



Kuwait University

College of Graduate Studies

A Guide to Master's and Higher Diploma Graduation Project Writing

First Edition

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Preface

The College of Graduate Studies (CGS) has been taking important practical steps toward supporting the research of its students and improving the rules and procedures for the supervision, registration, preparation and evaluation of Master's and Higher Diploma graduation projects. In the light of these developments, the CGS prepared this comprehensive guide covering the CGS requirements for writing of graduation project. This short guide is also a useful source of information for the University faculty and staff members who are involved in the implementation of academic and administrative policies related to student's project submission to CGS.

There are three main parts in this guide. Each part explains major requirements related to project writing and represents the important steps that have to be taken before the student can be awarded the degree. At the end of the guide, there are appendices which include samples of some preliminary pages of project. Information related to project supervision, registration, evaluation, deposition, and research funding is available at the College of Graduate Studies website (<http://kuweb.ku.edu.kw/COGS>).

In the end, the Department of Academic Affairs and Publishing extends its sincere thanks and gratitude to Prof. Othman Alkhader, a faculty member of the Department of Psychology at Kuwait University, for his contribution in preparing this guide

**Academic Affairs and Publishing Department
College of Graduate Studies**

Criteria for Graduation Project Writing

The graduation project is a written format of the student's research. It should demonstrate the ability of the student to conduct research and investigation in a specified area and present the results with full documentation in a form complying with the accepted standards for scholarly writing. At Kuwait University, the student who is in the process of project writing, has to satisfy the minimum organizational and production requirements set by the CGS and explained under the relevant headings below.

Organization of Project Contents

The contents are organized into three major parts and several minor parts. The following is a list of these parts and their order of placement within the body of the project.

A- Preliminaries

1. Title Page
2. Authorization and Copyright Page
3. Abstract (including keywords)
4. Table of Contents
5. List of Tables (if any)
6. List of Figures (if any)
7. List of Appendices (if any)
8. List of Symbols (if any)
9. List of Abbreviations (if any)
10. Acknowledgments
11. Dedication (optional)

B- Main Text

12. Introduction (introductory chapter)
13. Report on the Study (main chapters)
14. Conclusion (conclusion-remarks chapter)

C- Concluding Pages

15. References
16. Appendices (if any)
17. Biography (if any)
18. Arabic Abstract
19. Arabic Title Page

Details concerning the above-mentioned parts of the project are summarized below.

A- Preliminaries

Title Page

This page is never numbered but is considered to be the first page of the preliminaries. It includes the title of the project, the name of the project writer, the submission statement, and the name of supervisor. The project title should be an accurate and meaningful description of the content of project (see Appendices 1 and 19).

Authorization and Copyright Page

The student has the right to have the project copyrighted. The copyright notice consists of the year in which the copyright will be established and the words "All Rights Reserved." Also, an authorization statement is included in which the students grants to Kuwait University a non-exclusive, worldwide permission of the project to reproduce, convert, publish, archive, preserve, and loan, in paper form, or/and electronically. A template of the authorization and copy right page is available in Appendix 2.

Abstract

An abstract for the project should not exceed one page in length. It is written in the third person in a form of a paragraph. A copy of the original abstract [in Arabic or English] and the translated version will be published by the College of Graduate Studies in its volume entitled "Research Abstracts of Graduate Students." Each abstract consists of a brief statement on the problem discussed in the project, a brief description of the research procedures or methodology, and a condensed summary of major findings and conclusions. Five keywords must be included at the end of the abstract. (see Appendices 3 and 18).

Table of Contents

This is essentially a topic outline of the project. The heading is "Table of Contents" and it is centered without punctuation at the top of the page. The table of contents usually lists all parts following the abstract. These parts include all of the main headings and sub-headings exactly as they appear in the body of the project (see Appendix 4).

Other Preliminary Pages

Tables, figures and appendices are listed by number, title, and page number in the project. When many symbols are used, a separate list of symbols with appropriate definitions is included for the sake of clarity. Similarly, a list of abbreviations should be included when

several abbreviations are used. The acknowledgements page follows the last of the list of illustrative materials. It is a record of the writer's professional indebtedness and includes acknowledgement of permission to use previously copyrighted material which appears extensively in the project. Only those who have directly aided or/and funded the research (including individuals and organizations) are mentioned. A dedication page is optional, which can be added in the case the author wishes to bestow a high honor on a person or a group of people (see Appendices 5-11).

