

Postgraduate Theses Writing Guidelines at Sultan

Qaboos University

Introduction

Sultan Qaboos University offers a variety of postgraduate programs at the doctoral, master's, and postgraduate diploma levels through its nine colleges: College of Agricultural and Marine Sciences, College of Arts and Social Sciences, College of Education, College of Engineering, College of Science, College of Economics and Political Science, College of Medicine and Health Sciences, College of Nursing, and College of Law.

The offered programs vary based on the study option, including coursework-only programs, programs with coursework and a comprehensive examination, programs with coursework and a thesis, and thesis-only programs. Students enrolled in programs requiring a thesis or a combination of coursework and a thesis must prepare a scientific thesis on an original academic topic that significantly contributes to their field, demonstrates their mastery of research methodologies and tools, and affirms their ability to conduct independent scientific studies.

Believing in the importance of theses and the scientific contributions they can provide in the academic field, Sultan Qaboos University has prepared this guide to assist postgraduate students and thesis committees in the preparation of academic theses. The guide outlines the components of master's and doctoral theses at Sultan Qaboos University and details the general structure for writing theses, which adheres to specific rules that students and thesis committees must fully comply with. This ensures a unified format for all theses submitted within the postgraduate programs at Sultan Qaboos University.

Additionally, students must consider the characteristics of academic writing throughout the preparation of their thesis, applying these principles at every stage of their research, including

adhering to the ethics of scientific research. Understanding the features of academic writing is essential for producing a thesis in a systematic, scientific, and objective manner.

Components of Academic Theses

Master's and doctoral theses at Sultan Qaboos University consist of several sections, some of which are mandatory and others optional. Generally, the thesis is composed of the following sections:

Preliminary Pages

Thesis Chapters

References List

Appendices

The following pages provide details on the general components and contents of the thesis, along with some general principles for thesis writing, guidelines for structuring and organizing the document, and examples of citing sources within the text and in the references list following the American Psychological Association (APA) citation style.

First: General Principles for Writing the Thesis

Both the student and the thesis committee must adhere to the following general principles when writing the academic thesis:

Applicability of the Guide: This guide applies to all postgraduate programs (master's and doctoral) at Sultan Qaboos University, except for the following programs. For these programs, only the preliminary pages, references list, and appendices apply, while the number of chapters

and their order will follow the guidelines approved by the respective college councils due to their specific nature. These programs are:

- All programs at the College of Law
- Programs in the Department of Arabic Language and the Department of History at the College of Arts and Social Sciences
- Programs in the Department of Islamic Sciences at the College of Education

Citation System: Sultan Qaboos University adopts the APA citation system developed by the American Psychological Association for referencing and citation. This system ensures consistency in source citation across the university's scientific publications. The student and thesis committee must strictly follow the APA style throughout the thesis and understand the rules it provides. They must also keep up with updates to the system.

Reference Citations: A reference citation is a part of the source text, whether it's a book or a published study in a peer-reviewed journal or other information sources, cited by the student at various parts of the thesis. Citations can be either direct, where the student uses the exact wording of the source, in which case the quoted text should be placed in quotation marks (" ") with the author's name, publication year, and page number. Alternatively, the student can cite a text as a complementary part of their text, making some changes without altering its meaning. In this case, the citation should include the author's name and publication year. Excessive direct quoting affects the quality of the thesis, so the student should avoid direct citations unless they are necessary to emphasize a specific point. The APA citation system includes three formats (details on citation are provided at the end of this guide):

- One author and year of publication (Al-Saqri, 2020) or (Dervin, 1998)

- Two authors and year of publication (Al-Saqri & Al-Kindi, 2019) or (Dervin & Foreman, 2012)
- More than two authors and year of publication (Al-Saqri et al., 2018) or (Dervin et al., 2003)

Footnotes: Footnotes can only be used in the following cases, and students should not use them for referencing sources or citing Quranic verses and Hadiths:

- Citing Quranic verses and Hadiths
- Clarifying a specific point in the text without distracting the reader from the main topic
- Explaining multiple terms in a complex issue, which would disrupt the flow if addressed within the main text
- Clarifying differences between various manuscript versions and the approved original version in the text
- Explaining ambiguous vocabulary in the manuscript or quoted text
- Highlighting differences in readings, Hadiths, or poetry and evaluating them
- Providing a brief translation of names of persons or places
- Correcting incorrect information in the manuscript text

Plagiarism Threshold: Both the student and the thesis committee must ensure that the similarity index of the thesis, as measured by the Turnitin program, does not exceed 20%. For further details, please refer to the plagiarism procedures approved by the University's Graduate Studies Council, attached at the end of this guide.

Thesis Length: The length of a master's thesis at Sultan Qaboos University must not be less than 30,000 words, excluding preliminary pages, references list, and appendices. The doctoral thesis must not be less than 100,000 words, excluding preliminary pages, references list, and appendices.

Language: Theses at Sultan Qaboos University can be written in either Arabic or English, depending on the program. For a thesis written in Arabic, the student and the thesis committee must adhere to the rules of the Arabic language. For an English thesis, the student and the thesis committee must choose between American or British English conventions.

Font Type, Size, and Color: For Arabic-language theses, the font used is Simplified Arabic, with size 20 for the title, 16 for main headings, and 14 for the body text. The thesis should be on A4-sized paper, printed on one side only. The text must be in black, with colors used only for figures. The line spacing and paragraph spacing should be set to 1.5 cm.

For English-language theses, the font used is Times New Roman, with size 20 for the title, 14 for main headings, and 12 for the body text. The thesis should also be on A4-sized paper, printed on one side only, in black ink, with colors used only for figures. The line spacing and paragraph spacing should be set to 2.

Margins: The margin for the body of the thesis should be 2.5 cm from the top and the outer page edge and 4 cm from the binding side (right side for Arabic theses, left side for English theses) to accommodate binding. The bottom margin should be 3.75 cm to leave sufficient space for page numbers at the center of the bottom of the page.

Page Numbering: All pages of the thesis should be numbered, except for the cover and title pages. Arabic letters (أ، ب، ج، ...) are used for numbering the preliminary pages in Arabic theses, and Latin letters (I, II, III, ...) are used for the preliminary pages in English theses. For the body of the thesis, Arabic numerals (1, 2, 3, ...) should be used for both Arabic and English theses. The page number should be placed at the center of the bottom margin, without parentheses, frames, or dashes. The first page (title page) should not be numbered, and page numbering

should begin with the second page, numbered as (ب) for Arabic theses and (II) for English theses.

17. Punctuation Marks: The student must pay attention to punctuation marks, adhere to their correct usage, and place them in their proper positions. There should be no space between the punctuation mark and the preceding word, and a single space should be placed between the punctuation mark and the following word.

18. Binding and Covering: The thesis binding color should be dark brown for a doctoral thesis and dark blue for a master's thesis. Gold should be used for the text on the cover and spine. The cover must match the first page (title page), with the copyright symbol (©) added at the bottom of the page. The student's name, degree, and graduation year should appear in gold on the spine of the thesis.

Second: Preliminary Pages

- 1. Cover and Title Page:** The cover and title page should be written in dark black color, font size 20. The title should be carefully checked for both spelling and language, and it must match the actual title of the submitted thesis. It should accurately reflect the content and scope of the study. The department name and degree must match the student's registration information (see Figure number...).
- 2. Acknowledgment Page:** The student must write a statement declaring that the thesis is their work and that it has not been previously submitted, either fully or partially, to obtain any degree other than the one specified in this declaration.

I, the undersigned student:

declare that this thesis is my own work and has not been previously submitted, either fully or partially, to obtain any degree, except for what is mentioned in this declaration.

