



**THE UNIVERSITY *of* TEXAS**

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**DENTAL BRANCH AT HOUSTON**

*A part of The University of Texas Health Science Center at Houston*

THESIS CONTENT AND FORMAT  
FOR THE DEGREE OF  
**MASTER OF SCIENCE IN DENTISTRY DEGREE**





The thesis submitted in partial fulfillment of the requirements for the Master of Science in Dentistry Degree at The University of Texas Health Science Center at Houston, Dental Branch, is a permanent record of the author's original research. The preparation of the thesis provides the author with experience in stating a research problem within the framework of current scientific knowledge, presenting the rationale for the technical approaches to be used in the solution of the problem, presenting valid and reproducible results, and providing a coherent analysis of the results and the conclusions obtained from the results. The thesis must be clear, accurate and reflect the highest level of scholarship. It must be emphasized that the author is solely responsible for content of the thesis.

The following material was prepared to assist residents in the preparation of a thesis. It contains information concerning the format and content of the complete thesis.

<b>Schedule for Completion of Master's Thesis</b>		
<b>Timeline</b>	<b>Three-Year Program Research Project</b>	<b>Time from Start of Program</b>
Topic and Committee Selection	Year 1 – January 1	6 Months
1 <sup>st</sup> Committee Meeting (Approve Topic)	February 1	7 Months
Complete Literature Review and Experimental Design	May 1	10 Months
2 <sup>nd</sup> Committee Meeting (Approve Proposal)	May 15	10.5 Months
Petition for Candidacy	May 30	11 Months
Complete Data Collection	Year 2 – May 30	23 Months
3 <sup>rd</sup> Committee Meeting (Review Data)	June 15	23.5 Months
Complete Writing of Thesis	Year 3 – October 15	27.5 Months
Critique of Thesis by Committee Members	December 15	29.5 Months
4 <sup>th</sup> Committee Meeting (Defend Thesis)	January 15	30.5 Months
Binder's Receipt	February 15	31.5 Months
Deliver Thesis	March 15	32.5 Months

# **F O R M A T**

## **Thesis Style - Conventional or Manuscript**

The author may choose the style of the thesis - traditional or manuscript. The traditional thesis has chapters that include: introduction, review of the literature, materials and methods, results, discussion, summary, conclusions, and literature cited. The manuscript thesis has two chapters - (1) literature review with literature cited and (2) manuscript in a format acceptable to a journal selected by the author and approved by the thesis committee. **Both** thesis styles include blank fly page, library sheet, title fly, title page, acknowledgments, table of contents, list of tables, list of illustrations, appendices, vita, Master of Science in Dentistry Degree data sheet and blank fly page.

## **Thesis Preparation**

Prepare the thesis on a computer and print it with either a letter-quality or laser printer. Print on only one side of the paper and use only conventional styles of type. Use a 12-point font and avoid the use of bold and italics.

## **Paper**

Use bond paper of 100% rag content (20-pound weight) for the original typescript. The standard sheet size is 8.5 x 11 inches.

## **Margin**

The left (or binder's) margin and top must be 1.5 inches, the right and bottom margins 0.75 inches. These margins must be consistent throughout the thesis. All text, titles, tables and illustrations must be within these margins. If necessary, tables and illustrations must be reduced to comply with these instructions.

## **Spacing**

Double-space the text and indent each paragraph five spaces. Put quotations over three lines in block quote (single spaced, indented on the left only). Do not use quotation marks if the quotation is indented, except for quotations within the block quote.

## **Numbering of Pages**

- Assign lower case, consecutive Roman numerals to preliminary pages beginning with acknowledgments and including table of contents, list of tables and list of illustrations.
- Number each page thereafter beginning with the first page of the introduction and including tables and illustrations consecutively with Arabic numerals.
- Placement – Center Roman numerals and Arabic numerals within the 0.75-inch margin at the bottom of the page.

## **Number of Copies**

The Office of Student Affairs requires the bound original thesis. The bound originals are placed in the Dental Branch Library. Give each committee member a bound copy of the thesis. If a company provided products for the research, then give them an unbound copy of the thesis.

## **Footnotes**

Do not use footnotes, except in the manuscript thesis if the journal requires their use. Provide information (model, company, city, state) about commercial products in parentheses following the location where the product is first cited.

