

**Kingdom of Saudi Arabia**  
**Ministry of Higher Education**  
**King Abdulaziz University**

**How to write up a Research  
or Thesis?**

With Compliments of Deanship of Library Affairs

Link: <http://library.kau.edu.sa>

There are a number of steps that should be observed when writing up scientific researches.

### **Introduction:**

King Abdulaziz University represented by the Deanship of Library Affairs is pleased to present this pamphlet to the Central Library users, with the aim of acquainting them with these steps to document the results obtained by the students and researchers and upgrade the level of their research performance; and the Deanship by doing so hopes that it has been successful in giving a comprehensive picture about the fundamentals and bases of writing up scientific researches, that it presents for each user of this great fountain.

#### **Firstly: Topic Selection:**

It is mandatory that the research topic originates from the student himself; and according to his desire and inclination together with the guidance of his/her supervisor; and the base is a problem that faces the researcher and deserves what effort he/she exerts.

#### **Secondly: Reading and Study:**

The general study of scientific encyclopedias, articles, and general books, in addition to, databases and e-books, helps determining the research topic in fine details, because the general reading and study generate meanings and open wide horizons of thought and scrutiny.

#### **Thirdly: Research Planning:**

If the student has embarked on a specific topic, the next steps are: determining the research point firstly; then searching in the different references (print and electronic) to collect the information that cover the adopted views of the research points.

And on the light of the main and branched subjects treated by the research, the student can specifically put a title for his/her research, that expresses the research contents.

Fourthly: Sources collection and Registration:

There many means that can be used in information collection:

- a)Referring back to the automatic catalog and search according to authors' names, topics and subjects.
- b)Making use of general and substantive bibliographic lists.
- c)Referring back to bibliographies that come usually at the end of compilations including scientific encyclopedias.
- d)Searching in databases and e-books.
- e)Analytical indexes of Journals.
- f)Research abstracts and Theses.
- g)Seeking the help of librarians and references specialists at libraries, as they are knowledgeable on the facilities presented by the library and with enough knowledge with their contents and the contents of other libraries; as this would saves a lot of time and effort.

Fifthly: Writing up of Research:

**(1)Generalities:**

(a)Start each chapter with fine specific paragraphs indicating the basic thoughts that you want to refer to.

(b)Present the research subject in a fine and clear picture and with an easy phrasing that is compatible with the scientific subject.

(c)It is mandatory to concentrate on the relevance of the research subjects and their links with each other; whether in terms of side titles, and their connection with main titles, and their relationship with the general title in a direct manner.

(e)Compatibility of the cited scientific subject and its suitability to the situation that was attached to, and laying out an introduction to reveal its link and importance for the position where it was put.

(f)Include at the end of each chapter a concentrated abstraction of the basic information that you have mentioned.

(g)It is mandatory to specify your view on the matter, despite your show of the different views.

**(2)Writing up the Research in its Initial Form:**

The first draft of the research or thesis will be written in a form that contain large spaces for corrections and additions seen necessary during review and then the draft is rewritten in a more organized and coherent manner.

**(3)Writing up the Research Introduction and Conclusion:**

(a)The introduction of the research always contains the value and importance of the research, discussing the reasons that lead to the concern of it, determining methodology and methods of information collection, and determining the meanings of terms and previous studies.

(b)The conclusion of the research shows the subjects of the research in a concise manner together with the results reached.

#### (4)Writing up the Research in a Final Form:

As for the writing up of research or thesis in a final form; it is mandatory to be complete in terms of language, phrasing, punctuation.....etc; and it is also imperative to refer each cited sentence to its source and be put between brackets (( )) so as to be distinguished from the research text; and the source, the pages that contain the cited information and its number will be written on the margin.

#### (5)List of Resources and its Organization:

The research will be appended with a bibliographic list of the important resources that you have referred to when writing up the research. The Arab Reference will be printed before the list of the Foreign References; and they all arranged in an alphabetical manner according to the author's name each on its own.

For more information, please refer to the link:

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