



**Ministry of Science, Research and Technology
Azerbaijan Shahid Madani University
Faculty of ...**

**A Thesis Presented to the Department of in Partial
Fulfillment of the Requirement for the Degree of Master (or Ph.D.) in
.....**

Title of Thesis/Dissertation:

Supervisor:
.....

Advisor:
.....

By
.....

**IranianMonth/Iranian Year
Tabriz/Iran**



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I..... Master's/Ph.D. student in the field of.....
will defend my thesis/dissertation entitled

..... on the date, hereby undertake that:

- 1) This thesis/dissertation is the result of my own research. Moreover, I have used the materials from the scientific achievements of others (including books, articles, theses, etc.) with full fidelity. I have cited the information in the text and referenced the details in the list of references.
- 2) This thesis or dissertation has not been previously submitted for any academic degree at other universities or institutions of higher education, in whole or in part.
- 3) The articles extracted from this dissertation/thesis are entirely my work, and I have avoided data falsification or information alteration.
- 4) I refrain from reprinting articles from this thesis/dissertation in various publications.
- 5) All intellectual and material rights associated with this thesis/dissertation and its ownership belong to Azerbaijan Shahid Madani University, and I agree to publish the results of this research, including books, articles, patents, etc. (whether as a student or after graduation), only with the permission of the team of supervisor(s) and advisor(s) and the university's research branch.
- 6) If a violation is discovered and proven (at any time), I will be subject to the verdict of the university's research violation investigation committee and have no recourse.

Student's Full Name

Date and Signature

This page should contain a copy of the jury-signed minute of the defense of the student's thesis or dissertation.

Dedication

The author of the thesis may, if s/he so chooses, dedicate their thesis to a particular person or group of persons or an organization by way of appreciation, using scientific moderation, and avoiding exaggeration and hyperbole.

Acknowledgments

By avoiding exaggeration and flattery, the thesis author can express their gratitude to the supervisor and advisor or other people who helped or cooperated during the research process.

Abstract

The thesis abstract is written in this section. The abstract should be comprehensive and provide a one-paragraph summary of the measures undertaken and the results. On the whole, the abstract is neither a conclusion nor a statement of the problem. One should refrain from using citations, mathematical equations, histories, and problem formulation.

Keywords: the first keyword, ..., the fifth keyword (It is obligatory to write four to five keywords.)

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Chapter 1: General Guidelines

1-1- Introduction

For more consistency in theses/dissertations and homogeneity of writing in Azerbaijan Shahid Madani University, the current instructions and template has been drawn on, and students are required to comply with them. The supervisor, the department, and the graduate education office of the faculty are responsible for monitoring the correct and complete implementation of theses/dissertation writing instructions. If the theses/dissertations are prepared contrary to the writing instructions, the student's defense permit will not be issued.

Although one single set of specifications and features cannot be prescribed for all writings, the general points and items mentioned in this instruction must be fully observed in the case of theses/dissertations.

1-2- Simple writing

The written text should be simple, fluent, and at the same time eloquent and expressive, and avoid using ambiguous phrases, complex sentences, and unfamiliar terms. The norm and criterion is the observance of writing rules, whose observance contributes to a fluent and elegant textual output. Moreover, long paragraphs are akin to long, boring, and confusing sentences to the reader. A paragraph should not be less than three or four lines or exceed 10 to 15 lines.

1-3- Brevity

The text of the thesis should be as brief and useful as possible, and unnecessary and repetitive discussions should be avoided. Writing valuable content that has nothing to do with the research topic has no scientific value. Importantly, original writing does not have a repetition of phrases in the expression of a subject.

Chapter 2:

Structure of Thesis/Dissertation

1-4- Introduction

This chapter provides the fundamentals concerning the content and structure of the thesis/dissertation chapters. The thesis/dissertation can be arranged into four or more chapters depending on the nature of the field and the topic. In any case, in departments with similar research contents and frameworks, the thesis structure should be of a similar pattern. Below, explanations are presented about the general content of each chapter.

1-4-1- The structure of the first chapter (Research Fundamentals)

The first chapter concerns the fundamentals of the research topic and its significance. It should preferably include the Introduction, Statement of the problem, Necessity and significance of the research, Research purposes, Research questions and hypotheses, Research methodology, and Structure of thesis/dissertation sections.

1-4-2- The structure of the second chapter (Basics and background)

In the second chapter, the basics of the research and the background of the research topic are presented, and references are both cited in the text and enlisted at the end of the thesis/dissertation. In the case of diversity of content, depending on the type of research, different content should have separate headings. At the end of this chapter, it is better to summarize the results of previous research findings and write the rationale for conducting the present research. Depending on the nature of the field, this chapter can be merged with the first chapter and be brought together under Chapter One.

1-4-3- The structure of the third chapter (Research methodology)

Based on the nature of the research, this chapter should introduce in detail the research type, research methods, type of data processing, statistical population (with up-to-date reference(s)), sampling method(s) (mentioning the reason for choosing a particular method), dependent and independent variable(s), the data collection tool(s), the type of validity (credibility) and reliability (trustability) of the tool(s), the type of statistics employed, and the software adopted. Moreover, the study procedure should be presented. In general, it is better to specify the following in this chapter:

- 1) What are the variables (dependent and independent)? Why and how are they measured?
- 2) What is the statistical population comprised of? Why?
- 3) How is sampling performed, and with what method? Why and how is this method(s) employed? What measure will be taken?
- 4) What tools are used to collect data? How are validity and reliability secured?

It is strongly recommended that the references related to the used standards and guidelines be mentioned in this chapter. This chapter may not be relevant in some fields

(especially humanities) and can thus be deleted. In experimental theses/dissertations, the chapter may be titled “Materials and Methods”.

1-4-4- The structure of the fourth chapter (Research results and their interpretation)

This chapter presents the results obtained from work conducted by the researcher and the interpretation of the results, which may be offered in one or more chapters depending on the type of research and the student’s field of study. The presented results, without their interpretation, have no scientific value and will be merely deemed a work report. Tables and figures in this chapter or these chapters should follow the same format. In some humanities fields, the nature of research differs from experimental work, and numerical analyses may therefore differ.

1-4-5- The structure of the last chapter (Conclusion and suggestions for future work)

In this chapter, while presenting a summary of the work done in a few paragraphs, the research results should be presented overall and their application in practice. The researcher needs to avoid mentioning too many details. In subsequence, the works and research needed to complete the present research should be suggested. Make sure the suggestions are based on the research and the results and avoid mentioning general statements.

