, I assert that I did not plagiarize from any document; additionally, I affirm that I have obtained all the legal authorizations for the reproduction of images, extracts, figures, and tables; moreover, I will document (add in-text-citations) and reference all the sources that I have used in this thesis.

Signature:

## **Appendix B**

### **Ethics Committee - Components of the file – EN.**

- 1- A letter in French signed by the supervisor and addressed to Father Michel Scheuer (Honourable Father Michel SCHEUER, revealed Jesuit), briefly indicating:

Research objective - problem - questions - hypotheses - methodology and techniques adopted - study community and sample - research ethics. It is accompanied by:

- Study tools: The prefaces include ethical standards, response procedures, addresses of the researcher and the director (see annexes).
  - Permissions required:
    - the agreement of the competent authority of the Ministry of Education and Higher Education if the study is to be applied in public schools. And agreements from school directors to conduct the study in their schools.
    - the agreement of the school administration if the study is to be applied in private schools.
- 2- A copy of the master's proposal or the thesis' proposal.
  - 3- The file must be sent to the Director of the Research Laboratory, Professor Yvette Gharib, at the following address: [yvette.gharib@usj.edu.lb](mailto:yvette.gharib@usj.edu.lb)

#### **Note:**

In the event of an interview, the preamble must clearly indicate the respondent's consent to the interview (see Annexes 4, 5 and 6), and it is not necessary to take his signature.

## Appendix C

### The introductory paragraphs of tools

#### *Research Questionnaire*

*Study title:*

*Dear dear*

*You are invited to participate in a research project concerning ..... This is a study conducted by ..... (email:-----, tel.:- -----), currently studying ..... at the faculty of Educational Sciences of the University Saint Joseph (USJ), under the supervision of Dr. -----(email:----- , tel.:--- ----- ---).*

*This project has been approved by the USJ Ethics Committee.*

*Your participation in this survey is voluntary. By participating in this study, you are doing us a great service and you will allow us to learn more about -----  
----- . This questionnaire respects your anonymity and the content of your answers will be treated with the strictest confidentiality.*

*You are free to answer any or all of these questions.*

*Thanks in advance for your time.*

#### **N.B. If the questionnaire is electronic:**

*If you agree to participate in the study, you can click on the "I ACCEPT" box below to be directed to the questionnaire.*

*Otherwise, you can click on "I DO NOT ACCEPT" and you will be returned to the home page.*

## Continued - Appendix C

### Online questionnaire

#### PLEASE NOTE

1/ Remember that these templates must be customized to fit each situation.

2/ In the highlighted parts below, try to **REWRITE** rather than copy the content of your protocol. The language must be adapted to the audience.

(...) *"I am inviting you to participate in a research project called ----- and it involves -----."*

(...) *"By participating in this study, you are providing great help and will allow us to learn more about -----."*

\*\*\*\*\*

#### ONLINE QUESTIONNAIRE

*Research Questionnaire  
Name of the study:*

*Dear Sir / Madam,*

*My name is----- and I am a/an ----- student, at the Faculty of-----  
---- at Saint-Joseph University of Beirut (USJ), working under the supervision of Dr.-----  
(email:-----, tel.:-----).*

*I am inviting you to participate in a research project called ----- and it involves -----  
-----.*

*This study has been approved by the USJ Ethics Board.*

*Your participation in this survey is **completely voluntary** and all questions are optional*

*By participating in this study, you are providing great help and will allow us to learn more about -----  
-----.*

*This survey is **anonymous** and your answers will be held **strictly confidential**. You are free to answer one or none of these questions.*

*Thank you in advance for your time.*

*Should you agree to participate in the study, you can click on the "I AGREE" box below to be directed to the questionnaire. Should you not agree, you can click on "I DO NOT AGREE" and you will be returned to the home page.*



## Continued - Appendix C

### BY PHONE

*Hello Sir / Madam,*

*My name is----- and I am a/an ----- student, at the Faculty of-----  
---- at Saint-Joseph University of Beirut (USJ), working under the supervision of Dr.-----  
(email:-----, tel.:-----).*

*I am inviting you to participate in a research project called ----- and it involves -----  
-----.*

*This study has been approved by the USJ Ethics Board.*

*Your participation in this survey is **completely voluntary** and all questions are optional*

*By participating in this study, you are providing great help and will allow us to learn more about -----  
-----.*

