

# Office of Biomedical Graduate Studies- Drexel University College of Medicine

## PREPARING YOUR THESIS

The accompanying pamphlet is for your use in preparing your M.S. or Ph.D. thesis.

**Paper** High-quality white, acid free paper, minimum 20-pound weight (100% cotton)

**Copies** Provide a copy for each member of your committee before the final defense of the thesis. In addition, one unbound original and three copies, approved by the Examining Committee, will be given to the Office of Biomedical Graduate Studies to be bound. The original bound thesis will remain in the Office of Biomedical Studies, a bound copy will be sent to the Library and another copy will go to the program . In the case of a Ph.D. thesis, one additional copy and an agreement signed by you is required to be sent to University Microfilms for microfilming. There is a charge of \$25.00 for your personal copies of Doctoral and Masters thesis binding . If you require additional copies to be bound, you must provide additional copies of your thesis

**Title Page:** The required format for the title page is:

**TITLE OF THESIS**

By

Your Name

Month and Year

A Dissertation Presented to the Faculty of  
Drexel University College of Medicine  
in partial fulfillment of the Requirements for the Degree of  
(as appropriate)

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Committee Member Name  
Title  
Department  
Institution (if other than Drexel University  
College of Med)

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Committee Member Name  
Title  
Department  
Institution

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Committee Member Name  
Title  
Department  
Institution

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Committee Member Name  
Title  
Department  
Institution

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Committee Member Name  
Title  
Department  
Institution

# INTRODUCTION

This manual sets out the requirements for thesis format established by the Office of Biomedical Graduate Studies of Drexel University College of Medicine. These are the minimum requirements that must be met in order to secure thesis approval. Individual Graduate programs may have additional requirements or may specify in greater detail those that follow. You are urged to ascertain any special requirements and take them into consideration along with the instructions in this manual in preparing your thesis.

## GENERAL INFORMATION

### **Doctoral Thesis:**

The doctoral thesis, or dissertation, required as partial fulfillment for an advanced degree at Drexel University College of Medicine is an extended written treatise which represents original results and interpretations of a unique investigation by the degree candidate.

### **Master's Thesis:**

The requirements for a master's thesis are less stringent than those for a doctoral thesis. It must report independent work but need not include original research by the candidate.

Master's Degree are not required to have the microfilming done.

### **Fees:**

At or before the time of final submission of the thesis to the Library, the student shall have paid to the Office of Biomedical Graduate Studies the required fee to cover handling costs of binding of personal copies.

### **Final Form:**

The original dissertation are to be submitted to the Office of Biomedical Graduate Studies must be suitable for microfilming and ready for publication before it will be accepted by the Office of Biomedical Graduate Studies. The student should have the Chairperson of their Thesis Committee fill out a Certification of Dissertation form (Attachment I) to confirm the dissertation is ready for publication. All copies must be clean, attractive, free from errors, printed on one side of paper only, and properly collated but unbound. A laser quality printer must be used to generate the original. The thesis must be printed, not typed.

### **Microfilming:**

Before binding, the original of all doctoral dissertations will be sent by the Office of Biomedical Graduate Studies to University Microfilms in Ann Arbor, Michigan for microfilming. A negative copy of the film will be maintained in the files at University Microfilms in order that positive microfilm or xerox copies may be purchased at any time by interested scholars.

Before the time of final submission of the thesis, a doctoral candidate should have completed in full, according to the instructions thereon, one copy of the agreement between University Microfilms and the author. The form provides publication of the manuscript and specifies the conditions of the agreement. It also provides for copyright and reprints of abstracts, is so desired. This form is included in the folder containing forms for the upcoming graduate and available from the Office of Biomedical Graduate Studies.

If copyright and/or reprints of abstracts are desired, it must be so indicated on the agreement form and a check for the appropriate amount made out to University Microfilms must be included. Agreement forms and check must accompany the original and copies of the thesis to the Office of Biomedical Graduate Studies. The cost for Abstract Reprints is \$30.00 for the first set of 100 and \$10.00 for each additional set.

