

OREGON HEALTH & SCIENCE UNIVERSITY
SCHOOL OF MEDICINE – GRADUATE STUDIES
Guidelines and Regulations for Completion of Master’s and Ph.D. Degrees

Instructions for Preparing the Graduate Thesis

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Introduction

The awarding of the degrees of Master of Science (M.S.), Master of Public Health (M.P.H.) and Doctor of Philosophy (PhD) provides recognition by OHSU that the student has performed creditable scientific investigation. The documentary evidence of this investigation is to be submitted as a master’s thesis or doctoral dissertation by the candidate for approval by the student’s advisor/mentor, the student’s Program and the faculty of the School of Medicine. The thesis or dissertation is presented not only to this faculty, but also to the scientific community as a whole. Therefore, it should attest to the student’s understanding and appreciation of the fundamental principles of the scientific method.

The student must present a written description of scientific work carried out during the course of graduate study. Usually, the master’s thesis is a report of original scientific work conducted by the student under close supervision of the faculty advisor/mentor. The doctoral dissertation must show evidence of originality on the part of the student in the planning and execution of independent scientific work and the results must represent a meaningful contribution to knowledge.

Students must be the primary contributor to the design of the project, in the collection, analysis and interpretation of the data, and in the writing of the thesis or dissertation document. Specific details of any technical assistance, together with acknowledgment of the individual(s) who provided the assistance, must be included in the text of the document. In the absence of such acknowledgments, it is assumed that all data presented in the document were collected directly by the student. Similarly, the source of any special materials used in the project (e.g., antisera, probes, reagents, cell lines, databases) must be specifically acknowledged in the text of the document. In the absence of such acknowledgments, it is assumed that all special materials described in the document were developed or prepared by the student.

Organization of the Thesis or Dissertation

The following is an outline of the structure of the thesis or dissertation in the order in which the various sections appear. If any major deviation from the following basic structure is necessary, permission should be obtained from the Graduate Council. The student should consult the advisor/mentor or the Program Director for information about any additional requirements that may be imposed by the student’s Program.

1. **Title and approval pages.** The first page of the thesis is the title page, which should not be numbered. A sample title page is included with these instructions (page 4-5). The second page of the document should be the *CERTIFICATE OF APPROVAL* page (page 4-6), which should not be numbered.
2. **Table of contents.** A table of contents, starting with page i using lower case Roman numerals, in which the subject matter is subdivided in logical sequence, should follow the approval page. The heading of the Table of Contents should be typed in capital letters not less than 2 inches from the top of the page. The pages on which subdivision headings appear should be indicated in the Table of Contents. If there are many tables, illustrations or abbreviations, the document should include a list of tables, a list of illustrations and/or a list of abbreviations typed on separate pages after the Table of Contents.

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3. **Acknowledgments.** This section follows Table of Contents and is also numbered with lower case Roman numerals.
4. **Abstract.** This section should briefly summarize the important elements of the thesis or dissertation. It should include a statement of the problem, a brief description of the work performed and a summary of the results and conclusions. It should be numbered with lower case Roman numerals and it should not exceed 500 words.
5. **Main section of the thesis.** The body of the document should be organized into chapters and include an introduction, methods, results, discussion and conclusions. There is flexibility in the way this information can be organized into chapters. If the work has been submitted for publication or has already been published, it may be desirable to use the manuscripts as the basis for preparing individual chapters. If manuscripts are used as the basis for preparing chapters, the overall style of each chapter should be similar. References should not be included with each chapter but rather included as a single listing following the main body of the document (usually after the Summary and Conclusions).
 - a) **Introduction.** The purpose of the introduction is to elucidate the nature of the problem addressed by the thesis or dissertation research. The problem should be clearly presented, and its history discussed through a survey of the literature. The author should explain the rationale behind the scientific approach to the problem.
 - b) **Material and Methods (or Subjects, Apparatus, Procedure).** This section should contain descriptions of the procedures employed in the project. The methods should be presented in detail sufficient to permit another investigator to repeat the procedures.
 - c) **Results.** This section should contain the summarized data from scientific work performed by the author. The results should consist of a written description accompanied by tables, graphs, drawings, photographs or theoretical and statistical analyses where appropriate.
 - d) **Discussion.** This section should contain a discussion of the findings, their significance and their relation to the findings of other investigators.
 - e) **Summary and Conclusions.** This section should contain an abbreviated statement summarizing the findings of the thesis or dissertation. This section should end with a clear statement of conclusions drawn from these findings.
 - f) **References.** References should be included in a single list following the main body of the document (usually after the Summary and Conclusions). References should include a full listing of authors and title of the article and conform to the style of a refereed journal.
 - g) **Appendices.** If desirable, additional data or detailed descriptions of techniques or methodology may be appended to the document.
6. **Tables.** Tables may be single or double-spaced but must conform to the margin requirements (see below). They should be numbered consecutively and should be inserted either at appropriate points in the text or following the main text and references.