*This survey is **anonymous** and your answers will be held **strictly confidential**. You are free to answer  
one or none of these questions.*

*Thank you in advance for your time.*

*If you agree to participate in the study, you may answer my questions now. If you do not agree, you can  
end this conversation.*

## Continued - Appendix C

### FOR AN INTERVIEW

*Hello Sir / Madam,*

*My name is----- and I am a/an ----- student, at the Faculty of-----  
---- at Saint-Joseph University of Beirut (USJ), (email:-----, tel.:-----), working under  
the supervision of Dr.----- (email:-----, tel.:-----).*

*I am inviting you to participate in a research project called ----- and it involves -----  
-----.*

*This study has been approved by the USJ Ethics Board.*

*Your participation in this interview is **completely voluntary** and all questions are optional*

*By participating in this study, you are providing great help and will allow us to learn more about ----  
-----.*

*This survey is **anonymous** and your answers will be held **strictly confidential**. You are free to answer  
one or none of these questions.*

*Thank you in advance for your time.*

*If you agree to participate in the study, you may answer my questions now. If you do not agree, you can  
end this conversation.*

## Appendix D: Reference List (APA, 7<sup>th</sup> edition)

<b>Book</b>	Author, A. A. (Year). <i>Title of the book</i> (edition). Publisher.
Example	Shotton, M. A. (1989). <i>Computer addiction? A study of computer dependency</i> . Taylor & Francis.
<b>EBook</b>	Author, A. A. (Year). <i>Title of the book</i> (edition). Publisher. DOI or URL
Example	O’Keefe, E. (2011). <i>Egoism &amp; the Crisis in Western values</i> . Academic Press. <a href="http://www.onlineoriginals.com/showitem.asp?itemID=35">http://www.onlineoriginals.com/showitem.asp?itemID=35</a>
<b>Edited book chapter</b>	Author, A. A. (Year). Title of the book chapter. In A. A. Editor (Eds.), <i>Title of the book</i> (edition, page range). Publisher.
Example	Haybron, D.M. (2008). Philosophy and the science of well-being. In M. Eid & R. J. Larsen (Eds.), <i>The science of subjective well-being</i> (pp. 17-43). Guilford.
<b>Webpage</b>	Author, A. A. (Date). <i>Title of the webpage</i> . Website name. URL
Example	James Cook University. (n.d.). <i>Borrow and renew</i> . Retrieved May 10, 2020, from <a href="https://www.jcu.edu.au/library/loans">https://www.jcu.edu.au/library/loans</a>
<b>Journal article</b>	Author, A. A. (Year). Title of the article. <i>Name of the periodical</i> , Volume(issue), page range.
Example	Sillick, T., & Schutte, N. (2006). Emotional intelligence and self-esteem. <i>E-Journal of Applied Psychology</i> , 2(2), 38-48.
<b>Online journal article</b>	Author, A. A. (Year). Title of the article. <i>Name of the periodical</i> , Volume(issue), page range. DOI or URL
Example	Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. <i>Health Psychology</i> , 24(2), 225-229. <a href="https://doi.org/10.1037/0278-6133.24.2.225">https://doi.org/10.1037/0278-6133.24.2.225</a>
<b>Unpublished dissertation or thesis</b>	Author, A. A. (Year). <i>Title of doctoral dissertation or master’s thesis</i> [Unpublished doctoral dissertation or master’s thesis]. Name of institution.
Example	Harris, L. (2014). <i>Instructional leadership perceptions and practices of elementary school leaders</i> [Unpublished doctoral dissertation]. University of Virginia.
<b>Online published dissertation or thesis</b>	Author, A. A. (Year). <i>Title of doctoral dissertation or master’s thesis</i> (Publication Number) [Doctoral dissertation or master’s thesis, Name of institution]. Website name. URL
Example	Bruckman, A. (1997). <i>Construction, community, and learning in a networked virtual world for kids</i> [Doctoral dissertation, Massachusetts Institute of Technology]. Georgia College of Tech Computing. <a href="http://www-static.cc.gatech.edu/asb/dissertation/">http://www-static.cc.gatech.edu/asb/dissertation/</a>
<b>Conference presentation</b>	Author, A. A. (Date). <i>Title of paper</i> [Paper presentation]. Title of Conference: Subtitle of Conference, Location. DOI or URL
Example	Liu, S. (2005, May). <i>Defending against business crises with the help of intelligent agent based early warning solutions</i> [Paper presentation]. The Seventh International Conference on Enterprises Information Conference on Enterprise Information System, Miami, FL. <a href="http://www.iceis.org/iceis2005/abstracts_2005">http://www.iceis.org/iceis2005/abstracts_2005</a>