1-4-6- References

A list of references will follow the final chapter of the thesis/dissertation. The list must be prepared according to the instructions related to the student’s field of study. Notably, the reference format should be prepared per the instructions related to the researcher’s field, and other conventional methods should be avoided.

The list of references precedes the appendices, and unlike the appendices, its page number will follow the page number of the main text of the thesis/dissertation.

Chapter 3:

Correct Writing

1-5- Correct Writing

Correctly writing a dissertation facilitates understanding. Therefore, in this chapter, the most important writing rules, which thesis/dissertation writers should give serious attention, are briefly stated. These rules can be categorized into three main axes of *writing in Farsi, correct spelling, and punctuation rules*:

1-5-1- Writing in Farsi/Persian

In general, try to use Persian equivalents instead of non-Persian words. For example, instead of the word “لذا”, it is better to use the expressions “برای همین” or “به همین دلیل”. Moreover, the word “پردازش” is more beautiful than “پروسس”, and the Persian equivalent of “ریزپردازنده” is more suitable than “میکروپروسسور”. In such cases, if there is a possibility that the reader is not familiar with the Persian equivalent or where the non-Persian term is more common, the non-Persian origin should be given as a footnote in the first place where the Persian word is used. If English words must be inevitably used in a sentence, a space should be kept between them, and the Persian words and space should be used on both sides of it. In case abbreviations should be employed in the thesis/dissertation, the full form must be detailed in the footnote in the first use. For example, to determine the geographic location of a vehicle, one may use the universal positioning system (GPS)¹.

1-5-2- Compliance with correct spelling in Farsi

Observing the correct spelling in Farsi facilitates reading and comprehending the writing. Besides, in Farsi writings, the conjunctions “و, ا, و, و, و, and و”) should be avoided as far as possible. For example, “اجزاء هواپیما” and “آئین نگارش” are incorrect, while “اجزای هواپیما” and “آیین نگارش” are deemed correct.

1-5-3- Compliance with punctuation rules

Punctuation is the use of signs and symbols that facilitate correct reading and comprehension of a sentence.

Below, common signs in the Persian language and their applications are briefly introduced.

- Comma

A comma indicates a pause and is used in the following cases:

1. Global Positioning System

- A) Between two independent words that the reader might otherwise read as a phrase, or where the absence of a comma may lead to a misunderstanding of the sentence.
- b) In cases where a word or phrase is given as an explanation in a sentence, for example, “As spaceships are outside the atmosphere, aerodynamic wings cannot be used to control them.”
- c) Separating different parts of an address or a reference

There should not be a space before the comma, and only one space is needed after it.

- Period

A period marks the end of a sentence and must be inserted at the end of the sentence. There should not be a space before the period; only one space is required and allowed after it.

- Colon

Colons are used in the following cases:

- A) Before direct quotations
- b) Before stating the details of something that has been briefly mentioned.
- c) After a word whose synonym or meaning is written before it.
- d) After explanatory words such as “i.e.”.

There should not be a space before the colon, and only one space is needed after it.

- Quotation marks

The cases of using quotation marks are:

- a) When an exact statement of someone, whether written or oral, is mentioned.
- b) At the beginning and end of scientific words and terms or any word and phrase that should be shown in a privileged manner from other parts.
- c) When mentioning the titles of articles, treatises, poems, newspapers, etc., in the text.

The quotation mark is “ ” and its typeface for Farsi texts is *Yagut 14*. The relevant phrase should be written inside the indicated signs.

- Question mark

No space should precede the question mark (?), and one space must follow it.

- Dash

A dash is used in cases described below:

- A) Separation of explanatory phrases, substitutes, inflections, etc.

b) Instead of the preposition “to” between dates, numbers, and words

- Parentheses

The cases where parentheses are used include:

- a) It means “or” and “that is” to further explain a word by bringing a word or phrase.
- b) When the writer wants to provide more information (supplementary information) to the reader.
- c) To mention the reference at the end of the examples and proofs.

Note: There should be no space between the word or phrase inside the parentheses and the opening and closing parentheses, but space is required on the sides outside the opening and closing parentheses.

Chapter 4:

Page size and font typeface

1-6- Introduction

All the pages of the text should be the same size, and the text's margins should be the same distance. Also, the typeface of the font and its size should be the same for Persian and English texts, as should the distance between lines throughout the text. Below are the details of each of the above items.

1-7- Page size and text margins

The main pages of the text should be typed on A4 paper without borders, headings, annotations, or boxes. The margin is 3 cm from the right and left sides, 3 cm from the top edge, and 2.5 cm from the bottom edge.

The length of each row should be 15 cm, and the distance between the rows should be 1.2 cm. This should be set in the Word software from the Paragraph tab: Line spacing: Multiple: 1.2. The arrangement of the text should be set to *Justify*, and avoid putting frames and other decorations around the text. In the parts of the text where mathematical equations and consecutive formulas are written, it is recommended to use single-line spacing.

At the beginning of each new chapter in the Word software, it is recommended to go to the end of the previous chapter and use the option Insert: Page Break or Page layout: Breaks-Page. The new chapter's starting page should be defined so that the numbering process continues without a problem. Use the Page layout: Next page in cases where the numbering stops or changes from letters to numbers. Make sure that all the items mentioned in this file are observed.

The title page of each chapter should start from the seventh line and be prepared according to the current file format. Avoid leaving blank lines on the first page of each chapter. The opening paragraph (the paragraph that begins under any heading) and numbered paragraphs are always without indentation. In contrast, the first line of other paragraphs begins with an indentation of 0.5 cm.

From the introduction page (the first page after the Table of Contents), the numbering starts with a number and continues until the references conclude. The contents related to these pages have been discussed under "Content and text" in the second chapter of this manual.

1-8- Typeface and size of fonts

1-8-1- Titles and main text

The font type and size of the Persian and English texts should be as described in the template and should not be changed in any way.

According to Table (4-1), select the appropriate font and size for each section of the Persian text throughout the thesis/dissertation. Try to avoid writing in English inside the main text, tables, etc., as far as possible. In cases where an English/Latin word is used inside the Persian text, such as citations, use the size and style of the Latin fonts presented in Table (4-1). The size of Latin fonts is usually two sizes smaller than Persian ones. It is allowed to use footnotes¹, if necessary, per the standards of drafting a thesis/dissertation². The font used in the footer is 3 sizes smaller than the font of the main text: B Nazanin 11 for the Persian footnote and Times New Roman 9 for footnotes in Latin.