**Binding:**

After successfully defending, the student should deliver the original copy of their thesis to the Office of Biomedical Graduate Studies (the original is kept by OBGS), one copy for the library, a copy for their program, a copy for microfilming, and any additional copies they may want. The student should also complete the University Microfilms agreement forms and the signed Certification of Dissertation Form. The cost for bounding is \$25.00 per copy. The cost of the microfilming is paid by the Office of Biomedical Graduate Studies.

**Copyright:**

Competent legal opinion dictates that depositing a dissertation in the Library almost certainly constitutes publication, and if the work does not then bear the statutory copyright notice, (see below) it will constitute a dedication to public use.

Drexel University College of Medicine, Office of Biomedical Graduate Studies assumes no responsibility for copyrighting thesis material. If copyright is desired, the candidate must so indicate on the agreement with University Microfilms and make out a check for \$65.00, which will accompany the agreement forms and the thesis when they are delivered to the Office of Biomedical Graduate Studies for microfilming and binding. Please note that copyright cannot be made after registration with University Microfilms has been made. A copyright notice must be added to the dissertation on the copyright page. Details are covered in the manual under the heading: "Copyright Page."

**Plagiarism:**

When copyright material, beyond brief excerpts, is included in the dissertation manuscript, the author is responsible for obtaining written permission from the owner.

**Confidential or Secret Thesis:**

As a general rule, it is inappropriate for thesis research to be undertaken on topics which are classified confidential or secret for reasons of national security, or which involve restricted or propriety information. No thesis covering such topics may be presented without appropriate clearances or releases, for which the candidate must assume responsibility.

**Multiple Volume Thesis:**

If, because of its length, a thesis must be bound in more than one volume, the second volume should contain a title page duplicating that of the first volume. In addition, some means of individual identification, such as "Volume 2", or some descriptive word such as "Appendices" may be necessary on both title pages. All pages in additional volumes should be numbered consecutively with the second title page being reassigned as page one.

**Printed Thesis:**

Submission of a printed thesis in lieu of a computed-generated thesis will be acceptable if approved in advance by the Associate Dean, Graduate Studies and if the format lends itself to microfilming and the standards described herein.

Offset and letterpress printing is acceptable on both sides of a page but the work must conform to good printing standards throughout. The page size must fall between 5 ½" and 8 ½" and 8 ½" and 11". Mimeographed thesis and similar processes are not acceptable. Any work prepared by offset should be typed on a computer and produced by a laser printer quality printer.

### **Order of Approval:**

For a May graduation, including a listing in the Commencement Ceremony Program, the student must successfully defend his or her thesis and a complete draft version of the thesis or dissertation must be submitted to the supervising professor no later than thirty days before the Commencement Ceremony. The complete original (with corrections made) with approval signatures must be submitted to the Office of Biomedical Graduate Studies at least two days before the day of Commencement.

You may be permitted to walk in the Commencement Ceremony if you successfully defend your thesis and submit the complete and final original, with approval signatures to the Office of Biomedical Graduate Studies at least two days before the day of Commencement but you will not be listed in the Commencement Ceremony Program.

## **FORMAT AND APPEARANCE**

### **DUPLICATION METHODS**

**Computer/Typed Original** - Original must be on high-quality white paper, minimum 20-pound bond, 8 ½" x 11" sheets. Please do not use erasable papers. A laser quality printer must be used to generate the original document. Any standard word processing program may be used. Dot matrix printers are not accepted.

**Xerox Copies or similar methods** - Additional copies may be made using a high quality photocopy machine. Copies may be on any good quality white paper (onion skin is not acceptable). Original photos and half tones( or any other poorly remoderable materials) must be in copies.

### **ORIGINAL PREPARATION**

**Type** - The type size should be 10 point or larger. Select fonts of 10 or 12 characters per inch. Because the manuscript will be reduced in size on microfilm, the larger type is recommended. All textual material must be printed as far as possible. Where hand work is required in place of print, use black India ink. Character not available in type should be lettered using lettering guides where possible.

**Corrections** - No strikeover, interlineations, or crossing out of letters or words are acceptable. The use of correcting fluid is not acceptable on the original or any copy of a Ph.D. thesis.