**Appendix E**  
**Fiche Shamaa**

**Notice mémoire/thèse universitaire**

**L'étudiant est prié de remplir électroniquement les informations bibliographiques ci-dessous :**

1	Titre [mémoire/thèse]			
	Titre en seconde langue			
	Titre en troisième langue s'il y a lieu			
2	Auteur	Prénom :	Nom de Famille :	
		Adresse courriel :		
3	Directeur [mémoire/thèse]			
	Membres du jury			
4	Diplôme	Master	Doctorat	
5	Spécialisation			
6	Langue [mémoire/thèse]	Arabe	Anglais	Français
7	Année de l'obtention			
8	Nombre de pages			
9	Adresse complète	Université:	Faculté/département:	
		Ville:	Pays:	
		Adresse postale de la faculté:		
		Courriel de la Faculté:		
		Site web:		
		Tel :	Fax:	

**Résumé [mémoire/thèse] dans la langue d'origine (maximum 300 mots) :**

**Résumé en seconde langue (anglais) (maximum 300 mots):**

**Résumé en troisième langue (arabe) (maximum 300 mots):**

**Appendix F: Heading style**  
**Seventh Edition (2.27)**

APA Headings	
Level	Format
1	<b>Centered, Boldface, Title Case Heading</b> Text starts a new paragraph.
2	<b>Flush left, Boldface, Title Case Heading</b> Text starts a new paragraph.
3	<i>Flush Left, Boldface Italic, Title Case Heading</i> Text starts a new paragraph.
4	<b>Indented, Boldface Title Case Heading Ending with a Period.</b> Paragraph text continues on the same line as the same paragraph.
5	<i>Indented, Boldface Italic, Title Case Heading Ending with a Period.</i> Paragraph text continues on the same line as the same paragraph.

For example, in a scientific report following APA style, a report contains three sections: Method, Results, and Discussion. Each of these sections starts with level 1 headings:

**Methods (Level 1)**

**Site of Study (Level 2)**

**Participant Population (Level 2)**

*Teachers (Level 3)*

*Students (Level 3)*

**Results (Level 1)**

**Spatial Ability (Level 2)**

*Test One (Level 3)*

**Teachers with Experience. (Level 4)**

**Teachers in Training. (Level 4)**

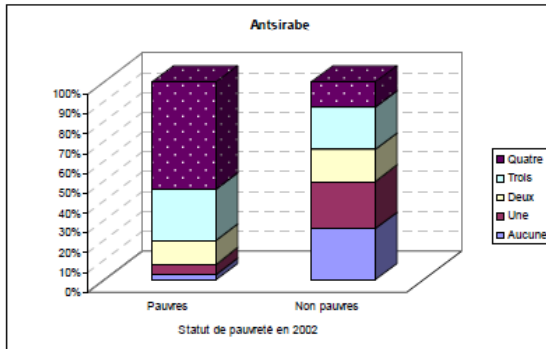
*Graduate Teaching Assistants. (Level 5)*

*Test Two (Level 3)*

**Kinesthetic Ability (Level 2)**

## Appendix G

### Schematic presentation template



**Figure 1 Statut de pauvreté en 2002 selon le nombre de périodes passées en situation de pauvreté de 1998 à 2001, observatoire d'Antsirabe**

**Tableau 1 Indices FGT et test de différence de pauvreté sur les évolutions temporelles Observatoires d'Antsirabe et de Marovoay, 1998-2002**

