

Guidelines for MScD/DScD/DSc Thesis/Dissertation Submission

**Boston University Medical Center
Alumni Medical Library
Henry M. Goldman School of Dental Medicine**

Revised by the Postdoctoral Curriculum Committee 2/26/2009

A major requirement for the Master of Science in Dentistry (MSD), Doctor of Science in Dentistry (DScD) and Doctor of Science in Oral Biology (DSc) degrees at the Boston University Henry M. Goldman School of Dental Medicine is the completion of a dissertation or thesis.

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A. Introduction

A major requirement for the Master of Science in Dentistry (MSD), Doctor of Science (DSc), and Doctor of Science in Dentistry (DScD) degrees at the Boston University Henry M. Goldman School of Dental Medicine is the completion of a dissertation or thesis. A graduate thesis is a contribution to knowledge. It is important that the findings be presented in a formal standard to increase their usefulness to others. If a thesis is not presented in the form required in these instructions, it will not be accepted, nor will a degree be conferred until corrections have been made. A satisfactorily completed thesis must be approved by a committee of readers (thesis defense committee).

This guide in no way sets stylistic or bibliographic rules for the author. These should be determined by the candidate and his/her advisor. Neither does this guide deal with detailed information on how to prepare, research, and write a thesis or dissertation. A bibliography of sources that would be helpful in this area is provided on page 8. The purpose of this guide is to inform graduate students of the standards established and adhered to by the Alumni Medical Library and the School.

B. Number of Copies

In order to preserve a record of the achievements of Boston University scholars, and to share the benefits of their research with others, two identical copies of the final version of the thesis are needed for submission to the Library: one for the archives and one to circulate to interested members of the Boston University community. The department chairman, advisor, and other advisory committee members, may require extra copies of the thesis. Submission of the thesis or dissertation to the Library should be the last step before graduation.

C. Deadlines for Submission of Thesis or Dissertation

Theses and dissertations must be submitted to the reader eight (8) weeks prior to the anticipated date of graduation. This allows ample time for the thesis/dissertation to be read and for corrections/revisions to be made. Delay in submission may result in postponement of the date of graduation, which, in turn, may result in additional tuition.

The dates for the submission of the thesis to the thesis defense committee are critical for a successful review and for the defense process. Individual departments or programs will set the deadline for submission of the thesis to the defense committee. However, it is expected that the Master's thesis be defended within 45 days of the expected degree award date and that the Doctorate thesis be defended before the expected degree award date.

D. Submission to the Library

1). The thesis must **not** be bound at the time of the thesis defense. When a thesis has been successfully defended, edited, and approved by the thesis defense committee, the Department Head must sign a multipart Dental School Thesis/Dissertation Submission Form. Each member of the thesis defense committee must sign two Library copies of the thesis. These signatures are

to be placed on the Reader's approval page found on page (14) of this document. Each signature must be original. The Library does not accept photocopies.

2). The copies (2) intended for the Library are submitted, **unbound**, to the Technical Services Department, Boston University Medical Center Library, together with the signed multipart Dental School Thesis/Dissertation Submission Form. The thesis must be submitted either in a large manila envelope, covered box or temporary binder or folder. Elastic (rubber) bands alone are unacceptable. These copies must meet the particulars given in the following instructions. Read these instructions carefully and consult the Library and your advisor for assistance with problems. Do so before starting the final draft.

3). A prearranged appointment with the Technical Services Department of the Library is highly recommended to ensure sufficient time for the library review process. Typically, review of the thesis or dissertation takes 20-30 minutes. If an appointment is not made, the Library reserves the right to have 5 working days for the review and acceptance procedure. Students with a deadline for graduation or those who are leaving the area should incorporate these requirements into their timetable. The students are encouraged to obtain advice on the submission process from the Technical Services Department of the Library prior to submission of the thesis.

4). After accepting the Library's copies, the Technical Services staff will sign the multipart Dental School Thesis/Dissertation Submission Form and retain the Library's receipt copy. The candidate will deliver to the Registrar and Department Chair their parts of the multipart Dental School Thesis/Dissertation Submission Form and retain the student copy for personal files. No degree requiring a thesis will be conferred until the Registrar and the Department Head have received this notification.