B- Main Text

This is the main part of the project consisting of a detailed report on the study, and the conclusion. Typically, the project begins with an introductory chapter, explaining the scope and objectives of the study. The main chapters focus on several parts of the study, commonly include relative studies in the literature, methodology, modeling and/or experimentation, results and discussion. Yet, the main chapters can be presented according to the project style approved in each specialization, considering the study is divided into chapters with clearly defined and related contents. The conclusion chapter includes a summary of the study, its scientific importance, and recommendations. (see Appendices 12-14).

C- Concluding Pages

References

Any books, articles, or other sources that have been read and used, either in direct quotation or by paraphrasing a text or an idea from a reference. The references are typically listed in this part for the benefit of those who want to deepen their knowledge of the study or complete the analysis of the issue. When organizing the references, the project writer should follow the style manual recommended by the College of Graduate Studies. One of the most commonly used systems approved by the College of Graduate Studies for documenting references in the text and the references, is that of *American Psychological Association (APA)*. For additional information, refer to Appendix 15.

Appendices

This part contains supplementary or illustrative material or explanatory data which should be included but would not be appropriate in the text of the project (see Appendix 16). The appendices can include:

- List of Publications: all research articles that are part of the project (published or submitted for publication) should be listed in this page with a statement that "This project is based on the following research publications."
- Tools/ Test / Measures of study.
- Additional tables and figures.
- Documented correspondence.

Biography

A short and concise professional biographical information on the project candidate that includes date and place of birth, educational institution attended, earned academic degrees, and teaching and professional experience. The biography is written in the third person in paragraph form and it should not exceed one page in length (see Appendix 17).

Project Production Requirements

Since project is a formal scientific document, it is subject to production according to certain specifications which are briefly explained below.

Paper

The paper used for submitting the project should be of good quality, weighing 80 grams, and of pure white color. The size of the paper should be 210mm.x 297mm (A4 size).

Font and Style

An appropriate font should be used consistently throughout the project. If the project is in English, the font type is Times New Roman, and the font size used for the body of the text is usually 12 point. If the project is in Arabic, the font size for all above-mentioned font categories is increased by two points and font type of Simplified Arabic is used. In addition, the format and font size of the headings should be made according to the *APA Style* (7th edition) as described below in Table 1. In addition, a font size of 10 points is recommended to be used when preparing captions for tables and figures.

Table.1 APA Format of Headings

Level	Format	Font size
1. Main Heading	Centered, Bold, Title Case Heading Text begins as a new paragraph.	14
2. Sub-heading	Left-aligned, Bold, Title Case Heading Text begins as a new paragraph.	12
3. Sub- sub-heading	<i>Left-aligned, Bold Italic, Title Case Heading</i> Text begins as a new paragraph.	12
4. Sub- sub- sub-heading	Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.	12
5. Sub- sub- sub-sub- heading	<i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i> Text begins on the same line and continues as a regular paragraph.	12

Print

The print must be of a fully legible typeface. It is highly desirable to use a laser printer in order to produce letter-quality print with dark black characters that are consistently clear.

Margins

The margins on each side of the page should be at least 3 cm to allow for binding and clipping. All tables and figures included in the project must conform to the same margin requirement.

Spacing

There should be 1.5 space between paragraphs and also 1.5 space between lines in the paragraph. Single space is required within quotations, footnotes, lists, tables, titles, references, appendices, and other similar items.

Pagination

Each page of a project must be assigned a number though the number may not always appear. Blank pages, if any, are included in the pagination. Small Roman numerals (i, ii, iii, iv, etc.) are used to number the preliminary pages. The title page is counted as page i but

the number does not appear. Arabic numerals (1, 2, 3, 4, etc.) are used to paginate the remainder of the project including the text and the supplementary pages. The number is placed at the center of lower margin of the page.

