

SCHOOL OF DENTAL MEDICINE  
OFFICE OF GRADUATE STUDIES  
CASE WESTERN RESERVE UNIVERSITY

**INSTRUCTIONS FOR THE PREPARATION OF A THESIS DOCUMENT  
(Including a Manuscript Suitable for Submission to a Refereed Journal)**

**PLEASE READ CAREFULLY**

In order to provide assistance to students, this set of instructions has been prepared as an aid in thesis document preparation. The entire document must be checked by the Office of Graduate Studies before the production of the final copies. It is strongly advised that the document is checked early during the preparation phase and prior to the defense. This office will advise you only on grammar, style, margins, spacing, paper quality, etc. The “Information for Authors” of the journal selected for submission of a final manuscript must be provided to the members of the thesis advisory committee and the Office of Graduate Studies. Content is the prime responsibility of the student and the advisory committee. However, if the contents deviate significantly from an accepted standard of scholarship, the document will not be accepted.

The instructions given here are not intended to be all encompassing, but do provide guidance in meeting the basic requirements for the form of the thesis manuscript. **These instructions take precedence over other instructions or advice you may obtain, unless given by the Associate Dean for Graduate Studies.**

For questions about formatting not answered by a thorough reading of these instructions, consult with the Office of Graduate Studies. A Manual for Writers of Term Papers, Theses, and Dissertations, authored by Kate L. Turabian, 6<sup>th</sup> ed. (or later), rev. by John Grossman and Alice Bennett, published by the University of Chicago Press, 1996 (ISBN 022681625) might also be helpful. This guide may be purchased at the University Bookstore at Thwing Student Center. A copy is available in the Office of Graduate Studies for overnight use and must be returned the following morning.

**RESEARCH REQUIREMENT**

The School of Dental Medicine has established a thesis document as one of the requirements needed to earn the degree Master of Science in Dentistry. The department chairperson (and program director) and student must establish a thesis advisory committee prior to beginning their research project. The chair of the thesis advisory committee is appointed by the chairperson of the department (program director). Once

appointed, the chair of the thesis advisory committee appoints the other members of the committee. **A minimum of three faculty members is required for a master's thesis advisory committee.** Two members must be from the student's department of study. The thesis advisory committee must consider and approve a research protocol prior to commencing the actual study. The student must follow the protocol unless it is modified by the thesis committee. Following data collection, a manuscript suitable for submission to a referred journal is prepared in accordance with the detailed instruction to authors established by the journal to which the final manuscript will be submitted. It must be carefully examined by all the members of the thesis advisory committee, who should offer corrections. Once all corrections of the manuscript for publication have been made, a defense may be scheduled. Notice of the defense must be posted at least ten days prior to the defense. **All members must be present at a defense. Approval of the defense must be unanimous for the defense of the research portion of the requirement to be met.** The student should allow for a period of time for the correction and revision of the manuscript following the defense, usually 3-4 weeks. **Submission of the correct number of copies of the final, revised thesis manuscript, in a form acceptable to the Associate Dean for Graduate Studies, is required.**

#### NUMBER OF COPIES REQUIRED

1. Three (3) copies of the final approved thesis document in proper form (with original photographs or high quality scanned images) must be submitted to the Office of Graduate Studies. Each must include a copy of the approval sheet signed by all members of the thesis advisory committee. The research requirement is not considered completed until these copies are received and accepted. The copies will be bound at the School's expense. One copy will be deposited in the Library, one in University Archives, and one in the Office of Graduate Studies. These final copies should not be produced until the Associate Dean for Graduate Studies has given approval for their production and submission.