1-8-2- Mathematical formulas and equations

Equation Editor has good applicability to writing mathematical equations and contains all the required symbols. Equations should be numbered according to the chapter.

$$F = m a \quad (3-1)$$

$$E = m c^2 \quad (3-2)$$

$$\int \cos(x) dx = \sin(x) \quad (3-3)$$

In setting the formulas' font, style, and size, the pattern presented in Tables (4-2) and (4-3) is followed. This template complies with the default settings of the Word software.

Table 1.1. Thesis typesetting guide for Persian texts

Text type	Font Style	Size	English
Abstract	B Nazanin	14	Times New Roman\12
Titles and names of chapters	B Nazanin	30 Bold	Times New Roman\16\Bold
Two-digit headings	B Nazanin	16 Bold	Times New Roman\14\Bold
Three-digit headings	B Nazanin	14 Bold	Times New Roman\12\Bold
Four-digit and other subheadings	B Nazanin	14 Bold	Times New Roman\12\Bold
Main text	B Nazanin	14	Times New Roman\12
Footnote	B Nazanin	11	Times New Roman\9
References	B Nazanin	14	Times New Roman\12
Abstract	B Nazanin	14	Times New Roman\12
Number and titles of tables/figures	B Nazanin	12 Bold	Times New Roman\10\Bold
Table captions and text	B Nazanin	12	Times New Roman\12
Footnotes of tables and figures	B Nazanin	11	Times New Roman\9
Description of the programming code	B Nazanin	14	Courier New\10
Programming code	-	-	Courier New\10

¹ Footnote

² It is also recommended to separate the caption from the text using the Word program's features (View: Web Layout) to be embedded across the width of the page. The distance of the footer from the bottom edge of the page should be 1 cm in the settings of the word (page setup/layout/header and footer). Notably, if there are any problems regarding the distance of the footnote text from the bottom edge of the page (out of the standard value), check the footnote specifications in the menu view: web layout and related settings so as to fix these problems.

Table 1-1. The font and style of formulas

Example	Font	Styling	application
x	Times New Roman\Italic	Variable	Variable
$f(x)$	Times New Roman\Italic	Function	Function
α	Symbol\Italic	LCGreek	LCGreek
Ω	Symbol	UCGreek	UCGreek
$\mathbf{Ax} + \mathbf{bu}$	Times New Roman	Matrix-Vector	Matrix-Vector
12	Times New Roman	Number	Number
if $a > 1$	Times New Roman	Text	Text
$E = mc^2$	Times New Roman	Text	Constant Parameter
5 N/m^2	Times New Roman	Text	Unit
$\int x dx$	Symbol	Text	Math Operator
$\sin(x)$	Times New Roman	Text	Math Function

Table 1-2. The size of the formulas

Size	Position
12 pt	Full
7pt	Subscript/Superscript
5 pts	Sub-Subscript/Superscript
18 pt	Symbol
12 pt	Sub-Symbol

1-9- Headings

Each section of each chapter is identified by two numbers separated from each other with a hyphen. The Farsi text's right and left numbers indicate the chapter and section numbers, respectively (for example, 4-4-1. results). If each section has a subsection, the number of each subsection is placed on the left side of the above number for Farsi. In Latin texts, the number on the left is the chapter number, and the number on the right is the section number. These cases are also true in the numbering of attachments, which is done alphabetically. Also, applying a space is recommended between the last line and the subsection title.

After each heading, it is necessary to write a text, however brief it may be. Never should an inner heading start without the appearance of the text after a heading. In the opening text of each heading, it is necessary to state the content of the chapter or section and the reason for its presence to establish a mental atmosphere in the reader.

The first paragraph given under the (sub)heading starts with no indentation, while other paragraphs start with a blank space of 0.5 cm. Deciding on the paragraphs and

arranging them is one of the main requirements of a thesis/dissertation report. In order to do this intelligently, the definition of automatic spacing (indentation) for starting a new paragraph in the template is avoided. In addition, because many mathematical equations are used in technical report writing, automatic spacing presupposes a new paragraph after each equation, which is not desirable.

1-10- Spacing

On many occasions, it is necessary to use or avoid using a space, some of which are mentioned below:

Putting more than one space between words is not allowed. For example, “Principles of writing” is typed correctly, while “Principles of writing” is incorrect

Do not put a blank line before and after the main heading, before the title of figures and tables, and after the number of the figure or table because these spaces are defined in the styles and are set automatically.

1-11- Writing words separately without leaving a space between them

Sometimes it is necessary to write the parts of a word separately from each other, without leaving a space between them (such as *جدانوشتن* or *می شود*). For this purpose, use <Ctrl+Shift+2> between the two parts of the word. Almost all compound words in Persian must be written separately except for subject adjectives such as “*عملگر*”, “*باغبان*”, and “*دانشمند*” or words such as “*آنها*” and “*اینکه*”.

1-12- Table of contents, list of figures, and list of tables

The table of contents can be defined in any way in the file. In this file, a list structure is defined based on the headings related to the titles of chapters and sub-chapters, as well as the titles of tables and figures. Students who are interested in defining the lists of figures and tables based on the captions used in the file can use the *Reference/Insert table of figures* option. Finally, the final structure and defined formats for the chosen font must be compatible with the structure presented in the present file.

If you use this template to prepare a thesis/dissertation, after finishing it or while completing it, you can update it by right-clicking on the current list (using the *update field* option). The list of tables and figures can be updated in the same way.

1-13- Header and footer

The frames at the top and bottom of a page are called header and footer, respectively. The header and the footer can be selected from the Insert menu. Avoid creating lines in

the header section and adding content such as chapter titles, etc. At the bottom of the page, the page number and the English equivalent of some unusual terms and words are written, and references should not be mentioned.

1-14- Tables, diagrams, and figures

Tables and figures of each chapter should start from 1 and include the corresponding chapter number. The number should be included in the text (immediately after or close to the paragraph citing the figure or table). All tables and figures should be cited in the text. In the title of the tables and figures, the variable or phenomenon under study is mentioned. The caption of the tables should be mentioned above the table and the caption of the figure below them (as in Table 4-1 and Figure 4-1). For example, you can use the format of Figure 4-1, whose Excel file is included in the Postgraduate Education website along with this manual. If you use this sample file, do not change the font sizes and the boldness. Also, all the forms should be prepared in the same standard format. Multi-part figures should be merged into one file in graphic software as (a), (b), etc., and prepared with appropriate quality in TIFF format.

