



**Guide to writing
university thesis for
postgraduate students/
Zarqa University**

2018

**Prepared by
Faculty of Graduate Studies**

**In the name of Allah, the most gracious, the most
merciful**

Dear students, I present to you a guide to the specifications of writing university theses which helps you in submitting your thesis to the faculty of Graduate Studies for examination in a proper manner.

The guide contains the components of the theses parts with examples and illustrations approved in writing and documenting theses in all areas.

Dear student, before you start writing your thesis, we kindly ask you to read this guide well and adhere to the guidelines before submitting the thesis to the scientific department and then to the Graduate Studies Committee.

I wish you the best

Dean of the Faculty of Graduate Studies

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Specifications for writing university theses

First: General Framework

1. The maximum number of pages for the dissertation/thesis shall be (250) two hundred and fifty pages (excluding appendices), provided that the student avoids verbosity, redundancy, and repetition, and takes into account conciseness and emphasis on quality, the thesis is printed using high quality technology on white A4 paper.
2. The thesis is written in a proper language, whether in Arabic or in English, and in the language departments it is written according to specialization. It should be submitted over to the examination committee, free of grammatical, spelling, and typographical errors, and the final copy of the thesis is delivered to the faculty of Graduate Studies, signed by the supervisor, free of errors, or cross-outs, to be duly delivered to the University Library.
3. The sentence must begin with a word, and it may not begin with a number, abbreviation, or symbol. In these cases, numbers, abbreviations, or symbols are written in writing.
4. Abbreviations are written when they appear for the first time in full, and the abbreviation is placed in parentheses. For example, if the Food and Agriculture Organization appears, its abbreviation is written as follows: (FAO), then the abbreviation is used only in subsequent times, without putting it in parentheses, provided that it appears in a list of abbreviations placed in the introduction to the thesis.
5. The titles of the thesis chapters starts on new pages, and may not begin in the middle or the end of the page. Headings can be written on a separate page.
6. Font 14 is used for the text, and 16 for the main headings when writing in the Arabic language. It is also permissible to reduce the size of the font within the table. When writing in English, the font size is 14 for the body, and 16 for the headlines. Font 12, or less is used for writing equations if they are long.
7. The (Font) used in English and Arabic should be Times New Roman.
8. The space between the lines when writing in English is double spacing, and one and a half when writing in Arabic.
9. The space when writing the main headings, headings of tables, graphics, references, and at the beginning of each paragraph in the thesis shall be single space, and the space between the reference and the one that follows it shall be double spacing.

10. The margin distance from the binding side should be 3.5 cm, and the rest of the margins should be 2.5 cm.
11. The table title is written at the top, and the title of the figure or graphic is written at the bottom, and in both cases, it must reflect the content.
12. The tables and graphics are numbered sequentially within the thesis. The tables, figures, and graphics must appear immediately after the results and discussion, and they may not be placed at the end of the thesis.
13. The thesis title and chapter titles are written in bold.

Second: Pagination

For introductory pagination, when writing in English, the Roman numerals should be used, (such as I, II III). The Arabic alphabet (such as a, b, c, d,) is used for introductory pagination when writing in Arabic. Numbering starts at the introduction page, and the number or symbol is placed in the center of the top of the page, the number should not appear on the title page and signature page. In the case of tables or figures printed in Landscape, the number is placed at the top of the table or figure, and when the page is reduced, the reduction may not include the size of the page number, and the table must be on one page.

Third: Footnotes

These notes are separated from the text by a 3.5 cm long line. The line is located two spaces below the text on the right of the page. Writing the note begins two spaces from the line.

Thesis Contents

The thesis consists of the following:

First: introductory Pages

Introductory page titles are written in capital letters and include:

- a. The authorization page, with the authorization form shown below [Form No. (1)]:

Form No. 1 Authorization form

<p style="text-align: center;">Zarqa University Authorization Form</p> <p>I authorize Zarqa University to supply copies of my Thesis/ Dissertation to libraries or institutions or individuals upon request, according to Zarqa University regulations.</p> <p>Signature: Date:</p>

b. Title Page which consists of:

Title of Thesis or Dissertation as Approved by the Faculty of Graduate Studies.

The name of the student (as registered in the University).

The name of the Supervisor and (Co-Supervisor if applicable).

This Thesis was Submitted in Partial Fulfillment of the Requirements for the master's degree in

.....

Faculty of Graduate Studies

Zarqa University

Date

NOTE: FOR MORE CLARIFICATION, SEE THE ATTACHED FORMS,
BEARING IN MIND THAT ALL THE FRAMEWORKS ARE FOR ILLUSTRATION
PORPUSES ONLY.

FORM NO 2 TITLE PAGE IN ENGLISH

<p>GENERALIZED LOGISTIC DISTRIBUTION: ESTIMATION AND COMPARATIVE STUDY</p> <p>By</p> <p>Supervisor</p> <p>This Thesis was Submitted in Partial Fulfillment of the Requirements for the Master's Degree of Science in Mathematics</p> <p>Faculty of</p> <p>University</p> <p>May, 2007</p>

FORM NO 2 TITLE PAGE IN ARABIC

اتجاهات أعضاء الهيئة التدريسية في الجامعة الأردنية نحو ممارسة أبنائهم
للنشاط الرياضي التنافسي

إعداد

.....

