**GUIDELINES FOR MASTER'S THESES**

Center of English Language

Isfahan University of Technology

**CHAPTER I INTRODUCTION**

The purpose of a manuscript is to contribute knowledge to your field of study through the pursuit of research and scholarship. The process includes defining a topic, assembling a committee, executing the research, writing and submitting a manuscript, and defending your findings. This is a complex process requiring sustained work. You will take justifiable pride in this project since it not only satisfies a degree requirement but also positions you within your discipline and advances your field of study, especially when your manuscript is circulated to other scholars and readers.

These guidelines provide you with a quick reference as you prepare your manuscript. This manual also contains further explanations of form and style. You are to read the entire manual before you begin preparing your manuscript so that you understand the format.

# CHAPTERII

**RULES AND ADVICE FOR PREPARING AMANUSCRIPT**

#

# Mechanics

This section explains some preliminary information you will need in order to produce your manuscript.

* Begin each new chapter on a new page. Continue the text to the bottom of the page unless you are at the end of a chapter.
* Do not split references in your bibliography; always complete an entry on a single page.
* Do not split captions in the lists of tables and figures. Complete each on the same page. Multiline captions must be single spaced and not run into the number page.

If you have questions about the acceptability of the quality of the print or the type style you intend to use, take a sample to your advisor for approval before proceeding with reproduction.

# Margins

The margins for each page (including preliminaries, text, appendices, reference materials, tables and charts) must be as follows (measuring from the edge of the paper to type):

left 3 cm

right 2.5cm

top 2.5cm

bottom 2.5cm

* The left edge margin must be larger to accommodate the binding process.
* All typing must fall within the remaining typing area (except page numbers).
* The top edge margin for the first page of each chapter must be 3 cm.
* Margins must be uniform throughout the manuscript.

# Page Numbers

* Every page must have a page number printed on it. Page numbers must be centered 1.5 cm from the bottom edge of each page.
* The preliminary pages must be numbered in lower-case Roman numerals. The first preliminary page is considered page i, but it must not be numbered.
* All pages must be paginated consecutively.
* The first page of each chapter must not be numbered, but included.

# Spacing

* The line spacing of the text of the manuscript must be 1.5 pt.
* No large spaces or gaps are allowed in the text.
* Single spacing is required for footnotes, captions and identification text related to tables, figures, graphs, or other illustrative materials. Single spacing is also required for bibliographic entries, and for all block quotations.

**CHAPTER** III

# PARTS OF THEMANUSCRIPT

This section addresses the Graduate School requirements for the arrangement of the manuscript and some particular aspects of manuscript format. Your manuscript will consist of three parts:

Preliminary pages

Text (Body of manuscript)

Reference materials

Appendixes

Abstract in Persian

Title Page in Persian

Specifications for each of these pages are explained on the following pages.

**PRELIMINARYPAGES**

The following are the preliminary pages:

|  |  |  |
| --- | --- | --- |
| Title Page | required | p. |
| Copyright Page | required | p. |
| Signature Page | required | p. |
| Dedication | optional | p. |
| Acknowledgments | optional | p. |
| Abstract Page | required | p. |
| Table of Contents | required | p. |
| List of Tables | when appropriate | p. |
| List of Figures | when appropriate | p. |
| List of Symbols or Abbreviations | when appropriate | p. |

The pages must be numbered in lower-case Roman numerals beginning with the Acknowledgments Page (see Samples section). The Title Page is considered page i, but it must not be numbered.

# Title Page (required)

\*Please refer to the Appendix for a sample Title Page before proceeding.

* The Title Page is considered page i, but it must not be numbered. Each line of the Title Page must be centered.
* Be sure to correctly designate the degree you will be receiving.
* The date listed on the Title Page must be the actual month and year of the date of the defense session.

# Copyright Page (required)

\*Please refer to the Appendix for a sample Copyright Page before proceeding.

* The copyright page is the second page of the manuscript and is counted as page ii, but it is never numbered.
* The official copyright notice is horizontally centered on this page and double- spaced.

# Signature Page (required)

\*Please refer to the Appendix for the Sample Electronic Signature Page before proceeding.

* The Signature Page is a mandatory part of your manuscript.
* The Signature Page follows the Copyright Page and is numbered as page iii.
* The title must match exactly the title on the Title Page. The name of the student must match exactly the name on the Title Page. Both names must match the name on your official records.
* If corrections are required on these pages, new Signature Pages must be produced.

# Acknowledgment Page (optional)

\*Please refer to the Appendix for the Sample Acknowledgments Page before proceeding.

On the Acknowledgment Page, the author expresses her or his professional and personal indebtedness, including any permission to use previously copyrighted material. The text is limited to thanks for or recognition of special assistance. The Acknowledgment Page follows the Signature Page and is numbered in lower case Roman numerals accordingly.

