Thesis formatting guidelines
for HOU Undergraduate and Graduate studies

May 2019

Undergraduate theses, Master theses, and graduate dissertations[1] that are being elaborated and submitted to fulfil the Hellenic Open University courses' requirements, should be written and submitted under certain formatting specifications. These specifications were proposed by the Educational Content Methodology and Technology Laboratory (eeyem.eap.gr) in cooperation with the Distance Library and Information Center (lib.eap.gr) of the Hellenic Open University (www.eap.gr).

1   Formatting Specifications

1.1   General instructions, thesis's structure

A thesis should consist of four (4) logical parts (sections), named as: the cover page, the front matter, the main part, and the back matter.

1. The **cover page** must include the title of the course, the thesis's title, the name and surname of the author (student), the name and surname of the supervising Tutor – Counselor, as well as the date (month and year) of the submission. Optionally, the author may include a figure, a photo, or even a graph, at the empty space left above the submission date.

2. At the **front matter**, a copyright statement must be mentioned at the bottom of the page, as shown below:

> Theses / Dissertations remain the intellectual property of students ("authors/creators"), but in the context of open access policy they grant to the HOU a non-exclusive license to use the right of

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[1] We refer to them as "thesis" for the rest of the document.

The following page must include information about the supervising committee (name, surname and affiliation of each member). The next page may optionally contain acknowledgements or a dedication on behalf of the author. The following pages must include an abstract of the thesis and several key words. Next, a page with the thesis's title, the name and surname of the author, the abstract and several key words in Greek, must follow. The next pages must include, separately, the table of contents, lists of figures, tables, etc., as well as lists of abbreviations and acronyms included in the main body of the thesis.

3. The **main part** should be consisted of the chapters and the bibliographic references. Each chapter as well as the references must begin in a new page.

   The first chapter may be considered as the "Introduction" of the thesis, presenting the subject area, a review of methods, techniques, tools and technologies, accompanied by the largest part of the thesis's bibliographic references. The last chapter may be the "Conclusions" containing a brief review of the results and concluding remarks as well as open scientific problems and future work.[2]

4. The **back matter** contains the appendix or the appendices of the thesis (each one beginning in a new page) as well as the author's declaration at the final page concerning the originality of the content and the outcomes of the thesis, as shown below:

Author's Statement:
I hereby expressly declare that, according to the article 8 of Law 1559/1986, this dissertation is solely the product of my personal work, does not infringe any intellectual property, personality and personal

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[2] The above suggestions are not obligatory. The content of the chapters is determined by the author's discretion and according to the thematic area covered by the subject of the thesis.

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data rights of third parties, does not contain works/contributions from third parties for which the permission of the authors/beneficiaries is required, is not the product of partial or total plagiarism, and that the sources used are limited to the literature references alone and meet the rules of scientific citations.

Appendices are optional, and they may be included only as a supplementary illustrative material, original data, computer programs, and other material not necessarily essential to be included within the text of the thesis.

Further instructions on how to format your thesis are given in the sequel.

You can find a thesis template at eeyem.eap.gr/guides/. This document contains standard editable dummy text (Lorem Ipsum) that meets all the formatting specifications. You can type your thesis according to this template. Please suitably replace the text between double quotes (remove the double quotes, too). Moreover, delete all dummy text, images, tables, etc., or suitably replace them.

1.2　Printing Settings

Thesis should be printed on the one side of each leaf, size A4.

1.3　Text formatting

Font color must be black.

1.3.1　Page setup

- Paper Size: A4
- Width: 8,27" ή 21,0 cm
- Height: 11,69" ή 29,7 cm
- Right margin: 1" ή 2,54 cm
- Left margin: 1" ή 2,54 cm
- Top margin: 1" ή 2,54 cm
- Bottom margin: 1" ή 2,54 cm

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1.3.2 Headings Styles

Chapter headings

- Font: Times New Roman
- Style: Bold
- Size: 16 pt
- Alignment: Left
- Spacing Before: 0 pt & Spacing After: 18 pt
- Numbering Style: 1, 2, etc.