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7. **Illustrations.** Drawings, graphs or photographs should be reproduced or mounted on 8.5 x 11 inch paper. The figures should be numbered consecutively, and a figure legend should be placed underneath the figure or on a separate page inserted opposite the figure. The figures may be inserted in the text or may be grouped as plates following the main text and references. Graphs, inked diagrams or other forms of line drawings may be photocopied. Reproductions of photographs containing gradations of tone should retain the detail of the original. A high quality photocopy is acceptable if sufficient detail is retained. If photographs are included, precautions should be taken to avoid excessive curling or wrinkling of the mounted photographs. This problem is greatest with resin coated or double weight photographic paper.

8. **Abbreviations, symbols and units.** Abbreviations should not appear in the title. The full term for which an abbreviation stands should precede its first use in the text (unless it is a standard unit of measurement) and the abbreviation should follow in parentheses. Only standard abbreviations should be used. These may be found in the following:
 - a) Uniform requirements for manuscripts submitted to biomedical journals (Ann. Int. Med. 1982; 96:766-771).
 - b) Council of Biological Editors Style Manual: A Guide for Authors, Editors and Publisher in the Biological Sciences 4th ed. Arlington: Council of Biological Editors, 1978.
 - c) Symbols for physical quantities should conform to the recommendations in "Quantities, Units and Symbols" published by the Royal Society, 1975. The International System of Units (SI) should be used where possible.

9. **Typing or printing.** All copies of the document must be of high quality. Acid-free bond paper (or equivalent), 20-24 lb weight, size 8.5 x 11 inches should be used. All typing or printing should be double-spaced except footnotes. Footnotes should be single-spaced with a double space between footnotes. The left-hand margin should be at least 1.5 inches wide, the top and right-hand margins 1.0 inch and the bottom margin not less than 1.0 inch.
 - a) Pages preceding the main section of the document should be numbered consecutively using lower case Roman numerals centered at the bottom of the page. The remainder of the document, starting with page 1 of the Introduction, should be numbered using Arabic numerals inside the margin.

10. **Final approval, binding and submission.** Guidelines for scheduling the oral examination, binding the thesis and obtaining final approval for receipt of degree are provided in Section 2 (master’s programs with thesis) and Section 3 (PhD programs) of this document.

**OREGON HEALTH & SCIENCE UNIVERSITY
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[Sample Title Page]**

THE INFLUENCE OF PRENATAL NUTRITION UPON THE
DEPOSITION OF IRON IN THE LIVERS OF FETAL RATS

By

Ira A. Manville

A THESIS/DISSERTATION

[Select appropriate label]

Presented to the Department of Physiology & Pharmacology
and the Oregon Health & Science University
School of Medicine
in partial fulfillment of
the requirements for the degree of

Doctor of Philosophy/Master of Science/Master of Public Health *[Select only one]*

May 2005

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[Sample Certificate of Approval Page]

{This form is to be taken to the OHSU Library with the Thesis/Dissertation and is required for Binding}

School of Medicine

Oregon Health & Science University

CERTIFICATE OF APPROVAL

This is to certify that the PhD dissertation [or] Master’s thesis of

[insert Student Name here]

has been approved

Mentor/Advisor

Member

Member

Member

Member

[add or delete signature lines as needed]

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**Instructions for the Chair and for Members of the Oral Examination
Committee**

General. The oral examination shall be open to the public and include the presentation of a seminar. Your principal role will be to conduct the examination in a fair and equitable fashion. You are the delegated representative of the Graduate Council, which expects the chair of the committee to oversee the oral defense to ensure that it is of the highest quality.

Form of the examination. You should plan to meet with the committee members in a closed session (in the absence of the candidate and of the public) 15 minutes before the scheduled time of the examination. In this session, you will make certain that all members of the committee have reviewed the student’s record. The student’s transcript will be sent to the Chair of the committee prior to the defense. The advisor or mentor should be given the opportunity to comment about the qualifications and preparation of the student.

Although these examinations have a traditional format, you should entertain suggestions during the closed session for departures from the traditional plan, including whether the audience will be allowed to ask questions. You will assume the responsibility for deciding, after discussion, which if any of these suggestions will be accepted. A decision to limit the duration of the examination or to leave it open-ended may be made at this time.

The examination will begin by the presentation of a public seminar by the candidate. The advisor or mentor will introduce the candidate. After the seminar, you will explain the procedure of the examination to the candidate and the formal questioning will begin. You will make certain that all committee members have an opportunity to ask questions and evaluate the candidate.

Following the examination and dismissal of the candidate and public, the committee will conduct a closed session during which each committee member should be given the opportunity to comment on the candidate and the thesis or dissertation.