It is recommended to prepare two-part figures next to each other horizontally, three-part forms below each other in a column, and four-part figures in two rows and two columns. The width of a single figure should be 13 cm; the width of a two-part and four-part figure arranged horizontally beside each other should be 14 cm; and the width of a three-part figure should be about 11 cm. The minimum quality of color figures and line graphs should be 300 dpi and 1200 dpi, respectively.

It should be noted that a figure should not be placed in the middle of a paragraph. Figures should be given at the end of the corresponding paragraph. After the figure, a new paragraph should start with the spacing specified for the paragraph.

In order to make the text more beautiful, it is recommended not to place figures or tables in a paragraph. However, after placing a figure or table between the clauses of a chapter, the clause after that begins without an initial space. If a formula is placed in the middle of a paragraph, the paragraph following the formula begins with no indentation from the beginning of the line.

In preparing the tables, the format of the tables below should be applied (in terms of size and type of font, spacing of the text, and boldness of the lines). It is also recommended to define the spacing of the lines of the texts as single.

Table (4-1) Table title.

Methods	Time (seconds)	work (WU)
multi-network	54	85.37

The numbering of figures, diagrams, and tables in the text is generally based on the chapter number and the counter of these elements in the chapter. In this file, these numbers are defined such that the phrase corresponding to them comes first, and then, with a “space”, the corresponding number is inserted inside the parentheses. As an example, the first figure of the fourth chapter is numbered Figure (4-1). It is recommended to observe this format in the captions of figures, diagrams, and tables, as well as in referencing them in the text.

Numbering and captions related to figures and tables are written in the middle of the line, and their location is above the table and below the figure, respectively. Before and after placing figures and tables, a line of space from the main text is required. The distance from the bottom edge of the table title line is equal to 5 pt, and its distance from the last line of the upper text is considered to be equal to 30 pt. This feature is applied in “figure” and “table” styles.

Whenever the table needs a footnote, it will be placed immediately below the table, and its numbering is independent of the numbering of the text footnote. The line length of these captions should not exceed the table’s width, and its font size should be one size smaller than the text of the table.

In this file, automatic numbering is defined for figures, diagrams, and tables, which is done using the References/Captions/Insert Caption tool.

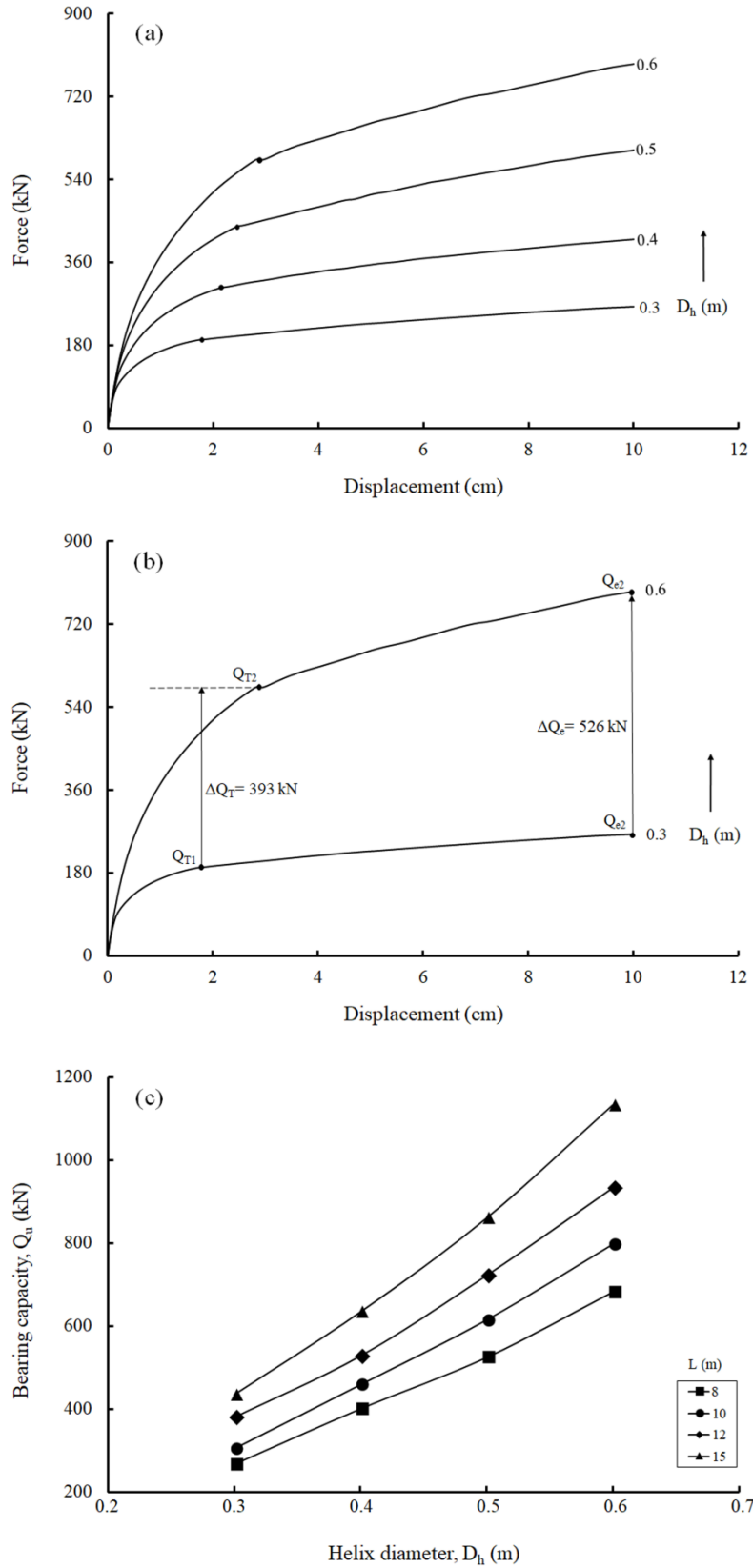


Figure (1-1) (a) Force changes according to displacement, (b) force determination process - displacement, (c) load capacity changes with diameter.