المشرف

.....

قدمت هذه الرسالة استكمالاً لمتطلبات الحصول على درجة الماجستير في التربية الرياضية

كلية

جامعة

أيار، 2007

In case there is a co-supervisor an English title page is written as follows:

Form No 4 Title Page when there is a co-supervisor (English)

<p style="text-align: center;">NON-LINEAR SELSMIC RESPONSE OF BASE-ISOLATED FRAME STRUCTURES USING RUBBER BEARINGS</p> <p style="text-align: center;">By</p> <p style="text-align: center;">Supervisor</p> <p style="text-align: center;">Co-Supervisor</p> <p style="text-align: center;">This Thesis was Submitted in Partial Fulfillment of the Requirements for the Master's Degree of Science in Civil Engineering</p> <p style="text-align: center;">Faculty of</p> <p style="text-align: center;">University</p> <p style="text-align: center;">August, 2007</p>

In case there is a co-supervisor, an Aabic title page is written as follows:

Form No 5 Title Page when there is a co-supervisor (Arabic)

إيذاء الذات، وعلاقته باضطراب الشخصية الحدية، والاكتئاب لدى عينة من نزلاء
مراكز الإصلاح والتأهيل

إعداد
.....

المشرف
.....

المشرف المشارك
.....

قدمت هذه الرسالة استكمالاً لمتطلبات الحصول على درجة الماجستير في
علم النفس

..... كلية
..... جامعة

آب، 2007

The examination committee members' page is written as follows

Form No 6 The examination committee members' page (English)

COMMITTEE DECISION

This Thesis/Dissertation (The Relationship Between Socioeconomic Status and Disruptive Behaviors in Early Elementary School Children in Greater Amman Municipality) was Successfully Defended and Approved on -----

Examination Committee

Signature

Dr., (Supervisor)
Assoc. Prof. of Clinical Psychology

Dr. (Member)
Assoc. Prof. of Organizational & Social Psychology

Dr..... (Member)
Assist. Prof. of Sociology & Psychology

Dr. (Member)
Prof. of Social Psychology & Personality

Form No 7 The examination committee members' page (Arabic)

نوقشت هذه الرسالة/ الأطروحة (التحولات الاقتصادية، والاجتماعية لسكان البادية الأردنية: تجربة برنامج بحث، وتطوير البادية الشمالية الأردنية) وأجيزت بتاريخ / / 200

التوقيع

أعضاء لجنة المناقشة

.....

الدكتور، مشرفاً
أستاذ - علم السكان

.....

الدكتور، عضواً
أستاذ مشارك - جغرافية موارد

.....

الدكتور، عضواً
أستاذ مشارك - جغرافية النقل

.....

الدكتور عضواً
أستاذ مشارك - السكان والتنمية

.....

الدكتور عضواً
أستاذ - جغرافية التنمية

The decision to accept a published/accepted for publications master's thesis (Arabic:)

Form No. (7/B): Decision to accept the examination committee

قرار إجازة رسالة الماجستير المنشورة/المقبولة للنشر
تم نشر/قبول هذه الرسالة للنشر بعنوان:

في مجلة: _____ بتاريخ: _____

وأجيزت بتاريخ: _____

المشرف على الرسالة

عميد كلية الدراسات العليا

C. Dedication page (if any):

The dedication text should be simple and concise. The dedication is placed on a separate page.

D. Acknowledgement:

Acknowledgement should be limited to the supervisor, the co-supervisor, the examination committee, and people who facilitated the researcher's task.

E. Table of Contents:

Table of contents (Arabic)Form No. 8

الصفحة	الموضوع
ب	قرار لجنة المناقشة
ج	الإهداء (إن وجد)
د	شكر وتقدير
هـ	فهرس المحتويات
و	قائمة الجداول
ز	قائمة الأشكال والصور
ح	قائمة الملاحق
ط	الملخص بلغة الرسالة
1	المقدمة
10	الفصل الأول
30	الفصل الثاني
32	الفصل الثالث
52	الفصل الرابع
54	الفصل الخامس
94	الاستنتاجات والتوصيات
100	المراجع
110	الملاحق
121	الملخص باللغة الأخرى

Table of contents (English)Form No. 8

Subject	Page
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List of Figures and Plates	vii
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F. List of Tables

Form No. 10 List of Tables . (Arabic)

الصفحة	عنوان الجدول	الرقم
58	الترب السائدة في منطقة الدراسة، وعلى مستوى المجموعات العظمى	1
60	معدلات درجة الحرارة الشهرية في منطقة الدراسة	2
64	معدلات الأمطار السنوية في منطقة الدراسة	3
66	المتوسطات الشهرية للأمطار في منطقة الدراسة	4

Form NO.11 List of Tables (English)

Number	Table Caption	Page
1	A Snapshot of Processed UJ Log File.	27
2	A Snapshot of Path and its Frequency.	27
3	A Snapshot of Path Statistics.	28
4	A Snapshot of Modified Path Statistics.	31

G. List of Figures

Form NO.12 List of Figures (Arabic)