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Guidelines and Regulations for Completion of Master’s and Ph.D. Degrees After discussion, the decision about the committee's recommendation shall be made by having each member of the committee sign his/her name in the columns indicating satisfactory or unsatisfactory performance on the *ORAL EXAMINATION CERTIFICATION* form. Each member will vote on the basis of his/her evaluation of:

- a) the adequacy of preparation of the candidate, and
- b) the acceptability of the thesis or dissertation as a documentary record.

The Chair is responsible for submitting the Oral Examination Certification form to the Associate Dean for Graduate Studies (Room 4135 Mackenzie Hall, L102) within 2 working days after the oral examination.

The examination is considered to be satisfactory if a majority of the examination committee members’ record votes of satisfactory.

A tie vote will be considered as an unsatisfactory score for the oral examination.

In the event of a report of unsatisfactory on the oral examination, the examining committee must provide the student and the Associate Dean for Graduate Studies with a written description of the deficiencies in the examination performance within 2 weeks of the examination.

The committee may require modification of the thesis or dissertation. Successful completion of the modifications and final approval of the document will be indicated when all members of the Examination Committee who recorded a satisfactory vote for the oral examination have signed the *CERTIFICATE OF APPROVAL* page, which will be bound with the thesis.

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Instructions for the Chair of the Oral Examination Committee

The Graduate Council will depend on your advice about the preparedness of this candidate to receive a graduate degree. Your vote should be based on your evaluation of the adequacy of preparation of the candidate and on the acceptability of the thesis or dissertation as a documentary record. Several questions should be considered in making this evaluation.

General Preparation

Does the candidate give evidence of having been adequately prepared, through course work and directed study, to continue the development of his/her career as a scholar in his/her chosen field? Is the candidate's level of knowledge in general and specific fields adequate to meet your standards of excellence? In making this evaluation, it is not essential that you personally be thoroughly conversant with the candidate's special area. Your observations of the way in which the candidate deals with problems presented by you and other members of the committee can lead to conclusions that are not critically dependent on your own familiarity with the subject area.

Thesis or Dissertation

The thesis or dissertation is presented not only to this faculty, but also to the scientific community as a whole. Therefore, it should attest to the student's understanding and appreciation of the fundamental principles of the scientific method. The student must present a written description of scientific work carried out during the course of graduate study. Usually, the master’s thesis is a report of original scientific work conducted by the student under close supervision of the faculty advisor or mentor. The doctoral dissertation must show evidence of originality on the part of the student in the planning and execution of independent scientific work and the results must represent a meaningful contribution to knowledge.

Students must be the primary contributor to the design of the project, in the collection, analysis and interpretation of the data, and in the writing of the thesis or dissertation document. Specific details of any technical assistance, together with acknowledgment of the individual(s) who provided the assistance, must be included in the text of the document. In the absence of such acknowledgments, it is assumed that all data presented in the document were collected directly by the student. Similarly, the source of any special materials used in the project (e.g., antisera, probes, reagents, cell lines, databases) must be specifically acknowledged in the text of the document. In the absence of such acknowledgments, it is assumed that all special materials described in the document were developed or prepared by the student.

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Does the candidate's thesis or dissertation describe a piece of work that meets your standards of excellence in the application of scientific principles to an inquiry? Are the observations relevant, reliable and free from uncontrolled influence? Are the inferences carefully and imaginatively drawn? Does the writing come up to acceptable standards of scientific exposition in English? It is probable that you have been asked to serve on this committee because of your special familiarity with the subject area of the student’s research. Even if this is not the case, your general reactions to the document and to the candidate's treatment of problems will be helpful.

Upon completion of the examination, each committee member will be given the opportunity to comment on the candidate and the thesis or dissertation during a closed session.

After discussion, you will be asked to sign your name in the columns indicating satisfactory or unsatisfactory performance on the *ORAL EXAMINATION CERTIFICATION* form. You should vote on the basis of your evaluation of:

- a) the adequacy of preparation of the candidate, and
- b) the acceptability of the thesis or dissertation as a documentary record

The examination is considered to be satisfactory if a majority of the examination committee members’ record votes of satisfactory.

A tie vote will be considered as an unsatisfactory score for the oral examination. In the event of a report of unsatisfactory on the oral examination, the examining committee must provide the student and the Associate Dean for Graduate Studies with a written description of the deficiencies in the examination performance within 2 weeks of the examination. The committee may require modification of the thesis or dissertation.

Successful completion of the modifications and final approval of the document will be indicated when all members of the Examination Committee who recorded a satisfactory vote for the oral examination have signed the *CERTIFICATE OF APPROVAL* page, which will be bound with the thesis. The Chair is responsible for submitting the Oral Examination Certification form to the Associate Dean for Graduate Studies (Room 4155 Mackenzie Hall, L102 GS) within 2 working days after the oral examination.