Regardless of the method used, all final copies must be on a white bond, 20 lb. weight, of at least 25% cotton content (see "PAPER QUALITY" below). Any of the following methods of reproduction are acceptable.

a) Photocopies. Each must be clean and the print quality of good contrast and in proper alignment. Bond paper can be inserted into photocopying machines. Graduate students in the School of Dental Medicine are permitted to use the photocopy facility in the School of Dental Medicine at no cost. Additional copy centers are available on campus and are used at the student's expense. **(Caution! Please be aware that photocopying sometimes causes the text to shift to the left reducing the size of the left margin or can reproduce the text tilted on the page. Be sure to check for this on each page if you are photocopying your thesis manuscript).**

- b) Word processor or computer-generated copies.
2. Additional copies for the examiners. Copies for committee members need not be on bond paper unless required by the department. Students should consult their advisor concerning departmental requirements. It is the student's responsibility to deliver a copy of the thesis document to be defended to each committee member at least ten days prior to the examination date.
  3. Some departments require one or more final copies of the thesis document for deposit in the department. Please check with your advisor or department chairperson.
  4. Students may wish to have copies bound for their own use. Please contact University Printing Services (located at Thwing Student Center) for information on this service.

#### PAPER QUALITY

The three copies of the final corrected thesis document must be submitted to the Office of Graduate Studies and must be on white bond paper, 20 lb. weight, of at least 25% cotton content. **Regular photocopy paper is unacceptable.** Bond paper should **not** be used until all corrections to the thesis document have been made, and approval given by the Office of Graduate Studies to produce the final copies. A **measured quantity** of bond paper, sufficient to produce the required number of final copies, will be provided by the School of Dental Medicine.

#### TYPING INSTRUCTIONS

The work must be typed. All equations and annotations on figures, charts, graphs, etc. must also be typed. The only exceptions are symbols not available on a recent model word processor. These may be carefully hand-drawn.

1. **TYPE STYLE.** Any of the following type styles, in font size 12, are acceptable: Arial, courier, elite, Gothic, Helvetica, or Times Roman. Do not use script, italic or bold typefaces for general type style. **Make sure the type style you choose for your outline is the same being used for preparation of your FINAL thesis document copy.** Other type styles may be used in figures, charts, etc., but only those indicated above may be used in the text.
2. **MARGINS.** The margin on the left side of all pages must be 1-1/2 inches. Top, bottom and right margins must be 1-1/4 inches except for the first page of a chapter, which must have a top margin of 2 inches. The text may extend one line below the 1-1/4

inch margin when necessary to avoid creation of a following page of one line in length. **All text pages must have justified margins.** All photographs, charts, tables, graphs, drawings, etc., must fit within these specified margins.

3. SPACING. The text must be double spaced. Quotations of three or more lines, itemized or tabulated material, footnotes, and the bibliography must be single spaced with a double space between entries. **SEE "REFERENCES" FOR CORRECT FORMAT OF BIBLIOGRAPHY.** When a table or figure is inserted into the text, three blank lines precede and follow the table or figure except at the top or end of a page. Titles, legends, and notes to tables and figures are single spaced.

4. INDENTATION (TAB). **Indent one-half inch (0.5")** from the left margin to begin a new paragraph. **Indent an additional one-half inch for a block quotation or list.** Indentation must be uniform and consistent.

5. CHAPTERS (MAJOR PARTS). Each chapter begins on a new page. The title of the chapter (major part) is centered at the top of the page and appears in UPPERCASE with a top margin of two inches. The text, or chapter subsection if used, begins on the third line below the title. The page number is located bottom center. Chapters may be divided into subsections (subheadings) if desired. However, a hierarchy must be consistently followed throughout. The first subsection (sub-level) is centered, underlined or **bold**, headline style (Capitalize the First Letter of All Important Words). The second sub-level is centered, not underlined or bold, headline style. The third level is flush left margin, underlined or bold, headline style. The fourth level is flush left, not underlined or bold, sentence style. The fifth level is run with the paragraph, underlined or bold, sentence style. Examine the following example for help.

## LITERATURE REVIEW

### New Generation Impression Materials

#### Polyether Dual-phase Materials

##### Aquasil™ LV Impression Material

Smart wetting agents in current use

Thixotropic properties of hydrophilic agents

6. FOOTNOTES. Footnotes must be single spaced. The preferred location is at the bottom of the page on which the citation occurs. However, footnotes may be placed at the end of each chapter or major section or at the end of the work. Footnotes placed at the bottom of the page must be separated from the text by a solid line and there must be a

double space between footnotes.