	Incidence $\alpha = 0$			Intensité $\alpha = 1$			Inégalité $\alpha = 2$			$N^3$
	$P_0$	$\sigma^1$	$\eta^2$	$P_1$	$\sigma^1$	$\eta^2$	$P_2$	$\sigma^1$	$\eta^2$	
<i>Antsirabe</i>										
1998	0,60	0,49	—	0,24	0,26	—	0,13	0,18	—	597
1999	0,67	0,47	-2,57*	0,27	0,25	-1,81	0,14	0,17	-1,14	599
2000	0,75	0,44	-5,48*	0,35	0,28	-7,27*	0,20	0,21	-6,90*	600
2001	0,68	0,47	-3,09*	0,29	0,26	-3,46*	0,16	0,18	-2,87*	600
2002	0,66	0,47	-2,26*	0,29	0,27	-3,18*	0,16	0,19	-3,00*	599
<i>Marovoay</i>										
1998	0,46	0,50	—	0,14	0,20	—	0,06	0,11	—	552
1999	0,50	0,50	-1,34	0,17	0,21	-2,02*	0,07	0,12	-1,79	519
2000	0,35	0,48	3,60*	0,10	0,17	4,06*	0,04	0,10	3,28*	519
2001	0,20	0,40	9,68*	0,05	0,13	9,50*	0,02	0,07	7,34*	516
2002	0,24	0,43	7,70*	0,05	0,13	8,70*	0,02	0,07	7,35*	518

Note : (1)  $\sigma$  représente l'écart type associé à la mesure de la pauvreté ; (2)  $\eta$  est la statistique du test de nullité des différences de pauvreté (Kakwani, 1990). Si la valeur absolue de  $\eta$  est supérieure à 1,96 (signalé par \*), la différence de moyenne entre les deux classes est significative; seuls sont présentés les tests de différence de moyenne par rapport à l'année 1998; (3) N est l'effectif de classe.

Source : A partir des données du Réseau des Observatoires Ruraux de Madagascar

Appendix H: Title page sample



**SAINT JOSEPH UNIVERSITY OF BEIRUT**

**(Faculty)**

*(16 pts, bold)*

**MASTER THESIS**

*(14 pts, bold)*

**DISCIPLINE: [XXXX]**

*(14 pts, gras)*

**SPECIALTY: [XXXX]**

*(14 pts, bold)*

Title of thesis: *(14 pts)*

**[XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX]**

*(16 pts, bold)*

Presented by *14 pts)*

**[NAME and first name(s) of student]**

*(16 pts, bold)*

Supervised by: *(14 pts)*

**[NAME and first name(s) of Thesis Supervisor]**

(Title)

*(16 pts, bold)*

*(14 pts for what follows)*

Defense [day] [month] [year]

The Jury is composed of:

[first name complete] [surname] (Title)

President

[first name complete] [surname] (Title)

Reader

[first name complete] [surname] (Title)

Thesis Supervisor

**Title and address of unit or laboratory of attachment where the thesis was prepared (12 pts, bold)**

## Appendix I

### Obtaining Institutional Approval for Conducting Research

I see your approval of conducting my research in your school as part of the requirements of.....that I am pursuing at Saint Joseph University of Beirut (USJ) under the supervision of .....(USJ)

My research project has been approved by the Ethics Committee of Saint Joseph University of Beirut.

Research Title: “.....”

Research Objective:.....

To implement this research, I need your help to carry out the following steps:

1. Conduct an individual interview
2. Conduct a focus group interview with.....( due to health concerns, the focus group interview will be conducted online)
3. Submit an electronic questionnaire to.....

I confirm that your participation in this research is completely voluntary, and I would like to inform you that the interviews will be recorded for the sake of analyzing the research results accurately. Further, all information collected during this research will only be used to meet the scientific objectives of this research project and will remain strictly confidential and participants' identities will be anonymous.

If you require further details, please contact me via:

Email:

Tel:

Awaiting your approval

Sincerely



Consent Form

I, the undersigned, hereby declare that I agree to have this research project conducted at my institution.

Date:.....

Name of school principal:.....

Signature:.....

## Appendix J

### Progress Report-MA Thesis



Academic year 20 - 20

### MA Thesis Progress Report

Surname and name of MA student : .....

ID : .....

Semester : \_\_\_\_\_

General Information	
<b>Institution</b>	Fsedu
<b>Thesis Title</b>	
<b>Start date</b>	
<b>Foreseen submission date</b>	
<b>Director</b>	
Research	
<b>Work accomplished during the current semester</b>	

<b>Current steps :</b>	
<b>Further steps :</b>	
<b>Comments</b>	
<b>Modifications (in case they took place)</b>	
<b>Modification in the initial research protocol</b>	
<b>Others</b>	

Date :

Date :

Date :

Signature of MA student

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Signature of Director

-----

Signature of Dean

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