الصفحة	عنوان الشكل	الرقم
3	موقع منطقة الدراسة في الأردن	1
17	مراحل دورة التعرية في المناطق الجافة	2
18	تطور الأشكال الأرضية في المناطق الجافة	3
32	الوحدات الصخرية في منطقة الدراسة	4

Form NO.13 List of figures (English)

Number	Figure Caption	PAGE
1	The Process of KDD.	12
2	Web Usage Mining Process.	14
3	SEWep Functional Architecture.	18
4	The Sample of Log File.	23

H. List of Abbreviations or Symbols

I. Abstracts. Forms No. 14 &15

The abstract page begins with the title of the thesis, then the name of the researcher, followed by the name of the supervisor, and the co-supervisor, if any, then the word "Abstract", all placed all in the middle of the page. After that, the extract, starts in a new paragraph, the number of its words should not exceed (250) words. The abstract includes the objectives of the study, defining the study methodology, summarizing the results, and the main conclusions. The abstract does not include any references, figures, or tables.

The thesis/thesis should include:

Abstract in the language in which it was written.

An Abstract in Arabic if written in a language other than Arabic.

An Abstract in English if written in Arabic.

Form No.14 Abstract page

EVALUATION OF SOME CHEMICAL AND SENSORY PROPERTIES OF DIFFERENT BURGER FORMATION

By

.....

Supervisor

.....

Co- Supervisor

.....

ABSTRACT

Five burger formulations were prepared to study the effect of the replacement of beef and chicken fat with olive oil or mixing of meat chicken with beef on some of their chemical and sensory properties during storage and grilling at 75°C for 20 minutes. The five burger formulations were: beef, chicken, mixed beef and chicken (50:50), beef with olive oil and chicken with olive oil.

The effect of formulation, frozen storage and grilling of the five treatments on some chemical and sensory properties was evaluated by determining cooking loss, thiobarbituric acid reactive substances (TBARS), fatty acid profile, cholesterol, 7-ketocholesterol and sensory effects.

Cooking loss after formulation was between 43-51%, where chicken with olive oil showed the lowest loss and the mixed treatment showed the highest loss.

TBARS of raw samples increased after one month of storage, and then declined at the end of storage. Grilling had varying effect on TBARS, since they increased in both chicken treatments, and decreased for the corresponding beef samples. No clear effect of grilling on mixed sample was observed.

Mixing of chicken with beef or replacement of fat with olive oil increased their unsaturated/saturated ratio. MUFA and PUFA decreased gradually during storage, but they increased after grilling.

Meat mixing decreased cholesterol content in chicken (15%). Addition of olive oil decreased cholesterol contents in chicken and beef treatments by 53% and 58%, respectively. Storage and grilling didn't affect cholesterol oxidation measured by 7-ketocholesterol in all treatments.

Mixing of chicken with beef enhanced the sensory characteristics of the beef burger, whereas addition of olive oil has influenced the sensory characteristics of the burgers variably.

Keywords:

Form No.15 Abstract page (Arabic)

تاريخ القضاء في الأردن (1921م - 1989م)

إعداد

المشرف

ملخص

تتناول الدراسة تاريخ، وتطور القضاء في الأردن منذ تأسيس إمارة شرقي الأردن عام 1921م مروراً باستقلال المملكة عام 1946م، وحتى عام 1989م. حيث ورث الأردن نظاماً قضائياً عثمانياً، ومحاكم شرعية لها تاريخها الطويل السابق للعهد العثماني، فمنذ تأسيس الإمارة، تم تطبيق القوانين العثمانية المعمول بها قبل عام 1914م، ومعظم القوانين المطبقة في الوقت الحالي أصلها قوانين عثمانية، عُدل بعضها بفترة ليست بعيدة، فالقانون المدني الصادر عام 1976م المستقاة معظم أحكامه من مجلة الأحكام العدلية، الذي أورد نصاً من ضمن مواد يتضمن تطبيق أحكام مجلة الأحكام العدلية فيما لا يخالف أحكامه، وكذلك قانون أصول المحاكمات الجزائية، وقانون أصول المحاكمات الشرعية، وقانون التجارة، وقانون أصول المحاكمات الحقوقية، وغيرها، ناهيك عن بقاء سريان بعض القوانين العثمانية، مثل قانون المرافعة العثماني، علماً بأن التطور القضائي يعد دليلاً واضحاً على مظاهر التطور السياسي، والاقتصادي، والاجتماعي، الذي شهده الأردن منذ تأسيسه، وحتى الوقت الحاضر.

وقد خلصت الدراسة إلى عدد من النتائج، والتوصيات تمثلت في أن الأردن بدأ بنظام قضائي مزدوج، يخضع لقوانين شرعية، ووضعية، ولم يسع المشرع إلى تغيير هذه الازدواجية، بل أضاف إليها مجموعة من المحاكم الخاصة، ما يستدعي وجهة نظر الباحث توحيد القضاء في الأردن، بأن يصبح قضاءً شرعياً، يحكم بكل المنازعات، أو توحيد جهات القضاء في الأردن في وجهة قضائية واحدة.

الكلمات المفتاحية:

Second: The Text/ body of the Thesis

The text begins with the introduction, and ends with the conclusions, or the recommendations. The titles of the text vary according to the topic of the thesis and its methodology, and are arranged as follows:

Introduction, chapters, sections, conclusions, recommendations, resources, references, appendices, and indexes.