7. TITLE PAGE. The title page of the thesis document must follow the format of the attached sample (Appendix A). **The date on the title page must be the actual month, day and year that the degree is to be conferred - NOT the date of the defense or approval.**

8. ABSTRACT. The abstract of the thesis document **may not exceed 350 words**, and must follow the format of the attached sample (See Appendix C).

9. ORDER OF CONTENTS. The organization of the thesis document must follow the order below. Use UPPERCASE for the titles of the chapters (major divisions) of the TABLE OF CONTENTS. Only the first letter of the first word or proper name is in uppercase in the Table of Contents when subsections of chapters are used. A sample "TABLE OF CONTENTS" may be found at the end of this document (See Appendix C). All pages that precede the text are numbered at the bottom of the page with lowercase Roman numerals.

10. PAGINATION. **All pages except the approval page and title page (and copyright sheet if used) must be numbered. The numbering must be consecutive.** The page number should appear in the margin centered, and midway between the edge of the paper and the text if possible. The page number should appear in the same precise location on every page which requires the same relative location for its page number.

For pages numbered with **Roman numerals**, the number must be at the **bottom center** of the page. For pages using **Arabic numerals** are numbered at the **center bottom** of the page. Pages on which legends appear on a page facing a figure or table are counted in the number sequence but the number is not typed on the legend page. Appendices, bibliography, etc., are considered major divisions. The writer must be consistent in the use of major divisions. If used, standard 8-1/2 x 11 photographic paper pages can be numbered by using press-type or rub-on numbers.

11. REFERENCES (Literature Cited or Bibliography). This represents a complete list of all source materials which the thesis document writer personally examined in preparing the thesis document. The format (output style) needed for the reference list at the end of the thesis document is a **modification** of the format found in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (also known as the Vancouver style) and uses abbreviations adopted by the Index Medicus ([www.ncbi.nlm.nih.gov/PubMed](http://www.ncbi.nlm.nih.gov/PubMed)). Mrs. Kathy Blazar, Librarian at the Health Science Library, can help you with this. Please see Appendix B for additional instructions, and a copy of the modified format and guidelines is available on-line at [www.icmje.org](http://www.icmje.org).

For those who wish, software for the purpose of importing references into a thesis document is available for purchase at the University Bookstore for around \$135.00. The only modification of the instructions given by the ICMEJ is that the references cited are noted as superscripted numbers that appear immediately following the author(s) name or, when the author's name does not appear in the text, at the end of a phrase or sentence attributable to the author and follows all necessary punctuation.

12. TABLES. Tables efficiently organize and condense data into a standardized form. They are an adjunct, and not a replacement for the text. **Tables must be carefully constructed, easy to read and self-explanatory.** They should be placed directly in the text (as close as possible to their first reference), or may be in an appendix, or both. All tables that appear within the text **must** be referred to in the text. The main information of the table must be adequately narrated. Tables in an appendix, if used, follow in numerical sequence to those appearing in the text.

Tables used **must** contain the following elements unless the journal chosen for submission follows a different format: Table number, title, and column headings. Footnotes to the table are sometimes necessary and should be included as appropriate. Tables are numbered in sequence by Arabic numerals as they are mentioned in the text, and each appears as close to the first text reference to it as possible or as space permits (inserted at the end of the paragraph). Each table is given an Arabic number followed by a period, two dashes and by a title that is **centered** (single spaced and no wider than the table) **immediately** over the table (as the title is part of the table and not separate from it), e.g.,

TABLE 1.--Mean Velocity of Traffic on Euclid Avenue  
at Cornell Road between 4:00 A.M. and 6:00 P.M.\*

Type of Vehicle	Mean Velocity by Radar	Mean Velocity by Laser
Automobiles	22.35	22.68
Bicycles	12.13	12.33
Trucks	64.55**	66.29**

