

# **Instruction of PhD Thesis preparation, submission, and evaluation procedures**

## **Department of Marine Biology Leon H. Charney School of Marine Sciences University of Haifa**

All works must be checked (pagination and technical form only) by the Graduate Studies Authority, after the student presents a written authorization from their supervisor/s that the work has finally been approved for printing, and prior to its submission to final evaluation (see Appendix 8, bottom of this file). Following the PhD committee examination, changes might be required; therefore we recommend taking into account that extra time might be needed to process such changes before the official submission deadline.

Ph.D. dissertations should be written in English. In any case, students will have to submit an abstract in Hebrew.

### **General Thesis contents:**

#### **The Thesis should include:**

**Title** (English and Hebrew)

**Dedication** Students wishing to dedicate their work are free to write the dedication as they see fit. The dedication page shall appear after the inside cover and shall remain unnumbered.

**Acknowledgments** The writing style is free for this section. A student who received a scholarship from an external fund for assistance in writing his research work will mention this fact in the acknowledgments section. Note: this page should be written only after the end of the final evaluation process, which means that the acknowledgments section will not appear in the copies submitted to the evaluation committee.

**Table of contents** Names of chapters and parts appearing in the table of contents should be completely identical to the names of chapters and parts throughout the work structure.

**List of Tables/Figures/** - This list will include the names of the tables/figures appearing throughout the work and their corresponding page numbers. The student should make sure the titles listed and those listed throughout the work are identical. The student should write a separate list for tables, a separate list for figures. See sample for a table of content in appendix 5.

**List of Appendixes** - A list of appendixes should appear at the end of the table of contents. Each numbered appendix page should match the page number in the work structure.

**Abstract** (English and Hebrew) Includes: Name of the work, Name of author, Defining the issue studied, Summary of the theoretical framework, Main hypotheses, Key Findings, Scientific and practical conclusions (together it should be 1-2 pages)

**Introduction** - The introduction should supply sufficient background information to allow the reader to understand and evaluate the results of the study without referring to previous publications on the topic.

**Hypothesis and Goals** (up to one page) – specify the hypothesis that was addressed or the rationale for the study and its goals.

**Materials and Methods** - The Materials and Methods section should include sufficient technical information to allow the experiments to be repeated.

**Results** - In the Results section, include only the results of the experiments; reserve extensive interpretation of the results for the Discussion section. Number figures and tables must appear in the order in which they are cited in the text, and be sure to cite all figures and tables. Provide accession numbers for all newly published sequences in a dedicated paragraph, and if a sequence or sequence alignment

important for evaluation of the thesis is not yet submitted to public database, provide the information as supplemental material or on a website.

**Discussion** - The Discussion should provide an interpretation of the results in relation to previously published work and to the experimental system at hand and should not contain extensive repetition of the Results section or reiteration of the introduction.

**Bibliography** - The bibliography and references list should be edited along the guidelines of what is acceptable in the field in which the work is written. Instructions for editing bibliography and references lists can be obtained at the departments or at the library. Different methods of quotations should not be combined within the same work.

**Supplemental Material/Appendixes** – should be used for information too large to be included in regular Tables or Figures. For examples very large Tables with metadata of samples, videos, etc.

### **Editing of the Thesis:**

The length of the Ph.D. dissertation will not exceed 100 pages (not including bibliography and appendixes).

Type of paper: A4 size paper. The research work should be typed in 1.5 or double line spacing.

It is possible to type the table of contents in single line spacing. Font size should be no smaller than 11.5 (Times New Roman or equivalent). Italicize any words that should appear in italics. It is suggested to print two-sided copies for work length exceeding 50 pages. In this case, covers (in Hebrew and in English), table of contents, list of tables/figures/graphs, abstracts (in Hebrew and in English) and appendixes should be printed on the first side of the page.

**Binding:** The work should not be spiral-bound, but bound with duct tape or paperback bound.

**Margins:** Right margin –2 cm; Left margin –3 cm; Top margin – 2cm; Bottom margin – 2 cm.

**Pagination and Numbering:** Pages appearing before the work structure (i.e. before the prologue or the first chapter) should be numbered with Roman numerals at the bottom center of the page.

Pages that should be numbered in Roman numerals:

Inside cover I

Acknowledgments II

Table of contents III

Abstract in Hebrew IV

List of Tables V

List of Figures VI

**Note:** Each of the items above, in case there is more than one page, should continue the Roman numeral page numbering sequence as the next section will continue in the same sequence, respectively.