5). If a thesis or dissertation does not meet the Library's requirements, the rejection section of the multipart Dental School Thesis/Dissertation Submission Form will be checked off with an explanation for the rejection provided. This part of the form will be signed and dated by the Technical Services staff member. A photocopy of the form will be retained by the Library. The multipart Dental School Thesis/Dissertation Submission Form and thesis will be returned to the student for correction(s). Once the student addresses the Library's concerns, the acceptance section of the multipart Dental School Thesis/Dissertation Submission Form will be filled in, signed and dated by the Technical Services staff member. The acceptance process as described in Section D#4 will go forward. If the problem with the thesis/dissertation is not resolved within 60 days from the initial presentation to the Library, it will be sent back to the Department Chair with an explanatory form. A copy will also be sent to the Registrar.

6). The Library will catalog and bind all copies of accepted dental theses/dissertations and they will become part of the Library's circulating collection. Bibliographic information for each thesis/dissertation will be made available on the University's online catalog; the worldwide catalog of OCLC (Online Cooperative Library Cataloging), a bibliographic utility, and index to Dental Literature.

7). Neither ordering of microfilm nor application for copyright is done by the Library.

E. Thesis Format

Preliminary Pages in sequence

Page No.

Title Page**	i (counted, not printed) sample on page 12
Copyright Page (if applicable)	ii (counted, not printed) sample on page 13
Reader's Approval Page**	iii (counted, not printed) sample on page 14
Dedicatory Page (optional)	iv
Acknowledgments (optional)	v
Abstract**	vi
Preface (optional)	vii
Table of Contents**	viii
List of Tables (if any)	ix
List of Figures (if any)	x
List of Illustrations or Schemes (if any)	xi
List of Abbreviations (if applicable)	xii
Glossary (if applicable)	xiii

** Required

First page of text

1

Following the preliminary pages is the text of the dissertation or thesis, which begins with **Arabic numeral 1**.

Following the conclusion of the thesis/dissertation is, in the following order:

- Bibliography (required)
- Appendices (if applicable)
- Vita (required, the last numbered pages)

1) Title page:

The form and contents of the title page must follow the sample shown on page (12). All the information shown on the sample (from the title to the copyright statement) is required. Scientific formulas and abbreviations should be avoided in titles whenever possible. Please note that the title should be in full caps as noted in the example.

2) Copyright Page (if applicable):

It is your decision whether or not to have your work copyrighted. You may want to ask your advisor their opinion on the subject, but even if you do not officially register your copyright, you still will have some basic copyright protections.

Should you register copyright on your dissertation? Copyright legislation of 1976 ensures that your work already has a degree of protection even if you do not register it. Registration, however, establishes a public record of your copyright. You cannot file an infringement suit until you have registered, nor can you sue for infringement that occurred prior to registration. Also, you may be unable to recover attorney's fees or sue

for so-called “statutory damages” which the law provides in cases where real damage is difficult to show.

A sample copyright page is provided on page (13) of this Guide. Thesis/Dissertation writers may register copyright on their own by downloading forms from the Copyright Office at <http://www.copyright.gov>. Since theses are not microfilmed, authors wishing to copyright their work will have to do so on their own. If you decide you do not want to have your manuscript copyrighted, do not include a copyright page in the work.

3) Readers Approval Page:

Every copy of a thesis and dissertation submitted to Alumni Medical Library must have an approval page with the **original signatures** of **all** of the candidate’s committee members, or readers. Photocopied or faxed signatures are not acceptable. Administrative assistants cannot sign and initial for readers who are out of town. The signatures cannot be divided up and placed onto two or more pages. A sample approval page is provided on Page 14 of this Guide. Authors should place a reader’s official title after their name (e.g., Professor of Oral and Maxillofacial Surgery). If one or more of your readers is not a B.U. faculty member, you should place the name of their institution after their official title.

