

Republic of Yemen

Al- Saeed University

Al- Saeed Center for Scientific Research  
(SCSR)



الجمهورية اليمنية

جامعة السعيد

مركز السعيد للبحث العلمي

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## Guide to writing theses and graduation projects at Al-Saeed University

Dear researcher,

This guide was prepared by **Al-Saeed Center for Scientific Research at Al-Saeed University** to be a standard guide and technical structure for graduation projects and postgraduate theses. This guide aims to unify the academic appearance of scientific production at the university and ensure its compatibility with international quality standards.

### Important instructions:

**a. Ready-made styles:** Specific writing styles (Arabic and English) have been adopted. Please use custom styling based on the language of your search to maintain uniform formatting.

**b. Structural sequence:** It is not permissible to change the order of the chapters or delete the mandatory parts (abstract, index, references) without the approval of the scientific supervisor and the center.

**c. Scientific documentation:** The university has adopted three different systems (depending on specializations) to document references. Please ensure that the citations in the text match the final reference list.

**d. Scientific integrity:** Before submitting the final draft, the research must be presented to the center's approved plagiarism detection program, as research that exceeds the permissible citation percentage is not accepted.

### 1. Cover Page Structure

The cover must be uniform for all colleges, and contain the following information in order:

Item (English)	Corresponding Arabic Field
Al-Saeed University	جامعة السعيد
Faculty of [Faculty Name]	كلية [اسم الكلية]
Department of [Dept Name]	قسم [اسم القسم]
[Research Title]	[عنوان البحث]
Prepared by: [Name(s) of student(s)]	إعداد الطالب/الطلاب: [اسم أو أسماء الطلبة]
Supervised by: [Name of Supervisor]	إشراف: [اسم المشرف]
[Academic Year]	[العام الجامعي]

## 2. Mandatory Components

The introductory pages in the template are arranged in the following sequence=

- **Qur'anic verse/dedication page (optional): Dedication Page.**
- **Acknowledgments page: Acknowledgments=**
- **Abstract of the research:** It must be written in both languages (Arabic and English) on two separate pages, and must not exceed 300 words.
- **Table of Contents=**
- **List of Tables and Figures.**

## 3. Technical standards for formatting

Item	Specifications (English)	Specifications (Arabic)
Font type	Times New Roman	Sakkal Majalla or Traditional Arabic
Font size in the text	12	14
Title size	14 (Bold)	16 (Bold)
Line spacing	1.5	1.15
Margins	Left 3cm, Right 2.5cm	Left 3cm, Right 2.5cm

#### 4. Approved Chapter Layout

**a. Chapter One:** The general framework of the study (Introduction):

- Introduction, research problem, objectives, importance, hypotheses/questions, and limitations.

**b. Chapter Two:** Theoretical Framework and Previous Studies (Literature Review):

- Basic concepts, and a review of what science has reached in this field.

**c. Chapter Three:** Methods and Procedures:

- Research methodology, study population and sample, research tools (questionnaire, interview, experiment), and statistical methods.

**d. Chapter Four:** Presentation and Analysis of Results (Results and Discussion):

- Convert data into information and discuss it in light of previous studies.

**e. Chapter Five:** Conclusions and Recommendations.

## 5. Citation Style

The researcher must choose the appropriate Citation system for his academic specialization according to the following models:

### a. APA style (7th Edition) - *for Humanities and Administrative Majors*

- **In the text:** (author's name, year, page).
- **Example:** (Al-Saeed, 2023, p. 45).
- **In references list:** author's name, (year). title. Publisher.

### b. Vancouver style - *for Medical and Health Sciences*

- **In the text:** Use sequential numbers between brackets [1] or above the line<sup>1</sup>.
- **In references list:** References are arranged according to their appearance in the text.
- **Example:**

1. Al-Saeed A, et al. title. *Journal*. 2023;15(2):40-50.

### c. IEEE style - *for Engineering and Information Technology*

- **In the text:** reference number inside square brackets [1].
- **In references list:** the number is placed at the beginning of the reference on the right/left.
- **Example:**

[1] A. Al-Saeed, "Title of Paper," *IEEE Trans. Educ.*, vol. 10, no. 2, pp. 5-10, 2023.

**Note:** It is prohibited to mix between more than one citation style in one research.