

# **THESIS FORMAT GUIDE**

## **FOR M.A. Students of TEFL**

### **I. Basic Format Guidelines**

#### **Margins**

The left and top margins should be set at 35 mm (3.5 cm). The right and bottom margins should be set at 25 mm. The Master's thesis should be set for 2-sided printing.

#### **Spacing**

The recommended line spacing is 1.5. Longer quotations should be single-spaced and separated from the text.

#### **Numbering of Pages**

Page numbering should be counted from the first page of the introduction. Preliminary pages must be numbered in Roman numerals e.g., iii, iv, v, etc. Preliminary pages should be counted from ACKNOWLEDGEMENTS. Place the number at the center on the bottom of the page. The title page is not counted. The first page of the text (Introduction) begins at Arabic numeral 1. All pages within the text must contain an Arabic page number, bottom-centered, at least 25mm from the bottom edge of the page. The first page of every major section (chapters, appendices, bibliography, etc.) must begin on a new page.

#### **Font Size**

The recommended font is Times New Roman. Font size in the text must be 14. A larger font (16) can be used for headings.

#### **Citation**

Follow the American Psychological Association (APA) guidelines for documenting and referring to sources.

## **II. Preliminary Documents**

TITLE PAGE

A PAGE WITH: IN THE NAME OF GOD

SIGNATURE PAGE

DEDICATION

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ABSTRACT

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