Tables and Figures

The term "table" is used to designate tabulated data, including computer printout sheets. The term "Figure" is used to designate photographs, charts, maps, graphs, drawings, diagrams, etc. Each table and figure must bear an identifying number and a title. The title of table and figure should be centralized. Also, the number and title are placed above the top line in the case of a table and below the last line in the case of a figure. In addition, the table or figure should be placed in the same page (or next page) in which it was referred to in the text.

Footnotes

Footnotes are necessarily used in some cases to provide clarification and additional information or credit external sources in the project. Footnotes are used for various purposes such as commentary, explanation of an idea in the main text, translation, identification of a place, providing historical information of an incident or battle, etc. The footnote may be a long quotation to document an opinion. The author may also mention one or more sources with footnote, without avoiding the use the list of references at the end of the project. The footnotes should be placed at the bottom of the page, starting with footnote numbering from 1, where the numbering is made separately for each page.

Final Preparation and Review

The student should ensure that his/her project is written in sound language and thoroughly reviewed before being submitted for evaluation. Details on writing and translation requirements as well as editorial assistance and proofreading are summarized below.

Writing and Translation Requirements

As a project writer, the student is responsible for the maintenance of accepted standards of grammar, sentence structure, and punctuation. The project may be written in Arabic or English according to the language of study and research. In either of the two cases, a translation of the title page and the abstract, following the same format as the original version, should be provided to the College of Graduate Studies.

Editorial Assistance

A student may use the assistance of a professional editor if he/she receives the prior approval of the supervisor. That assistance is limited to the use of language and not the subject matter content or meaning. The assistance is acknowledged in the final document.

Proofreading

The student should give himself/herself enough time to adequately proofread the final copy of the project before submitting it to CGS. It is his/her responsibility to ensure that there are no typographical, grammatical, and other errors.

Citation and Plagiarism

Plagiarism and how to avoid it?

Plagiarism occurs when the author deliberately uses someone else's language, ideas, or other original material without acknowledging its source. This applies to texts published in print or on-line, to manuscripts, and to the work of other authors. Few ways to avoid Plagiarism:

1. Citation: Citing relevant works is one of the effective ways to avoid plagiarism.

Citation is often used when **quoting** literally from another work, or when rewriting (**paraphrasing**) and discussing sentences and ideas in another work. Citing may work to refer to a previous work to clarify the importance of the work in enriching the ideas presented in the presented project. To properly cite, the student should follow the instructions used by CGS for documenting citations and references.

a. Quoting - When quoting a source, use the quote exactly the way it appears by replacing it between quotation marks ".....". No one wants to be misquoted. Short quotes are typically acceptable, particularly when the original author expresses an idea effectively. If necessary, quoting must be done correctly to avoid plagiarism allegations. For that reason, it is strongly advised to paraphrase the source using your own words.

Methods and Examples of Quotation:

- If the quote is less than 40 words and it comes in the middle of the paragraph, then the author and the publication year should be mentioned before the quotation while the page number is mentioned after the second quotation mark. Example:

In addition, Ervin et al. (2018) indicated that “high performance along one domain does not translate to high performance along another” (p. 470) making it difficult to be described as effective teams.

- If the quote is less than 40 words and it comes at the end of the paragraph, then the author’s name, year and page number will be inserted after the quotation marks. Example:

Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470).

- In the event of block quotes (40 words or more), place the quote on a separate new line without quotation marks, and indent the quote an inch. The author name, publication year and page number are placed in parentheses. Example:

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people’s everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

b. Paraphrasing - If you have found information from an article, a book, or any other reference, that is useful and necessary to include in your work, then you need to summarize it and write it in your own words. Make sure that you do not copy verbatim more than two words in a row from the text you have found. If you do use more than two words together, you will have to use quotation marks.

Methods and Examples of Paraphrasing:

- If the paraphrasing is direct (i.e. the author’s name is specified), then the author’s last name is indicated and the year of publication is enclosed in parentheses. Example:

Webster-Stratton (2016) described a case example of a 4-year-old girl who showed an insecure attachment to her mother; in working with the family dyad, the therapist focused on increasing the mother’s empathy for her child.

