Towards the completion of your PhD

Submitting Your Work to the
Bar-Ilan Libraries and Information system

אוניברסיטת
בר־אילן
Bar-Ilan University

Why there is a need to submit?

BIU Libraries serve as depositories for the M.A. and Ph.D. theses and dissertations that are submitted in Bar-Ilan University.

According to the regulations of the School of Graduate Studies, graduate students are obligated to submit printed and electronic copies of their works for **preservation** in the library, **as part of the graduation requirements.**

What is needed to complete the deposition process?

To complete the deposition process, you need to prepare a few things, which are listed in the Libraries and Information System website.

This presentation will focus on the guidelines to properly format the electronic copy of your dissertation.

Guidelines, clarifications and examples regarding the formatting of the electronic copy of a doctoral dissertation written in the English language

In addition to the guidelines in this presentation, special guidelines for dissertations written in different languages (Arabic, Russian and so on); Special guidelines for work written in LATEX and for Article-based M.A./Ph.D. or M.A./Ph.D. can be found in the Libraries and Information System website.

The work must be arranged according to the following outline:

Title page (in English)	no page number
Supervisor page (in English)	no page number
Dedication/acknowledgement (optional, in English)	no page number
Table of contents (including abstracts, in English)	no page number
Lists of illustrations, tables, charts, abbreviations (if exist)	no page number
Abstract (in English)	Roman numerals (I,II,III)
Introduction	Arabic numerals (1,2.3)
Body of work	Arabic numerals
Discussions and conclusions	Arabic numerals
Bibliography	Arabic numerals
Appendix/appendices (if exist)	Arabic numerals
Abstract (in Hebrew)	Hebrew letters (א"ב)
Table of Contents (including both abstracts, in Hebrew)	no page number
Supervisor page (in Hebrew)	no page number
Title page (in Hebrew)	no page number

English Title Page

Title of thesis

**Student's name
(First name, family name)

Department / Faculty / School of

/Interdisciplinary Studies Unit, The Program for… ,
(choose the appropriate title)

Ph.D. Thesis

Submitted to the Senate of Bar-Ilan University

***Ramat Gan, Israel   *Month, Year
(Gregorian month and year of submission)

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

** *Your name in the dissertation should be the same as in all the forms connected to the deposition.*

*** *For the Faculty of Medicine thesis:* Safed, Israel

Supervisor page in English

This page comes after the title page and is to be phrased 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.

"Choose the most appropriate" in the Title Page and Supervisor's Page

If your work was written within a faculty that does not have an internal division into departments, the name of the faculty must be stated.

If your work was written within a specific department/school, **only** the name of the department/school must be stated, **without** the faculty name.

The official name of the faculty/department/school/unit must be written as it appears on their official website. For your convenience, consult the full list.

Ensuring Proper English on Title Page and Supervisor Page

You need to pay special attention to capital letters on the title page:

• Capitalize every first letter of every word of the title, except for conjunctions.

• Capitalize the first letter of the name of the author (First name before Last Name).

• 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 conjunctions), for example:

>The Mina and Everard Goodman Faculty of Life Sciences

>Interdisciplinary Studies Unit, The Program for Hermeneutics and Cultural Studies

You need to pay special attention to capital letters on the supervisor page:

• 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 department/faculty/etc., name, (except for conjunctions).

Dedication and/or Acknowledgement Page

- If you want to add an optional dedication page and/or an acknowledgement page, they follow the supervisor page. Dedication and acknowledgement pages need to be on separate pages.

- Dedication and/or acknowledgement pages in English should be in the English section of the paper.

- Dedication and/or acknowledgement in Hebrew should be in the Hebrew section of the paper.

Table of Contents in English

Table of Contents follows the Dedication/Acknowledgement page/s and should include at least the following chapters:

Abstract (in English), introduction, body of the work divided into chapters (such as: theoretical background/literature review/research aims/materials and methods, results, discussion/ conclusions), bibliography, appendices (if exist), abstract (in Hebrew)

Important:

- The Introduction page numbering will start with page no. 1

- Both the English and Hebrew abstracts must be included in the table of contents.

- The table of contents must have the same chapter names that appear in the body of the work with the same page numbers. (After the final proofreading of your work, do not forget to refresh the automatic table of contents or correct it manually.)

Lists of Illustrations, Tables, Charts, Abbreviations (if exist)

Different lists, if they exist in your work, follow the table of contents pages, in a separate page. Each list should start on a new page. List pages are not numbered. However, each item in the list has a page number.

The **list of articles/publications**, if they exist and you want to mention them in your work, **must come as an appendix chapter/subchapter** (and not as part of the lists discussed here).