1-15- Citation of tables, figures, equations, references, and sections

A figure or table should not appear in the text before it is already introduced. Figure and table numbers must be placed in parentheses, and there must be a space between the number of the figure (or table) and the word before it (figure or table). For example, “Figure (4-1)” is correct, and “Figure 4-1” is incorrect.

Reference to mathematical equations should always be made after including those equations in the text. The respective numbers of mathematical equations are used in parentheses.

It is recommended to use the Insert/Object/Microsoft Equation 3.0 command to write formulas and equations when using Word 2010 or 2007 software. This way, there will be no problem arranging equations and messing up their order when printing (either printing on paper or preparing a PDF file). Moreover, using a table without lines is recommended to posit the formulas to maintain the arrangement of equations.

If so, equation numbers are placed in the right cells and equations in the left cells. Similar to the format of the second paragraph onwards, the numbers are written with 0.5 cm indentation, and the equations are placed in the cells on the left side, without indentation, and in left alignment.

When writing equations, authors may set the original text size to 12 pt and other texts to 10 pt in the settings section of Microsoft Equation so that the equations are consistent with the prepared text.

In order to automatically number the equations presented in the text, the *References/captions/Insert caption* option is used. In this case, the title “formula” is defined for inserting equations in this section, and by selecting the *Exclude label from the caption*, only equation numbers are included in the file.

1-16- Other tips

- 1) Appendices: If the thesis/dissertation has several appendices, they should be separated by letters.
- 2) Glossary: If necessary, a glossary is arranged alphabetically from non-Persian to Farsi or vice versa.
- 3) English abstract and keyword: The abstract is recommended to be a translation of the Persian abstract.
- 4) English title page: Its contents are written the same way as the Persian title page, and the year and month are written in A.D.

1-17- The appearance of the thesis/dissertation

The thesis/dissertation should be written in Farsi language and based on the latest

version of the instructions and guidelines for compiling theses at Azerbaijan Shahid Madani University. The physical appearance of the thesis should be similar across faculties. For this purpose, the printing and binding of theses/dissertations should be double-sided, and the color of their printed cover in master's degree and doctoral theses in different faculties should be as described in the following table:

Table (5-1) The color of the thesis/dissertation cover for different faculties

Name of the faculty	Color
Literature and Humanities	Crimson
Theology	Grey
Information Technology and Computer Engineering	Black
Technical and Engineering	Navy
Agriculture	Jade Green
Basic Science	Jade Green
Educational Sciences and Psychology	Brown

In addition, the information contained on the cover and back of the thesis/dissertation should be in “Zarkoob” form. Also, due to the importance of the quality and quantity of the text of theses/dissertations, the number of pages of the master's thesis, regardless of the table of contents and references, should not be fewer than 70 pages for humanities fields and fewer than 60 pages for technical and engineering fields, basic sciences, and information technology. For doctoral theses, the minimum number of pages is according to the opinion of the respective departments. However, it cannot be fewer than the minimum considered for its corresponding field in the master's degree.

In-text citation and references

All the sources mentioned in the proposal's text or the final version of the thesis/dissertation of graduate students must be cited in the text and listed as references with complete specifications at the end of the file. At the end of the last chapter, the References section should start from the first page with an unnumbered title. Students should choose one method from the three standards of alphabetical referencing (APA), numbering, or MLA and prepare the thesis/dissertation references accordingly. The method for different fields of study are mentioned in Table (4-6):

Table (6-1) Methods of in-text citation in the thesis/dissertations in different departments

Faculty	Department	Citation method
Theology and Islamic Sciences	All fields	APA
Agriculture	All fields	As per Bioscience Journal
Literature and Humanities	English Language and	MLA
	Literature	
	Other fields	APA

Information Technology and Computer Engineering	All fields	Numbering
Technical and Engineering	Civil Engineering	APA
	Other fields	Numbering
Educational Sciences and Psychology	Exercise Science	Numbering
	Other fields	APA
Science		Numbering

In both APA and numbering methods, the writing format of the references (including the order of the authors, year of publication, the title of the work, the publisher, page numbers, etc.) as they appear in the final list will be according to the guidelines provided by the Graduate Education Office. Professors and colleagues should seriously refrain from proposing to prepare a list of references in any other format as decided by the department. It is also necessary to check all the sources in the text and the list of sources to yield consistency with each other.

- In all methods, only the first letter of the first word of the title should be capitalized in the title of references.
- All references, figures, tables, formulas, footnotes, and appendices must be mentioned in the main text along with their source.
- Whenever one part of the content of a source is used without a change, the beginning and end of the quoted content should be marked with "...".
- The first name of a researcher in the list of references should be written in abbreviated form, and uniformity should be maintained in the format of the references.
- In referencing, you can use referencing software such as endnote.

Below, the basics of in-text citation and their presentation in the references list for each mentioned method are briefly presented, along with Persian and English examples.

The first method) The format of all types of references according to the APA method

In the alphabetical method (APA), Persian references should be mentioned in Persian and Latin references in Latin in the cases of citation or referencing. Avoid writing the Latin names of authors in Persian and their Latin in footnotes.

- To cite sources in the main text, one should mention (the researcher's last name and year of publication) at the end of the sentence. If there are more than two researchers, the citation method will be (last name of the first researcher et al., year of publication). You can also mention the reference page number. For example, (researcher's last name, publication year, page number 30). If using one of the mentioned methods, the same format should be followed throughout the text. If the

reference is part of the text and is not mentioned separately at the end of the sentence, it is written as follows: researcher's last name (year of publication) or researcher's last name (year of publication, page number).

