

Appendix V

Guidelines for Thesis/Dissertation Submission

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

Approved by the Postdoctoral Curriculum Committee 4/25/2002
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A. Introduction

A major requirement for doctoral and master's degrees at the Boston University 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 fashion 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 dissertation or thesis, although a bibliography of sources that would be helpful in this area is provided. The purpose of this guide is to inform graduate students of the standards established and adhered to by the 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 Medical Center 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 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 thesis to the thesis defense committee are critical for a successful review and defense process. Individual departments or programs will set the deadline submission of the thesis to the defense committee. However, it is expected that the Masters thesis will be defended within 45 days of the expected degree award date and the doctorate thesis will 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 department, the Department Head must sign a Thesis Submission Sheet. Each member of the thesis defense panel must sign two Library copies of the thesis. 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 Thesis Submission Sheet. 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, this review of the thesis or dissertation takes 20-30 minutes. If an appointment is not made, the Library reserves the right to have 48 hours 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.

4). After accepting the libraries copies, the Technical Services staff will sign the multipart receipt form and retain the library's receipt copy on file. The candidate will deliver to the Registrar and Department Chair their parts of the receipt 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 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 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 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 thesis/dissertations and they will become part of the Library's circulating collection. Bibliographic information for each thesis/dissertation will be made available in 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

1) Title page:

The form and contents of the title page must follow the sample shown below. 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.

2) 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.

3) Table of contents:

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, the appendix and index. Page numbers must be given.

4) List of figures:

Figures (i.e. graphs, photographs, and other illustrative materials) are to be listed on a separate page. Number, title, and page are to be given. 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.

5) Acknowledgment:

This should not be more than one page. Although not required, some candidates insert a brief dedication or foreword. This must be placed at the end of the preliminary section and must be numbered and noted in the Table of Contents.

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, nomenclature, bibliography, appendices, index. 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. Be sure to use spell check and grammar check in word processing program.

Notes:

The footnotes or notes may be numbered consecutively throughout the thesis, 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 footnotes, note and bibliography.

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 generally unacceptable.

2) Typing:

A laser printer or an electric typewriter with carbon ribbon is strongly recommended. If cloth ribbons are used, they must be clear and changed frequently. 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 for type Scripps and computer printouts. 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; the signed authorization form placed immediately behind the title page in the Library's copies is uncounted; numbering begins at "ii" on the first page of the abstract. The first page of the text is "1" and the numbering continues throughout including pages with tables and figures, the bibliography, appendices and index. The biographical form in the Library copies, placed at the end, is unnumbered. Every page - other than the title page and library forms - 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 (top or 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 2D 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. Letraset or like 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 contrasts. 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) SEMs 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 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 School, 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
GOLDMAN SCHOOL OF DENTAL MEDICINE

THESIS

TITLE IN FULL CAPTITALS
(double spaced)

FULL LEGAL NAME

(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 Reader's Approval Page:

If not copyrighting, this page is counted as roman numeral ii but not typewritten on the page.

If you choose to copyright, this page becomes roman numeral iii and is typewritten at the bottom center of the page.

Please remember that all of the preliminary pages are numbered in lower case Roman Numerals and are always at the bottom center of the page.

Approved by:

First Reader

(Name, degree, title is typescript below signature)

Second Reader

(Same as above)

Third Reader

(Same as above)

The reader's Approval Page in the thesis must have original signatures.

Sample of abstract heading for final copies of thesis:

TITLE OF THESIS IN FULL CAPITALS

FULL NAME (as it appears on title page)

Boston University, Goldman School of Dental Medicine, 200_

Major Professor: _____, Professor of _____.

ABSTRACT

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

**Boston University Medical Center
Alumni Medical Library
Dental Thesis/Dissertation Receipt**

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