## **Illustrations**

Reduce illustrations to comply with thesis margins. Number and identify illustrations correctly. Refer to illustrations, photographs, charts and graphs in the text as "Fig. 1," etc. Number tables separately.

## **Legends**

If legends are used, give them the same care in composition as the material in the body of the thesis. Number all legends in sequence to correspond with the illustrations. Place legends below the appropriate illustration. Legends should explain fully all the important features of the illustration and identify each of the letters, numbers, arrows, and other symbols.

## **Photographs**

The Medical Illustration Department can make a negative and a continuous tone black and white print 5 x 7 inches at an appropriate and current fee.

## **Color Pictures**

The Dental Branch does not provide color picture service. This work is contracted outside the institution.

## **Graphics**

Graphics can be completed in the Medical Illustration Department at an appropriate and current fee or prepared using the appropriate computer software and a laser printer.

## **Method of Duplication**

Duplication and binding are the responsibility of the individual student. Mount photographs on white bond paper with permanent paper cement (to be dried under weight), a mounting cement or dry mounting tissue **after the printing has been completed**. Do not use rubber cement or mucilage.

## Tables

Prepare tables on a computer. Print tables with a letter-quality or laser printer. The parts of a table are:

- The number and title, on the same line
- The box head, identifying the entries in the horizontal lines
- The field, containing the data

Tables may have cross lines:

- A single line below the title
- A single line below the box head
- A single line at the bottom of the page
- Additional lines (vertical and horizontal) may be needed if several subheadings are used in the box head

Example:

Table 4. Title of the Table.

	Boxhead
	Field

Place any footnotes to tables immediately following the table, with each treated as a paragraph and referred to with superscript letter or symbol.

## Literature Cited

Cite references selectively. Verify all references. In the traditional thesis, cite the consecutively in the text by superscript numbers. In the manuscript thesis, follow the instructions to authors throughout the thesis. The reference list should be typed double-spaced and numbered in order as the reference citations appear in the text. For journal citations, surnames and initials of authors are included. Also included are complete title of articles, name of journal (abbreviated according to the *Cumulated Index Medicus*), year of publication, and inclusive page numbers. For book citations, given surnames and initials of authors, chapter title (if applicable), editors surnames and initials, book title, volume numbers (if applicable), edition numbers (if applicable), city and full name of publisher, year of publication, and inclusive page numbers of citation.

Examples (If there are six or fewer authors, all are listed; if there are seven or more the first three are listed and *et al*, is added)

***e.g. – Format for periodical references:***

Pullon PA, McGivney J. Computer utilization in an oral biopsy services. *Int J Oral Surg* 1977; 6:251-5.

***e.g. – Format for book references:***

Seakins J, Suanders R, eds. Treatment of inborn errors of metabolism. London: Churchill Livingstone, 1973:51-6.

***e.g. – Format for chapter references:***

Hudson FB, Hawcroft J. Duration of treatment in phenylketonuria. In: Seakins J, Sauders R, eds. Treatment of inborn errors of metabolism. London: Churchill Livingstone, 1973:51-6.

## **CONTENTS - TRADITIONAL THESIS**

Arrange the traditional thesis as follows:

1. Blank Fly Page
2. Library Sheet (Manuscript Thesis)
3. Title Fly
4. Title Page
5. Acknowledgments
6. Table of Contents
7. List of Tables
8. List of Illustrations
9. Text
  - Introduction
  - Review of the Literature
  - Materials and Methods
  - Results
  - Discussion
  - Summary
10. Conclusion
11. Literature Cited
12. Appendix
13. Vita
14. Master of Science in Dentistry Degree Data Sheet
15. Blank Fly-Page

Notes for traditional thesis:

