

2023

**GUIDELINES FOR MASTER'S
DEGREE PROTOCOL AND THESIS**



**FACULTY OF DENTISTRY
BENI-SUEF UNIVERSITY**



**Faculty Of Dentistry
Beni-Suef University**

**Template for writing In-vitro
Study Protocol for master's
degree**



Template for writing in-vitro Study Protocol for master's degree

General instructions:

- 1-The protocol should be written in “Times new Roman” Font 12, with normal page layout margins, justified paragraph style and line spacing of 1.15. Titles should be written in Bold, “Times new Roman” Font 14 and subtitles in Bold “Times new Roman” Font 12.
- 2-Each section of the protocol (Introduction, Aim, Methods,...) should start in a separate page.
- 3-The page numbering of the protocol should be at the bottom center of each page.
- 4-Title page and protocol checklist should not be numbered.
- 5- The candidate should add the page number of each item in the checklist.
- 6- The reviewer checks each item in the checklist and writes ✓ if the item is fulfilled.
- 7- Words in blue are to be replaced by the relevant data.

Title (Intervention/exposure versus control/placebo for achieving an outcome in a certain population: An invitro study)

Arabic Title: An Arabic translation of the English title

Protocol submitted to
Faculty of Dentistry, Beni-Suef University
for partial fulfillment of the requirements for the Master Degree in

.....

By

**(Name, Affiliation, degrees and year of graduation)
2023**

Code: Code from the research palan

Supervisors' signature

Head of department's signature

1-

2-

3-

Date

I. Administrative information:

1. Title:

(Intervention/exposure versus control/placebo for achieving an outcome in a certain population: An in vitro study). Elements of PICO should be included in the title. Try to make the title as concise as possible by reducing the words like evaluation, effect, comparison etc. Study design is an essential part of the title.

2. Protocol registration:

Site <https://www.nature.com/protocolexchange/> and registration number of the protocol should be reported before final approval of the protocol

3. Protocol version:

Date and version identifier. (e.g. 25 Jul 2018 Protocol. Version number: 5)

4. Funding:

Information on potential relationships between researchers and sponsors should be made clearly available to readers, to provide sufficient information on potential conflicts of interest.

5. Roles and responsibilities:

1- Name

Affiliation (e.g. Professor...), roles (e.g. Supervisor) and responsibilities in the study (e.g. responsible for sequence generation allocation concealment, randomization and data management).

2- Name

Affiliation, roles and responsibilities in the study

3- Name

Affiliation, roles and responsibilities in the study

II. Introduction:

6a. In this section state the research question and the problem of the control that made you search for a new intervention to replace it. You have to rationalize elements of PICO in this section, while referencing your sentences using a reference manager.

6b. Review of literature: Review briefly the existing body of knowledge on the topic (but not in details).

Review previous related studies highlighting inadequacies in the body of evidence

6c. The section should clarify the objective(s) and hypotheses (null and/or alternative).

III. Methods

A) Samples, intervention and outcomes

7. Calculated sample size

Detailed reporting of the calculation of sample size is a requirement for good comprehension of the methodology used. It is essential to tell the sample size that is sufficient to find statistically significant differences between the groups.

8. Description of study sample

If applicable provide a list for the eligibility criteria of the included sample. This might not apply to all in vitro studies, hence reporting of eligibility criteria is an option that is used whenever applicable. Describe in details how the samples were prepared to receive the required interventions.

9. Intervention for each group

The intervention for each group should be reported with sufficient details, including how and when it was administered to enable replication. Who was involved in the intervention should be also reported.

10. Outcomes

Completely defined, pre-specified primary and secondary measures of outcome, including how and when they will be assessed should be clearly stated. Method of and unit of measurements should be also clearly

identified in a table. The following is an example for a table of outcomes.

| Prioritization of Outcome | Outcome | Method of Measurement | Unit of Measurement |
|----------------------------------|---------------------|------------------------------|----------------------------|
| Primary outcome | Fracture resistance | Universal testing machine | Newton |

D) Statistical methods

15. Statistical methods used to compare groups for primary and secondary outcomes. Information should be concisely reported, but in sufficient detail to enable understanding of the statistical approach by other researchers or interested readers.