Introduction

The introduction aims to introduce the study, allowing the reader to understand the results and discussion, without referring to other resources. It also includes justifications for conducting the study, its importance, and concludes with the objectives of the study, which are listed in sequential points, and the introduction should be as brief as possible, not exceeding a few pages.

Literature Review

It aims to highlight what has been published on the topic of the thesis in the local and international literature, and the results that have been reached. The literature review is written in the form of sequential scientific ideas, so that it reflects the researcher's understanding of those studies, not in the form of a separate presentation of what the researchers have published one by one. Writing usually begins with a general idea, and then goes towards the specifics of the problem in the form of main headings and sub-headings. The focus must be directed towards research published in refereed journals, by referring to the original published articles, students should not include articles that they have not read, Students are advised to minimize citations for the following: non-refereed research, reports, workshops, and information found the Internet from studies, as they are not accepted as scientific references, and therefore quoting from them must be avoided, Literature review is written in chronological order ; from the oldest to the latest.

Methodology

This part covers the precise details of the materials, methods, techniques, and tools used in the study, so that they are a reference for any researcher in the subject who can refer to them, use them in his study, and obtain similar results. All materials used in the study must be clearly indicated, including the name, number, if any, the manufacturer

or producer of them, the country of origin, and the method of preparation if their use requires prior preparation, as well as the methods used; Including laboratory experiments, including the name of the method, who invented it, and the year and date of the invention. And the method of selecting samples in terms of determining the sample size, data collection, analysis, and storage. In the case of questionnaires or tests, the name of the designer is mentioned, and a template for it is placed in the appendices section.

Results

The student presents his findings clearly, using figures, pictures, or illustrations, if necessary, without discussing them. It takes into account the emphasis on the illustrative figures and the minimization of narration as possible.

Discussion, conclusions, and recommendations

The student discusses the results of the study and provides an interpretation for it in the light of the results of the research on the subject, explaining the specifics of what he found. The student also states his conclusions and recommendations based on his findings in related points.

Tables:

The following should be considered when preparing the tables:

1. The title of the table shall be short and comprehensive, and it shall be placed above the table, and the features of the aforementioned thesis title apply to it. It shall be given a sequential number, and its reference shall be indicated. The number and title of the table shall be written as follows: Table (3) Distribution of the population in Jordan by governorates 2004.
2. The table is an integrated unit by itself, and does not need reading what is in the text to understand it. Therefore, it should be organized clearly, and it should contain the information necessary to understand it , and if there are any abbreviations, or information that the reader needs to understand the table, it should be mentioned in a footnote .

3. Table borders: These are the borders of the allowed limit for printing.
4. The table is placed immediately after the page on which it is mentioned in the text for the first time. If the numbers of more than one table are mentioned on one page, the tables are arranged according to the sequence, taking into account the space of each one.
5. Each table included in the thesis must be referred to before it is displayed.

The following is an example of Table [Form No. (16), (17)]

Form No. (16): Tables Page (in English)

Table 2. Domestic Water Supply by Governorate (MCM/a)

Year	Governorate								Total
	Amman + Madaba	Zarqa	Mafraq	Irbid +Jerash+Ajlun	Belqa	Karak	Tafilah	Ma'an+ Aqaba	
1985	52.6	9.4	-	16.1	2.6	4.4	-	8.0	93.0
1986	59.4	11.9	14.0	23.2	8.2	3.9	1.7	12.4	134.6
1987	68.2	12.6	11.6	27.8	9.1	4.8	1.8	14.5	150.5
1988	74.6	14.7	13.4	30.0	10.3	5.0	2.0	14.7	164.8
1989	73.1	17.1	13.3	30.2	13.1	5.7	2.3	15.5	170.2
1990	75.2	21.8	15.1	30.1	12.5	5.9	2.2	15.9	178.6
1991	74.8	22.2	13.7	30.3	13.1	6.3	2.3	15.8	178.6
1992	98.3	22.7	14.2	31.5	15.5	7.0	2.4	16.5	208.2
1994	93.7	27.7	13.6	35.3	20.4	7.2	2.2	19.8	219.9
1995	106.5	32.8	16.5	39.4	20.4	7.2	2.2	21.2	246.1
1996	102.5	31.6	17.1	39.3	19.2	8.5	2.0	22.1	242.3
1997	100.8	31.5	18.4	37.5	18.9	8.7	2.3	21.8	139.9
1998	97.0	32.4	19.2	39.0	19.1	9.3	2.3	23.2	241.5
1999	96.9	31.8	19.0	36.6	17.9	9.2	2.2	23.6	237.4
2000	96.9	31.8	18.5	37.5	16.2	9.2	2.4	22.7	235.2
2001	99.5	32.7	18.9	37.9	15.2	9.5	2.2	24.5	240.5

Source:

Form No. (16): Tables Page (in Arabic)

الجدول 1. النسب المئوية للأراضي الجافة في الوطن العربي

الدولة	صحراوية مجدية	جافة	شبه جافة	مجدبة وجافة وشبه جافة	رطوبة
المغرب	-	27	53	80	20
الجزائر	50	38	9	97	3
تونس	-	75	14	89	11
ليبيا	75	23	2	100	-
مصر	86	14	-	100	-
السودان	24	34	34	92	8
فلسطين	19	42	10	76	24
الأردن	5	92	3	100	-
لبنان	-	-	-	-	100
العراق	-	16	73	89	11
الكويت	-	80	16	96	4
اليمن	-	100	-	100	-
الجزائر	21	69	10	100	-