- In the case of an author mentioned earlier in the same paraphrased paragraph, the date is not mentioned in parentheses again. Example:

One of the reasons that researchers are interested in the concept of emotional intelligence is the limited measures of mental abilities to adequately predict the success of the individual in different life situations (Al-Mubarak, 2002). Al-Mubarak also stressed the importance of this concept in the social and professional field.

- In the event that there is more than one source for the same author and both sources are published on the same year, A letter "a" after the first sources, and the letter "b" after the second source needs to be inserted to differentiate between them. Example:

Adam (2010a, 2010b) reported

Both studies showed that(Adam, 2010a; Adam, 2010b).

- If there are two authors with the same last name, the first letter of the first name of each is mentioned. Example:

A comprehensive analysis showed that there are differences in the results (Clark, D., 2000; Clark, M., 1999).

2. Citing Your Own Material - If some of the material you are using for your project was used by you, a previous one, or anywhere else you must cite yourself. Treat the text the same as you would if someone else wrote it. It may sound odd but using material you have used or published before is called ***self-plagiarism***, and it is not acceptable.

3. Referencing - One of the most important ways to avoid plagiarism is including a reference page or pages of works cited. Again, the references page(s) must meet the project writing guidelines used by CGS. This information is very specific and includes the author(s), date of publication, title, and source. For more details refer to Appendix 16.

For more information, please refer to the reference book of the American Psychological Association (APA):

American Psychological Association (2019). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.
<http://doi.10.1037/0000165-000>

Be sure to revise and edit your project carefully and check for plagiarism before submitting it to CGS.

Appendices*

Appendix 1: Sample Title Page

Appendix 2: Sample Authorization and Copyright Page

Appendix 3: Sample Abstract Page

Appendix 4: Sample Table of Contents

Appendix 5: Sample List of Tables

Appendix 6: Sample List of Figures

Appendix 7: Sample List of Appendices

Appendix 8: Sample List of Symbols

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Appendix 10: Sample Acknowledgements Page

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Appendix 13: Sample Page of "Main" Chapters

Appendix 14: Sample Page of "Conclusions and Recommendations" Chapter

Appendix 15: Sample Page of "References"

Appendix 16: Sample Page of "Appendices"

Appendix 17: Sample Page of "Biography"

Appendix 18: Sample Abstract in Arabic

Appendix 19: Sample Title Page in Arabic

Appendix 20: Sample CD Cover

* Electronic copy of the templates "samples" is available at CGS website (<http://kuweb.ku.edu.kw/COGS>)

Font size: 18

Kuwait University

Use Font

"Times New

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Font size: 20

Project Title

3 enter (single space)

Font size: 18

Submitted by: 6-point spacing after line**Student Name**Statement is
unchangeable

3 enter (single space)

**A Graduation Project Submitted to the College of
Graduate Studies in Partial Fulfillment of the
Requirements for the Master's Degree in:**

Font size: 18

Name of Program

6-point spacing after line

3 enter (single space)

Supervised by: 6-point spacing after line

Font size: 18

Name of Supervisor) 6-point spacing after line

4 enter (single space)

Font size: 18

Kuwait 6-point spacing after line**Month of Defense/year**

Project Non-Exclusive License Publication Authorization

I, _____, confirm that my project is my original work, does not infringe any rights of others, and that I hereby grant to Kuwait University a non-exclusive, worldwide, irrevocable, royalty free license, in respect of my project, to reproduce, convert, publish, archive, preserve, conserve, communicate and distribute, and loan, in paper form, and electronically by telecommunication or on the internet, and /or any other formats as may be adopted for such use from time to time without breaching to the stat of Kuwait Law No.25 of 2019 regarding copyright and related rights.

Signature:

Date:



**Statement is
unchangeable**

Abstract

Abstract consists of a brief statement on the problem discussed in the project, a brief description of the research procedures or methodology, and a condensed summary of major findings and conclusions.

Keywords: (five words)

Max. one page, one paragraph (200-400 words), in past participle tense.

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List of Symbols

- ρ : Density
 ε : Permittivity
 η : Viscosity of liquid
 λ_D : Debye length

List of Abbreviations

in vivo:	In the body
in vitro:	In the laboratory
BP:	Blood pressure
CBC:	Complete blood count.
FDA:	Food and drug administration
CAD:	Computer-aided design

Acknowledgements

A short one-paragraph acknowledgements page, which represents a record of the writer's professional indebtedness. If the project has been funded by CGS or other funding source, then it should be mentioned. In addition, it can include an acknowledgement of permission to use previously copyrighted material which appears extensively in the project. Also, it is strongly suggested to mentioned those who have directly aided the research (including individuals and organizations).