IV- Ethics:

16. Research ethics approval

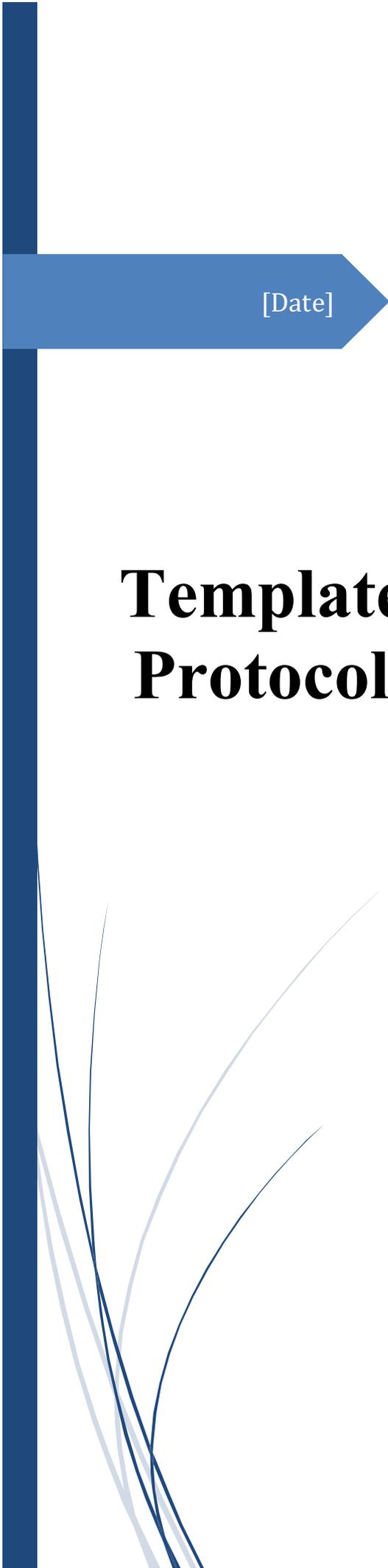
V- References:

All references should be written in the same font, and should be written through a citation/reference manager e.g. Mendeley or endnote. All references should follow the same style (author date style or cite-right Harvard is preferred).

N.B: Please add the checklist for your Protocol.

Protocol Checklist

| Section and topic | Item no. | Checked item | Reported on page No. | Reviewer's check |
|--|------------------|---|-----------------------------|-------------------------|
| <u>I. Administrative information</u> | 1 | Title | | |
| | 2 | Protocol registration | | |
| | 3 | Protocol version | | |
| | 4 | Funding | | |
| | 5 | Roles and responsibilities | | |
| <u>II. Introduction</u> | | | | |
| | 6a | Scientific background | | |
| | 6b | Review of literature | | |
| | 6c | Specific objectives | | |
| <u>III. Methods</u> | | | | |
| A) Samples, intervention and outcomes | 7 | Calculated sample size | | |
| | 8 | Description of samples | | |
| | 9 | The intervention for each group | | |
| | 10 | Outcomes | | |
| B) Blinding | 11 | Blinding | | |
| C) Statistical methods | 12 | Statistical methods for comparisons of groups | | |
| <u>IV- Ethics</u> | | | | |
| | 13 | Research ethics approval | | |
| <u>V- References</u> | | | | |
| <u>Scientific committee (Reviewers)</u> | | | | |
| Name | Signature | Date | | |
| 1. | | | | |
| 2. | | | | |



[Date]

Faculty Of Dentistry
Beni-Suef University

Template for Writing In-vivo Protocol for master's degree

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- 5- The candidate should add the page number of each item in the checklist.
- 6- The reviewer checks each item in the checklist and writes ✓ if the item is fulfilled.
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**Title (The population/problem, intervention, control/comparator,
primary outcome & study design)**

Arabic Title: An Arabic translation of the English title

Protocol submitted to
Faculty of Dentistry, Beni-Suef university
for partial fulfillment of the requirements for the Master Degree in
.....

By

(Name, Affiliation and degrees)

2022

Code: From the research Plan

Supervisors' signature

Head of department's signature

1-

2-

3-

Date

I. Administrative information:

1. Title:

Descriptive title identifying the population/problem, intervention, control/comparator, primary outcome & study design.

2. Protocol Registration:

Site and registration number of the protocol should be reported before final approval of the protocol (e.g. Clinicaltrials.gov: NCT01066572).

3. Protocol version:

Date and version identifier. (e.g. 25 Jul 2022 Protocol number: 5)

4. Funding:

A description of the sources of financial and non-financial (material) support.