**Margins** - Left edge should be 1 ½" and all other edges should be 1". Subheadings must have at least two full lines of type below or should begin on a new page.

**Pagination** - All pages following the title page should be numbered consecutively in the upper right corner. The title page is counted as "I" but not numbered. Preliminary pages are counted, and numbered beginning with the Roman numeral "ii" appearing on the first page after the title page. (See section on Arrangement). The text, references and appendices, bibliography and all other pages including photographs, illustrations, and drawings beginning with the first page of the text should be

numbered in Arabic numbers and follow in consecutive order to the end of the dissertation. Insertions of page numbers such as 10a, 10b, 10c is **not** allowed. Do not use a period after a page number.

**Spacing** - General text material should be double spaced. Footnotes, long quotations and bibliographic entries, and list of references should be single spaced. They should be separated from the body and each other by double spacing. Footnotes should also be separated by a solid line across the page, two spaces above the footnote.

**Tables and Figures** - For both tables and figures, use a laser printer or black India ink and lettering guide for captions, numerals, symbols and characters. All tables and figures including graphs, may be prepared on 100% rag content bond or 100% rag content tracing paper. Alternative processes include photocopying on 100% bond or photographs on lightweight photographic paper. The same margin limitations apply to tables and figures as to the regular text. Tables and figures of a half page or less may appear in the text but separated from the text by triple spacing. Tables (shorter than one page in length) must appear on a single page.

**Computer Print-Out** - These should be considered as tables and numbered as such. Captions should be included. If possible, the sheets should be reduced to 8 ½" x 11" size.

**Illustrative Materials** - All illustrative material must conform to permanent record standards and should be as close as possible to the same size and margins as the text. When larger illustrative material must be used, it should be folded with a minimum number of folds so that it will fall within the margins of a normal text page. Since binding of a thesis requires edge trimming, illustrative material too close to the sewing or trimming edges will be defaced during the binding process. Large illustrative material is also inappropriate for the microfilming process. Any diagrams, photographs or similar material which has been prepared on smaller than thesis page size should be mounted with high-quality paste, spray mounts or dry mounting tissue. Do not use glue, mounting tape or rubber cement. Where possible, photographs, should be printed on 8 ½" x 11" single weight photographic paper and this sheet should be included and numbered as part of the text. Labels and captions directly on photographs must be done with India ink.

## **ARRANGEMENT**

Every thesis is composed of three parts: The Preliminaries, the Text and the Reference Material.

## **PRELIMINARIES**

**Thesis Approval Page** - Required in original copy only. The candidate is responsible for typing the information required and obtaining the required signatures. This page is neither numbered nor counted.

**Title Page** - Use your full name. Do not use initials. Write out the name of the degree for which you are a candidate. All doctoral candidates use Doctor of Philosophy. Candidates for Master's degrees use Master of Science or the appropriate designation of their program, e.g. Master of Laboratory Animal Science.

**Copyright Page** - If the thesis is copyrighted, you should include the following information: A copyright notice, full legal name of author, and date of publication on file. The information should be entered on the page as shown:

Copyright by  
John Q. Jones  
1975

In the event that no copyright is desired, this page should be left blank. In any event, the page is not counted and should not be numbered.

**Dedication Page**- This page is optional.

**Acknowledgments** - This page is optional but most theses do include a brief statement of thanks for, or recognition of, any special assistance. The word ACKNOWLEDGMENTS should be in capital letters and centered without punctuation, 2" down from the top of the page; the text begins four lines below. This page normally begins with the Roman numeral "ii."

**Table of Contents** - The heading TABLE OF CONTENTS is centered without punctuation 2" from the top of the page; the listing begins at the left margin four spaces below the heading. All material following the Table of Contents is listed in it. No preceding material is listed. The titles of the chapters, or parts, or sections, and at least the first and second order sub-divisions should be listed in the Table of Contents and must be worded exactly as they appear in the body of the thesis. The Table of Contents pages are numbered in lower case Roman numerals.

**List of Tables** - The heading LIST OF TABLES is centered, without punctuation, 2" down from the top of the page; the listing begins on the left margin four spaces below the heading. The List of Tables uses the captions exactly as they appear above the Tables in the text. The List of Tables pages are numbered in lower case Roman numerals.