4) Dedicatory Page (optional):

Most students choose to place the dedication, if any, as part of the acknowledgments; although, you may use a separate page.

5) Acknowledgments (optional):

Although not required, some candidates insert a brief dedication or foreword. This must be placed at the correct pagination of the preliminary section and must be numbered and noted in the Table of Contents.

6) Abstract:

The abstract should give a succinct account of the dissertation so that a reader can decide whether or not he or she wants to read the complete work. A thesis abstract is limited to 500 words. An abstract contains a clear and brief statement of the problem, procedure and/or method followed, the results, and the conclusions.

The abstract should be prepared carefully, as it will be published in Dissertation Abstracts International without editing or revision. The Abstract copy should be typed on one side of the paper and double-spaced. Graphs, charts, tables, and illustrations should not be included in the abstract. Symbols and foreign words or phrases should be printed clearly and accurately to avoid errors or delays.

7) Preface (optional):

Usually there is no reason to include a preface in your thesis or dissertation. Only in cases where the work needs to be explained or where the author's contribution to work with several authors needs to be noted is a preface necessary. (Note: A preface includes acknowledgments and appears where the acknowledgments normally would appear.)

8) Table of Contents:

The Table of Contents is the only index the reader has to your paper. Be sure the organizational order you display in the Table of Contents matches the order in the text. In addition, titles of sections listed in the Table of Contents must match exactly the titles that appear in the text. Page numbers must be accurate and include the page numbers where each entry occurs. This must include the abstract, list of tables and or figures, if applicable, and acknowledgments as well as all the main divisions of the thesis, subdivisions, the bibliography, and the appendix.

9) List of Tables and Figures:

List of Illustrations and Schemes:

The List of Tables, Figures etc. must include the page number on which each respective table, figure, etc. falls. Figures (i.e. graphs, photographs, and other illustrative materials) are to be listed on a separate page. Figures must be numbered in Arabic numerals consecutively (Figure or Fig. 1,2,3, etc. or 2.1, 2.2 etc.) in order of appearance and captioned.

10) List of Abbreviations (if applicable):

If you include a List of Abbreviations, it must be arranged alphabetically, not by order of appearance of the abbreviation in the text.

11) Glossary

A glossary is a list of terms in a particular domain of knowledge containing the definition for those terms. Traditionally, a glossary appears at the end of a book and includes terms within that book which are either newly introduced or at least uncommon.

Text:

While not all the parts of the text listed here are required in all theses, those present are to be in the following order:

- Introduction
- Main Body
- Concluding Section
- Nomenclature (if applicable)
- Bibliography
- Appendices (if applicable)
- Vita

Particular attention should be given to check spelling and grammar. Try to insert plots, graphs and tables into body of the text, and **NOT** at the end of the thesis. Do not repeat references as NEW references. .

1) Bibliography:

Single-space your citations and leave one double space between each. If you are using an article-style format for your work, where each chapter has its own separate bibliographic section, then you must also include a cumulative bibliography at the end of the work, arranged alphabetically by the last name of the primary author. If you use abbreviated journal or conference titles in your references, then you must add a list of all those abbreviations, in alphabetical order, with the corresponding complete titles. The List of Abbreviated Journal Titles should be placed at the start of your bibliography. Some journal abbreviations have now become the accepted title of the periodical, (e.g. EMBO J is simply EMBO Journal, not European Molecular Biology Organization Journal). Below is an example of how your list may appear, along with some commonly-used journal abbreviations and their corresponding full titles:

List of Abbreviated Journal Titles:

BMJ	BMJ: British Medical Journal
EMBO J.	EMBO Journal
FASEB J.	FASEB Journal
FEBS Lett.	FEBS Letters
IEEE J. Oceanic Eng.	IEEE Journal of Oceanic Engineering
JAMA	JAMA: the Journal of the American Medical Association
Proc. Nat. Acad. Sci. USA	Proceedings of the National Academy of Sciences of the United States of America

2) Appendices:

Appendices should precede the bibliography. Rare exceptions are allowed at the discretion of your major advisor. If you are using copied materials from another source, make sure the print is clear, dark, and legible. Also be sure to check that you have permission if you are reproducing copyrighted materials in your work.