1. **Fly Page** – A blank sheet for protection in binding
2. **Library Sheet** (Manuscript Thesis) - Prepared by candidate (example enclosed)
3. **Title Fly** – For title and signatures of thesis committee. Signatures of thesis committee members must be **originals on all copies**.
4. **Title Page** – Carries the complete title, the name of the investigator, and the statement, “Thesis submitted in Partial Fulfillment of the Requirements for the Degree of Master of Science in Dentistry Degree at The University of Texas Health Science Center at Houston, Dental Branch.” List the month and the year the degree is to be awarded.
5. **Acknowledgments** – Express appreciation to individuals who aided in the research and the preparation of the thesis. Express appreciation to organizations that may have provided materials. Be sure to acknowledge any financial support.
6. **Table of Contents** – Designates the titles and pages of principal divisions and subdivisions of the thesis. The title fly, title page, acknowledgments, table of contents, list of illustrations and list of tables are designated by lower case Roman numerals and are not listed in the table of contents.
7. **List of Tables** – List the number and title of all tables.
8. **List of Illustrations** – List the number and provide a legend for all charts, photographs, diagrams and drawings. Where space is a factor, a smaller type style may be used for tables and graphs.
9. **Introduction** – This is a clear statement of the research problem. State concisely the purpose of the investigation and indicate briefly the methods and scope of the research. Normally, statements are not referenced in the Introduction.

**Review of the Literature** – It is essential that a review of the literature include all of the pertinent information required for an authentic background and that it be stated as objectively and quantitatively as possible. There are at least two ways to review pertinent literature. One method is to organize the review chronologically; the other method is to classify the steps in the review according to the subjects to be presented. At the conclusion of the review, the implication for the current study should be made obvious.

**Materials and Methods** – State the hypotheses, experimental design, methods, equipment, and materials utilized to carry out the investigation briefly but in sufficient detail to permit others to duplicate the procedures.

**Results** – The report of the results or findings of the investigation constitutes a critical step in the development of the thesis. Present the results in a carefully organized manner and include the significant data. The technique or presentation may include tables, graphs, drawings and photographs. Place tables and figures on the pages immediately following the page where they are first cited in the text.

**Discussion** – The results of the investigation and those of other investigators are discussed and appraised critically for their accuracy. Comparisons with the results obtained by other investigators usually have to be made in this section of the thesis in order to establish validity. This section of the thesis serves to clarify and evaluate the results in preparation for the summary and conclusions.

**Summary** – The summary is a brief, concise recapitulation of the manner in which the tasks, outlined in the introduction, were carried out, and the significant results that were obtained from the methods of the investigation.

10. **Conclusions** – Concluding statements are made as brief sentences. They must have been derived from a consideration of the results of the investigation and must have been defended adequately in the discussion and appraisal of the data obtained. Acceptable conclusions do not contain conditional words such as “may” or “probably.”
11. **Literature Cited** – This section includes all of the references utilized in the thesis articles, books, pamphlets, reports, earlier thesis and personal communications.
12. **Appendix** – Copies of the original sheets of collected data, the forms used for collecting this data, and the tables and photographs which are not an integral part of the text are some of the materials that can be presented in the appendix.
13. **Vita** – this is a brief autobiographical sketch of the author and should include date of birth, names of parents, schools and colleges attended, degrees awarded, publications, experience in teaching, business, industry, and military services, and a permanent address. After the vita, the name of the typist should appear. The school has had a name change, and it is recommended that the examples on page 15 are read and followed.

**Thesis Copies in the Library should not be used as a format.**

14. **Master’s Data Sheet** – Prepared by the candidate
15. **Fly Page** – A blank page for protection in binding.

## **CONTENTS - MANUSCRIPT THESIS**

Arrange the manuscript thesis as follows:

1. Blank Fly Page
2. Library Sheet (Manuscript Thesis)
3. Title Fly
4. Title Page
5. Acknowledgments
6. Table of Contents
7. List of Tables
8. List of Illustrations
9. Chapter 1
  - Introduction
  - Review of the Literature
  - Literature Cited
10. Chapter 2
  - Manuscript
11. Appendices
12. Vita
13. Master of Science in Dentistry Degree Data Sheet
14. Blank Fly Page

Notes for manuscript thesis:

1. **Fly Page** – A blank sheet for protection in binding
2. **Library Sheet** (Manuscript Thesis) - Prepared by candidate (example enclosed)
3. **Title Fly** – For title and signatures of thesis committee. Signatures of thesis committee members must be **originals on all copies**.
4. **Title Page** – Carries the complete title, the name of the investigator, and the statement, “Thesis submitted in Partial Fulfillment of the Requirements for the Degree of Master of Science in Dentistry Degree at The University of Texas Health Science Center at Houston, Dental Branch.” List the month and the year the degree is to be awarded.
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6. **Table of Contents** – Designates the titles and pages of principal divisions and subdivisions of the thesis. The title fly, title page, acknowledgments, table of contents, list of illustrations, and list of tables are designated by lower case Roman numerals and are not listed in the table of contents.
7. **List of Tables** – List the number and title of all tables.
8. **List of Illustrations** – List the number and provide a legend for all charts, photographs, diagrams and drawings. Where space is a factor, a smaller type style may be used for tables and graphs.
9. **Chapter 1**

**Introduction** – This is a clear statement of the research problem. State concisely the purpose of the investigation and indicate briefly the methods and scope of the research. Normally, statements are not referenced in the Introduction.

**Review of the Literature** – It is essential that a review of the literature include all of the pertinent information required for an authentic background and that it be stated as objectively and quantitatively as possible. There are at least two ways to review pertinent literature. One method is to organize the review chronologically; the other method is to classify the steps in the review according to the subjects to be presented. Follow the format provided in the instructions for authors of the selected journal. At the conclusion of the review, the implication for the current study should be made obvious.

**Literature Cited** – This section includes all of the references utilized in the thesis - articles, books, pamphlets, reports, earlier theses, and personal communications.

10. Chapter 2

**Manuscript** - Prepare the manuscript following the instructions to authors for the journal selected by the author and approved by the thesis committee. Components of a typical manuscript include: title page, formatted abstract, introduction and review of the literature, materials and methods, results, discussion, conclusions, acknowledgments, references, tables, legends, and figures.

11. **Appendix** – Copies of the original sheets of collected data, the forms used for collecting this data, and the tables and photographs which are not an integral part of the text are some of the materials that can be presented in the appendix.

12. **Vita** – this is a brief autobiographical sketch of the author and should include date of birth, names of parents, schools and colleges attended, degrees awarded, publications, experience in teaching, business, industry, and military services, and a permanent address. After the vita, the name of the typist should appear. The school has had a name change, and it is recommended that the examples on page 15 are read and followed.

**Thesis Copies in the Library should not be used as a format.**

13. **Master's Data Sheet** – Prepared by the candidate

14. **Fly Page** – A blank page for protection in binding.

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**TITLE of THESIS**

**Approved by:**

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Name & Degrees Held

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Name & Degrees Held

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Name & Degrees Held

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Name & Degrees Held

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Name & Degrees Held  
*Chairman, Thesis Committee*

**TITLE OF THESIS**

**(capital letters, double-spaced if more than one line long)**

by

John C. Jones, B.S., D.D.S.

**THESIS**

Submitted in Partial Fulfillment of  
the Requirements for the Degree of  
Master of Science in Dentistry Degree

at

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON**

**DENTAL BRANCH**

**(Month and Year Degree Awarded)**

**ACKNOWLEDGMENTS**

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## **LIST OF TABLES**

1. Title (Title Is Typed in Title Case And Double-Spaced: May Be Shortened if Necessary)

## **LIST OF ILLUSTRATIONS**

1. Title (Title Is Typed in Title Case And Double-Spaced: May Be Shortened if Necessary)

**TEXT**

## **INTRODUCTION**

**(Text)**

## **REVIEW OF THE LITERATURE**

**(Text)**

## **MATERIALS AND METHODS**

**(Text)**

## **RESULTS**

**(Text)**

**Figure 1**

**Text of legend is typed in lower case letters and double-spaced.**

## **DISCUSSION**

**(Text)**

## **SUMMARY**

**(Text)**

## **CONCLUSIONS**

**(Text)**

## LITERATURE CITED

## APPENDIX

## VITA

James Gordon Smith was born in Houston, Texas on December 14, 1945, the son of Ina Mary Smith and John Joseph Smith. After graduating from Bellaire High School, Bellaire, Texas in 1963, he entered The University of Texas at Austin and received the degree of Bachelor of Science in May 1967. Dr. Smith entered the Dental School at The University of Tennessee and received the degree of Doctor of Dental Surgery in 1971. He was in private practice in Bellaire, Texas for three years. In July 1974, he entered the Postgraduate School of Dentistry at The University of Texas Health Science Center at Houston – Dental Branch for graduate study in Periodontics. Dr. Smith received the degree of Master of Science in Dentistry Degree in June 1967.