**List of Illustrations** - The heading LIST OF ILLUSTRATIONS is centered, without punctuation, 2" down from the top of the page; the listing begins as the left margin four spaces below the heading. The List of Illustrations uses exactly the same captions that appear below the Figures in the text.

**Abstracts** - All theses should contain an abstract. It is to be a summary which will permit a reader to determine the value of reading the full dissertation. It should include a statement of the problem, an outline of procedures or methods and a summary of results and conclusions. *It must not exceed 350 words. (Abstracts exceeding 350 words will be shortened by UMI editors).* The abstract must conform to the standards set forth for your typed, first copy of the thesis. The text must be typed on one side of the paper only and be double spaced. Do not include graphs, charts, tables or illustrations in your abstract. The following information is centered at the top of the abstract page, 2" down from the top:

**ABSTRACT**  
Full Title of Dissertation  
Author's Name as on Thesis  
Supervisor's Name as on Thesis

The text begins four spaces below the heading. The abstract is numbered in lower case Roman numerals. The author of a doctoral dissertation is required to submit one exact duplicate copy of his thesis abstract for University Microfilms ready for publication in **Dissertation Abstracts**.

Following the Abstract, a blank page is inserted between the preliminaries and text. This page is neither numbered nor counted.

## **THE TEXT**

The text should be subdivided into its major constituents. No fixed arrangement is necessary. The major parts may contain such subjects as introduction, general argument, description of experimental procedures, research methods, discussion, summary, conclusions, recommendations, and other pertinent topics that are necessary to complete understanding on the part of a sophisticated or professional reader. The subdivisions of the text should be the same as those entered in the Table of Contents.

## **REFERENCE MATERIAL**

**The Bibliography (or List of References)** - Any thesis which makes use of other works, either in direct quotation or by reference, must contain a bibliography listing these sources. If pertinent works have been consulted but not specifically cited in the text, they should be separately listed as an appendage to the Bibliography and given the subheading General References. The section begins with a cover sheet bearing the Heading BIBLIOGRAPHY (or LIST OF REFERENCES) centered without punctuation. This page is neither counted nor numbered. The heading is repeated on the first page of the bibliography itself 2" from the top, centered, and without punctuation. The list of sources begins four spaces below the heading. The list of sources is double-spaced between entries, single-spaced within each entry. Entries may be in any consistent arrangement (i.e., alphabetical by author, numerical, chronological, as specified by any professional journal as standard in that discipline).

Examples are as follows:

a) *A journal article*

Martin, P.B., Osgard, J.F., and Pibaldi, L.L. A Correlation between the Handedness Pitchers and Their Opposing Batters. J.Batat., 22:15, 1973.

b) *A Book*

Margaenau, H. The Nature of Physical Reality. 1st ed. New York: McGraw Hill Book Co., Inc., 1950.

**Appendices** - If supplementary original data, illustrative material, a detailed derivation of equations, an extensive proof of a theorem, or a quotation too extensive for the body of the thesis is included, they may be presented in appendices. Similar material should be gathered in a single appendix. Each appendix should be listed in the Table of Contents. This section is separated from the preceding material by a cover sheet bearing the heading APPENDIX (or APPENDICES) centered without punctuation. This sheet is neither counted nor numbered. The Appendices may be divided into APPENDIX A, APPENDIX B, etc., depending on the kinds of material and the amounts used. Each Appendix may have its own cover sheet, not counted and not numbered. The

heading is repeated on the page bearing the material. The title of the material follows four spaces below the heading. A list of Nomenclature and symbols if used, should be included as a separate appendix. Each Appendix with its title should be listed separately in the Table of Contents.

**Last Page** - A blank unnumbered page terminated the thesis. For details not covered by the foregoing, consult the following manuals:

*“A Manual for Writers of Term Paper, Theses, Dissertations,”* by Kate L. Turabian.

*“Preparation of Archival Copies of Theses and Dissertations,”* by Jane Boyd and Don Etherington. American Library Association, Chicago and London, 1986.