Signature

Date.....

4. **Dedication Page (Optional):** The dedication in academic theses is an expression of the student's gratitude to individuals who have contributed to their academic journey. It may be personal, such as to parents and relatives, or it may be general or a combination of both. The dedication should not exceed one page and should be centered on the page, as shown in the example below:

Dedication

To the dearest and most precious to me, "My beloved parents"

To my support and strength, "My siblings, may God protect them."

To my wife and children

To all my fellow students

To all of them, I dedicate this thesis

The Researcher

5. **Acknowledgments Page:** This page contains expressions of gratitude and appreciation to those who assisted the student during their studies, starting with the thesis advisory committee members and extending to colleagues and relevant entities who supported the research, as shown in the following example:

Acknowledgments

Praise be to Allah, who completes all good deeds, and blessings and peace upon the noblest of creation, our Prophet Muhammad, his family, companions, and those who follow him in righteousness until the Day of Judgment.

I would like to express my sincere thanks and deep gratitude to the thesis advisory committee, with special thanks to Dr., who honored me by supervising my thesis, for his guidance, mentorship, and support throughout my study period. I also extend my heartfelt thanks to Dr., the co-supervisor of the thesis, for

My thanks are also due to the faculty members of the Department of for their guidance and feedback during my study. I would like to extend my sincere thanks to the members of the thesis defense committee for their valuable comments, which greatly contributed to improving this thesis.

The Researcher

6. **Thesis Committee Page:** This page includes the student's name, university ID number, and thesis title. These details should exactly match the information on the cover page and title page. The page also includes the names of all the thesis advisory committee members, along with their academic details, which include the full name of each member, their role (main supervisor, co-supervisor, committee member), academic title, department, and the institution to which they belong, as well as their signatures, as shown in the following example:

Thesis Committee

Student: University ID Number:

Thesis Title:

1. **Main Supervisor:** Prof. Dr.

Academic Title: Professor

Department: Information Studies

Faculty/Institution: College of Arts and Social Sciences / Sultan Qaboos

University

Signature:..... Date:.....

2. **Co-supervisor:** Dr.

Academic Title: Associate Professor

Department: Information Studies

Faculty/Institution: College of Arts and Social Sciences / Sultan Qaboos

<p>University</p> <p>Signature: Date:</p> <p>3. Committee Member: Dr.</p> <p>Academic Title: Associate Professor</p> <p>Department: Educational Psychology</p> <p>Faculty/Institution: College of Education / Sultan Qaboos University</p> <p>Signature:..... Date:.....</p>
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7. **Thesis Examination Committee Page:** This page is like the Thesis Advisory Committee Page, but it excludes the thesis title, student's name, and university ID number. It includes the names of all members of the thesis examination committee along with their academic details, including the full name of each member, their role (Chairperson of the Examination Committee, Main Supervisor, Internal Examiner, External Examiner), academic title, department, and institution, as well as their signatures, as shown in the following example:

<p>Thesis Examination Committee</p> <p>1. Chairperson of the Committee: Prof. Dr.</p> <p>.....</p> <p>Academic Title: Professor</p>

Department: Information Studies

Faculty/Institution: College of Arts and Social Sciences / Sultan Qaboos

University

Signature: Date:

2. **Main Supervisor:** Dr.

Academic Title: Associate Professor

Department: Information Studies

Faculty/Institution: College of Arts and Social Sciences / Sultan Qaboos

University

Signature: Date:

3. **Internal Examiner:** Dr.

Academic Title: Associate Professor

Department: Educational Psychology

Faculty/Institution: College of Education / Sultan Qaboos University

Signature: Date:

4. **External Examiner:** Dr.

Academic Title: Associate Professor

Department: Educational Psychology

Faculty/Institution: College of Education / Sultan Qaboos University

Signature:..... Date:.....

