

Master's Thesis Submission Guidelines for the Graduate Studies Programs

This document sets out the general guidelines for submission of the master's thesis in the research tracks of the various graduate programs at the Reichman University.

These general guidelines are in addition to the specific guidelines of the Reichman University's various graduate programs and do not replace them.

The guidelines include two addendums:

Addendum 1 – an example of the required thesis outline; and

Addendum 2 – an example of thesis title pages in English and Hebrew.

Submission Process & General Guidelines

1. Students submitting their thesis must be registered as 'regular' Reichman University students at the time of submission.
2. Students who wish to submit their thesis in English must provide the Student Administration with their advisor's authorization. Students of the Reichman University schools in which it is acceptable to submit a thesis in English are exempt from providing additional authorizations.
3. The advisor and head of the program are responsible for ensuring the thesis is written and formatted according to the guidelines and requirements.
4. The advisor / student will submit an electronic copy of the provisional thesis, in Word format, to the Student Administration. They will also submit the advisor's authorization of the thesis and approval that it is ready for official review / for the examination committee.
5. The Student Administration is responsible for forwarding the electronic copy of the thesis to the reviewers or committee members.
6. Should it be required to defend the thesis (oral examination), the defense will be scheduled by the advisor.
7. Review of the thesis, or scheduling of the thesis examination (in programs requiring exams), will take place up to 60 days of their submission to the Student Administration. The Student Administration will inform students on the completion of the review or passing the final exam.
8. An electronic copy of the final thesis will be submitted in PDF format to the Student Administration. Students of the School of Computer Science are permitted to submit their thesis in LaTeX format.
9. The Student Administration will have students sign a waiver permitting the use of their thesis and retain the form in the student's electronic file. The Student Administration will forward a copy of the thesis to the Reichman University Library (Marc Rich Library).
10. The Reichman University Library (Marc Rich Library). will check the thesis was submitted as required and meets all the guidelines set out in this document. Subject to compliance with all

requirements, an official approval of completion of the process will be issued and forwarded to the Student Administration.

11. In accordance with the law, the Reichman University Library will forward a digital copy of the thesis to the National Library of Israel in Jerusalem.

Thesis Writing Guidelines

1. An electronic copy of the final thesis (in Word format) will be submitted for review, according to the following guidelines:
 - Font: David (Hebrew) or Times New Roman (English), size 12.
 - The document must be double-spaced.
 - Page margins: 2-3 cm on both sides.
 - Bibliography, footnotes, and references must be single-spaced.
 - The bibliography should be in size 12 font, while footnotes and references should be in size 10 font.
2. The thesis, including bibliography, addendums etc., will not exceed 150 pages.
3. The thesis must include both English and Hebrew title pages.
4. Page 2 of the thesis must include the name of the thesis advisor/s as follows:

This work was carried out under the supervision of Prof./Dr. <name>, from the M.A./M.Sc. <name> Program at the <name> School, the Reichman University Herzliya.*

In Hebrew:

עבודה זו נכתבה בהנחיית פרופ'/ד"ר <שם>, מתכנית לתואר שני ב <שם התכנית>, בית ספר <שם>, אוניברסיטת רייכמן הרצליה

- * If the name of the graduate degree program includes the school's name, there is no need to write the name of the school again, separately.
5. Page 3 of the thesis will include a table of contents detailing an English abstract, detailed chapters, bibliography, addendums (if relevant), and a Hebrew abstract.
 6. The thesis must include English and Hebrew abstracts, each up to three pages long.
 7. The thesis must be properly edited and follow all the rules of academic writing in terms of phrasing, grammar, spelling, and references.
 8. All references, quotes, footnotes, and bibliography must follow the professional standards practiced in publications in the field.
 9. The bibliography must detail the following, according to type:

- Article: Author/s name/s, article name, journal name, volume, pages, publication date.
- Chapter from a book: Author/s name/s, chapter name, editor/s name/s, book name, pages, publication date, publisher's name and location.
- Book: Author/s name/s, book name, publication date, publisher's name and location.

Publication

Students may not publish their thesis, in part or in full, without their thesis advisor's explicit permission.

Any publication of the thesis, in part or in full, prior or following to its review, must note that the research was performed at the Reichman University Herzliya, as part of the graduate program in <name>, under the supervision of Prof./Dr. <name>.

Addendum 1

Thesis Outline in English

Title page	no pagination
Advisor Name Page	no pagination
Acknowledgments (optional)	no pagination
Table of Contents	no pagination
Lists of Tables, Figures, etc. (if relevant)	no pagination
Abstract (no longer than 3 pages)	Roman numerals (i ii iii etc.)
Body text (chapters), bibliography, and addendums (if relevant)	Consecutive numbering; Arabic numerals (1, 2, 3, etc.)
Hebrew abstract (up to 3 pages)	Hebrew letters (...ג ,ב ,א)
Advisor Name Page in Hebrew	no pagination
Hebrew title page	no pagination

Addendum 2

Example of an English Title Page

Reichman University Herzliya

School <name of School>

Program <name of program>

(Do not include
Reichman University
logo on title page)

Thesis of Title (in bold)

Student's name (first name before surname)

Submitted in partial fulfillment of the requirements for the Master's Degree In <name of program>,
School <name of school>, Reichman University Herzliya

Month + year

Example of a Hebrew Title Page

אוניברסיטת רייכמן הרצליה

בית ספר <שם בית הספר>

תכנית תואר מוסמך ב <שם התכנית>

(Do not include
Reichman University
logo on title page)

כותרת העבודה (מודגש)

שם התלמיד (שם פרטי לפני שם משפחה)

עבודה זו מוגשת כחלק מהדרישות לשם קבלת תואר מוסמך
ב <שם התכנית> בבית ספר <שם בית הספר> של אוניברסיטת רייכמן הרצליה

חודש + שנה (בלועזית)