Section headings

- Font: Times New Roman
- Style: Bold
- Size: 14 pt
- Alignment: Left
- Spacing Before: 0 pt & Spacing After: 12 pt
- Numbering Style: 1.1, 1.2, etc.

Sub-section headings (1st level)

- Font: Times New Roman
- Style: Bold
- Size: 12 pt
- Alignment: Left
- Spacing Before: 0 pt & Spacing After: 6 pt
- Numbering Style: 1.1.1, 1.1.2, etc.

Sub-section headings (2nd level)

- Font: Times New Roman
- Style: Bold Italic

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- Size: 12 pt

- Alignment: Left

- Spacing Before: 0 pt & Spacing After: 6 pt

- Numbering Style: No numbering

1.3.3   Main body

- Font: Times New Roman

- Style: Normal

- Size: 12 pt

- Alignment: Justify

- Line Spacing: 1,5

1.3.4   Paragraph

Each **paragraph** should begin in a new line, with no indentation (left or right). Spacing before each paragraph must be 0pt and spacing after 6pt. Two (2) empty lines must be left before beginning a new section and one (1) empty line must be left before beginning a 1st level or 2nd level subsection.

1.3.5   Lists

To create a **numbered or bulleted list**, please follow the example:

1. First numbered choice

2. Second numbered choice

3. … etc.

or,

- First bulleted choice

- Second bulleted choice

- … etc.

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1.3.6 Footnotes

Footnotes are created and appear automatically on the bottom of the current page. Footnotes' spacing after the main body is automatically adjusted (no action is necessary).

- Font: Times New Roman
- Style: Normal
- Size: 10 pt
- Alignment: Justify
- Line Spacing: 1,0

1.3.7 Headers and Footers

The HOU logo must be placed on the left side of the **header**, sized 1,21 cm × 3,11 cm. Next, the name and surname of the author, as well as the title of the thesis, are placed, aligned left. Times New Roman font, italic, 12 pt, must be used. Do not insert a header at the first three pages of the document (the title page, the copyright statement page and the supervising committee information page).

At the **footer**, the phrase "Undergraduate Thesis", "Master Thesis" or "Graduate Dissertation" is displayed, aligned with the left margin, as well as the page number, aligned with the right, using Times New Roman font, normal, 10 pt.

You mustn't number the first three pages of the document (the title page, the copyright statement page and the supervising committee information page). Roman numeral pagination ~~is~~ must be used in the front matter pages, starting from number "iv" at the dedication page. Arabic numeral pagination ~~is~~ must be used between the first chapter and the end of the document, starting from number "1". Roman numeral pagination also must continue to the back matter pages of the thesis.

1.4 Objects Specifications

Objects are defined as the **figures**, **images**, **charts**, **graphs**, **pictures**, **maps**, or anything else that has to be included distinctively within the thesis. Objects must appear in their own

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environment, having centered alignment, number and caption, as well as reference within the text.

Objects have to meet certain specifications so that their quality to be assured. Their quality differs accordingly to their purpose. Specifications concern objects included in the document before it is converted to pdf format. Please consider the following cases:

1.4.1   General purpose images

These are plain images, with no educational purpose, that aim to enhance the overall view of the thesis. To insert such an image, please consider the following specifications:

- Resolution: 144 dpi
- Depth: 16 bit
- File type: jpeg/jpg, bmp, tiff, png, eps, psd

1.4.2   Photos

When photos serve certain educational purposes and provide certain information, they must be of high resolution so that any details to be visible. For example, a device or a circuit photo, a landscape, a monument, or a painting. To insert a photo, please consider the following specifications:

- Resolution: 300 dpi
- Depth: 24 bit
- File type: jpeg/jpg, bmp, tiff, png, eps, psd

If there is no specific educational purpose, then photos should be considered as images of general purpose.