Do not number the English inside cover and English summary.

The work structure, bibliography and appendixes are numbered with consecutive numbers (starting from 1) which are printed in the bottom or top center of the page.

**Each new chapter should start on a new page.**

### **Figures and tables**

Titles for figures and tables should be typed in single line spacing above or below (according to the instructions of the supervisor/s).

Instructions regarding margins as detailed in the preceding page should be observed. If needed, figures, tables, and graphs can be reduced through photocopying or folded.

If there is no option to type a table/ figure in portrait orientation, it can be typed in landscape orientation. In this case, the title should be placed on the right side of the page. Even if the table/ is in landscape

orientation, the page should be numbered at the bottom or top center of the page according to the whole work.

**Structure of the work pagination order:**

1. External cover
2. Inside cover
3. Dedication
4. Acknowledgments
5. Table of Contents
6. Abstract
7. List of Tables
8. List of figures
9. Work structure
10. Bibliography
11. Appendixes
12. English abstract
13. English inside cover
14. English external cover

For works written in English, the page order for covers and abstracts should be inverted.

For works submitted in English, Hebrew written parts (external cover, inside cover and abstract) should not be numbered at all.

**Evaluation of Thesis**

After the Thesis is approved by the mentor(s) and pagination and technical form is approved by the secretary of the Department of Marine Biology, the Thesis is submitted to two external reviewers, one can be part of the PhD committee.

**Submission of Thesis upon completion of evaluation**

Upon completion of the evaluation of the Thesis, the student shall transfer to the department (secretary office) three copies of the approved work, each approved and signed by the supervisor/s and the PhD's degree/doctoral departmental committee. The Department secretary will send the copies received by the department to the University library.

In addition to submitting hard copies of his/her work, the student is required to transfer a digital copy of the work (on CD), accompanied by a filled out and signed University of Haifa Library deposit form (see appendix 9 and 10).

**The transfer of hard copies and digital copy of the PhD's degree thesis is a compulsory requirement for eligibility of a PhD degree graduation diploma.**

Appendix 1. Example of external cover page, Hebrew

..... שם החיבור .....

..... שם המחבר/ת .....

חיבור לשם קבלת התואר "דוקטור לפילוסופיה"

אוניברסיטת חיפה\*  
..... הפקולטה ל  
..... החוג/ביה"ס ל

חודש לועזי, שנה לועזית

\* *Students of the Committee for Doctoral Studies should write:*

אוניברסיטת חיפה  
הרשות ללימודים מתקדמים  
הוועדה הכלל אוניברסיטאית לתלמידי מחקר

Appendix 2. Example of Internal cover page, Hebrew

..... שם החיבור .....

.....

מאת : שם פרטי ושם משפחה של המחבר/ת  
בהנחיית : תואר אקדמי, שם פרטי ושם משפחה של המנחה הראשי  
תואר אקדמי, שם פרטי ושם משפחה של המנחה הנוסף

חיבור לשם קבלת התואר "דוקטור לפילוסופיה"

אוניברסיטת חיפה\*

..... הפקולטה ל

..... החוג/ביה"ס ל

חודש לועזי, שנה לועזית

מומלץ לשיפוט על ידי \_\_\_\_\_ תאריך \_\_\_\_\_  
(מנחה/ת העבודה)

מומלץ לשיפוט על ידי \_\_\_\_\_ תאריך \_\_\_\_\_  
(מנחה/ת העבודה)

מומלץ לשיפוט על ידי \_\_\_\_\_ תאריך \_\_\_\_\_  
(יו"ר הוועדה החוגית לתואר שלישי)

\* *Students of the Committee for Doctoral Studies should write:*

אוניברסיטת חיפה

הרשות ללימודים מתקדמים

הוועדה הכלל אוניברסיטאית לתלמידי מחקר

\*\* *In the case the student has more than one supervisor*

Appendix 3. Example of external cover of Thesis, English

Title of Dissertation

Name of Writer

A THESIS SUBMITTED FOR THE DEGREE  
"DOCTOR OF PHILOSOPHY"

University of Haifa\*  
Faculty of .....  
Department/School of .....

Month, Year

*\* Students of the Committee for Doctoral Studies should write:*

University of Haifa

The Graduate Studies authority

The Committee for Doctoral Studies

Appendix 4. Example of Internal cover Thesis, English

Title of Thesis

By: .....

Supervised by: .....

THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE  
REQUIREMENTS FOR THE MASTER'S DEGREE

University of Haifa

Faculty of .....

Department/School of .....

Month, Year

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

\*Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairperson of Master's studies Committee)

*\*Remark: In the case the student has more than one supervisor*

Appendix 5. Example for Table of contents

**Table of Contents**

	<b><u>Page</u></b>
<b>Abstract</b> .....	IV
<b>List of Tables</b> .....	V
<b>List of figures/illustrations</b> .....	VI
Introduction (optional) .....	1
1. Chapter Title .....	12
1.1. ....	13
1.2. ....	17
1.3. ....	19
2. Chapter Title .....	30
2.1. ....	32
2.2. ....	37
3. Findings and discussion .....	43
4. Conclusion.....	50
<b>Notes</b> .....	60
<b>Bibliography</b> .....	63
<b>Appendixes:</b> Appendix a. : name.....	70
Appendix b. : name.....	71



Appendix 6. Example of Abstract, Hebrew

..... שם העבודה .....

..... שם המחבר/ת .....

**תקציר**

*The abstract shall be typed here, on the same page*

Appendix 7. Example of Abstract, English

.....Title of Thesis .....

.....Name of Writer.....

**ABSTRACT**

*The abstract shall be typed here, on the same page*

Appendix 8.

Before submission of the thesis, the following form will need to be filled and signed (ask secretary of Marine Biology department)

תאריך \_\_\_\_\_

אל: הרשות ללימודים מתקדמים  
כ א 1

שלום רב,

הנדון: אישור הגשת עבודת דוקטורט לשיפוט

מר/גב' \_\_\_\_\_ ת.ז. \_\_\_\_\_ השלים/ה את חובות הלימודים כפי שנקבעו ע"י  
הוועדה החוגית ללימודי תואר שלישי בחוג ל \_\_\_\_\_ ולפיכך רשאי/ת להגיש את עבודתו/ה  
לשיפוט.

\_\_\_\_\_ ע"מ לראש החוג (שם וחתימה)

קראתי את עבודת הדוקטור של מר/גב' \_\_\_\_\_ והריני מאשר/ת הגשתה לשיפוט סופי.

\_\_\_\_\_ חתימה:

\_\_\_\_\_ שם המנחה:

\_\_\_\_\_ חתימה:

\_\_\_\_\_ שם המנחה:

**Appendix a. : University of Haifa library deposit form  
for Master's degree thesis/Ph.D. dissertation**

**General:**

The University of Haifa's Younes & Soraya Nazarian Library serves as a deposit library for graduate research works (Master's degree and Ph.D.) submitted to the University of Haifa. According to the Graduate Studies regulations for Master's degree and Ph.D. students, graduate students should provide copies of their works (in print and digital format ) for conservation purposes. The writer of the work may request the library to refrain from publishing the digital format permanently or for a period to be determined . It is possible to prevent copying a work, using password protection.

**Work deposit, in paper and digital formats, will be processed in the following conditions:**

1. The library may transfer a replica or photography or photo microform (the "copy") of any work entrusted to any academic institution or research institution (hereinafter "eligible institution") requesting it.
2. The library is not authorized to transfer a copy of the Master's degree thesis or Ph.D. dissertation to an uneligible institution.
3. The library may collect from the requesting eligible institution an amount to cover copying costs, handling and shipping, but as non-profit costs only.
4. The library will store the work in its digital database for conservation.

With the goal of improving access to information for research and teaching, the University of Haifa Library requests to permit access via the Internet to research works in accordance with the consecutive details and terms that you shall confirm hereinafter:

**Work details:**

Name of the writer \_\_\_\_\_ ID Number: \_\_\_\_\_

Name of the research work: \_\_\_\_\_

\_\_\_\_\_

Name of the supervisor/s \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Appendix 10.

**Authorization herebelow:**

<b>I hereby authorize the following populations access to view this work</b>	<b>Please check your choice/s with X</b>
All internet users	
Inter-universities network users	
University of Haifa network users	

I request to prevent this work from being copied through password protection: yes / no

**Or:**

<b>I do not authorize this work to be published on internet</b>	<b>Please check your choice/s with X</b>
For conservation	
Refrain from publishing until date: _____	

**Grounds of the writer to refrain from publishing the work:**

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Requests hereby to refrain from publishing the work until date: \_\_\_\_\_

**Approval of the Dean of Graduate Studies:**

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_