المصدر:

Figures, Plates and Maps

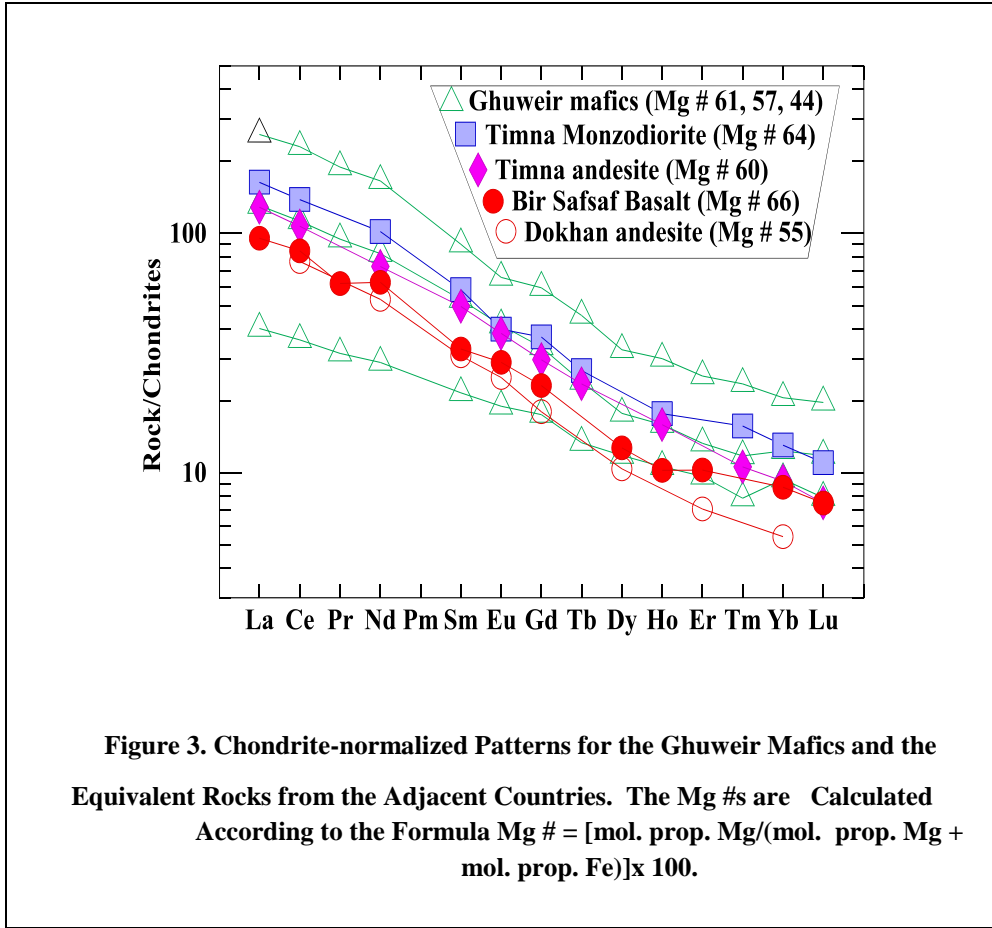
The following should be considered when preparing the figures and images:

1. The numbers, the x- and y-axis data, or any words written on the graph shall be clear and in a size that can be read easily.
2. The title of the graph or picture shall be short and comprehensive, and shall be placed at the bottom of the drawing or picture. It applies to it the characteristics of the title of the thesis mentioned above, and it is given a sequential number, its reference is indicated, and the number and title of the figure are written as follows:

Figure (7) The annual average temperature in Jordan 1995-2005
3. The final borders of any graphs, shape, or image are the borders of the printed part of the page only, and the margins are not included in it.
4. It is possible to include more than one image, or part of an image on one page, or half a page, taking into account the area of each of them, such images should be logically arranged.
5. The important parts of the image that show what is mentioned in the notes following the title of the figure are indicated by clear arrows or letters, provided that the arrows or letters do not cover the necessary components of the image.
6. Figures can include color images in the thesis.

The following is an example of that [Form No. 18, 19]

Form No. (18): figures page (in English)



Form No. (19): Pictures page (in English)

Plate (Photo) 1. A Photo of Qantara Spring Watershed



Sources, references, and appendices

The references used by the researchers in their thesis include published scientific articles, books, and theses arranged alphabetically, and written according to the method approved by Zarqa University as shown below.

First: documentation

The following shall be considered in the documentation system:

1. Write the word "REFERENCES" on a new page in the middle of the page in capitalized letters.
2. Writing references mentioned in the thesis only. It is not permissible to write any reference that is not mentioned in the body of the thesis .
3. When the word study, or studies, appears in the body of the thesis, the reference must be mentioned; so that whoever wants to increase his information can return to it.
4. References are written according to the alphabetical order of the author's "last name", and writing begins from the far left if the reference is in English, and from the far right in the case of writing Arabic references. the author's name should start with the last name, then the first and second name, if any, and then use a comma.
5. The authors' names are separated by commas, and the word "and" is used in English before writing the author's last name.
6. The authors' names are separated by (و) in Arabic.
7. After the name of the author or authors the year of publication should appear in parentheses, followed by a comma, then the name of the book, the title of the article in the journal, or the title of the thesis.
8. Write the title of the book, the name of the periodical, or any other title in bold.