2) Vita:

This is a short description of your professional life, up to the point of being awarded your degree. Your vita may be written in either résumé or narrative format. You must include such basic information as your full name, your year of birth, and a contact address (e.g., your department) where you can be reached for at least the next 1–2 years. A vita may also include (but is not limited to) your previous education, degrees, awards or honors, professional positions held, and publications. Please try to limit your vita to no more than three pages. Both Master and Doctoral degree candidates must include a vita in their work.

Footnotes:

The footnotes or notes may be numbered consecutively throughout the thesis/dissertation, or throughout each chapter. They may be at the bottom of pages, at the end of chapters, or at the end of the main body of the text immediately preceding the bibliography. Candidates are reminded that a consistent and established style must be followed in the bibliography, footnotes, and notes.

Publication of a Series of Papers as a Thesis

It is not acceptable to bind together a series of published papers in reprint format and submit this collection as a thesis.

The thesis must be a coherent document with an overall introductory section, a main body, and an overall concluding section. Terminology and nomenclature must be consistent throughout the thesis. Subject to these constraints, to copyright considerations, and to permission from the Advisory Committee, it may be possible to utilize material previously published, submitted, or accepted for publication as chapters or sections of the thesis. However, this material must be typed and presented in the same typeface and format as the rest of the thesis. Care should be taken to eliminate redundancies in such topics as methodology and introductory comments.

Where material previously published (or in press) by the author is included as part of the thesis, it is mandatory to provide full details of authorship, journal name, volume, page limits, year and title of article (or comparable information for Proceedings, Books, etc.) in a Preface or Foreword. In the case of joint authorship, there must be a statement clearly stating the role of the respective authors and, in particular, making very clear the extent and nature of the contribution of the thesis author. This statement should be signed by the co-authors or at least by the senior author other than the candidate to indicate that they are in agreement that the contributions of the thesis author are as stated.

F. Specifications:

1) Printouts:

One typeface and one size of type throughout the thesis are preferred. A high standard, letter quality print is expected; poor print and inferior grades of paper will not be approved. Dot-matrix characters are not acceptable.

2) Typing:

A laser printer is strongly recommended. A medium-sized, clear typeface - e.g. pica or elite is advised; Times Roman font size 12 is recommended. One typeface and one size must be used throughout; each page must be typed on one side only. For further instructions, see appropriate sections below.

3) Paper:

High quality bond paper, 8 1/2 x 11 inches (21.5 x 28 cm), must be used; 20-24 pound (75 - 90 gm²) stock. Paper must be white, not cream, grayish, nor colored. Erasable paper must not be used. Recycled paper must be white (not off-white) and acid-free. Pages with holes, such as those made by binder rings, are not acceptable for the Library's copy.

4) Pagination:

The preliminary pages are to be numbered in small roman numerals (ii, iii, iv, etc.); the text in Arabic. The title page is "i" but is not numbered. For subsequent numbering, please refer to E. Thesis Format, Preliminary Pages in Sequence, page (5) in this document. The first page of the text is "1" and the numbering continues throughout, including pages with tables and figures, the bibliography, and appendices. Every page - other than the title page- must be numbered. To avoid being trimmed away by the binder, the numbers should be placed at least 1/4 inch (7 mm) from the edge of the page; they may be either in the center at the bottom or on the right of the page.

5) Margins:

These must be at least 1 1/4 inches (32 mm) on the left or binding edge, and 3/4 inch (19 mm) on the three outer edges of each page of the typescript, printouts (including tear-off), and photocopies.

6) Spacing:

Copy must be double-spaced except the acknowledgment, block quotations, notes, footnotes, captions on tables and figures, appendices, and index; these may be single spaced. The bibliography should be single-spaced but with double spacing between entries.