Acknowledgments are written in a dignified and professional manner. When writing the acknowledgments, be sure that your use of “person” is consistent. If you begin with “the author” use third person throughout. If you begin with the first person (I, me, my), use first person throughout.

# Abstract Page(required)

\*Please refer to the Appendix for the Sample Abstract Page before proceeding.

The abstract must not exceed 350 words. The words in the heading do not count in the 350-wordlimit.

# Table of Contents (required)

Fundamentally, a Table of Contents is a topic outline of the manuscript. Remember that it is the only index to the content of the manuscript; therefore, it must accurately reflect the organization within the text. Since a manuscript is longer than a paper or article, carefully consider the organization of its parts. Major divisions are chapters. Often, it is necessary to subdivide chapters. Organizational schemes help you arrange numerous parts into a unified, cogent whole. Whether you use a traditional outline, a system of headings indicated by location and underscoring, or a decimal numbering of headings, your ideas should develop in a logical way from general to specific. A reader will be able to tell at a glance which ideas are of parallel importance because the heading will appear in parallel form.

* It must be titled “TABLE OF CONTENTS”.
* Do not list the Title Page, Copyright Page, Dedication, Signature Page, or Table of Contents pages in the Table of Contents.
* Do not mix organizational schemes: if you begin with decimal headings, use decimal headings throughout. If you list subordinate headings for one chapter, list them for all the chapters where they appear.
* the Introduction is the first page of the body of the manuscript and is numbered as page 1.
* Be sure that the headings in the manuscript match the headings listed in the Table of Contents.
* Each chapter must have a chapter header in the manuscript and the chapter title placed on your Table of Contents. The title of a chapter is always listed in all capital letters. Do not underline.
* Chapter numbers must be spelled out. The numbering system and form must be consistent in both the Table of Contents and the text.
* Use dot leaders (...) to connect headings to page numbers. Titles must not run into the page number column
* All Appendices must have a title, they must appear in all capital letters.
* Do not designate an Appendix “A” unless there is an Appendix “B”. List Appendix titles, with page numbers.
\* Please refer to the Appendix for the Sample List of Tables/List of Figures Page (s) before proceeding.

# List of Tables/List of Figures (when appropriate)

\*Please refer to the Appendix for the Sample List of Tables/List of Figures Page (s) before proceeding.

* If a table or figure is included in the manuscript then a List of Tables or List of Figures page must be included.
* The List of Tables is ALWAYS placed before your List of Figures.
* Title your List of Tables “LIST OF TABLES” and List of Figures “LIST OF FIGURES” (both should be in all upper case and appear centered at the top of the page).
* The word “Table” or “Figure” (when creating a List of Figures) is placed double (left aligned) spaced above the first Table/Figure caption.
* The word “Page” is placed double spaced and right aligned above the page reference column.
* All Table/Figure captions listed on your List of Tables/List of Figures must match their counterpart Table/Figure captions within your manuscript word for word. You are only required to list the first sentence of each Table/Figure caption on your List of Tables/List of Figures.
* Always single space between the lines of a multi-line Table/Figure caption.

# CHAPTER VI MANUSCRIPT

The body of the manuscript must follow a consistent format throughout. The first non-preliminary page is numbered 1. Continue with Arabic numbering throughout the entire body of the manuscript. All page numbers should be **centered at the bottom of the page.** Chapters must follow a consistent format and match the numbering sequence and format presented in the Table of Contents. The style or format must not change at any point in the text. Subheadings must match the scheme presented in the Table of Contents and must not change or combine styles or formats at any point in the text.

# Chapters (required)

\* Please refer to the Appendix for the Sample Chapter headings before proceeding.

* Begin each new chapter on a new page.
* Each chapter must have a title. The initial letter of each word of each chapter title must be capitalized. Do not underline.
* The content of chapters should be in Times New Roman 12.
* The title of each chapter and the text must start 7 cm and 14 cm from the top edge of the paper, respectively.

# Subheadings within the manuscript (optional)

\*Please refer to the Appendix for the Sample subheading page (s) before proceeding.

* You must have at least two instances of a heading in any given section or do not use that level. [See APA manual, p. 62, section 3.02.]

# Tables and Figures WITHIN the manuscript (optional)

\* Please refer to the Appendix for the Sample subheading page (s) before proceeding.

* Follow the APA style for tables and figures. The format and styles must remain consistent throughout your manuscript.
* Tables and figures may be placed either within the text or in an appendix.
* Margins for Tables and Figures must be the same as for the rest of the manuscript.
* The font size of the captions, numbers, and page numbers on pages with a table or figure must match the font size of the rest of the manuscript (Times New Roman 12). The font within the table or figure must be Times New Roman 11.
* Tables and figures must be numbered in a consistent manner, using Arabic numbers (1, 2, 3) and must match what is listed on your List of Tables or List of Figures.
* You must use a consistent numbering sequence for both tables and figures. They must be numbered within chapters and appendices (1.1, 1.2, A.1, A.2).