\*velocity given in kilometers/hour

\*\*velocity considered unsafe and a public hazard

13. FIGURES (ILLUSTRATIONS). Figures include drawings, photographs, charts and graphs. Figures should be placed as close as possible to their first reference in the text. Like tables, figures are not a replacement for the text, and they must be numbered in sequence and referred to in the text. Each figure is given an Arabic number followed by a legend that appears below the figure. **The legend explains the figure making it self-explanatory.** When key symbols are used, the same symbols are used in the legend or, if unavailable, the key symbols are described in the legend and appear underlined or italicized. Figures placed in an appendix, are numbered in sequence. A sample figure follows:

Figure 1. Map of the United States. Ohio



is shaded by vertical lines and Texas is shaded by oblique lines. Florida is located by an arrow.

Graphs should ordinarily be line or bar type, drawn in a two-dimensional style. Graphs in three-dimension are often difficult to interpret and should be avoided in most cases. Each axis must be properly labeled and the units of measure given on the axis (or in some cases, the legend).

14. PHOTOGRAPHS. High quality scanned images are preferred. Alternately, photographs can be cut to size and dry-mounted (not glued) or affixed with Scotch<sup>®</sup> 415 Double-coated Polyester Tape onto bond paper or 65 lb. white paper (8-1/2 x 11 Kodak photographic pages are also acceptable). All oversized pages can be reduced and copied onto bond paper. All photographs must have a properly constructed legend and might also require labels for clarity.

15. USE OF TRADEMARKS<sup>™</sup> AND REGISTERED NAMES<sup>®</sup>. Words, titles, phases, product names or symbols bearing the designations "<sup>®</sup>" or "<sup>™</sup>" must be identified as such, and the owner identified by notation in the text (or by footnote) and, if used as a material or method in your study, in the MATERIALS AND METHODS section with

proper footnote. See "FOOTNOTES" for correct format. The symbols "®" or "™" must be used every time the product name appears. If the word or phrase is in common use, e.g., Pepsi®, no footnote is necessary if simply referred to in the text.

### HELPFUL EXAMPLES

You might find the following examples helpful in your understanding and application of the instructions. First is a sample of the format to use when creating a list. Please note that each item of the list is indented two levels (one inch) from the left margin. For lists:

1. Single space within items on a list. Double space between them. Do not use semicolons to separate items.
2. Bullets or letters rather than numbers can be used for lists. Always use proper punctuation if the items are written as complete sentences.
3. Return to double spacing following the list.

Quotations of less than three lines are placed in the text and identified by quotation marks at the "beginning and end." For a block quotation of three or more lines, use the following format.

"The present study provides another perspective on the contribution of MR imaging variables to TMJ pain and may have an impact on the presumptive terms *internal derangement* and *degenerative joint disease*, which consider TMJ imaging variables of the disk-condyle relationship and osteoarthritis to be diagnostic for disease."<sup>3</sup>

Following a block quotation, return to regular margins, line spacing and format. Examples of a title page, abstract and table of contents are found on the following pages.

# Appendix A

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A COMPREHENSIVE STUDY OF DENTAL IMPLANTS

by

JOHN L. SMITH, D.D.S.

Submitted in partial fulfillment of the requirements for  
the degree of Master of Science in Dentistry

Thesis Advisor: Jane Doe, D.D.S., M.S.D.

Case Western Reserve University

School of Dental Medicine

Department of Endodontics

June 30, 2009

## Appendix B

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**The following instructions refer to the options you have on citing your references. The websites where this (and further) information can be found are pasted at the bottom.**

### *IV.A.9. References*

#### *IV.A.9.a. General Considerations Related to References*

Although references to review articles can be an efficient way to guide readers to a body of literature, review articles do not always reflect original work accurately. Readers should therefore be provided with direct references to original research sources whenever possible. On the other hand, extensive lists of references to original work on a topic can use excessive space on the printed page. Small numbers of references to key original papers often serve as well as more exhaustive lists, particularly since references can now be added to the electronic version of published papers, and since electronic literature searching allows readers to retrieve published literature efficiently.