1. **Abstract:** The abstract of the thesis, whether written in Arabic or English, should be presented in both languages. The abstract page contains four main elements: (1) Thesis title, centered on the page in dark black color and size 16. (2) Student's name, using the same font and size as specified. (3) The word "Abstract". (4) The body of the abstract written in the same font with size 14 for the Arabic abstract and size 12 for the English abstract. It is recommended that the abstract does not exceed one page.

A good abstract consists of 5 sections, typically in paragraph form. The first paragraph provides a brief introduction to the topic and the reasons for its study. The second paragraph outlines the study's objectives. The third paragraph summarizes the methodology, data collection tools, sample size, and data analysis method. The fourth paragraph highlights the key findings of the study, avoiding any detailed statistical results and without referring to text, figures, tables, or sources. Finally, the last paragraph offers the main recommendations and suggestions made by the study.

The abstract must be an accurate translation of the content in the original abstract (language of the thesis) and should include all the information mentioned without addition or omission, following the specific language rules for both Arabic and English.

2. **Table of Contents:** This is a list of the main topics of the thesis and their respective page numbers, designed to provide the reader with quick and easy access to specific subjects. The table of contents must be precise and clearly indicate the different levels of the main and subheadings. The student can create the table of contents automatically using internal formatting in Microsoft Word.

3. Table of Contents

Topic	Page
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Thesis Discussion Committee.....	C
Declaration.....	D
Authorization.....	E
Dedication.....	F
Acknowledgments.....	G
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1.1 Introduction.....	1
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6.1 Study Limitations.....	9
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12. List of Tables: This list includes all tables used in the thesis, their titles, and page numbers. The easiest way to create the list is to create a long table containing all the information, with each row dedicated to a single table. When preparing the final thesis, the table borders can be hidden.

13. Table of Tables		
Table Number	Title of the Table	Page
1	Web 2.0 technologies used in library websites	10

13. **List of Figures:** This list includes all figures used in the thesis. Similar to the list of tables, the easiest way to create this list is to use a long table, with one row for each figure. The table borders can be hidden in the final preparation.

Table of Figures		
Figure Number	Title of the Figure	Page
1	Uses of social media in private institutions	30

14. **List of Symbols and Abbreviations** (Optional): This is an optional list used in many scientific theses to explain symbols and abbreviations used in the thesis for easier understanding and interpretation of the text. It can include scientific, medical, engineering, mathematical symbols, etc.

List of Symbols and Abbreviations	
# Symbols/Abbreviations	Meaning
1 GCC	Gulf Cooperation Council
2 TQM	Total Quality Management
3 IR	Information Retrieval

15. **Tables**

- Allowed Fonts
- Position of Table Titles, Font Size, and Numbering Method
- Table Border Formatting

16. Figures and Diagrams

- Allowed Fonts and Sizes
- Position and Format of Figure Titles
- Color Usage and Ensuring High Contrast for Black and White Printing
- Different Line Styles for Graphs (solid, dashed, dotted)

1. Chapter One: Introduction and Background of the Study

This chapter includes the following sections:

- **Introduction:** The introduction discusses the topic of the current issue or research in a systematic sequence, starting from general aspects to specific details. It presents the general overview of the topic, leading up to the precise delimitations of the study.
- **Problem of the Study:** When formulating the problem, the student must present two main points: the current gap/issue/problem and what they aim to achieve (the goal or what the student intends to discover or explain).
- **Objectives of the Study:** The objectives are one of the most important elements of the thesis, as they express the purpose of conducting the study. The objectives should be formulated clearly and practically, aligned with the importance, problem, and methodology of the study. They must be **SMART**:
 1. **Specific:** Clear and related to the study problem.