- An example of an in-text citation of a Persian reference: Alipour et al. (2016) found that ..., or Alipour et al. (2016, p. 28) found that
- An example of an in-text citation in Latin: (Park et al., 2018) or (Park et al., 2018: 11).
- In APA, the final reference list begins with the Persian sources and is followed by the English sources, both of which should be sorted according to the first author's last name.
- There is no need to mention the page number for the resources retrieved from the Internet. It would suffice to mention the author's name and the work's publication date. For example: (Ministry of Science, Research, and Technology, 2011). If the work's publication date was unavailable on the Internet, the term n. d. (no date) is used, for example, (Ministry of Science, Research, and Technology, n. d.).
- If the number of authors is more than three, only the last name of the first author is mentioned, and the phrase "et al." is used. For example: (Moradi et al., 2009, p. 49).
- If more than one source is cited in the text, the names and year of publication are separated by semicolons (;), for example, (Moradi, 2009, p. 39; Abedi et al., 1986, p. 86).
- If several works of the same author are referred to, after mentioning the author and the year of publication, the years are separated by a semicolon, for instance (Moradi, 2013; 2014; 2015; 2015).
- For books translated into Farsi, the translator is not mentioned as an in-text citation, and only the original author's surname will appear along with the date of publication of the work in Iran. For example: (Vickery, 1990, p. 79)
- If the same source is cited several times, it is necessary to mention the author's name and the year of publication each time, and do not use the word "ibid".
- Materials exchanged through telephone conversations and e-mails will not be included in the list of sources because these sources are not retrievable by other people. For this purpose, only in-text citations are used, for example, Rahmatullah Fatahi (personal communication, November 2, 2010) or M. Burton (personal communication, August 1, 2009).

It should be noted that the full details of each source cited in the text must be listed in the list of references at the end of the thesis. In the references, more information is given, such as the name of the author(s), the year of publication, the full title of the reference, and the URL or the scope and domain of the pages. Besides, if several works from the same author are included in the final list, it is necessary to write their complete

specifications and avoid writing their names as ///////////////.

Examples of how to write references in the end list in the APA method:

A) Journal articles

Last name, first name or initials of the first name. Year published Title of the article, name of the journal or magazine, **the period** (number), beginning page number-end page number.

Example:

Samanian, M. (1999). Analyzing the information-seeking behavior of physicians in Masjid Suleiman, *Salamat Scientific Journal*, **38** (2), 99-100.

Rutherford, BJ (2006). Reading disability and hemispheric interaction on a lexical decision task. *Brain and Cognition*, **60**, 55-63.

Rose, ME, Huerbin, MB, Melick, J., Marion, DW, Palmer, AM, Schiding, JK, Kochanek, PM and Graham, SH (2002). Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Research*, **943** (1), 15-22.

b) Articles published in the domestic or international conferences

Last name, first name or initials of the first name. (Year published). Title, *Conference title in italics*, holding date, venue city, venue country, start-end.

Example:

Kaveh, A. and Jahanmohammadi, A. (2009). Applications of group theory and symmetric groups in the analysis of astronaut structures with complex symmetries. *Proceedings of the 8th International Congress of Civil Engineering*, Shiraz, Shiraz University, 18-25.

Jafarzadeh, F. and Zamanian, M. (2013). Effect of stress anisotropy on cyclic behavior of dense sand with dynamic hollow cylinder apparatus. *Proceedings of the 18th International Conference on Soil Mechanics and Geotechnical Engineering*, Paris, France, 1026-1030.

c) Books

C-1) with one author

Last name of the author, first name of the author (Year of publication). *Book name in italics*. City of publication: Name of the publication.

Example:

Kamkari, Cambiz (2008). *Statistical description*. Tehran: Bal Publications.

Gorman, J.M. (1996). *The new psychiatry: The essential guide to state-of-the-art therapy, medication and emotional health*. New York: St. Martin's Press.

C-2) More than two authors

Example:

Kokabi, A.; Rezaei, S. and Mohammadi, M. (2011). *An introduction to the basic concepts of the study*, Tehran: Chapar.

Murphy, MA, Lai, D. and Sookraj, D. (1997). *Evaluation of the neighborhood (congregate) meal program: Final report*. Kelowna, BC: Kelowna Home Support Society.

C-3) Edited

Example:

Moradi, N. 1. 129-174. *General bibliography*. Second edition. Tehran: SAMT.

Lindgren, HC (2001). Stereotyping. In *The Corsini encyclopedia of psychology and behavioral science* (Vol. 4, pp. 1617-1618). New York, NY: Wiley.

C-4) Collection of articles

Example:

Nowrozi Chakeli, A. R. (2005). Information society and globalization. In Mohsen Haji Zain Alabedini (editor), *Proceedings of conferences held by the Library and Information Society of Iran* (pp. 121-153). Tehran: National Library of the Islamic Republic of Iran.

C-5) No author

Example:

Merriam-Webster's Collegiate Dictionary (1993). Springfield, MA: Merriam-Webster.

d) Thesis

Last name, First name initial. (Year). Title of thesis or dissertation, Department, Faculty, University, City, Country.

Example:

Izadpanah, A. (1982). The epistemological foundations of Masha' and Ahl Irfan, Master's thesis, Department of Islamic Studies, Faculty of Literature and Humanities, University of Qom, Qom, Iran.

Muller, DA (2008). Designing Effective Multimedia for physics education, School of Physics, University of Sydney, Sydney, Australia.

g) Standards and guidelines

Example:

Publication No. 234. (2011). Iran's Asphalt Road Paving Regulations, Presidential

Deputy of Planning and Strategic Supervision.

ASTM Standard D 854. (2003). Standard test methods for specific gravity of soil solids by water pycnometer, ASTM International, West Conshohocken, PA.

R) Research report

Last name, First name initial. (Year). Title of the research report, Name of the research institution, city, country.

Example:

Amuzadeh Tabrizi, M. (2010). Seismic behavior analysis of brick walls enclosed with concrete coils, Faculty of Civil Engineering and Environment, Tarbiat Modares University, Tehran, Iran.

g) Dictionaries and encyclopedias

The supervisor's name is first given, and then the other necessary information is arranged, as in the case of books.

Example:

Bojnourdi, S.K. et al. (1998). Big Islamic Encyclopedia, 2nd edition, Big Islamic Encyclopedia Center, Tehran, Iran.

Greenbaum, T.L. (1998). The handbook for focus group research, 2nd ed., Sage Publications, Thousand Oaks, CA.

The second method) Format of all kinds of references using the numbering method

In this method, the citations are numbered according to their placement order. If a source is cited by assigning a number, the same number will be used for the same source in subsequent citations.

- In this method, a sentence taken from a source is cited with a number and within brackets. Note that the square brackets must be inside the sentence, and the end point of the sentence (or any other punctuation mark) will follow the reference [1].
- All citations to the same source throughout the text are referred to only with the same number.
- When it is necessary to cite multiple sources simultaneously, their respective numbers will be mentioned in square brackets and separated by a comma, and if their numbers are consecutive, a minus line is used between the first and last number: [1, 3, 5] Or [1-5]
- At the end of the text and in the references section, first Persian references are mentioned and then, the English ones.
- The order of writing the specifications of each reference begins with the reference number. It continues with the initial of the first name of the author(s), the title of the reference in italics, its edition number, place of publication or publisher, and finally, the year of publication.