Avoid using abstracts as references. References to papers accepted but not yet published should be designated as “in press” or “forthcoming”; authors should obtain written permission to cite such papers as well as verification that they have been accepted for publication. Information from manuscripts submitted but not accepted should be cited in the text as “unpublished observations” with written permission from the source.

Avoid citing a “personal communication” unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text. For scientific articles, obtain written permission and confirmation of accuracy from the source of a personal communication.

Some but not all journals check the accuracy of all reference citations; thus, citation errors sometimes appear in the published version of articles. To minimize such errors, verify references against the original documents. Authors are responsible for checking that none of the references cite retracted articles except in the context of referring to the retraction. For articles published in journals indexed in MEDLINE, the ICMJE considers [PubMed](#) the authoritative source for information about retractions. Authors can identify retracted articles in MEDLINE by using the following search term, where pt in square brackets stands for publication type: Retracted publication [pt] in PubMed.

#### *IV.A.9.b. Reference Style and Format*

The Uniform Requirements style for references is based largely on an American National Standards Institute style adapted by the NLM for its databases. Authors should consult [NLM's Citing Medicine](#) for information on its recommended formats for a variety of reference types.

## Appendix B

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References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. The titles of journals should be abbreviated according to the style used in the list of Journals Indexed for MEDLINE, posted by the NLM on the [Library's web site](#). Journals vary on whether they ask authors to cite electronic references within parentheses in the text or in numbered references following the text. Authors should consult with the journal to which they plan to submit their work.

### Reference Lists Versus In-Text References

References are presented in two ways in medical publications. At the end of a journal article, book, or book chapter, all of the references that contributed to the work are presented in a list called references, end references, literature cited, or bibliography. Within the text of a publication, individual references are presented in an abbreviated format that refers back to the list. These abbreviated references within the text are called "in-text references."

Three major systems of in-text references are used by medical publishers: citation-sequence, citation-name, and name-year. See *Scientific Style and Format* (7th ed. Reston (VA): Council of Science Editors; 2006) for a detailed discussion of all three systems.

In the citation-sequence system, numbers are used to refer to the reference list. References are numbered in the list in the order they first appear in the text. For example, if a reference by Zelinski is the first one referred to in the text, then the Zelinski reference is number one in the list.

In the citation-name system, numbers are also used in the text to refer to the reference list. However, the references in the list are numbered in alphabetical order by author. Thus a reference authored by Adam would be number 1, by Baker number 2, etc. These numbers are used in the text regardless of the order in which they appear.

Finally, in the name-year system, in-text references consist of the surname of the author and the year of publication, usually enclosed in parentheses, such as (Smith 2006). The list of references is ordered first by author, then by year.

Both the citation-sequence and citation-name systems format parts of references in the same order that they are found in *Citing Medicine*. In the name-year system the date of publication is taken out of order and placed after the author or after the title if there is no author. To accommodate those users who prefer using the name-year system, instructions are provided in each chapter in the Special Rules under "Options for date of publication."

<http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.intro.63373>

## Appendix B

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<http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.TOC&depth=2>

## Appendix C

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### THE EFFECTS OF CARCINOGENIC AGENTS ON THE ODONTOGENIC TISSUES IN THE ALBINO RAT

Abstract

by

HAROLD JAMES SMITH

An attempt was made to induce neoplasms in the odontogenic tissues of rats by the application of various oncogenic agents: Aniline, arsenic, asbestos, beryllium and nickel. Fifty-five weanling Wistar albino rats were subjected to the bilateral injection of one-tenth mL of a single carcinogenic agent into the posterior mandible at the base of the incisor teeth.

Radiographic and histologic examination revealed that the mandibles of animals subjected to different agents were similarly affected. The materials implanted had no demonstrable oncogenic affect one hundred-day post-injection. However, odontoma-like hamartomas encountered in four experimental animals were likely the result of a traumatic disruption of the developing normal odontogenic tissue present at the site of injection. This suggests that trauma may be an important factor in the pathogenesis of hamartomas of the odontogenic apparatus.

# Appendix C

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Approval Page.....this page is not to be numbered or counted  
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