1.4.3   Plots or Graphs

They are images that may contain short text and/or numbers. For example, they might be a collection of vertices and edges that join pairs of vertices, a site plan, an entity-relation diagram, etc. To insert a plot or a graph, please consider the following specifications:

- Resolution: 144 dpi

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- Depth: 16 bit
- File type: jpeg/jpg, bmp, tiff, png, eps, psd

1.4.4   Maps

A map is a representation, usually on a flat surface, of the whole or of a part of an area of the earth, the sky or the sea. To insert a map, please consider the following specifications:

- Resolution: 300 dpi
- Depth: 16 bit
- File type: jpeg/jpg, bmp, tiff, png, eps, psd

1.4.5   Captions

Objects must be accompanied by their own **caption**, automatically numbered and inserted below them. Captions must fulfil the following specifications:

- Font: Times New Roman
- Style: Bold
- Size: 10 pt
- Alignment: center
- Line Spacing: 1,0
- Spacing Before: 6pt & Spacing After: 12 pt
- Numbering: Automatic. Include chapter numbers. [3]

Please make sure both the object and its caption appear in the same page.

You should use an image only if it is to be referenced within the text. For example, "… see Figure 1…", or "as it is shown in Figure 2, …". Use your word processor's feature to make cross-references automatically. The automatic insertion of captions and numbering offers the possibility to create lists of figures, graphs, etc., that appears at the front matter of the document.

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[3] Please use the automatic feature of your word processor (e.g. Microsoft Word) in order to insert a caption for an image or for any other object, so that it is numbered and referenced automatically and correctly. Please use consecutive chapter prefix numbering.

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1.5 Tables Specifications

Tables should be automatically inserted using a template embedded in your word processor. Tables should be aligned centered. The design and the layout must be common for all tables and text formatting should meet the general specifications as they are described in Section 1.3. Text size should be 12pt (or less, depending on the size of the table). A caption should be inserted at the bottom of the table, according to the specifications given in Section 1.4.5. Moreover, all tables should be referenced within the text.

1.6 Mathematical Formulas Specifications

The **mathematical formulas**, **types**, or **symbols** font style within the document should be italic. To insert more complex mathematical expressions, use equation editor or mathtype environment[4]. Mathematical types or expressions should be inserted in a separate line or lines, aligned centered, and numbered within parentheses (e.g. (1), (2), etc.)

1.7 Specifications on algorithms, pseudocode, and code placement

Special specifications must be followed for placing **algorithms**, **pseudocode** or even **code** (programming language commands), in order them to be included distinctively within the text. Statements should be placed inserted in a text box. The font must be Courier New, normal size, 10 pt aligned left, with line spacing. A caption should be inserted, according to section 1.4.5, but aligned left.

When statements exceed two pages - especially in the case of presentation of a programming language code - then they should be included in a separate appendix at the end of the thesis.

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[4] Mathtype offers the possibility to syntax TeX or LaTeX commands directly into the document and automatically convert them into mathematic expressions as an equation editor object.

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1.8 Table of Contents, Lists of Figures, Tables, etc.

The **Table of Contents** include the title of each chapter, section, sub-section of the 1st and 2nd level, as well as the page number of each title. Table of Contents is automatically created using the embedded word processor feature. A list of figures, graphs, tables, algorithms, etc., (one for each object category) must be automatically inserted immediately after the table of contents. Each list should begin in a new page.

Adding the Table of Contents and the lists of figures, etc. is mandatory. Before saving the final version of your text, and exporting the document to pdf, do not forget to update the table of contents and lists, included in your thesis.

1.9 Abbreviations & Acronyms

Abbreviations and **acronyms** (if essential) must have been set a priori and form a separate section at the preface of the document, immediately after the "List of Tables". This section should begin in a new page. Abbreviations and acronyms must be listed in an ascending alphabetical order.

1.10 References

Bibliographic sources must be listed at the end of the main part of the document, in a separate chapter titled "References", in a new page. Do not use numbering for this chapter.

These are sources which have been used by the author during his research. The author is ethically obligated to mention these sources within the text. References must be listed in an alphabetical order or by appearance within the text. Each reference should include the information that is necessary for the reader to be able to search and locate the bibliographic source.