Second: In-text Citation

1. If the reference appears at the beginning of the sentence, and it one authored, then write the last name, and the year of publication in parentheses like this:

Henze (2001);

In Arabic:

الموسى (2003)

but if it appears in English at the end of the sentence, it should be written as

(Henze, 2001),

In Arabic

(الموسى، 2003)

If the names of two authors appear at the beginning of the sentence, it should be written as

Herder and Weinreich (2005)

in Arabic

خالد وعباس (2002)

at the end of the sentence, it should be written as

(Herder & Weinreich, 2005)

In Arabic

(خالد وعباس، 2002).

2. If the authors are three or more, then the documentation at the beginning of the sentence is as follows:

Chen, et al. (2005)

In Arabic

الشيخ وآخرون (2001)

at the end of the sentence, it should be written as

(Chen, et al., 2005)

In Arabic

(الشيخ وآخرون، 2001).

3. If the author's name is repeated in more than one reference or volume, and in the same year it is written as

(Gordon, 2006, a, b & c),

In Arabic it should be written

(عباس، 2002، أ و ب و ج).

4 .Institutions are documented as follows :

(National Institute of Mental Health,1999)

In Arabic it should be documented as follows

(وزارة التربية والتعليم، 2002)

5. If a secondary reference is used, it should be cited as follows:

Simpson and Noble (as cited in Sawyer, 1999), found

In Arabic it should be cited as follows

ويؤكد العتوم (المشار إليه في سوالمة، 2004)، أن

Third: Quotations

If there is any scientific material that is very important and relevant, and the researcher feels that any paraphrase in its description may affect its scientific value, then this quotation must be presented quoted, exactly as it is in the source. The quote may be an idea, a saying, a line of poetry, or a specific point of view.

There are 2 types of quotations:

1- Short quotation: A text that does not exceed 40 words, placed inside double quotation marks, the researcher's last name, year of publication, and the page must be mentioned.

Arabic example:

* "ويعود التفكير ما وراء المعرفي إلى التفكير عالي الرتبة، والذي يتضمن مراقبة العمليات المعرفية، والتخطيط لها، وتقويمها" (محمود، 2001، ص: 123).

* وقال محمود (2001): "ويعود التفكير ما وراء المعرفي إلى التفكير عالي الرتبة، والذي يتضمن مراقبة العمليات المعرفية، والتخطيط لها، وتقويمها" (ص: 123).

2. Long quotation: When the text exceeds 40 words, the researcher should leave an extra margin of five characters from the right in Arabic or left in English without using the quotes.

Arabic example:

وقد استخلص الشريم، والسوالمة (2006) ما يلي:

.....

إن استخدام أسلوب "أنجوف" لتحديد علامة القطع في الاختبارات محكمة المرجع، يعطي درجة قطع أعلى من درجة القطع التي يعطيها أسلوب "ندلسكي". ويعزى ذلك لعدة أسباب تتعلق بطبيعة أسلوب "أنجوف"، مقارنة مع طبيعة أسلوب "ندلسكي"، وخلفية المحكمين، ومدى إدراكهم الحد الأدنى المقبول للتمكن من الإتيان (ص: 74)

English example

When a page pair of a web site co-occurred in many user access patterns and a long path length then creating a new hyperlink between this pair provides easier access to the user (Nakayama, 2000).

General notes on documentation in the reference list:

1. The list of references in the thesis begins on a new page.
2. Separate the Arabic references from the English references.
3. The references in the text must match the references in the reference list.
4. The second line, and the lines that follow for references, begin after five spaces at the beginning of the first line.
5. The documentation should include the basic documentation elements in the following order

Author, year of publication in parentheses, title, publisher: place of publication.
(Each of them is separated by a comma, except for the publisher, and the place of publication by a colon.

Fourth: Writing references at the end of the thesis:

- a. The references and sources are written in one list arranged alphabetically according to the last name of the first author (or the nickname), and the names of all the authors involved in the research must be mentioned, and the abbreviation .et al is not used.

b. The method of documentation for references and different sources is to enter the references in sequence according to the alphabetical order of the author, regardless of their different sources: periodicals, books, ..., etc., as follows:

1. **(Periodicals):**

a) One author:

The name of the author, (year), the title of the article. Journal name (in bold), volume number (issue number in parentheses): Pages.

Arabic Example:

- عاشور، راتب (2000)، توزيع منظومة القيم في كتب اللغة العربية بين عناصر المحتوى لطلبة الصفوف الأربعة الأولى في الأردن بين عامي (1990-2000) دراسة مقارنة. دراسات، 33 (1)، 221-241.

b) Two authors

Arabic example

- سمحة، موسى وعودة، سميح (2003)، دور نظم المعلومات الجغرافية في إنشاء خرائط خطوط التساوي الخاصة بالبيانات الكمية في المدن، أبحاث اليرموك/العلوم الإنسانية والاجتماعية، 19 (4 ب)، 2397-2417.