2. **Measurable:** Quantifiable.
 3. **Achievable:** Feasible with available support.
 4. **Relevant:** Pertinent to the topic of the study.
 5. **Time-bound:** Achievable within a specific timeframe.
- **Research Questions and Hypotheses:** These are important components of any scientific study. Research questions are formulated as inquiries derived from the problem and objectives. The study may include a main research question with several sub-questions. Hypotheses express a proposed relationship between independent and dependent variables. There are different types of hypotheses: null, alternative, directed, and undirected. Depending on the type of study, the student can use research questions, hypotheses, or both.
 - **Significance of the Study:** This section justifies the importance of the study, explaining why the research is necessary and what impact it will have on specific fields. The significance can be:
 - **Theoretical:** Contributing new knowledge to the field.
 - **Practical:** Demonstrating the practical implications and benefits of the study.
 - **Delimitations of the Study:** These are factors that may affect the study but are beyond the student's control. The student must adhere to these limitations, which can include:
 - **Temporal Limits:** The period during which the study is conducted.
 - **Geographical Limits:** The location of the study.
 - **Human Limits:** The population and sample used for the research.
 - **Thematic Limits:** The specific aspects of the topic addressed by the study.

- **Key Terms:** The student provides operational definitions for the important terms used in the study.
- **Organization of the Thesis:** This section outlines the structure of the thesis and provides a brief explanation of the content of each chapter.

2. Chapter Two: Conceptual (Theoretical) Framework (Optional)

This chapter is optional and appears in a master's or doctoral thesis when the student has used a theory or scientific model relevant to the study. It delves into the details of the theories or models adopted for the research. The theoretical framework provides the structure for understanding the research topic. It is designed to support or explain the research hypothesis and the relationships between different variables. These theories have been developed by various scholars to explain phenomena, predict outcomes, and establish connections between variables.

- **Purpose:** The conceptual framework clarifies the relationships between the study's variables and serves as a roadmap for the research.
- **In Quantitative Studies:** The conceptual framework helps define the study's questions or generate hypotheses for predictions and interpretations.
- **In Qualitative Studies:** The framework helps formulate a working hypothesis or guide the exploration of categories within descriptive research.

This chapter ultimately helps to establish the theoretical basis for the research and shows that the student's work is grounded in well-established ideas that contribute to advancing knowledge.

3. Chapter Three: Previous Studies

This chapter is dedicated to reviewing literature related to the research topic, summarizing, synthesizing, and/or critically analyzing previous studies. A literature review is not merely a comprehensive summary of previous studies on a topic; it also involves the critique and analysis of existing intellectual outputs. The literature review includes academic papers, books, and other relevant sources within the research field. The student should objectively present a review of the previous studies, describing, summarizing, and evaluating them while ensuring proper citation and demonstrating an understanding of the knowledge within their field through critical analysis. It is crucial to adhere to academic writing principles, especially regarding documentation and objectivity. The review is usually organized according to the study's objectives and main themes, with the researcher deciding the subheadings and the way to divide them.

4. Chapter Four: Research Methodology and Procedures

- **Introduction:** This is an introduction to the chapter where the student summarizes the main components of the chapter and the research's central goal, aligning the methodology and tools with the research's main objective.
- **Research Methodology:** Here, the student highlights the methodology used in the study, describing the chosen method, its processes, and how it is applied briefly. The student

should justify why this method is appropriate for achieving the study's objectives. In a doctoral study, the student may need to elaborate on the philosophy of scientific research, demonstrating how the methodology aligns with the research topic.

- **Study Population:** The student specifies the study population and sample in detail, including the sample type and the rationale for its selection, as well as any related details. It is important to note that the student should adhere to the characteristics of sample selection and its size, whether the study is qualitative or quantitative.
- **Data Collection Procedures and Tools:** The methods and tools used for data collection are determined based on the chosen methodology. The student should justify the choice of tools, explaining their advantages and disadvantages, and, in the case of a doctoral thesis, provide more in-depth justifications. It is important to discuss the validity and reliability of the tools used for data collection, according to the methodology employed.
- **Data Analysis Method:** This refers to how the student analyzes the data (quantitative or qualitative). The student should mention any supporting applications used in the analysis process and the specific steps followed.
- **Ethical Aspects of the Study:** Ethical considerations go beyond just data collection. They encompass the entire research process, from the formulation of the research problem to publishing the thesis. The student should focus on aspects like ensuring privacy and confidentiality of participants, storing data, and adhering to ethical standards in human and animal experiments, among other ethical concerns.