7) Graphs, Symbols, Accents, etc.:

When graphs are used in the thesis, label all axes with correct units. Avoid 3D rendered graphs - use 3D graphs if there are 3 axes. Show standard deviation as error bars. All graphs should have clear and concise captions. If you use colors, choose colors, line style, line widths and symbols that can be discernible after black and white copying. Set same scale range, breaks, and units for plots that are to be compared. Double check the table of contents for figure numbers. Characters not available on standard keyboards or computer printers - e.g., those needed for the mathematical equations, chemical formula, and accenting languages - should be neatly executed by hand in black ink. Adhesive prints must not be used. It is recommended to distribute graphs, figures, and tables through out the text.

8) Quality of Type, Print, and Photocopies:

The quality of type, print, and photocopies must be high (minimum resolution: 300 dpi) and this excellence maintained throughout; the letters should be sharp, black, unbroken, and unvarying in intensity from line to line and page to page.

9) Photographs:

When used, photographs should be clear, with strong contrast. Dry-mounting tissue provides the neatest and most permanent method of affixing photos. Each Library copy must have a set of original photographs. Black and white graphs are recommended whenever possible. Avoid "color" graphs since they do not copy well. Use symbols and line features to distinguish curves within any given plot.

10) Scanning Electronic Microscopes (SEM's) and Photomicrographs:

When included in the thesis, SEMs and photomicrographs should use same units for figures to be compared. Import scale bar for photomicrographs (e.g. a scale bar labeled as "100 mm"). Use visible arrows, triangles, and labels to point out key features. Double-check the table of contents for figure numbers.

G. Delayed Circulation or Publication

If the candidate wishes the dissertation or thesis not to circulate for a stated period of time, a written statement to that effect, approved by the Thesis Advisor and Department Chair, must be submitted to the Library when the two copies of the manuscript are submitted. This is done only if the materials cover a sensitive subject, which cannot safely be published at this time. The maximum amount of time the Library will delay publication is five years.

H. Patentable Materials

By University policy, the University owns the rights to inventions, software and other products of research developed by students as part of their graduate work. It should be noted that any form of public disclosure of patentable material before a formal patent application has been filed in at least one country, might compromise potential patent protection in other countries. Deposition of a thesis in the University Library constitutes such disclosure. If it appears that the subject matter of the research to be incorporated into the thesis is likely to lead to patentable or licensable material, the matter should be discussed with the primary advisor and department head before the intended date of depositing the thesis in the Library.

Sample Title Page:

BOSTON UNIVERSITY
HENRY M. GOLDMAN SCHOOL OF DENTAL MEDICINE

THESIS/DISSERTATION

TITLE IN FULL CAPTITALS
(double spaced)

FULL LEGAL NAME IN ALL CAPITAL LETTERS AND CENTERED

(Students with compound last names, or names frequently inverted in native usage, should indicate verbally or in writing to the library what the last name is to ensure accurate bibliographic citation)

Other Earned Degrees, Colleges, Years

(Each previous degrees earned should be on a separate line, e.g.,
B.A. Boston University, 1995
M.A. University of Pennsylvania, 1997)

Submitted in partial fulfillment of the requirements for the degree of

Doctor of Science in Dentistry
In the Department of _____

200_
(Year of Graduation, not year in which dissertation is completed)

Sample Copyright Page:

© Copyright by
FULL NAME IN ALL CAPTIALS
200_

A Roman numeral does not appear on this page, although the page is counted

Sample Reader's Approval Page:

Approved by:

First Reader _____
Name of First Reader, Ph.D.
Professor of.....

Second Reader _____
Name of Second Reader, Ph.D.
Associate Professor of

Third Reader _____
Name of Third Reader, Ph.D. (if applicable)
Lecturer in
Forsyth Institute

A Roman numeral does not appear on this page, although this page is counted.
The first page on which a number appears is the acknowledgments page.
If no acknowledgments, then the first page on which a number appears is the first
page of the abstract.

Sample of Abstract Heading for Final Copies of the MSD Thesis:

TITLE OF MASTER'S THESIS IN FULL CAPITALS AND CENTERED

FULL NAME IN ALL CAPITALS AND CENTERED

(as it appears on title page)

Boston University, Henry M. Goldman School of Dental Medicine, 200_

Major Professor: (name) , Professor of .

