

Emphases on proper tables of content in a PhD Thesis [only some of the sections are relevant to theses written in LaTeX]

It is mandatory to have both English and Hebrew tables of content in a Ph.D. Thesis, and all guidelines mentioned below are for both TOCs.

1. Refer correctly to abstracts:
 - a. In a thesis written in English, the first reference should be: Abstract.....i; And the last one should be: Hebrew Abstract.....x
 - b. In a thesis written in Hebrew, the first reference should be: Abstract.....x; And the last one should be: English Abstract.....i.
 - c. Abstracts are not considered as chapters, therefore should not be numbered, as other chapters [this is also true for the main body of thesis, of course]

2. The first chapter of a thesis is usually called 'Introduction'. If the chapters are numbered, it should be the first chapter of the thesis and will be numbered as page #1, for example:

1. Introduction..... 1

or

Chapter 1. Introduction.....1

3. The TOC must refer to all the main chapters, including the bibliography and the appendices (if there are any). Since the main chapters are usually not informative enough, it is recommended to refer to sub-chapters as well. It is important to be consistent: if you decided to refer to the first-level sub-chapters for one chapter, you must do so for all other first-level sub-chapters. If you decided to be more detailed and refer to the second-level or even third-level sub-chapters, again, this should be done for all sub-chapters of the same level in the thesis.

This is relevant to the translated TOC (written in the secondary language of the thesis), as well. Full content is more informative. In some special cases, it is possible to make do with only referring to the main chapters in the translated TOC.

4. Pagination must be specified. The TOC has no meaning, if only the names of chapters/subchapters are indicated in it without page numbers next to them.
5. Pagination must be consistent with the chapters'/subchapters' page numbers in the thesis.
6. Chapters/subchapters appearance (their names and numbering, if exist) in the TOC must be identical to their appearance in the body of the thesis. If you refer to a chapter/subchapter in the content, it must also appear as a such in the body of the thesis and vice versa, if there is a title/subtitle in the body of the thesis, it must appear in the TOC (if, of course, you decided to detail this level of subchapter in the TOC for at least one of the other chapters of the thesis).
7. Make sure to update **both** TOCs (in English and in Hebrew), manually or automatically, after the thesis is final and all content has its final pagination.
8. If you have appendices, especially in a field that includes questionnaires as appendices, it is important to refer to the appendices in detail in the TOC. This will help researchers in the future.
9. Go through the thesis and make sure there are no skips or mishaps, especially in the case of pictures, graphs, etc. or chapters'/subchapters' titles, on all different levels. Regarding the titles: make sure a chapter's title does not appear on the last line of a page and its content is on the next page. You must first verify this in the Word document, and then go through the PDF file.
 - Depending on how you worked in the Word document, there may be mishaps when saving as PDF. In that case, you will have to go back to Word for corrections, starting with fixing the first skip or mishap and then go page by page making sure no new skips or mishaps were created.

- When you're done going over the document and making sure it is fixed, make sure to update **both** TOCs and lists of tables (if there were any in the work).