If the same articles are an integral part of your work, there is no need for a separate list, since they must appear in the table of contents. See additional information about formatting an article-based work.

Abstract in English

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)

Since an abstract is not considered a chapter of the paper, it should not be numbered as chapter 1 in the body of the work and in the table of contents.

Body of the Work

After the abstract in English comes the body of the work.

The Introduction will be chapter no. 1 and the first page of the introduction will be numbered as 1. The rest of the pages will be numbered sequentially until the end of the bibliographic list, or the appendix (if it exists).

Make sure that all parts of the work are correctly edited in terms of wording, grammar and consistent spelling, as done in professional literature.

Please pay attention that special symbols and/or characters, if you used them in your work (usually relevant to works in the life sciences, exact sciences, engineering, etc.) appear correctly after converting the file to PDF format.

Hebrew Part of the Work

As can be seen in slide no. 5, after the bibliography chapter or the appendix chapter, if exists, will come: the Hebrew abstract, the Hebrew table of contents, the Hebrew supervisor page and the Hebrew title page.

Hebrew Abstract (תקציר בעברית)

Hebrew Abstract pages will be numbered with Hebrew letters (א, ב, ג). If the abstract includes more than one page, within the file, the pages will appear in the reading order of the file (i.e., the first page of the abstract will come immediately after the last page of the body of the work; the next page will be the abstract's second page, etc.). This order will be different in the printed version of the work. Clarifications for this appear in the <u>instructions for the printed work</u>.

Hebrew Table of Contents

- Translated table of contents (from Hebrew to English, if the work is in Hebrew, and vice versa) may include only the main chapters. **But** it is more correct and preferable, that the translated table of contents will be a full one, in order to give an accurate picture of the body of your work.

- There needs to be a correlation between original table of contents and the translation, as regards to the names of the chapters. Pay special attention to the numbering of the pages. And of course, it needs to be updated and parallel to the actual chapters and numbering inside your work.

- When translating, make sure that the abstracts appear in their proper place

If you translate from Hebrew to English:

	Hebrew table of content	translation
beginning	תקציר...........א	Abstract.............א
end	תקציר אנגלי..............i	English abstract.........i

If you translate from English to Hebrew:

	English table of content	translation
beginning	Abstract.............i	i..............תקציר
end	Hebrew abstract.........א	א.............תקציר עברי

Hebrew Supervisor Page

This page must be worded as follows:

עבודה זו נעשתה בהדרכתו/ם של פרופ'/ד"ר

‎_____

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

‏(יש לבחור את המתאים)‎_____,

של אוניברסיטת בר-אילן.

Hebrew Title Page

Title of Dissertation (in Hebrew)

חיבור לשם קבלת התואר "דוקטור לפילוסופיה"

מאת:
***Student's name (in Hebrew)
(First name before family name)

שם המחלקה/ פקולטה/ ביה"ס ל/ היחידה ללימודים בין תחומיים, התכנית ל...
(in Hebrew; choose the appropriate term)

הוגש לסנט של אוניברסיטת בר-אילן

רמת גן****   חודש, שנה עבריים
                    (* Jewish calendar month and year of submission for judging)
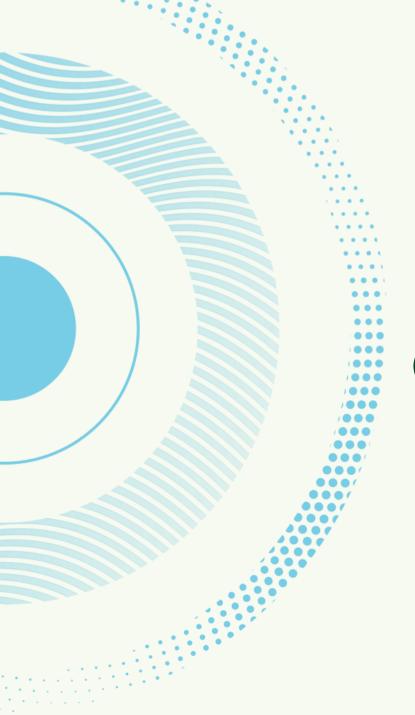
Saving your Work in PDF format

After formatting your work, as described in this presentation, you need to make a copy of it in a PDF format. The PDF file must be unprotected. The file will be processed in the library departments and various protections will be added.

Make sure that the conversion to the PDF format has no glitches. Special attention should be given to the automatic table of contents (make sure the links are valid) and special symbols in the fields of exact sciences, engineering, etc.

Once the copy has been approved by the staff for the Thesis and Dissertation Depository Department, **it will not be possible to resubmit it, even if errors are found in the work**.