

FORMAT GUIDELINES FOR THE PREPARATION OF MASTER THESIS

It is the responsibility of the student and the supervisor to ensure that the Thesis complies in all respects to these guidelines.

A. Language

Master thesis must be submitted in the English language.

B. Copy right page

The copyright page will be in a standard format as supplied by the department (Example I)

C. General Format and Style

Items **must** be placed in the following order:

- Title Page – see Example II
- Approval Page – see Example III
- Abstract
- Acknowledgements (optional)
- Table of contents – see Example IV
- List of Tables (if any)
- List of Figures and Illustrations (if any)
- List of Plates (if any)
- List of Symbols, Abbreviations, Nomenclature (if any)
- Body of Text: main text, tables, figures – see Example V
- References
- Appendices (if any)

Typeface

Only **one single typeface** (font), with its *italic* and **bold** variants, may be used through the **entire** thesis, including the title page, approval page, acknowledgements, references and appendices. (Exceptions to this can be made for footnotes, subscripts and superscripts, and for tables, figures or illustrations imported from other sources.)

Type Size

The font of the texts must be Times New Roman Only *twelve point* size is acceptable. This means that there must be approximately twelve characters per inch.

Justification

A thesis must be fully justified (i.e., have even left- and right-hand margins), or

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