

## **Instructions for submitting a Dissertation**

1. A PhD student who has been registered for at least two years, has fulfilled all the requirements of the program and has paid tuition as required by the university, can submit his thesis to the PhD committee. A student who submits his dissertation must be registered as a student in the university, otherwise he will not be eligible for his degree.
2. Before typing up the dissertation, the student should ask his advisor to fill out the form called **אישור מנחה וטופס שיפוט להגשת עבודת דוקטורט** and send it directly to the PhD committee.
3. The student must ensure that his file includes letters of confirmation attesting that he has finished all his pre-requisite courses, seminars in the department, foreign language requirements) and Jewish Studies courses. The student should ensure that the chair of the department writes a letter to the PhD committee attesting that he has fulfilled all his requirements towards the degree. A dissertation will NOT be accepted from a student who has not fulfilled all the requirements.
4. A dissertation will not be accepted if it is not within the area of research approved by the PhD committee.
5. The length of the dissertation should not exceed 350 pages (not including the bibliography).
6. The dissertation must be written in Hebrew EXCEPT for students in the Department of English.
7. The dissertation should include two abstracts, one in Hebrew and one in English. Each abstract should be approximately 600 words (2-3 pages). If the dissertation is written in English, then the Hebrew abstract should be 10 pages long.
8. The dissertation should be submitted in correct up-to-date language and style. Abstracts, bibliographies and additions should be submitted in a manner suited for publication as a book or scientific journal. The head of the committee may return the dissertation for grammatical and stylistic errors.

<b><u>Format</u></b>	<b><u>Page Number</u></b>
* Binding according to standard (as per instructions)	No number
* Title page inside (identical to outside bound cover)	No number
* Name of Advisor (according to instructions)	No number
* Acknowledgements (not compulsory)	No number
* Table of contents in Hebrew	No number
* List of charts, sketches, diagrams	No number
* List of abbreviations, initials	No number
* Hebrew abstract	Hebrew letters
* Body of dissertation	Roman numerals
* Bibliography	Roman numerals
* Addenda (not compulsory)	Roman numerals
* English abstract	Roman numerals
* Table of contents in English	No number
* Name of advisor in English (as per instructions)	No number
* Internal title page according to standard	
in English (as per instructions)	No number
* Binding according to standard in English	No number

9. The cover page is followed by the internal title page; they are identical..
10. Immediately following the internal title page is a page with the following text:  
עבודה זו נעשתה בהדרכתו/ם של \_\_\_\_\_ מן המחלקה/ות \_\_\_\_\_ של אוניברסיטת בר-אילן.  
This page will not have any further wording on it and should be followed by the inside title page in English, with the name of the advisor in English as follows:  
This work was carried out under the supervision of \_\_\_\_\_ (Department of \_\_\_\_\_), Bar Ilan University.
11. The table of contents should include a subdivision of the chapters and should be written both in Hebrew and in English.
12. A page of abbreviations and initials should appear after the table of contents. Personal abbreviations and initials should not be used without the confirmation of the advisor.

13. The bibliography should include:

A. **Books**

Name of the author in full; name of the book (in bold); the edition; location of publisher; year it was published (if published more than once, the first date of publication must be noted and subsequent dates of publication may also be noted). The name of the publisher should appear only if the supervisor advises so.

B. **Articles**

The names of the authors in full, the name of the article (double quotation marks); the name of the journal or collection (in bold); number of the volume, place and year published; page numbers.

In addition the student should update himself as to the procedures of listing bibliography customary in his field and which are not listed above.

14. References, footnotes, quotations and remarks should appear on the page. Only with permission from the department chair (in a letter to the PhD committee) can they be in a separate volume. With permission from the advisor and chair, references may appear in the body of the text in brackets.

**Printing and Xeroxing of the Dissertation**

1. The dissertation should be printed on “quarter” pages or on A4 with 1.5 line spaces and wide margins. References and the bibliography should be printed single spaced. **It is compulsory to type the dissertation on both sides of the page to enable clear and easy reading.**

The font recommended is Times New Roman “12”.

2. There may not be multiple fonts and photocopying styles. The thesis must be legible, neat, clean and of a unified style.

3. Spiral binding is permissible for initial submission of the thesis, which will enable the insertion of any necessary corrections, as long as the text is legible and the pages are kept intact.