Dedication

A short one-paragraph dedication page can be optionally written, in the case the author wishes to bestow a high honor on a person or a group of people.

Chapter 1

Introduction

Insert 24 points
below chapter title

1.1 Sub-Heading (12 bold)

Indent (5 space)

XX
XXXXXXXXXXXXXXXXXXXX (The space between lines is 1.5) XXXXXXXXXXXXXXXXXXXXXXXX
XX

No extra
space
between
paragraphs

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XX
XX
XX.

1.1.1 Sub- sub-heading (12 italic and bold)

XX
XX.

1.1.1.1 Sub- sub- sub-heading (12 indented, and bold). XXXXXXXXXXXXXXXX

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XXXXXXXXXXXXXXXXXXXX

1.1.1.1.1 Sub- sub- sub- sub-heading (12 indented, italic, and bold). XXXXXXXX

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XX
XXXXXXX.

Chapter 2

Literature Review

Insert 24 points
below chapter title

2.1 Process Development and Optimization

Indent (5 space)

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No extra
space
between
paragraphs

XXX.
Xxx
xxx
xxx.

2.1.1 Recent Optimization Methods

[illegible]

2.1.1.1 Method 1. XXX

XX
XX
XX.

2.1.1.1.1 Applications of Method 1. XX

XXX
XX.

2.1.1.1.2 Limitations of Method 1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

[illegible]

#

Chapter #
Conclusions and Recommendations

References

Book (book, edited book, dictionary, handbook)

Gore, A. (2006). *An inconvenient truth: The planetary emergency of global warming and what we can do about it*. Rodale.

Indentation using 1 cm →

Edited Book Chapter

Watson, D., & Clark, L. A. (1994). Emotions, moods, traits, and temperaments: Conceptual distinctions and empirical findings. In P. Ekman & R. L. Davidson (Eds.). *The nature of emotion: Fundamental questions* (pp.89-93). Oxford University Press.

single space

Translated Book

Piaget, J., & Inhelder, B. (1969). *The psychology of the child* (H. Weaver, Trans.; 2nd ed.). Basic Books. (Original work published 1966)

Journal Article

Ross, D., Johnson, R. T., & Smith, G. K. (1999). Satisfaction among college students. *Psychology Review*, 16(2), 88-90.

Insert 12 points between a reference and the next one

Jerrentrup, A., Mueller, T., Glowalla, U., Herder, M., Henrichs, N., Neubauer, A., & Schaefer, J. R. (2018). Teaching medicine with the help of “Dr. House”. *PLoS ONE*, 13(3), Article e0193972.

Magazine Article

Schaefer, N. K., & Shapiro, B. (2019). New middle chapter in the story of human evolution. *Science*, 365(6457), 981–982. <https://doi.org/10.1126/science.aay3550>

Newspaper Article

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

Thesis/Dissertation

Zarei, R. (2017). *Developing enhanced classification methods for ECG and EEG signals* (Unpublished doctoral dissertation). Victoria University.

Government Report

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>

Webpage on a Website

Fagan, J. (2019, March 25). *Nursing clinical brain*. OER Commons. Retrieved September 17, 2019. <https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view>

Additional Guidelines for Referencing:

- In the event that the reference has authors from one to twenty, they are all mentioned in the reference list. Example:
McGuire, J. A., Witt, C. C., Remsen, J. V., Corl, A., Rabosky, D. L., Altshuler, D. L., & Dudley, R. (2014). Molecular phylogenetics and the diversification of hummingbirds. *Current Biology*, 24(8), 910–916.
- If the reference has more than 20 authors, then the names of the first 19 authors are mentioned, then three points (...), followed by the name of the last author. Example:
Terracciano, A., Abdel-Khalek, A. M., Adam, N., Adamovova, L., Ahn, C., Ahn, H., Alansari, B., Alcalay, L., Allik, J., Angleitner, A., Avia, M., Ayeart, L., Barbaranelli, C., Beer, A., Borg-Cunen, M., Bratko, D., Brunner-Sciarra, M., Budzinski, L., Camart N, ... McCrae, R. R. (2005). National character does not reflect mean personality trait levels in 49 cultures. *Science*, 310, 96–100.
- All references mentioned in the text should be mentioned in the reference list. The list should not include any work not mentioned in the text.
- References are arranged alphabetically according to the last name of the first author.
- References are not numbered but are all arranged alphabetically (First references in Arabic and then references in foreign languages).
- Don't mention the edition number when referencing a book with a first edition.
- If the year of publication of the book is not available, write (n.d.).
- If an author has more than one reference, the oldest reference is followed by the newest, and so on. Example:
Adam, N. (1988)
Adam, N. (1996)
- A single-author reference precedes multiple authors, in case the name of the first author is similar
Adam, N. (2000)
Adam, N., Smith, A., & John, S. (1996)
- If the author is one in two references, but there is a difference in the other co-authors, here the first is presented in the following alphabetical order of the author:
Adam, N., & Jason, B. (2000)
Adam, N., & Tyson, S. (1996)
- For more information, please refer to the Publication Manual of the American Psychological Association (APA):
American Psychological Association (2019). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association. <http://doi.10.1037/0000165-000>

Appendices

#

Appendix (1)

Mathematical Models

#

Biography

A short and concise professional biographical information on the project candidate that includes date and place of birth, educational institution attended, earned academic degrees, title of publications, and teaching and professional experience. The biography is written in the third person in paragraph form and it should not exceed one page in length.