Please see the following text sample containing references to bibliographic sources:

For example, at (Word help - Getting started with Word 2016, 2016) you can find a tutorial for Microsoft Word. Moreover, you can consult the book of Lamport (1994), one of the best textbooks on learning LaTeX.

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Expressions like "(Word help - Getting started with Word 2016, 2016)" and "Lamport (1994)" are references to the bibliographic sources (a web page and a book, respectively) inserted at the end of the main part of the document.

When reaching a reference, the reader expects to find at the "References" useful information on the source, the author's name and the surname, the title of the book or the article, the title of the journal or the conference in which it was published or presented, the volume number and the page numbers, the name and location of the publisher company, the year of publishing, etc.).

A good practice is to list the Greek language bibliography and foreign language (English, France, etc.) bibliography separately. To list bibliographic references, please review the APA reference system developed by the American Psychological Association. A short tutorial is available at e-CoMeT Lab webpage eeyem.eap.gr/guides/.

Below, you can see an example of a list of bibliographic references using the APA system:

Lamport L., (1994). LaTeX: A Document Preparation System., Addison-Wesley Professional, 2nd Edition.

Word help - Getting started with Word 2016. (August 29, 2016). Ανακτήθηκε από https://support.office.com/en-us/word.

To organize your bibliography, and automatically format and include references into your thesis, you can use the Mendeley bibliographic reference management system. Mendeley is a free software available at https://www.mendeley.com/ and it is compatible with various operating systems. The program enables the automatic formatting of bibliographic references using many styles, like APA, Harvard, etc., while at the same time it can gather all references used during the text, at the "References" chapter as a complete list of bibliographic reference.

1.11 Appendices

Appendices are used for supplementary information, not necessarily essential to be included within the main part of the thesis, as it is complementary, and it can be omitted. An appendix,

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for example, may include illustrative material, programming code that the author has developed, or the results of the execution of this code.

2   Submission Specifications

You should use the Institutional Repository (apothesis.eap.gr) to submit your thesis in a **single** file in pdf format. The file should not be password-protected, and its size should not exceed 30MB. Thus, you should carefully select the figures to be included in the document, especially those of high resolution.

Moreover, in order for your document to be perpetually readable (for example, in case where a font is no longer supported), follow the steps below (using Microsoft Word 2016) to create the pdf file:

- Go to **File – Export – Create PDF/XPS – Options**
- Make sure that the option **PDF/A compicant** is enabled.

Moreover, we advise you to enable the option **Document structure tags for accessibility** (Document structure tags for people with special needs.)

Click **OK**, give an appropriate file name and select **Publish**.

In case the total file size exceeds 30 MB, you can submit another file only if it contains an appendix or appendices with supplement material.
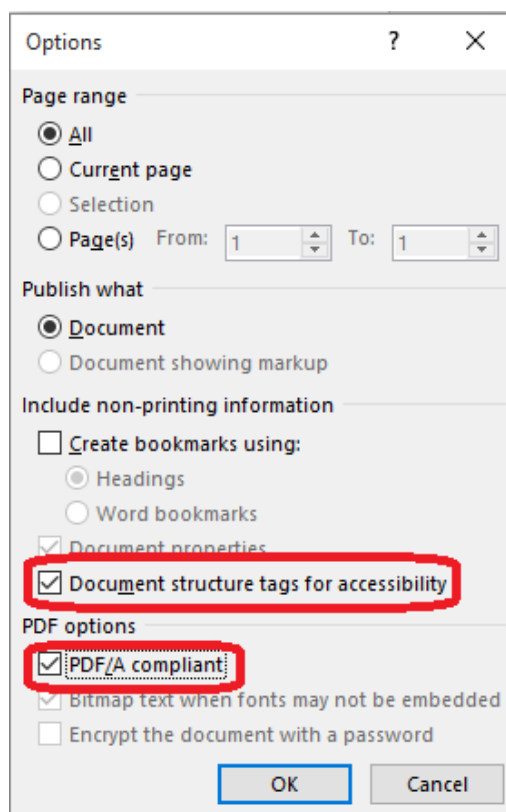
For information on how to submit your thesis, please visit the Distance Library and Information Center website (lib.eap.gr).