4. The cover of the dissertation should be printed according to the sample on page 5, according to these instructions and without pictures or other lettering.

5. If the work is submitted in two volumes (as in music, composition form or when there is a volume of appendices), Volume A and Volume B should be noted on the cover.

## Submission of the Dissertation to the PhD Committee

1. The student will submit to the office of the PhD committee three (3) copies of the dissertation (first submission). After the student's file has been checked to ensure that all requirements have been fulfilled, the student will receive confirmation of submission. This confirmation releases him from all other requirements required of PhD students (attending courses, registration, and tuition).
2. The student will submit a declaration (**טופס הצהרה**) stating that he has written the dissertation on his own except for assistance from his advisor(s) and technical assistance regarding experiments. The student must also fill out a form with personal details (**טופס פרטים אישיים**).
3. One copy of the "Table of Contents" (in the language of the dissertation) should be submitted to the office of the PhD separately in addition to the copies appearing in the dissertation itself, as well as a page with the name of the supervisor in Hebrew and in English.
4. One copy of the abstract (in the language of the dissertation).
5. A disc containing the table of contents and the abstract separately and the complete dissertation as well. This is because quite often there are reviewers abroad, or in Israel, who wish to receive an electronic copy of the dissertation.
6. A passport picture should be submitted on a disc. This is for the presentation at the ceremony.
7. Two copies of the title page in Hebrew and two copies of the title page in English should be given separately to the office of the PhD. This is for the preparation of the diploma.
8. No money is returned for the expenses incurred in typing the dissertation. A student who completed his dissertation and received eligibility for a degree of "Doctor of Philosophy" within four years from the time he started his PhD studies will be entitled to a refund of the tuition he paid during his four years of studies, **on condition that he paid on his own.** (If he received a partial grant, he will receive a refund on the part he paid on his own.) A year of pre-requisite courses, if taken, is not included in the four-year total.
9. If the committee requests changes on the dissertation, it will be the student's obligation to ensure that the final version of the dissertation is submitted according to the regulations and in the number of copies required. Further, the original date of submission to the PhD committee should remain on the dissertation.
10. After the dissertation is approved by the PhD committee, the student will receive confirmation that he has completed his studies and is eligible to receive his degree.

### **Submission of the approved copies to the main library**

1. Copies must be submitted to the main library (entrance floor) at the following hours only:

Sunday – 09:00–13:00, 14:00-16:00  
Monday - 09:00-13:00, 14:00-15:30  
Tuesday - 09:00-13:00  
Wednesday -10:00-13:00, 14:00-15:30  
Thursday -09:00-15:30

- A. You have to submit the confirmation stating that you are eligible to receive your degree. Student must submit confirmation of eligibility for receipt of degree.
  - B. You have to submit one typed copy of the dissertation. One typed copy of the dissertation must be submitted.
  - C. You should submit one electronic copy, exactly like the typed one, in PDF format only. You may submit it in a few files (up to 5). One electronic must be submitted...etc.
  - D. Ensure that all books borrowed from a university library or via interlibrary loan have been returned.
  - E. Graduates will receive a receipt from the library upon submitting their dissertation (one hard copy and one electronic copy) to the main library.
  - F. Graduates will be given a paper to sign confirming that their dissertation may be lent out/or looked at in its electronic form.
2. **The student must give the receipt from the library to the PhD committee attesting that he/she has submitted copies of the dissertation.**
  3. The PhD committee may ask for additional copies of the dissertation. Two copies out of the three that the student submits to the committee are sent to the referees. After the dissertation is approved the student will be asked to bring additional copies which will be sent to the National Library in Jerusalem.

4. The committee can request additional copies of the dissertation. Two copies are sent to the referees. After the dissertation is approved the student should bring additional copies which will be sent to the International Library in Jerusalem and, for some of the departments, to the Henrietta Szold Institute). Please note the diagrams of the Hebrew and English title pages appearing on the Hebrew version of the instructions. <http://www.biu.ac.il/Administration/forms/phd/2006-28.pdf>
5. Remarks:
  - A. The date on the dissertation remains the same as the first time it was submitted even after it has been corrected and re-submitted.
  - B. Re: Title page in English: Each word in the title must begin with a capital letter (except for connecting words).