INTRODUCTION

Graduate programmes usually consist of a period of course study and a period of original research work undertaken by candidates in any discipline. During their study period, graduate students must demonstrate that they are capable of carrying out a scientific research project independently; the graduate thesis which makes a contribution to scientific knowledge. Theses are evaluated in a public examination in which candidates present and defend their research to a panel of examiners who, can ask questions about any aspect of the research work presented: the research method used, the sources, the results, etc and the final report.

Universities must establish standard procedures for guaranteeing the quality of both the production and the evaluation of graduate theses. At BDU-iOT, the following bodies take part in the systems designed to ensure quality of graduate programmes: the Schools, the Scientific Director Office (SDO), the Research, Postgraduate and Community Service Office (RPCSO) and a statutory committee known as the Program Graduate Committee (PGC) which approves the theses presented every semester and determines the panels of examiners. Research, Postgraduate and Community Service Office of iOT has taken the initiative of drawing up this guideline in order to provide graduate students with new tool. The BDU-iOT style guide for graduate theses is not a list of image or format rules with which theses must comply; rather it is a series of guidelines that describe the minimum style thresholds that all theses bearing the stamp of the BDU-iOT must share.

IMS AND CONTENT

The aim of this format is to provide guidelines not only on the minimum requirements but also on the acceptable elements of style that all graduate theses submitted to the
Research, Postgraduate and Community Service must have fulfil if they are to be approved by the Office, Program Graduate Committee and subsequently defended at the BDU-iOT as well as providing some printing criteria that encourage the sustainable use of resources.

Despite being the work of individual authors, graduate theses are texts that are heavily influenced by the traditions that have prevailed for decades in the disciplines of the various branches of scientific knowledge. Therefore, theses can take the form of monographs or of compilations of articles published in high-impact journals and each discipline must remain faithful to their uses and traditions. Nevertheless, some criteria can be applied to all graduate theses, independently of the scientific area to which they belong: for example, the information that must be provided in the front matter and the information that is not appropriate to a graduate thesis and which, therefore, should not be included. This section, the main body of this Style Guide, deals with the fundamental aspects of the cover and the front matter of the thesis, as well as how the text should be structured so that non-expert readers will find the content clearly presented.

COVER

It should be easy to identify a BDU-iOT Master thesis as such merely by looking at the outside of the manuscript. There should be no need to look inside. For this reason, at least the following elements should be clearly seen on the cover page:

- The words “Master THESIS” (in English language)
- The name and surnames of the master student
- The title of the thesis
- The name of the Bahir Dar University Institute of Technology (in words)
- The BDU Logo
- The name of School and Program (Optional)
[MASTER THESIS]

[The Name and Sure Name the Master Student]

[Title of the Thesis]
[The Name of Bahir Dar University, Institute of Technology (in word)]
[BDU LOGO]
[The name of School and Program]

Month, year
TITLE PAGE

The title page contains all the important information about the master thesis. There are various classical ways for presenting this information but the common feature is that it must be simple and clear. It can be divided into two main blocks. The first block, which occupies approximately two-thirds of the title page, must include:

- Name and surname(s) of the author
- Title of the thesis
- The words “Master Thesis” and, in the next line, the words “supervised by Prof/Dr. XXX”

The second block, which occupies the remaining one-third of the title page, displays:

- The logo and the name of the University
- The city
- The year
[The Name and Sure Name of the Master Student]

[TITLE OF THE THESIS]

A Thesis in partial fulfillment of the requirements for the Degree of Master of Science in “the program you study”

Presented to the school of xxx, Institute of Technology, Bahir Dar University

[Supervised by:]

[City]

[Year]
DECLARATION

I, the undersigned, declare that the thesis comprises my own work. In compliance with internationally accepted practices, I have dually acknowledged and refereed all materials used in this work. I understand that non-adherence to the principles of academic honesty and integrity, misrepresentation/ fabrication of any idea/data/fact/source will constitute sufficient ground for disciplinary action by the university and can also evoke penal action from the sources which have not been properly cited or acknowledged.