Examples of how to write references in the end list via numbering follow:

A) Journal articles

[Reference No.] For all authors: Name or The first letter of the name. Last name, Each separated with a comma. "Title", name of the journal or conference, the volume of the journal, pages numbers, the place of publications or holding the conference, year of publication

Example:

[10] N. Baniasadi, "Participatory management of teachers and its relationship with students' civil society behavior", *Journal of Psychology and Educational Sciences*, vol. 34, pp. 65-96, 2013.

Journal Article in Print: Abbreviated titles

[28] G. Liu, KY Lee, and HF Jordan, "TDM and TWDM de Bruijn networks and shufflenets for optical communications," *IEEE Trans. Comp.*, vol. 46, pp. 695-701, June 1997.

Journal Article in Print: Full titles

[29] JR Beveridge and EM Riseman, "How easy is matching 2D line models using local search?" *IEEE Transactions on Pattern Analysis and Machine Intelligence*, vol. 19, pp. 564-579, June 1997.

b) Article from an electronic journal

[Reference No.] For all authors: Name or The first letter of the name. The last name separated with a comma, article title abbreviated [Internet], volume: page number, day, month, and year of publication [day, month, and year of access].

Example:

[24] P. H. C. Eilers and J. J. Goeman, "Enhancing scatterplots with smoothed densities," *Bioinformatics*, vol. 20, no. 5, pp. 623-628, March 2004. [Online]. Available: www.oxfordjournals.org. [Accessed September 18, 2004].

c) Articles published in a domestic or international conference

[Reference No.] name or the first letter of the name, last name for all writers, "article's title", the *title of the conference*, The city of the conference, the country, the date of the conference, pp. Start-end pages.

Example:

Conference Paper in Print

[16] L. Liu and H. Miao, "A specification-based approach to testing polymorphic attributes," in *Formal Methods and Software Engineering: Proceedings of the 6th International Conference on Formal Engineering Methods, ICFEM 2004, Seattle, WA, USA, November 8-12, 2004*, J. Davies, W. Schulte, M. Barnett, Eds. Berlin: Springer, 2004. pp. 19-306.

Unpublished Conference Paper

[18] H. A. Nimr, "Defuzzification of the outputs of fuzzy controllers," presented at the 5th International Conference on Fuzzy Systems, 1996, Cairo, Egypt. 1996.

d) Book

d-1) With one author

[Reference No.] Name or the first letter of the name. Last name, Full Title of the Book. The translator's surname, name. Volume number. Edition number. Place of publication: Publisher; Year of publication

Example:

[1] M. Farshad, Shell buildings, Shiraz, 1985.

[1] R. B. Stewart, "How to Build a Boat" in *Boats for Dummies* 10th ed. New York: IEEE Trans. Boat Package., 2014, Ch. 7, pp. 120-145.

d-2) With two or more authors

[Reference No.] For all authors: Name or the first letter of the name. Last name, each separated with a comma. Title of the book, Place of publication: Publisher; year of publication.

Example:

[9] U. J. Gelinas, Jr., SG Sutton, and J. Fedorowicz, *Business Processes and Information Technology*. Cincinnati: South-Western/Thomson Learning, 2004.

d-3) Edited

Example:

[6] A. Rezi and M. Allam, "Techniques in array processing by means of transformations," in *Control and Dynamic Systems*, Vol. 69, Multidimensional Systems, CT Leondes, Ed. San Diego: Academic Press, 1995, pp. 133-180.

d-4) Internet-based

[20] L. Bass, P. Clements, and R. Kazman, *Software Architecture in Practice*, 2nd ed. Reading, MA: Addison Wesley, 2003. [E-book] Available: Safari e-book.

[1] M. Babaei, Electronic Publication, edited by Ali Hossein Ghasemi. Tehran: Center for Scientific Information and Documents of Iran. 2003. http://www.irandoc.ac.ir/data/books/E_p/contents.htm [Access at 06/31/2006]

e) Thesis

[Reference No] Name or the first letter of the name. Last name, "Title of the thesis", Level, academic department, faculty, university, city, country, year.

Example:

- [1] J. O. Williams, "Narrow-band analyzer", Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.

f) Research report

- [Reference No.] For all executives: Name or the first letter of the name, last name, each separated with a comma. "title of the research project", registration number, full name of the respective organization, the project's location, the date of the project.
- [1] E. E. Reber absorption in "the earth's atmosphere," Aerospace Corp., Los Angeles, CA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1988.

The third method) As per the Bioscience Journal

In-text citation:

- (author year): for example (Mousavi 2018) or (Johnson 2019).
- When there is more than one source, use the pattern (author 1999, author 2000, 2001); for example, (Tabrizi 2016, Mousavi 2016, 2019) or (Perry 2000, 2001, Jones 1999).
- For sources with two authors, use the pattern (first author and the second author year). For example (Salimi and Mortazavi 2015) or (Grubben and Denton 2004).
- For sources with more than two authors, the pattern is: (last name of the first author et al. year). For example (Mohsani et al. 2018) or (Jones et al. 2020).

In the references section:

- Write the sources based on the examples mentioned below (It is recommended to use the EndNote software and Bioscience format to reduce errors.).
- Names of all the authors of the article, if there are not more than 10, should be mentioned. For references with more than 10 authors, the first author's name should be written, and other authors will be referred to as *et al.*
- All sources in the text should be mentioned in the reference list, and sources that are not in the text should not be included in the references list.
- First, Persian sources followed by English sources are written, and the sources are sorted alphabetically.
- Examples of how to write references in the final list based on the Bioscience journals are as follows:

A) Published articles

A-1) In journals

For all authors: last name and the initial of the first name, each separated from the other authors with a comma. Year. Title. Name of the journal volume (number): page numbers.

Example:

Bryant PJ, Simpson P. 1984. Intrinsic and extrinsic control of growth in developing organs. *Quarterly Review of Biology* 59: 387–415.

Ghazalbash N, Abdulahi M. 2013. Inhibitory effect of herbal extracts of Shirazi thyme and Chuil on root knot nematode tomatoes in greenhouse conditions. *Scientific-Research Quarterly Journal of Iranian Medicinal and Aromatic Plants* 29 (4): 842-853.

