**Appendix B**

**Instructions for Thesis Submission**  
At the completion of the research work, the student must submit **six bound copies of the thesis**, signed by the student, the student’s supervisor, and the Director of the School, to the School Office (for detailed instructions see above: Copies of the Thesis)

**Thesis Formatting Instructions:**

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| --- | --- |
| 1. Paper | White paper; A4 size. |
| 1. Typing | Double-spaced, Times New Roman or Arial font, 11 point. |
| 1. Copies | All copies should have good quality printing. |
| 1. Margins | Left margin: **4 cm** for binding; right margin: **2 cm;** top and bottom margins: **2 cm.** |
| 1. Page numbering | Pages must be numbered in the **top** center margin of the page. The pages must be numbered consecutively. **The abstract must be numbered in Roman** **numerals, and the body of the work in Arabic** **numerals.** |
| 1. Paragraphs | For paragraphs, any numbering method may be used. |
| 1. Figure | Lines must be drawn in indelible black ink. Glossy photos with good shading contrast are required. Graphs should be outlined by their coordinates only. |
| 1. Cover Page | For the Cover Page, please refer to Appendix C1/3 ([English](https://in.bgu.ac.il/en/akis/forms/Appendix-C1-Thesis-Cover-Page-English.docx) / [Hebrew](https://in.bgu.ac.il/en/akis/forms/Appendix-C3-Thesis-Cover-Page-Hebrew.doc)) (please use the exact format provided). |
| 1. Title Page | For the Title Page, please refer to Appendix C2/4 ([English](https://in.bgu.ac.il/en/akis/forms/Appendix-C2-Thesis-Title-Page-English.docx) / [Hebrew](https://in.bgu.ac.il/en/akis/forms/Appendix-C4-Thesis-Title-Page-Hebrew.doc))(please use the exact format provided. (inside cover) |
| 1. Equations | Signs and symbols should be written in the body of the work according to accepted universal standards. Equation numbers should be given in parentheses on the right side of the page near the margin. |
| 1. Abstract | 1. Length should not exceed 500 words. 2. The following details should appear on the top of the Abstract page: title of the thesis, author's name, statement that the thesis is in partial fulfillment of the degree of Master of Science, university name (Ben-Gurion University of the Negev), institute name (The Jacob Blaustein Institutes for Desert Research), school name (The Albert Katz International School for Desert Studies), year. |
| 1. Table of content | Table of Contents should list chapters, sections and sub-sections. |
| 1. References | The references must be arranged in the following order:  **Books**: author name (last name first), year, book title, chapter, page cited, publisher, location of publisher.  **Articles**: author name (last name first), year, article title (according to the departmental requirements), journal name, volume no., pages. |
| 1. Numbering of references | References in the text must be cited in parentheses according to their numbers in the reference list.  Alternatively, the reference list may be arranged alphabetically, and the references in the text may be cited in parentheses by their author name and the year of publication. |
| 1. The thesis should be arranged in the following order: | * Cover Page * Title Page * Abstract * Acknowledgements (**one page only**) * Table of Contents * List of Tables and Figures * Abbreviations and Terms * Introduction (should include literature review and objectives of the specific project) * Procedure: Materials and Methods * Results * Discussion * If the Results and Discussion Sections are combined, a Summary and Conclusion Section should be included. * References (Bibliography) * Appendices |