5. Chapter Five: Presentation of Study Results

In this chapter, the student presents the results of the study, and it should include the following:

- **Reminder of Research Questions:** The researcher should remind the reader of the study questions that they aim to answer.
- **Presentation and Identification of Relevant Data:** The data related to the research questions or hypotheses should be presented clearly and accurately.
- **Differentiating Between Raw Data and Evidence:** It's important to distinguish between presenting raw data and using data as evidence or examples to support findings.
- **Type of Data:** The type of data (quantitative or qualitative) should be clearly indicated, according to the methodology used.
- **Past Tense Presentation:** The results should be presented in past tense.
- **Relevance to the Topic:** The data presented should be strictly related to the research topic (problem and objectives).

The chapter typically consists of three main components:

- **Introduction:** The introduction should be brief and summarize the problem, research questions, and the purpose of the research, helping readers connect the results with the study's objectives and questions. The researcher should outline the structure of the chapter and its main themes clearly.
- **Main Body:** The results chapter should be entirely objective and descriptive, not interpretive. The researcher must avoid terms like "suggest," "implicitly," "justifies," or "may explain," which often accompany interpretations—this is reserved for the discussion chapter. The chapter is usually organized by themes to facilitate reader understanding, but this is flexible depending on the nature of the research. It is essential to use citations to support the presented ideas.

- **Summary:** The summary is critical as it summarizes the main results concerning the study's objectives and questions, laying the foundation for the discussion chapter. No new information should be presented in the summary; it should only describe what was already discussed in the chapter.

6. Chapter Six: Discussion of Study Results

The discussion chapter is where the student interprets and explains the results presented in the "Results Chapter," linking them to the literature. This chapter showcases the student's analytical and critical thinking abilities as a researcher, and these skills should be evident throughout the discussion and interpretation process. The discussion begins by interpreting the results and situating them within the broader context of the field of study. This chapter should demonstrate the student's ability to think critically and develop innovative solutions based on the findings, leading to a deeper understanding of the research problem. The student must avoid repeating the results without necessity or introducing new results that were not presented in the results chapter. Speculations unsupported by the data or those unrelated to the research questions or hypotheses should also be avoided. The general quality of this chapter is crucial, as many thesis examiners assess the student's abilities through it. Therefore, the student should follow several steps to present it properly:

- **Create an Outline:** The student should prepare a detailed outline showing the argument broadly and how the results support or enhance it.
- **Support Results with Justifications:** The student should reinforce the results with justifications and clarifications to convince the reader, linking them to relevant literature and identifying relationships, patterns, and correlations in the data.

- **Review the Literature:** The student should refer back to the literature review to identify studies that may require further detail in light of the study's findings and any adjustments to the research questions.
- **Clarify Agreements and Disagreements with Literature:** The student should highlight areas where the study's results agree or differ with the existing literature. The student should then explain the possible reasons for these differences and highlight the areas of agreement and the knowledge gaps addressed by the current study.

7. Chapter Seven: Conclusion, Recommendations, and Suggestions

This chapter typically includes three main sections, excluding the introduction:

- **Summary of Key Findings:** The student should briefly summarize the key findings of the study in concise points, avoiding excessive elaboration.
- **Recommendations:** Recommendations should be logical, practical, and clearly directed to the relevant parties. Generally, 3-7 focused and precise recommendations are provided, although this number is not fixed and depends on the nature of the study and its findings.
- **Future Studies or Suggestions:** The student should propose a set of future studies related to the current study's findings.