5. Roles and responsibilities:

Names, affiliations, and actual roles of candidate and all supervisors.

Roles: e.g. main supervisor, co-supervisor

Responsibilities: e.g. initiated the study design, will generate random sequence, will provide statistical expertise in clinical trial design.

Name and contact information for trial sponsor (Cairo University)

II. Introduction:

6. Background and rationale:

-Description of research question and justification for undertaking the trial, including summary of relevant studies (published and unpublished).

This section should clearly include the following titles separately:

Research question:

Research question should be clear, properly formulated and well-structured followed with a question mark at the end (PICO format).

Statement of the problem:

The research problem should be clearly identified, stating its prevalence whenever applicable.

An understanding of how it is original and relevant.

How the proposed study will help fill the gap of knowledge in the literature.

Rationale for conducting the research:

Detailed justification for the trial should be clearly stated including why the research needs to be conducted in the selected population based on the currently available evidence.

Explanation of potential benefits to patients/ health service, relevance to current policies and community priorities.

It is strongly recommended that an up-to-date systematic review of relevant studies be summarized and cited in the protocol.

Review of literature:

Review briefly the existing body of knowledge on the topic (but not in details).

Description of the current treatment options and their limitations.

Description of the treatment under investigation including; any available data regarding the effects and mechanism of action of the interventions (published and unpublished) and reference to any previous evidence of its usefulness.

Examining benefits and harms for each intervention (summarize the known and potential risks of the intervention, giving a clear description of any expected adverse reactions).

Outline the rationale for the route of administration, dosage, regimen and period selected for the proposed study based on available non-clinical and clinical data.

Explain how the study will substantially add to science, change practice, save money, save lives and/or improve quality of life.

This section should be backed up by a brief and focused literature review of previous related studies highlighting inadequacies in the body of evidence.

Explanation for choice of comparators:

Selection of control/comparator should be justified with reference including data from an up-to-date systematic review.

Comparator may be:

Placebo, no treatment, gold standard, standard of care, another active drug, same drug with a different route or dose of administration.

7. Objectives:

Objectives: include aim of the study and hypothesis.

Aim of the study reflects the research questions to be answered by the trial.

Should be clear & very precise, only a few sentences long.

Use neutral words (e.g. “to compare effect of treatment A vs. treatment B on outcome X”) rather than in terms of a particular direction of effect.

Outcome “X” is the primary outcome.

Hypothesis:

A hypothesis states the predicted effect of interventions on trial outcomes.

Avoid biased statements, suggesting the author has prejudged the outcome.

Stated as a Null or alternative hypothesis.

8. Trial design:

Description of trial design, including the type of trial (e.g. parallel group, cross over etc.) and allocation ratio & framework should be included.

Framework of a trial its overall objective to test superiority, non-inferiority, or equivalence of one intervention with another.

The most common design for RCTs is: parallel group, two arm, superiority trial with 1:1 allocation ratio.

III. Methods**A) Participants, interventions & outcomes**

9. Study settings:

Description of the environment in which a trial will be conducted (e.g., community clinic, academic hospital) and list of countries where data will be collected. Reference to where list of study sites can be obtained.

10. Eligibility criteria:

Eligibility criteria for potential trial participants i.e. Inclusion and exclusion criteria for participants. They can relate to demographic information; type or severity of the health condition; previous or current treatment; diagnostic procedures; pregnancy; or other relevant considerations.

In trials of operator-dependent interventions such as surgery, it is usually important to promote consistency of intervention delivery by also defining the eligibility criteria for care providers and centers where the intervention will be administered.

Try to avoid restrictive participant selection. When trial participants differ substantially from the overall population to whom the intervention will be applied, the trial results may not reflect the impact in real world practice settings thus affecting the external validity (generalizability or applicability)

11. Interventions

-Description of Intervention/Control, including how and when it will be administered, with sufficient detail to allow replication.

For drugs, biological agents, or placebos, the protocol description should include:

Generic name, manufacturer, constituent components, route of administration & dosing schedule.

The description of non-drug interventions—such as devices, surgical procedures needs additional details about the settings and individuals administering the interventions. e.g., the level of individuals administering these interventions (e.g., for surgeons).

When intervention delivery is subject to variation, it is important to state whether the same individuals will deliver the trial interventions in all study groups, or whether different individuals will manage each study group.

