

2013

Arab Academy for Science and Technology and
Maritime Transport
Productivity and Quality Institute

Guidelines for Diploma Degree

Post Graduate Research Department

Effective January 2013



Guidelines for Diploma Degree Reports

1. Purpose

The purpose of this document is to guide the post graduate researcher (PGR) for the preparation of the diploma report.

2. Scope

This document is applicable to diploma PGRs studying at the Productivity and Quality Institute, department of post graduate research.

3. The guidelines for report writing

3.1 The academic diploma report should include the following:

1. An Introduction that describes the importance and aim of the report.
2. The report should be related to quality.
3. Write the report in third party (avoid: I, we, you etc.)
4. The body of research should contain previous studies that support the researcher point of view and clarifies the novelty of the subject.
5. At the end of report a conclusion is needed showing the outcomes of the report in addition to the researcher criticism of the report according to the literature presented.
6. At least 7 recent references should be present in the report.
7. Use the Harvard Referencing System.
8. [Plagiarism](#) must be totally avoided in order to evade report rejection.

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3.2 The layout of the report should be as follows:

- 1) The report shall contain a title page giving the name of the Institute, the title of the report, the name of the author, the degree and the year of submission of the report.
- 2) Table of contents
- 3) Lines one and-a-half spaced.
- 4) There shall be a margin of 4cm at the left-hand (binding) edge, 2.5cm at the fore edge, of 2cm at the head of the page and of 4cm at the tail.
- 5) The text should be Left aligned and justified.
- 6) The font used shall be “Times New Roman”
- 7) The font size shall be as follows:
 - a. The main titles 14 points Bold
 - b. The sub titles 12 points Italic
 - c. The text 12 points
- 8) Pages should be numbered in the middle of the bottom of the page.

N.B. The student has all the right to seek assistance from one of the Productivity and Quality Institute Educational Affairs’ Staff.