English examples

Zimmerman, J. (2000), Ethnicity and the History Wars in the 1920s. Journal of American History , 87(1), 92-111.	One Author
Scarsi, K.M. & Noskin, A. (2002), Pharmacist Participation In Medical Rounds Reduces Medication Errors. American Journal of Health System Pharmacy , 59 (21), 2089-2092.	Two authors
Abu Ruz, S. Bulatova, N. & Yousef, M. (2006), Validation of a Comprehensive Classification tool for Related Problems. Pharmacy World and Science , 28, 222-232.	Three or more authors

2. Books:

a. The name of the author, or authors (year). Book title (printed in bold), edition, place of publication: Publisher.

Arabic Example (one author)

الموسى، نهاد (2003)، **الثنائيات في قضايا اللغة العربية: من عصر النهضة إلى عصر العولمة**، (ط1)، عمان: دار الشروق للنشر والتوزيع.

b. Two authors

Arabic Example (two authors)

الشياب، محمد والعلونة، علي (2007)، **تقييم أداء الأسهم في الشركات المدرجة**، (ط3)، القاهرة: مكتبة الإنجلو المصرية.

English example

Levstik, S and Keith C. (2005), **Doing History: Investigating with Children In Elementary and Middle Schools**, (1st ed.). New York: Routledge.

c. Three or more authors

Arabic example

عبيدات، محمد والضمور، هاني وحداد، شفيق (2006)، **إدارة المبيعات والبيع الشخصي**، (ط3)، عمان: دار وائل للنشر.

3. Chapter in an Edited Book:

Author (chapter author) (year), chapter title. In: (name of the editor, or editors), title of the book (and printed in bold), edition, place of publication: Publisher.

• Arabic Example

العتوم، عدنان (2004)، **الذاكرة**. في: محمد الريماوي (محرر)، **علم النفس العام** (ص:124-165)، عمان: دار المسيرة.

English Example

Chawla, Louis (2002), **Cities for Human Development**. In: Chawla, Louis (Ed), **Growing up in an Urbanizing World**. (pp.15-34), U.K.: UNESCO Publishing.

4. Conference Proceedings and Paper Abstracts:

- Author (year), title, name of the proceedings (conference or symposium, and printed in bold), volume or issue number, place and date of the conference, pages.

Arabic example

غصوب، عبده جميل (2005)، القوانين الوضعية، والشريعة الإسلامية، تقارب وتباعد، ندوة مائتي عام على إصدار التقنين المدني الفرنسي، المجلد الأول، جامعة بيروت العربية، بيروت، ص 15-48.

English Example

Khalil, R.Y. and Qrunfleh, M.M. (2002), Seed Germination of –*Amygdalus Arabica oliv-as* Influenced by Stratification and Certain Plant Bioregulators, **Proceedings of the XXV International Horticultural Congress, Acta Horticulturae 517**, Brussels, Belgium 2-7 August, 1998, 21-28.

5. Dissertation/Thesis Unpublished:

Author (year). Thesis title (and printed in bold), Master's thesis, or PhD thesis (unpublished), University name, city, and country.

Arabic Example

الخبيري، عادل (2002)، القيم الإسلامية في كتب اللغة العربية للدراسات الاجتماعية للحلقة الأولى من التعليم الاساسي في سلطنة عمان. رسالة ماجستير غير منشورة، الجامعة الأردنية، عمان، الأردن.

English example

Chin-Onn, M. (2000), **Teachers Perception of the Reactive Behavior Patterns of Elementary Age Hispanic Students**. Unpublished Doctoral Dissertation, (unpublished master thesis) University of Central Florida, Orlando.

6. Institution Publications

The name of the institution (date of publication), the name of the publication (and typed in bold), any additional information about the institution, the place of the institution (city, country),

Arabic example:

الجامعة الأردنية (2002)، الكتاب السنوي، عمان، الأردن.

English Example

National Cancer Institute (2005), **Caring for the Caregiver: Support for Cancer Caregivers** (NCI Publication no. 102). Bethesda.

7. Manuscript:

Author (year), manuscript title (printed in bold), manuscript location, classification number.

Note: If an image of the manuscript is used, the location of the image must be indicated.

Arabic Example

ابن سينا، أبو علي الحسين بن عبد الله (428هـ - 1036م)، كنز الأطباء، المكتبة الطبية الأمريكية، واشنطن، رقم 27 مجموعة سومر. مركز الوثائق، والمخطوطات في الجامعة الأردنية، رقم 63 (صورة بالميكروفيلم).

English Example

Rapach and Wohar. (2002), **Financial Variables and the Predictability of Stock and Bond Returns: an out of Sample Analysis. Unpublished Manuscript.**

8. Patents:

Name of the person or persons (year), address (in bold), patent number, place of registration.

Example

Abdel Jalil, R., Al-Abed, Y., El – Abadelah, M, Khanfer, M., Sabri, and Volter, W. (2001), **Phosphodiesterase Inhibiting Pyrrazolpyrimidinone Derivatives Conjugated to Thiophene Moieties or Benzo (Fused) 5- Membered Heterocycles for Treatment of Erectile Dysfunction and other Cardiovascular Disorders.** Patent no. Wo2001003644.