____________________________________
Signature

____________________________________
Name of the student

____________________________________
Date
By: XXX

APPROVAL SHEET

Approved by Board of Examiners

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DEDICATION (Optional)

The author of the thesis may wish to dedicate the thesis to a person(s) of his/her choice that may have inspired directly or indirectly to the accomplishment of the thesis.
ABSTRACT

The Abstract should summarize the major findings and information inside the thesis. It shall not exceed a page for master thesis and two pages for PhD thesis.
ACKNOWLEDGEMENT

The author will mention (acknowledge) organizations that have provided funds, projects related to the topic of the thesis in which he/she has taken part, and people, units or services that have helped to correct language use, prepare the material, critically read and comment the text, etc.
TABLE OF CONTENTS

This indicates the pages in which the various chapters of the thesis as well as major subsections can be found.
## LIST OF TABLES

This indicates the pages in which the various tables are to be found. The titles appearing here should be exactly the same as those in the text.

Example:

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LIST OF FIGURES

This indicates the pages in which the various figures/diagrams to be found in the main text.
The titles appearing here should be exactly the same as those in the figure title.

Example:

Figure 1:1 this is the name of the figure.................................................................16
Figure 1:2 this is the name of the figure.................................................................17
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Figure 2: 1 this is the name of the figure.................................................................26
Figure 2:2 this is the name of the figure.................................................................27
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NOMENCLATURE

A nomenclature list will give the reader a chance to quickly look up the abbreviations and denotations used in the report.
MAIN TEXT

Main text will contain Introduction, literature review, materials and methods (experimental or modeling chapters), and Results and discussion, conclusions and recommendations or future works. The detail content will vary for different thesis titles depending on the nature of the study area.
REFERENCES

Carefully list all references used (both in a reference list at the end of the document, and throughout the text as quoted; for proper referencing, you can use the following format or any other format that you like to use but it should be consistent throughout.

Book
Author(s) (year of publication), “Book title”, Publisher, city, country

Article
Author(s), “Article Title”, Name of the Journal, Vol. #, No. #, year of published

Conference paper
Author(s) (year of publication), “Paper title”, Conference name, date, place, relevant page numbers

Personal communication
Name of person who provided the information quoted, the person’s employer (company, organization) and position, form of communication, date(s) of communication.
Web page

Author(s) (year of publication), “Publication title and “address” (i.e. book, journal, report or conference title, relevant page numbers - as quoted), web-page URL (as applicable, including date of issuing/modified as well as accessing the article on the web page).


APPENDICES

All detailed tables of results, research instruments, large graphs /maps and so on should be placed in the appendices rather than in the main text.
**BIOGRAPHICAL SKETCH (optional)**

The biographical sketch will contain educational background of the author but sometimes it is possible to include other facts.
MARGINS AND FONTS OF THE TEXT

The margins of the pages shall be set to:

- Top 1.5 cm
- Bottom 1.5 cm
- Left 2 cm
- Right 1.8 cm

The line space should be set to 1.5 and one blank line between each paragraph and the font size shall be 12. The text should be justified.

The font will be as follows:

**HEADING 1 ARIAL 14 BOLD Title case**

**Heading 2 Arial 14 bold**

**Heading 3 Arial 12**

**Heading 4 Arial 12 underline**

MARGINS AND FONTS OF THE TEXT

The margins of the pages shall be set to:

- Top 1.5 cm
- Bottom 1.5 cm
- Left 2 cm
- Right 1.8 cm

The line space should be set to 1.5 and one blank line between each paragraph and the font size shall be 12. The text should be justified.

The font will be as follows:
Figures and Tables

Each table and figure inserted in the report should be explained and analyzed explicitly. Figures and tables that are not essential to the smooth reading/understanding, but which still are of significant interest should be put in main Appendices.

Figure Caption: For the figure write the name of the figure below the figure as shown below.

![Image of penguins](image.png)

*Figure 1:1 this is the name of the figure (Arial 10 bold, italic)*

If it is table put its title (caption) above the table.

**Table 2:1 title of the table** (Arial 10 bold, italic)

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Footnotes
Text notes that provide supplemental information, opinions, explanations, or any suggestions that are not part of the text must appear at the bottom of the page as a footnote. This placement ensures that they will appear as close as possible to the referenced passage. The font size is smaller than the main text.