

**Congratulations on
Completing Your
M.A. Thesis!**



This presentation was written by Tamar Vakil, the head of Physical Collections accessibility Department, according to the instructions of School of Graduate Studies, as published in Hebrew, in their web site and brochure

"פרטי מידע",

<http://graduate-school.biu.ac.il/files/gradschool/shared/nehelim.pdf>

The presentation is intended for students whom have completed their M.A. studies

Depositing M.A. Thesis at the Central Library

The Central Library serves as a deposit library for all of the M.A. and Ph.D. theses that are submitted in Bar-Ilan university.

Graduate Studies Students are obligated by the School of Graduate Studies regulations to deposit print and digital copies of their works to the library for preservation.

Instructions for Submission of M.A. Theses

In compliance with the requirements of the
School of Graduate Studies for M.A. students



An Important Recommendation **for students that are about to write their** **thesis**

In order to avoid unnecessary aggravation, due to lack of attention to the instructions please consult your supervisor and follow all of the School of Graduate Studies instructions regarding the writing and editing of your work.

Papers in English should be Listed as Follows

- Cover title page in English (bristol binding)
 - Inner title page in English (identical to outer page)
 - Supervisor/s details (in English)
 - Dedication/acknowledgement (optional)
 - Table of Contents (in English)
 - List of illustrations, tables, charts, abbreviations(if exists)
 - Abstract (in English)
 - Introduction
 - Document body
 - Discussion and conclusions
 - Bibliography
 - Appendix/appendices (if exist)
 - Abstract (in Hebrew)
 - Supervisor/s details (in Hebrew)
 - Inner title page in Hebrew (identical to outer page)
 - Cover title page in Hebrew (bristol board binding)
- without page number
without page number
without page number
without page number
without page number
without page number
Roman numerals (I,II,III)
Arabic numerals
Arabic numerals
Arabic numerals
Arabic numerals
Arabic numerals
Hebrew letters (א"ב)
without page number
without page number
without page number

Please Note

- In the lists of illustrations/tables/charts page numbers should be specified for each illustration/table/chart in the lists.
- Chapter titles and page numbers in the table of contents should be identical to titles and page numbering in the work itself.
- The name of the Faculty/Department/School of.. should be written exactly as it appears in the formal site of the faculty and department. (both in English and Hebrew)
- Prior to the cover title pages (from both sides of your work) there should be PVC Binding Covers
- Do not bind the thesis with a plastic comb spine

Title Page in English

BAR-ILAN UNIVERSITY

Title of thesis

Student's name

(First name before family name)

Submitted in partial fulfillment of the requirements for the Master's Degree
in the Department / Faculty / School of
/Interdisciplinary Studies Unit, The Program for... ,
(choose the most appropriate)

Bar-Ilan University

Ramat-Gan, Israel

Year

(* civil date of submission for judging)

- *The date of the first submission should be entered.*
- *Only if significant changes are made and there was another review, then the date of the second submission should be written.*

Inner Title Page

This page should be identical to the cover title page. It should be printed on paper while the cover page needs to be printed on bristol

Supervisor/s Details Page (in English)

This page follows the inner title page in English and it should be worded as follows:

This work was carried out under the supervision of Prof./Dr. _____

Department/Faculty/School of/ Interdisciplinary Studies Unit, The program for (choose the most appropriate)

Bar-Ilan University.

Ensuring Proper English on Title page and Supervisor Detail Page

On the title page you need to pay special attention to capital letters :

- Capitalize every first letter of every word of the title, except for conjunctions.
- Capitalize the first letter of the name of the author.
- Capitalize the first letter in every word from the example title page, (Department, Ph.D. Thesis etc.)
- Capitalize the first letter of the department/faculty/etc name (except for the conjunctions) For example:
 - [The Mina and Everard Goodman Faculty of Life Sciences](#)
 - [Interdisciplinary Studies Unit, The Program for Hermeneutics and Cultural Studies](#)

On the supervisor/s details page you need to pay special attention to capital letters :

- Capitalize the first letter from every word from the example supervisor/s details page,
- Capitalize the first letter of the advisor's name.
- Capitalize the first letter of the name of the department/faculty/etc., (except for the conjunctions)

Dedication/Acknowledgement

This page is optional. If exists, it should follow the supervisor/s details page.



