

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**

- 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, bot 1.81 ,08 149.28 73.08 0.6 re f* EMTc 0.* EMide of ms. -2(ons)rharth (-)Tj-2(he)4(l)-2(e)4(f)3(t)

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). it w musi/6 881Td (1 -Ej9m(6B-and f)f5(t)-6(0799C71B9tm -Ej9

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, bibliogr(i)-2(g)10(eh)4(f)3(or)3(m004 Tc 0. [(ndi)-2(c)4(e)4(s)0.003 Tw 2(a)4ID 1

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

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**

is shaded by

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.

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 wr

Appendix A

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.

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Appendix B

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

Appendix C

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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