Permanent address: 5515 South View Drive  
Houston, TX 77035

This Thesis was typed by Mary L. Green.

**The University of Texas  
Health Science Center at Houston  
Dental Branch**

**Master of Science in Dentistry Degree Data Sheet**

Name \_\_\_\_\_ Degree Sought \_\_\_\_\_

Major \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Permanent Home Address \_\_\_\_\_ Department \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exact Title of Thesis:  
\_\_\_\_\_  
\_\_\_\_\_

Special Field of the Thesis:  
\_\_\_\_\_

Total Number of Pages \_\_\_\_\_ Number of Illustrations \_\_\_\_\_  
(including Illustrations/Unnumbered Pages)

Previous Degree

\_\_\_\_\_  
Degree                      Name of University                      Year

\_\_\_\_\_  
Degree                      Name of University                      Year

\_\_\_\_\_  
Chairman, Thesis Committee

Brief Summary of Thesis:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## **THESIS Printing/Binding Distribution**

The following information and sequence must be followed in preparation for printing and binding of the thesis:

1. Thesis must be accepted, approved and signed by the members of the Thesis Committee.
2. The original copy of the thesis must be typed or laser printed on 100% rag content, acid free paper; however, photographic paper may be used for graphs, charts, illustrations and photographs.
3. The following must be obtained from the Office of Student Affairs, Room 155.
  - a) Master of Science in Dentistry Degree Data Sheet (see 4b below)
  - b) Library Sheet (Manuscript Thesis) (see 4c below)
4. Printing – printing is the responsibility of the student. A commercial printer of the student’s choice should be used.
  - a) As stated above, the original must be typed or laser printed on 100% rag, acid free content, however, the other copies of the thesis may be reproduced on less expensive paper.
  - b) Before the thesis is printed, the original of the Master of Science in Dentistry Degree Data Sheet is placed in the Original of the thesis so that the Original and all copies contain this form.
  - c) The Library Form (Manuscript Thesis) is placed by hand in the Original and one copy of the thesis.
  - d) The Thesis and Binding Instruction Sheet is taken to a commercial binder of choice.
5. Binding – binding material to be used in Royal Buckram (Dark Maroon) AAB192. The following local company’s offers this service.

<ol style="list-style-type: none"><li>a) The Bookbindery 14019 S. Gessner, Suite #E Missouri City, TX 77489 281-403-3009</li></ol>	<ol style="list-style-type: none"><li>b) Legacy Bookbinding Plus 6999 W. Little York, Ste. K Houston, TX 77040 713-934-7738</li></ol>
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6. Distribution
  - a) Office of Student Affairs – the bound original completed thesis. The bound original is ultimately placed in the Dental Branch Library.
  - b) Department/Thesis Chairman and committee members – as per request.
  - c) Companies providing materials or financial support.

## Thesis Binding

1. Binding material is Royal Buckram Dark Maroon AAB 192.
2. Gold lettering only.
3. A star (Π) is placed on the spine of the **original typewritten** copy only one-half inch from the top of the spine. This space is left blank for all subsequent bound copies.
4. Author's name, in all capital letters, must be placed between one inch from the top of the spine to two and three quarter inches from the top of the spine. The title of the thesis may be moved down the spine to allow more space for the author's name. Author's name must be printed in letters one-quarter inch high.
5. The title begins two and three-quarter inches from the top of the spine and may extend up to but not including the bottom two inches of the spine. Title must be printed in all capital letters.
6. Nothing may be printed in the bottom two inches of the spine.
7. Suggestion: bound copies are available in the UTDB library to view as examples.

### Example

#### *S P I N E ( B O U N D E D G E ) O F B O O K*

$\frac{1}{2}$ "	$\frac{1}{2}$ "	$1\frac{3}{4}$ "	$6\frac{1}{4}$ "	$2$ "
Π Star on original copy only	Leave Blank	AUTHOR'S NAME All Capital Letters	TITLE OF THESIS All Capital Letters	No Printing in the Bottom 2 inches