Table of Contents (in English)

Table of contents should include the following chapters:

English abstract, introduction, body of the paper divided into chapters (such as: theoretical background/literature review/research aims/materials and methods, results, discussion/ conclusions), bibliography, appendix/ces (if exists), Hebrew abstract

Important: introduction page numbering should begin with n. 1

- **Both, the English and Hebrew abstracts have to be noted in the table of contents**
- **You need to make sure that table of contents has the correct page numbering for all the chapters (after the final proof reading your paper do not forget to refresh the automatic table of content)**

Abstract

There should be two abstracts:

- One in English and another in Hebrew
- The English abstract should follow the table of contents, (unless there are lists of illustrations/ tables/ charts/ abbreviations). The abstract should be numbered with **Roman numerals** (i, ii, iii)
- The Hebrew abstract should be at the end of the thesis (for the exact placing see further). It should be numbered with **Hebrew letters** (א ,ב ,ג)

Document Body

The Body of the text should follow the abstract

- The first page of the introduction should be numbered as **1**, and the numbering should continue until the end of the bibliography or the end of the appendix/ces, if they exist.
- Make sure that all parts of the work are correctly edited in terms of wording, grammar and consistent spelling, as done in professional literature .

The Hebrew Side

The Hebrew section of the thesis should come at the end of the work, with the pages arranged so that the Hebrew cover title page is the rightmost page

- Cover title page in Hebrew (bristol binding) without page number
- Inner title page in Hebrew (identical to outer page) without page number
[pay attention that the Jewish calendar date corresponds to the civil date]
- Supervisor/s details (in Hebrew) without page number
- Abstract (in Hebrew) Hebrew letters (ב"א)

Title Page in Hebrew

אוניברסיטת בר-אילן

Title of thesis (in Hebrew)

Student's name (in Hebrew)
(First name before family name)

עבודה זו מוגשת כחלק מהדרישות לשם קבלת תואר מוסמך
במחלקה/ פקולטה/ ביה"ס ל/ היחידה ללימודים בינתחומיים, התכנית ל...

(choose the most appropriate)

של אוניברסיטת בר-אילן

Hebrew Year

רמת גן

(* Jewish calendar date of submission for judging)

- ***The date of the first submission should be entered.***
- ***Only if significant changes are made and there was another review, then the date of the second submission should be written.***

Supervisor Page (in Hebrew)

This page comes after the inner title page in Hebrew and it should be worded as follows:

עבודה זו נעשתה בהדרכתו/ם של פרופ'/ד"ר

מן המחלקה/פקולטה/ביה"ס ל/היחידה ללימודים בינתחומיים, התכנית ל...

,(choose the appropriate term)

של אוניברסיטת בר-אילן.

Hebrew Abstract

Abstract in Hebrew

Numbered with Hebrew letters

(א,ב,ג)

Article-Based M.A. Thesis

- Make sure your paper is written according to **all** of the appropriate instructions.
- Special points:
 - You need to add to the table of contents a chapter named "articles" and designate all of the articles as sub-chapters with their appropriate page numbers.
 - You need to include all of the articles in the paper.
 - Every article needs to be forwarded with a title page that includes the name of the article.
 - Article pages have to be numbered as part of the paper.

Prior to Submitting the Paper

- Please carefully read the instructions for writing and editing the M.A. theses
- Ask your supervisor to check that the work complies with all of the instructions
- The supervisor will sign the certificate that the thesis was examined, approved and can now be deposited in the library
- Prepare an electronic copy of the thesis in PDF format in one file and submit it on a USB flash disk
- All books borrowed from university libraries need to be returned
- You need to book an appointment for depositing the thesis

Supervisor Certificate

You have to ask your advisor for a certificate (with departmental logo) confirming that your thesis was written and edited according to the regulations of the School of Graduate Studies. He/she should sign the certificate only after checking the thesis.

Please bring this signed certificate with you for your library appointment.

Electronic Copy

- You need to make an electronic copy of your dissertation, in **PDF** format, in one file, edited in the correct order, and submit it on a Disk on Key. (You don't have to buy one especially – we only need the file!)
- This copy has to be **identical** to the printed copy of your dissertation. (We advise you to print your paper from the pdf file).

Making an Appointment for Depositing Your M.A. Thesis

You can make an appointment through the Library website, Access the 'Deposition of M.A. and Ph.D. Theses' page - 'Making an appointment' page.

<http://lib.biu.ac.il/node/1369>

Make sure you receive mail confirming the appointment.

Please be prompt

Depositing a Copy in the Library

**Make sure you bring the following items
to your appointment**

- Supervisor certificate confirming that your thesis is written and edited according to the regulations of the School of Graduate Studies.
- Printed and bound copy of your thesis (for: Information Science departments – **hard bound** copy)
- Electronic copy of your thesis on a disk on key (which is returned to you – we only need the file)

Completion of the Process

- After depositing your thesis in the Central Library, you will submit a request through the 'מידע אישי' (<https://inbar.biu.ac.il/InbarLogin.htm>) for completion of your degree. Please inform us after submitting the request (03-5318167 or 03-5317803) so that we will update your digital file and notify the registration office.

Good luck in your future endeavors
from the entire Thesis Deposition
Department staff

