THE UNIVERSITY OF CYPRUS
DEPARTMENT OF COMPUTER SCIENCE
Specifications for Preparation of the Master Thesis

Abstract. An abstract is *required*. The body of the abstract may not exceed 400 words in length. Please see the sample abstract page for the format.

Minimum Margins. The minimum acceptable margins for all pages of the thesis and the abstract are 3.8 centimeters (1.5 inches) on left and 2.5 centimeters (1 inch) on the top, bottom, and right.

Paper Requirement. All pages of the thesis must be printed on 21 x 29.7 centimeter (8.27 x 11.69 inch) *white* paper. This is the regular A4 paper format.

Font and Point Size. Recommended fonts include Arial, Times New Roman, and Helvetica with a point size of either 11 or 12 (preferably 11).

Printing. Either laser printing or photocopying of high quality is acceptable. Inkjet printing is *not* acceptable as it is water soluble. Only *one side* of the paper is to be used for printing. Printing should be consistently clear and dark.

Spacing. The text of the thesis should be *double spaced*. Long quotations, footnotes, appendices, and references may be single spaced.

Color. It is recommended that you *not* rely on color to convey information (e.g., use symbols or labels rather than colors to differentiate the lines on a graph).

Photographs and Graphics. Photographs and graphics in the dissertation should be printed or photocopied directly on the paper as high quality black and white images. Scanned images must print clearly. If color must be used, *only* color laser or color photocopy printing is acceptable.

Use of materials copyrighted by others. IMPORTANT: Any material included that goes beyond "fair use" requires written permission of the copyright owner. It may be useful to include these in the thesis as an appendix.

Pagination. Preliminary pages (i.e., the approval page, acknowledgments, table of contents, and the like) are to be numbered consecutively using lower case *Roman numerals*. All pages of the text, appendices (if any), and references must be numbered consecutively using *Arabic* numerals. The page number of the first page of each Chapter must be centered on the bottom of the page. In all other pages, the page number must be placed on the top of the page, aligned to the right.

Landscape pages. The top of a landscape page should be at the left margin and the

bottom at the right margin. The page number is to be in the same relative position as on the portrait pages. An easy way to apply page numbers to landscape pages is to run them through the printer twice – once for the text, table, or figure (landscape orientation) and once for the page number (portrait orientation).

Sequence of the main components of the dissertation. The appropriate order of the major sections of the thesis follows: the title page, the abstract, the copyright page (if needed), the approval page, acknowledgments, table of contents, the text, bibliography/references, and appendices (if any).

Bibliography/References. The ACM (http://www.acm.org/pubs) or the IEEE (http://standards.ieee.org/resources) reference style should be followed.

Footnotes and Endnotes No specific rules. The format that is prescribed by your advisory committee should be followed.

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It is recommended that you use your full legal name on the abstract, the title page, the copyright page (if appropriate), and on the approval page. Make certain that your name appears exactly the same way in all places.

Take a moment to check that all pages in all copies of your thesis are accounted for and in the proper order before submitting final copies to the Departmental Secretary. *One hardcopy* and *an electronic version* (in pdf format) of the thesis should be submitted to the Departmental Secretary.

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