ABSTRACT

(Body of abstract follows on the same page - double-spaced, not to exceed 500 words.)

Sample of Abstract Heading for Final Copies of DScD or DSc:

TITLE OF DOCTORAL THESIS IN FULL CAPITALS AND CENTERED

FULL NAME IN ALL CAPITALS AND CENTERED

(as it appears on title page)

Boston University, Henry M. Goldman School of Dental Medicine, 200_

Major Professor: (name) , Professor of .

ABSTRACT

(Body of abstract follows on the same page - double-spaced, not to exceed 500 words.)

Checklist for Submission of Thesis (MSD) or Dissertation (DSc/DScD)

Theses and dissertations must be submitted to the readers eight (8) weeks prior to the anticipated date of graduation. This allows ample time for the thesis/dissertation to be read and for corrections/revisions to be made. Delay in submission may result in the postponement of the date of graduation, which, in turn, may result in additional tuition.

The checklist below is intended to provide you with a brief review of some important facts for thesis/dissertation submission. Please refer to Appendix V “Guidelines for MSD/DScD/DScThesis/Dissertation Submission”, in the Postdoctoral Student Handbook provided at your Orientation, for a more detailed explanation of the requirements for completing your thesis or dissertation.

Checklist

- When a thesis/dissertation has been successfully defended, edited, and approved by the Thesis Defense Committee and Department Head; please make an appointment with the Technical Services Department of the Library (Emily Beattie, Director of Technical Services: 617-638-4236) at least one week in advance of requesting the Library review and acceptance. Please bring your thesis in electronic format via laptop or memory/flash stick. Recommendations for corrections may be provided by the Library staff. The review generally takes 20 minutes. If an appointment is not made, the Library reserves the right to have 5 business days for the review and acceptance procedure.
- Acceptable paper for final copies: high quality bond paper, 8 ½ x 11” must be used; 20-24 pound stock.
- Complete the Title Page as per directions on page (12).
- Copyright Page (if applicable).
- Complete the Reader’s Approval Page as per directions on page 14 of Guidelines for MScD/DScD/DSc Thesis/Dissertation Submission.
- Dedicatory Page and/or Acknowledgments.
- Abstract (limited to 500 words).
- Table of Contents. Make sure the organizational order match the content. Page numbers must be accurate. It pays to double check these details; they are a source of frequent errors.
- List of Tables, Figures, and Illustrations (if applicable).
- List of Abbreviations (if applicable).

- Bibliography.
- Appendices (if applicable).
- Vita.
- Count all the pages in both copies before submitting them.
- Two complete, identical, original copies of the final version of the thesis are needed for submission to the Library. (The library does not accept photocopies.)The copies (2) intended for the Library are submitted, unbound, to the Technical Services Department of Library. The thesis must be submitted either in a large manila envelope, covered box, or temporary binder or folder. After the Library review and approval, the Technical Services staff will sign the multipart Dental School Thesis/ Dissertation Submission.

**Boston University Medical Center
Alumni Medical Library
Dental School Thesis/Dissertation Submission Form**

I. Boston University Henry M. Goldman School of Dental Medicine

Student Name: _____

Title of Thesis/Dissertation: _____

Degree Initials: Master's _____ Doctorate _____ Year: _____ #of Copies: _____

Signature of Department Liaison to Library: _____

Department: _____

Date: _____

**FOR LIBRARY USE ONLY
Do Not Write in this Block**

II.

Library Acceptance

Library Rejection: Signature: _____ Date: _____

Reason(s)

Library Corrected Thesis/Dissertation Acceptance

Library Return of Uncorrected Thesis/Dissertation

(Corrections Not Made After 60 Days From Initial Presentation To The Library)

Signature: _____

Library Position: _____

Date: _____

Copies to be provided to:

1-Library

2-Registrar

3-department copy

4-student copy

5-Office for Adv.Ed