Interventions that consist of “standard of care” require further elaboration in the protocol, as this care can vary substantially across centers and patients.

-Strategies used to improve adherence to intervention protocols, and procedures used to monitor these strategies (e.g. Pill count, adherence reminder sessions).

-Relevant care/interventions that will be permitted or prohibited during the trial.

-Criteria for discontinuing allocated interventions for a participant, if applicable, e.g. allergic reactions have been observed in rare cases. If this is suspected withdraw the trial medication from the patient.

12. Outcomes:

Primary, secondary and other outcomes should be described, with specific and measurable assessment unit.

It is important to explain the rationale for the choice of trial outcomes.

4 components should be defined for each outcome:

1. How the outcome variable will be measured, i.e. the data collected directly from participants (e.g., pain score, index, survival, pocket depth, mobility, patient satisfaction...etc.);
2. When the outcome data that will be collected from each participant for analysis (e.g., change from baseline, final value, time to event).
3. The method of aggregation (e.g., mean, median, %....)
4. The specific measurement time point of interest for analysis.

An ideal outcome is:

1. Valid, reproducible
2. Relevant to the target population.
3. Responsive to changes in the health condition being studied.

Primary outcome should be:

- Defined in the PICO.
- Of greatest therapeutic importance.
- Essential for decision-making.
- Used in sample size calculation (mostly)
- Preferred to be patient oriented or patient-centered or patient-reported.

Secondary objectives

Study may not have 2ry objectives.

Include more general objectives.

Explain additional effects of intervention.

Their number should be kept low to enable later analysis of results.

| Prioritization of Outcome | Outcome | Method of Measurement | Unit of Measurement |
|----------------------------------|----------------|------------------------------|----------------------------|
| Primary outcome | Pain | Visual analogue scale | Numerical |

13. Participant timeline

A schematic diagram / table / Gantt chart is used to present the overall schedule for trial participants in each study group.

A clear and concise timeline of the study visits, enrolment process, interventions, and assessments performed on participants.

Figure. Example template of recommended content for the schedule of enrolment, interventions, and assessments.*

| TIMEPOINT** | STUDY PERIOD | | | | | | | |
|------------------------------------|-----------------|------------|-----------------|----------------|----------------|----------------|------|----------------|
| | Enrolment | Allocation | Post-allocation | | | | | Close-out |
| | -t ₁ | 0 | t ₁ | t ₂ | t ₃ | t ₄ | etc. | t _x |
| ENROLMENT: | | | | | | | | |
| Eligibility screen | X | | | | | | | |
| Informed consent | X | | | | | | | |
| <i>[List other procedures]</i> | X | | | | | | | |
| Allocation | | X | | | | | | |
| INTERVENTIONS: | | | | | | | | |
| <i>[Intervention A]</i> | | | ←————→ | | | | | |
| <i>[Intervention B]</i> | | | X | | X | | | |
| <i>[List other study groups]</i> | | | ←————→ | | | | | |
| ASSESSMENTS: | | | | | | | | |
| <i>[List baseline variables]</i> | X | X | | | | | | |
| <i>[List outcome variables]</i> | | | | X | | X | etc. | X |
| <i>[List other data variables]</i> | | | X | X | X | X | etc. | X |

14. Sample size:

Estimated number of participants needed to achieve study objectives and how it was determined, including clinical and statistical assumptions supporting any sample size calculations. This should include:

1. The primary outcome.
2. Values for outcome (mean & SD).
3. Statistical test used for calculation.
4. Alpha level of significance (5%)
5. Power (80%)
6. The calculated sample size.
7. 20 -30% increase for anticipated missing data depending on nature of study.
8. A reference for outcome assumed.

15. Recruitment:

Strategies for achieving adequate participant enrolment to reach target sample size.

1. Where?
2. By whom?
3. When?
4. How?
5. Expected recruitment rates.
6. Duration of recruitment period.
7. Financial/non-financial incentives to investigators/participants.

B) Assignment of interventions

16. Allocation:

16a. Randomization:

Key elements of Random Sequence Generation in protocol are:

- 1-Method of random sequence generation (computerized random number generator).
- 2- Allocation ratio (1:1, 2:1).
- 3- Type of randomization: simple, blocked, stratified.

