



Formatting guidelines for theses at SZABIST Dubai

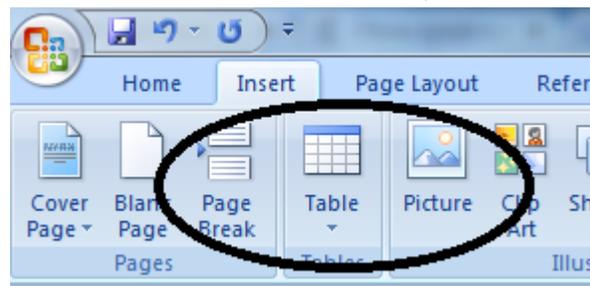
1. General guide lines

- a. Times New Roman 12 points for the text.
- b. Times New Roman 14 points for heading 1. Times New Roman 13 points for heading 2. Times New Roman 12 points for heading 3 and onwards
- c. Follow 1.5 spacing between the lines.
- d. Text should be left aligned with ragged right.
- e. Page size should be A4 (8.27 * 11.69).
- f. Page margins should be 1 on all sides.
- g. First line of each paragraph should be indented.
- h. No “enter” after any subtopic/sub-section [heading 2 or more].
- i. One “enter” after each heading 1.
- j. One “enter” before tables/graphs and charts/figures. But no “enter” after table, chart or graph.
- k. Use of footnotes should be avoided for citing other’s work. However necessary explanations to the terms/statements used in the text can be given in footnotes.
- l. Page numbering at the “centre bottom” of the page should be set. English digits should be used in page numbering.
- m. Header would contain the “running head”, the title of the paper. Foote would carry the name of the publisher (SZABIST), month and year of publication.

2. Table captions should be provided using “caption” application of the MS word.

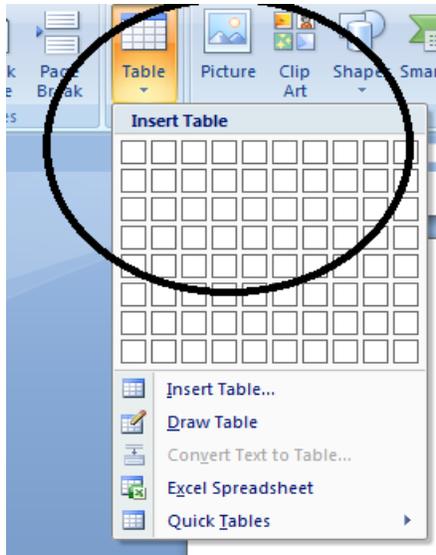
- a. This can be done in the following way:

Go to insert and click on table (see picture below)



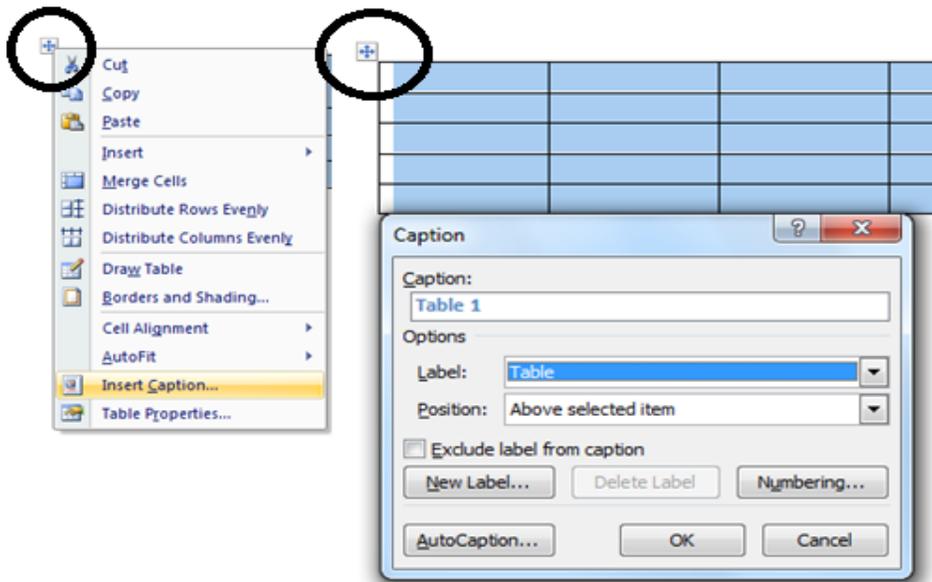
1 Picture one

Insert the required number of rows and columns. Follow picture 2.



2Picture two

Once the table is created and is filled with the data, right click on the table (see circle in figure 3 column and go to the “insert caption”. Follow picture 3.



Error! No text of specified style in document.3
Picture three

Give suitable caption to your table. The preferred table format is as follows:

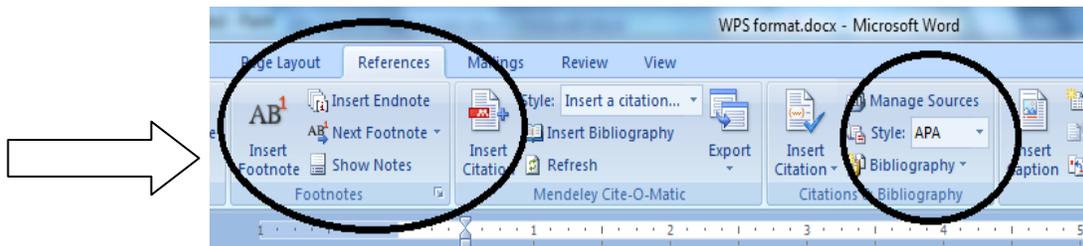
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Average

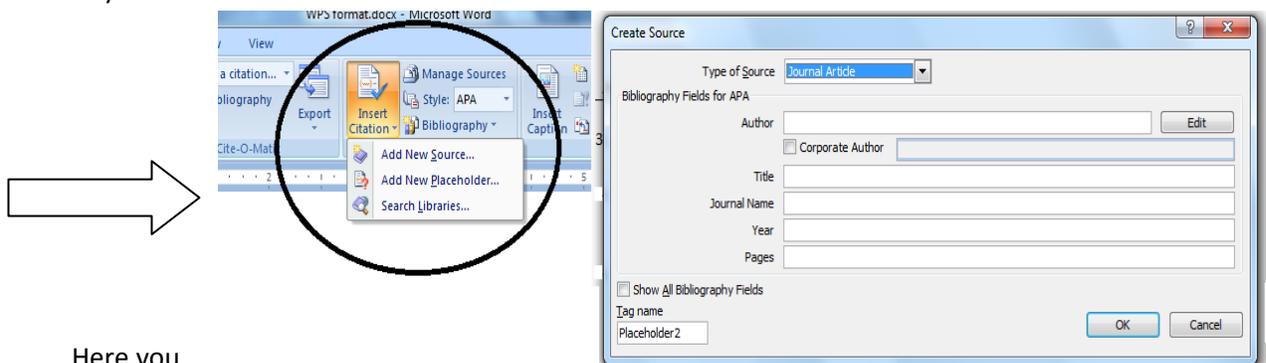
3. Figure/chart/graph captions should be done in the same way as the table caption. Only the label would be changed from table to graph or figure.
4. For furnishing in-text citations, APA style is approved at all SZABIST campuses. This can be applied using MS word plug in or in Mendley. Mendley is a freeware and is available on www.mendley.com.

Referencing Style APA (Using MS Word)

1. Go to References in the menu bar and click on References. Go to style and select APA.



2. Click on Insert citation and click on add new source. You will have following dialogue box in front of you



Here you can add your sources. The word will also generate an automatic bibliography when we click on the insert bibliography.