# Appendices (optional)

* Appendices are useful, particularly as a place for explanations too long for the main text and for documents, charts, copied forms or data sheets related to the main text.
* All Appendices must have a title.
* All appendix titles (with the exception of when only one appendix is used) should have an alpha assigned to them (A, B,C).
* Appendices should have headers which are formatted exactly as chapter headers. Appendix subheadings should NOT be listed on the Table of Contents.

# CHAPTER VII

# REFRENCEMATERIALS

# Notes (optional)

\*Please refer to the Appendix for the Sample Notes page before proceeding.

Notes serve the purpose of acknowledging facts, ideas, or materials from the works of others: they serve as amplification or parenthetical remarks (content notes) within the text or as citations of literature referred to in the text (reference notes).

* They are placed at the end of chapter (endnotes), or on the page where the reference occurs (footnotes).

# References (Required)

\* Please refer to the Appendix for the Sample References page before proceeding.

* You must follow the APA format.
* Reference entries must be single-spaced.
* Do not split reference entries between pages.

# Appendix

The sample manuscript starts on the next page. Follow the sample pages exactly.

* Manuscripts are to be produced using Microsoft Word. ]

**The correct spelling of professors’ name.**

**1-Dr. Gholam Reza Zarei**

**2-Dr. Hassan Jalali**

**3-Dr. Meisam Rahimi**

**4-Dr. Saeed Ketabi**

**5-Dr. Zohreh Kashkouli**

**6-Dr. Momene Ghadiri Modares**

**7-Dr. Maedeh Ghavamnia**

ساختار کلی پایان نامه به صورت نمونه در صفخات بعدی وجود دارد

لطفا موارد را با دقت مطالعه نموده و رعایت نمایید.

فاصله ابتدای هر صفحه

فاصله عنوان هر فصل تا شروع فصل

**بسم الله الرحمن الرحیم (centralized, boldface, 12)**



**Isfahan University of Technology** (Times New Roman Bold 12)

**Center of English Language** (Times New Roman Bold 11)

**Title of the Thesis** (Times New Roman Bold 15)

*If More Than One Line, Use Inverted*

*Pyramid Form*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A Thesis

Presented to

Center of English Language

Isfahan University of Technology

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In Partial Fulfillment

of the Requirements for the Master’s Degree

in Teaching English as a Foreign Language (Times New Roman Bold 12)

**Supervisor** (Times New Roman Bold 14): **Dr. …** (Times New Roman Bold 13)

**Advisor** (Times New Roman Bold 14): **Dr. …** (Times New Roman Bold 13)

**By**

**Your Name** (Times New Roman Bold 13)

**Defense session Month Year** (Times New Roman Bold 12)

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*If More Than One Line, Use Inverted*

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**BY** (Times New Roman Bold 13)

**Your Name** (Times New Roman Bold 14)

Approved as to style and content by: (Times New Roman Bold 12)

 Name …., Supervisor (Times New Roman Bold 12)

 Name …, Advisor (Times New Roman Bold 12)

 Name …, Committee Member (Times New Roman Bold 12)

 Name …, Committee Member (Times New Roman Bold 12)

Name , Department Head

 Center of English Language

# Acknowledgments (Times New Roman, 13, boldface)

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اين صفحه شماره v مي باشد.

# Dedication (Times New Roman, 13, boldface)

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**Keywords**(Times New Roman Boldface 13): Text; Text; Text; Text; Text (between 5 to 7 words; Times New Roman, 13)

**Table of Contents** (Times New Roman, 14, bold)

(Times New Roman, 12, 1.5 pt)

**Title Page**

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[2.2.4. Text text text text text text text text text text](#_Toc12700845) 13

[2.3. Text text text text text text text text text text](#_Toc12700846) 14

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# List of Tables (Times New Roman, 13, boldface, 1.5 pt)

Table 1. Caption for Table 1 ……………………………………………………………………. 2

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# List of Figures (Times New Roman, 13, boldface)

Figure 1. Caption for Figure 1 ..…………………………………………………………………. 2 (Times New Roman, 12, 1 pt)

Figure 2. Caption for Figure 2 ..…………………………………………………………………. 2

**List of Abbreviations**

**Title Page**

Willingness to Communicate (WTC) 1

Teacher-Student Interaction (TSIn) 2

L2 Motivational Self System (L2MSS) 2

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**Chapter One** (Times New Roman, 14, bold)