A-2) Online article

Example:

Palevitz BA. 2002. Designing science by politics. *The Scientist* 16:25. (April 1, 2003)

Safai L, Zainli H, Afioni D. 2019. Evaluation of quantitative and qualitative performance changes of fennel essential oil (*Foeniculum vulgare Mill*) under salt stress conditions. *Iranian Medicinal and Aromatic Plants Research* 35:3. (August and September 2018)

b) Articles published in the domestic and international conferences

Last name Initial of the first name, which should be similarly followed for all writers.
Year. Article title. Conference name; The date of the conference, the city of the conference, the country.

Example:

Kleinman RLP, Hedin RS, Edenborn HM. 1991. Biological treatment of mine water—an overview. Paper presented at the Second International Conference on Abatement of Acid Drainage; 16–18 September 1991, Montreal, Canada.

Behpour M, Abulipour M. 2012. Evaluating the competitive ability of the modified Kales varieties A (*Brassica napus*) with weeds. 20th Iranian herbal medicine congress; 4-7 September 2011, Shiraz University, Iran.

c) Book

C-1) Complete book with any number of authors

Example:

Ling GN. 1984. In Search of the Physical Basis of Life. Plenum Press.

Kianmehr H. 2013. Medicinal Plants of Iran. Ayizh Publications.

C-2) Chapter of the book

Southwood TRE. 1981. Bionomic strategies and population parameters. Pages 30–52 in May RM, ed. *Theoretical Ecology*. Sinauer.

Kauffman EG. 1984.] The fabric of Cretaceous marine extinctions. Pages 151–248 in Beggren WA, Van Couvering JA, eds. *Catastrophes and Earth History*. Princeton University Press.

Bagheri A. 2012. Biotechnology and plant species. Pages 288-319 in Kokhaki A, Khajah Hosseini M, authors. Modern Agriculture. Jihad Daneshgahi Publications (Ferdowsi University of Mashhad).

d) Thesis/dissertation

Last name Initial of the first name. Year. Title. Level. University, city, country.

Example:

Bhan S. 1997. Growth of Grass Shrimp in a Contaminated and Uncontaminated Site. Master's thesis. New Jersey Institute of Technology, Newark, USA.

Clegg L. 1978. The Morphology of Clonal Growth and its Relevance to the Population Dynamics of Perennial Plants. Ph.D. dissertation. University of Wales, Bangor, United Kingdom.

Mehrpoor M. 2011. Studying the morphological characteristics, pathogenicity, and genetic diversity of *Lecanicillium fungicola* isolates as the pathogenesis of dry bubble disease of edible button mushroom and the possibility of controlling this disease by several herbal compounds. Master's thesis. Tarbiat Modares University, Tehran.

Abdulahi A. 2012. Evaluation of wheat and chickpea mixed cropping methods with nitrogen management under weed control and non-control conditions. Ph.D. Thesis. Tabriz University, Tabriz, Iran.

e) Scientific report

last name and the first letter initial for all writers, each separated with a comma. Year. Title of the research project, location, registration number.

Example:

Lassister RR, Cooley JL. 1985. Prediction of Ecological Effects of Toxic Chemicals, Overall Strategy and Theoretical Basis for the Ecosystem Model. Government Printing Office. Report no. 83-261-685.

The fourth method) The MLA style

For in-text citation, only mention the author's last name and the page number you have used in parentheses. Example:

Medieval Europe was a place both of "raids, pillages, slavery, and extortion" and of "traveling merchants, monetary exchange, towns if not cities, and active markets in grain" (Townsend 10).

If there are two or three authors, follow the pattern: (last name, first name and other author(s)). Example:

(Rabkin, Greenberg, and Olander vii)

If there are more than three authors, only the first author's last name and "et al." will be used. Then the page numbers used are mentioned. Example: (Lauter et al. 2601-09)

- If the author's name is given in the sentence, there is no need to repeat the name in the in-text citation; only the page number is sufficient. Examples:

Tannen has argued this point (178-85).

- Full stops or commas are used after references and outside parentheses without spaces. Example:

In his Autobiography, Benjamin Franklin states that he prepared a list of thirteen virtues (37-135).

An example of how to write references in the final list using the MLA style

A) Magazine articles

last name, first name of the author. "Title". Name of the publication in italics and the date of publication: page number.

Example:

"Prin, Dinah." Marriage in the 90s". *New York* June 2, 1990: 40-45.

b) Article from an electronic journal

(author's last name, first name). "Title." Name of the Internet page. Supporting organization/institution, publication date (or last date the file has changed). Web, access date.

Example:

(Khakpur, Muhammad). "Examining Virtual Cities." The Fifth Programming and Urban Management Conference. 2013.

Erfanian, Morteza, et al. "Iranian students and social networking sites: Prevalence and pattern of usage." *Procedia-Social and Behavioral Sciences* 83 (2013): 44-46.

c) book

Last name of the author or editor, first name. Book title in italics. If the book had an editor, translator, or compiler, mention their name(s). Information about the publisher, including the place of publication: the name of the publisher, and the year of publication.

Example:

Mumford, Louis. *Highway and city*. New York: Harcourt Brace and World, 1963.

Mumford, Lewis, *The Highway and the city*. New York: Harcourt Brace and World, 1963.

d) Thesis

Last name of the presenter of the dissertation, first name. "thesis title". Level, academic department, faculty, university, city, country, year.

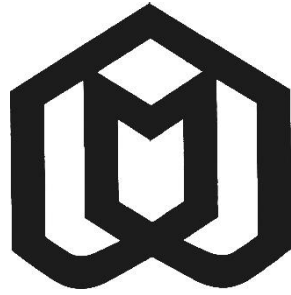
Example:

Darling, Charles W." Giver of Due Regard: The poetry of Richard Wilbur ". Diss. U. of CT, 1977. Hartford: Merganser Press, 1979.

Abstract in Persian

In the Persian abstract section, an overview of the research subject and a summary of current work should be presented. Then, the important results of the research are written. This section must be about 300-400 words in a single paragraph and adjusted on one page. At least 5 keywords must be written after the abstract.

Keywords: First keyword, second keyword, ..., ...,



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Dissertation in Farsi here**

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Insert supervisor's name here

استاد مشاور:
Insert advisor's name here

پژوهشگر:
Insert student's name here

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