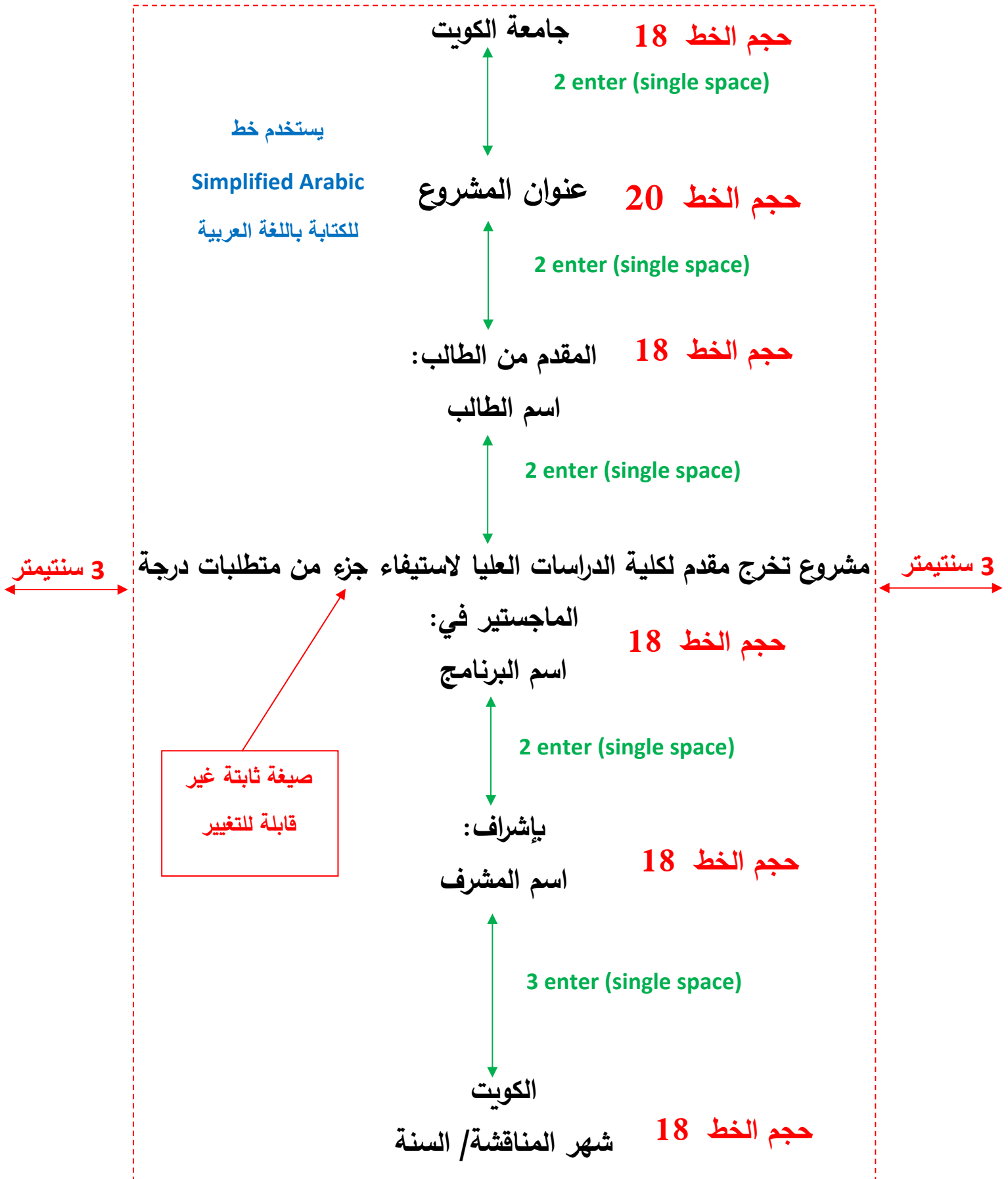
الملخص

وهو مختصر لما يحتويه التقرير والغرض منه والإجراءات التي تم اتخاذها، والنتائج التي تم التوصل إليها، والتوصيات التي أعدت على ضوء هذه النتائج. هذا ويجب أن نلاحظ أن الغرض من ملخص التقرير هو تقديم خلاصة التقرير بشيء من التركيز وليس وصفاً للتقرير حيث أن هناك بعض الأشخاص يقرؤون الملخص فقط.

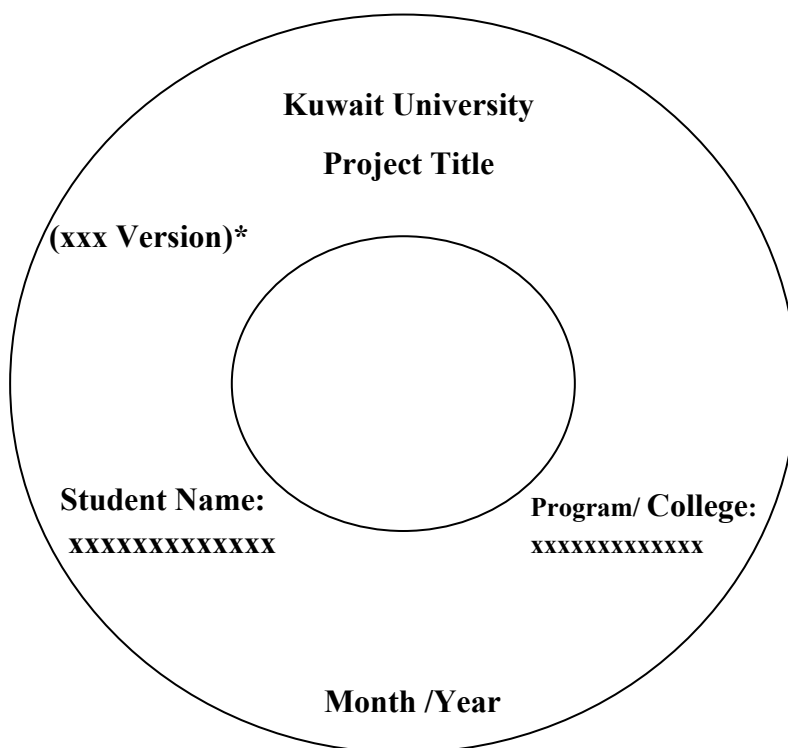
كحد أقصى ، فقرة واحدة في صفحة واحدة (200-400 كلمة). يكتب بصيغة الغائب.

الكلمات المفتاحية: اختار ما لا يزيد عن خمس كلمات مفتاحية متعلقة بموضوع البحث.

3 سنتيمتر



CD Model



***XXX may be (First Version) Or (to re-scrutinize) Or (Final Version)**