**Introduction**

**صفحه اول هر فصل شماره نمي خواهد))**

**1.1. Background to the Study** (Times New Roman, 12, bold)

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**Level 4: boldface, italicized, lowercase paragraph heading ending with a period.** (Times New Roman, 12, bold)

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*Level 5: italicized, lowercase paragraph heading ending with a period.*

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**Chapter one**

**Introduction**

**صفحه اول هر فصل شماره نمي خواهد))**

* 1. **Background to the Study**

For many people, the primary purpose of learning a new language is the ability to communicate via that language. Recently, the number of people aiming at learning English as a second or foreign language for communication purposes has been increasing. As a result, the purpose of English teaching has shifted from the mastery of grammatical structures to the ability to use the language for communicative purposes.

**خط شماره 1**

**2**

**3**

**4**

**5**

**6**

**خط شماره 7.......لازم است 7 خط فاصله از بالای صفحه تا شماره فصل وجود داشته باشد**

**Chapter Two**

**Literature Review**

 **خط 1**

**خط 4 (4 خط فاصله لازم است)**

**2.1 Overview**

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**خط شماره 1**

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**Chapter Three**

**Methodology**

**3.1 Overview**

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**Chapter Four** (Times New Roman, 14, bold)

**Results**

**4.1. Overview**

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**خط شماره 1**

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**خط شماره 7.......لازم است 7 خط فاصله از بالای صفحه تا شماره فصل وجود داشته باشد**

**Chapter Five** (Times New Roman, 14, bold)

**Discussion, Conclusion, and Implications**

## **5.1 Overview**

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# REFERENCES (Times New Roman, 13, boldface)

***A Book***

Tabachnick, B. G., & Fidell, L. S. (2007). *Using Multivariate Statistics*. New York, N.Y.: Pearson.

***A Chapter***

West, S. G., Finch, J. F., & Curran, P. J. (1995). Structural equation models with nonnormal variables: Problems and remedies. In R. H. Hoyle (Ed.), *Structural equation modeling: Concepts, issues and applications* (pp. 56-75). Newbury Park, CA: Sage

***An article***

Velicer, W. F. (1976). Determining the number of components from the matrix of partial correlations. *Psychometrika, 41*(3), 321-327. doi: 10.1007/BF02293557

***An unpublished thesis - dissertation***

Lienart, G. H. (2016). Effects of temperature and food availability on the antipredator behaviour of juvenile coral reef fishes [Doctoral thesis, James Cook University]. ResearchOnline@JCU. https://researchonline.jcu.edu.au/47533/

Hawkins, E. J. (1999). Artist and model: Shaping the creative process [Unpublished master's thesis]. James Cook University.

برای توضیحات بیشتر برای رفرنس دهی به پایان نامه ها و تز ها به ادرس زیر مراجعه کنید

<https://libguides.jcu.edu.au/apa/theses>

# APPENDIX A: TITLE OF APPENDIX A (Times New Roman, 13, boldface)

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چکیده فارسی(boldface, B Nazanin 13)

**چکیده باید بین 200 تا 300 لغت باشد.**( B Nazanin 13)

کلیدواژه ها**: ... (B Nazanin, boldface, 13 pt)**



**دانشگاه صنعتی اصفهان (B** Nazanin bold 13)

**مرکز زبان** (B Nazanin bold 12**)**

**پایان نامه ی کارشناسی ارشد رشته ی آموزش زبان انگلیسی**

(B Nazanin bold 18)

**عنوان پایان نامه (Titr 15)**

استاد راهنما**: (**B Nazanin bold13**)**

**دکتر ...** (B Nazanin bold15**)**

استاد مشاور**: (**B Nazanin bold13**)**

**دکتر ...** (B Nazanin bold15**)**

پ‍ژوهشگر**:** (B Nazanin 13**)**

**... (**B Nazanin bold 15)

**( ماه وسال شمسی مطابق با انجام پایان نامه)** (B Nazanin bold 13**)**

**کلیه حقوق مالکیت مادی و معنوی مربوط به اين پايان نامه متعلق به دانشگاه صنعتی اصفهان و پدیدآورندگان است. این حقوق توسط دانشگاه صنعتي اصفهان و بر اساس خط مشی مالکیت فکری این دانشگاه، ارزش‌گذاری و سهم بندي خواهد شد.**

**هر گونه بهره برداري از محتوا، نتايج یا اقدام براي تجاري‌سازي دستاوردهاي اين پايان نامه تنها با مجوز کتبی دانشگاه صنعتی اصفهان امکان‌پذیر است.**

1. Single spacing is required for footnotes, captions and identification text related to tables, figures, graphs, or other illustrative materials. (Times New Roman, 11) [↑](#footnote-ref-1)