References List

The references list comes after the thesis chapters and is a critical part of the thesis. It includes all sources referenced by the student, both in Arabic and English, such as dissertations, peer-reviewed journal articles, books, manuscripts, and other documents relevant to the research topic. In an Arabic thesis, sources should be listed alphabetically in Arabic first, followed by

English sources in alphabetical order. The student should organize the references alphabetically and document them according to the American Psychological Association (APA) style.

Appendices

The appendices follow the references list and are typically cited in the main body of the thesis to direct the reader to specific sections of the study. The student should title and number the appendices. These may include:

1. **Study Tools:** The original and revised versions of the survey or interview questions.
2. **Consent Form:** A form or letter of approval to conduct the study from the relevant authorities at Sultan Qaboos University or other institutions, if required.
3. **Programs and Workshops:** Any software or workshops used during the study.
4. **Unused Statistics:** Statistical data not included in the main body of the thesis but important enough to be included in the appendices.
5. **Sample Responses:** Examples of study participants' responses, such as interview responses.

Fifth: In-text Citation

1. **Citing the Source Within the Sentence or Paragraph:** The last name of the author (year of publication).... Example for one author: *Al-Saidi (2004) confirmed that information services in academic libraries and their collections of information sources*

have drastically changed due to the direct impact of modern technology on the transfer and delivery of information.

Example for two authors: *In another study, Al-Saqri and Al-Juhuri (2009) indicated that most of these studies, as revealed by the literature, are focused in developed countries.*

For three, four, or five authors, mention all authors' last names the first time, and for subsequent citations of the same source, use the first author's last name followed by "et al."

2. **Citing the Source at the End of the Sentence or Paragraph:** (Last name of the author, year of publication). Example: *Information services in academic libraries and their information source collections have radically changed due to the direct impact of modern technology on the transfer and delivery of information (Al-Saidi, 2004).*
3. **For Three, Four, or Five Authors:** Mention all authors' last names the first time, and for subsequent citations, use the first author's last name followed by "et al." with a period after "et al." Example: *In addition to the technical issues that the Arabic language faces in adapting to the digital environment, there are other challenges that have exacerbated the problem of the spread of the Arabic language (Larousi, Zaid, and Dhiyab, 2003).*

Example: *In addition to the technical issues that the Arabic language faces in adapting to the digital environment, there are other challenges that have exacerbated the problem of the spread of the Arabic language (Larousi et al., 2003).*

4. **Direct Quote Within the Sentence or Paragraph:** Last name of the author (year of publication). Page number in parentheses immediately after the quote. Example:

Abdullah (2005) explained that "rich Arab universities have managed to provide full-text databases of foreign digital journals on a large scale, but collectively or individually, they have failed to produce, design, and manage a digital database of Arabic-language journals" (p. 6).

5. **Direct Quote at the End of the Sentence or Paragraph:** (Last name of the author, year of publication, page number). The quote is enclosed in quotation marks. Example: *"The Jordanian government sought to teach the English language in public schools starting from the first grade" (UNDP Report, 2003, p. 12).*
6. **Direct Quote from a Webpage or Text with No Page Numbers:** (Last name of the author, year of publication, paragraph number). Example: *"The Jordanian government sought to teach the English language in public schools starting from the first grade" (UNDP Report, 2003, para. 4).*
7. **Direct Quote Longer than 40 Words:** The entire quoted text goes into a new paragraph, indented about half an inch from the right margin, written in italics, without quotation marks, and without space between lines. Example: *Some researchers have emphasized the dominance of the English language in the scientific communication system in the Arab environment:*

Regarding the future of scientific communication in the academic Arab environment, the results of the current study indicated that English will remain the dominant language in the scientific communication system at Sultan Qaboos University. This finding could possibly be generalized to other Arab universities that rely on teaching scientific disciplines in English. The scientific communication system in Oman or other Arab countries is likely to develop very slowly unless serious efforts are made to provide more

opportunities for the Arabic language and culture to emerge in a scientific communication system currently dominated by English. Arab countries collectively need to develop cooperative policies to find effective solutions to improve the scientific communication system in the Arab world by standardizing criteria, injecting significant financial resources, and focusing more on the digital development of the Arabic language in the academic domain (Al-Oufi, 2010, p. 15).