9. Accepted Papers for Publication:

The name of the author or authors (year), the title of the research, the name of the journal (it should be printed in bold), a statement accepted for publication.

Example

Kittaneh, F. (2001), A numerical Radius Inequality and an Estimate for the Numerical Radius of the Frobenius Companion Matrix, **Studia Mathematica**, Accepted for Publication.

10. Court Judgement:

The name of the court that issued the decision, the decision number in its year (3/94) (printed in bold), the place of its publication, the year in which it was published, if any, then the number, if any.

Example in the case of publication in the Bar Journal:

تميز حقوق 91/383، مجلة نقابة المحامين الأردنيين، 1993، ع 1-3، ص 181.

English Example

Insurance Co. of North America, V. Heritage Bank, 595 Federal Second, 171,173 (3rd Cir. 1979).

11. Newspapers:

a. News Item:

Newspaper name, place of publication, issue, date.

Arabic Example

الدستور، عمان، ع9253، 13 حزيران، 1993م

English Example

.Jordan Times, Amman, No. 5281, 12 April

b. Non-News Item:

.Author's name, article title, newspaper name, place of publication, issue, date

Arabic Example

مثال: محمود درويش، أحد عشر كوكباً، الدستور، عمان، ع 1965، 31 آذار 1993م.

English Example

Jordan Times , Amman , No.5290 , 24 April 1993 , pp. 35 .

Documenting newspapers news and non-news) only for the Faculty of Sharia, the History Department, and the Arabic Language Department.

12. If the source of the information is from electronic networks, the references should be written as follows:

1. Internet articles based on a print source.

VandenBos, G., Knapp, S., & Doe, J. (2001), Role of Reference Elements in the Selection of Resources by Psychology Undergraduates (Electronic Version). Journal of Bibliographic Research, 5, 117-123.

2. Article in an Internet-only Journal.

Fredrickson, B. L. (2000, March 7), Cultivating Positive Emotions to Optimize

Health and well-being. Prevention & Treatment, 3, Article 0001a. (Retrieved November.20,2000),from <http://journals.apa.org/Prevention/Volume3/pre0030001a.html>.

3. Article in an Internet-only Newsletter

Joe Murnan, Kathleen Sideli (2000, July), The San Diego Conference in Retrospect. Signals News, 2 (7). Retrieved from http://www.indiana.edu/lesbigay/vol7_1/newsletter.html.

4. Electronic Copy of a Journal Article, Three to Five Authors, Retrieved from Database.

Borman, W. C., Hanson, M.A., Oppler, S.H., Pulakos, E. D., & White, L. A. (1993), Role of Early Supervisory Experience in Supervisor Performance. Journal of Applied Psychology, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES Database.

Fifth: Documenting university theses in humanities (Arabic language and literature, history, philosophy, political science, law and Sharia:(

List of sources and references in order:

The list of sources and references at the end of the thesis are arranged alphabetically, according to the authors, as mentioned in other scientific and humanities faculties, except for documents, manuscripts, and printed sources. The year of death should be written after the name for the sources. The bibliographic information should be provided in full, and the sources and references are arranged at the end of the thesis as follows:

1. Documents:

Collection name, or code (printed in bold), Issuer, Classification number, Document storage location, Document number,

Arabic Example

وثيقة حقوق الإنسان، الأمم المتحدة GE 93 -287 مكتبة الجامعة الأردنية، 20.

2. Manuscript sources:

a. Manuscripts

nickname, or personal name ("letter d", date of death), title (in bold), number of volumes, location of manuscript, classification number.

Arabic Example

مثال: البلاذري، أحمد بن يحيى بن جابر، (ت 279هـ/892م)، أنساب الأشراف ، القسم الثاني، استانبول،

مخطوط السليمانية، رقم: 597،598، مركز الوثائق، والمخطوطات في الجامعة الأردنية، رقم 61 (صورة بالميكروفيلم).

b. Printed resources

nickname, or personal name otherwise, ("letter d" date of death), title (printed in bold), edition, number of volumes, investigator in parentheses, publisher, place of publication, and date.

Arabic Example

مثال: الطبري، أبو جعفر محمد بن جرير (ت 310هـ/922م)، تاريخ الرسل، والملوك، ط1، 10م، (تحقيق محمد أبو الفضل إبراهيم)، دار المعارف، القاهرة، 1962م.

Note: For the sources, the word (Abu), (Ibn), (Ibnt) or (al) is not included in the order.

3. Documentation of sources and references in the footnote:

a. The source or reference is mentioned for the first time as documented in al-Tabari's source above, and if the source or reference is used again, the name of the last author, volume or part, and page is mentioned.

Example

مثال: السنهوري، الوسيط، ج7، ص 582.

- Honnold, Uniform Law for International Sales, pp.50.

b. The sources are indicated in the body of the thesis by sequential numbers placed in parentheses to the top, for example: (1), (2), (3), and they are shown in the margins. On the next page, the numbering begins again with the number (1). And so on each of the pages.

c. The list of sources and references in the margins are arranged numerically according to their occurrence in the text, regardless of the alphabetical order.

d. "The same source phrase, the page part" is written when references to the same source follow on one page.

Example: The same source, part 3, p. 102.