Sixth: Organizing the References List

1. **Book Citation:** Last name of the author, first name initial. (Year of publication). *Title of the book* (edition number if available). Place of publication: Publisher.
 - If there are more than two authors (up to seven), list all their last names. For more than eight authors, list the first seven authors followed by "..." and then the last author's last name. Example: *Abu Maal, Said Mohamed (1990). The Impact of Media on Children (3rd ed.). Amman: Dar Al-Shorouk.*
 - Note: If the publisher is unknown, write "(n.d.)" for "no publisher." If the publication year is unknown, write "(n.d.)" for "no date." If there is no author, start with the title of the book or article followed by the publication year and other details.
2. **Translated Book:** Last name of the author, first name initial. (Year of publication). *Title of the book* (Translator's name, translated). Place of publication: Publisher. Example: *Rogers, R. (1999). Introduction to Industrial and Organizational Psychology (Firas Helmy, Trans.). Beirut: Dar Al-Shorouk.*

3. **Chapter in Edited Book:** Last name of the author of the chapter, first name initial. (Year of publication). Title of the chapter. In Editor's name (Ed.), *Title of the book* (edition number, pp. page range). Place of publication: Publisher. Example: *Mohammed, Said (2008). Theories in Digital Democracy. In Nasser Said (Ed.), The Digital Gap (2nd ed., pp. 5-25). Muscat: Dar Al-Fikr.*
4. **Article from an Encyclopedia:** Last name of the author of the article, first name initial. (Year of publication). Title of the article. In *Encyclopedia title* (vol. number, pp. page range). Place of publication: Publisher. Example: *Al-Ali, Ahmad (1999). School Libraries in Kuwait. In British Knowledge Encyclopedia (Vol. 3, pp. 501-503). Chicago: Britannica.*
5. **Journal Article:** Last name, first name initial. (Year of publication). Title of the article. *Journal Name*, volume number (issue number), page range. Example: *Abdullah, Nawal Mohamed (1999). Faculty Members' Attitudes Toward the Internet at Cairo University. Library, Information and Publishing World, 1 (1), pp. 81-106.*
6. **Newspaper Article:** Last name, first name initial. (Year of publication, day month). Title of the article. *Newspaper Name*, issue number, page range. Example: *Al-Fadhli, Hussein (2003, 20 February). Arab Media. Al-Qabas, 1004, pp. 14-16.*
7. **Website or Webpage:** Last name of the author, first name initial. (Year of publication). Title of the page or website. Retrieved on (date), from <http://www.....> Example: *Faqih, Ashraf (2005). Islam Coming from the West. Retrieved on May 17, 2007, from <http://www.nashiri.net/content/view/2342/26>*
8. **Conference Proceedings:** Last name of the author, first name initial. (Year of publication). Title of the paper. Paper presented at the conference/meeting name,

location. Example: *Jirjis, Jasim Mohamed & Nasser, Abdulkarim (1999). Use of the Internet by Faculty Members at Yemeni Universities in Sana'a. Paper presented at the 8th Arab Conference of the Arab Union of Libraries and Information, October 21-26, 1998. Tunisia.*

9. **Master's or Doctoral Thesis:** Last name of the author, first name initial. (Year of publication). *Title of the thesis* (Unpublished master's thesis or doctoral dissertation). Name of the university, Location. Example: *Al-Qattan, Samia (1974). A Comparative Study of Anxiety Levels Among Adolescents, Blind and Sighted Girls. Unpublished master's thesis, Ain Shams University, Cairo.*