16b. Allocation concealment mechanism:

Mechanism of implementing the allocation sequence (e.g. central telephone; sequentially numbered, opaque, sealed envelopes), describing any steps to conceal the sequence until interventions are assigned.

16c. Implementation

Who will generate the allocation sequence, who will enroll participants, and who will assign participants to interventions?

17. Masking/blinding:

Who will be blinded after assignment to interventions (e.g., trial participants, investigator/surgeon, outcome assessors, data analysts, statistician...) and how.

C) Data collection, management, and analysis:

18. Data collection methods

Plans for assessment and collection of outcome, baseline and other trial data, including processes used to promote data quality (e.g. duplicate measurements, calibration of assessors)

Description of study instruments used for data collection, along with their reliability and validity.

Describe clearly the data collection process:

1. The personnel (standardized training=consistency).
2. Methods (standardized methods variability).
3. Data collection instruments, valid & reliable (questionnaire).
4. Data collection forms (appendices/reference).

Plans to promote participant retention and complete follow up.

Plans for data collected from participants who discontinue or deviate from intervention protocols

19. Data management:

Plans for data entry, coding, security, and storage, including any related processes to promote data quality (e.g., double data entry). Reference to where details of data management procedures can be found should be included.

20. Statistical methods:

Statistical methods for analyzing primary and secondary outcomes. Reference to where other details of the statistical analysis plan can be found, if not in the protocol.

D) Data monitoring:**21. Monitoring**

In most protocols, no formal data monitoring committee will be needed since most of studies in Faculty of Dentistry are with known minimal risks

22. Harms

Plans for collecting, assessing, reporting, and managing solicited and spontaneously reported adverse events and other unintended effects of trial interventions or trial conduct.

23. Audit

Frequency and procedures for auditing trial conduct, if any, and whether the process will be independent from investigators and the sponsor.

IV. Ethics and dissemination**24. Research ethics approval**

Plans for seeking research ethics committee/institutional review board (REC/IRB) approval

25. Protocol amendments

Plans for communicating important protocol modifications (eg, changes to eligibility criteria, outcomes, analyses)

26. Informed consent

Who will obtain informed consent or assent from potential trial participants.

Additional consent provisions for collection and use of participant data and biological specimens in ancillary studies, if applicable.

27. Confidentiality

How personal information about enrolled participants will be collected, shared, and maintained in order to protect confidentiality before, during, and after the trial.

28. Declaration of interest

Financial and other competing interests for principal investigators for the overall trial and each study site

29. Access to data

Statement of who will have access to the final trial dataset.

30. Post-trial care

Provisions, if any, for post-trial care, and for compensation to those who suffer harm from trial participation

31. Dissemination policy

-Plans for investigators to communicate trial results to participants, healthcare professionals, the public, groups (e.g., via publication), including any publication restrictions.

-Authorship eligibility guidelines and any intended use of professional writers

-Plans, if any, for granting public access to the full protocol & participant dataset.

V. Appendices

32. Informed consent

Model consent form and other related documentation given to participants.

33. Biological specimens

Plans for collection, laboratory evaluation, and storage of biological specimens for genetic or molecular analysis in the current trial and for future use in ancillary studies, if applicable.

VI. References

All references should be written in the same font, and should be written through a citation/reference manager e.g. Mendeley or endnote. All references should follow the same style (author date style or cite-right Harvard is preferred).

Please Add your checklist

| Protocol checklist / In-vivo | | | | |
|--|----------|--|----------------------|------------------|
| Section and topic | Item no. | Checked item | Reported on page No. | Reviewer's check |
| <u>I. Administrative information</u> | 1 | Title | | |
| | 2 | Protocol registration | | |
| | 3 | Protocol version | | |
| | 4 | Funding | | |
| | 5 | Roles and responsibilities | | |
| <u>II. Introduction</u> | | | | |
| A) Background and Rationale | 6 a | Research question | | |
| | | Statement of the problem | | |
| | | Rationale for carrying out the trial | | |
| | | Review of literature | | |
| | 6 b | Choice of comparators | | |
| B) Objectives | 7 | Aim of the study | | |
| | | Hypothesis | | |
| C) Trial design | 8 | Trial design | | |
| <u>III. Methods</u> | | | | |
| A) Participants, interventions & outcomes | 9 | Study setting | | |
| | 10 | Eligibility criteria | | |
| | 11 | Interventions | | |
| | 12 | Outcomes | | |
| | 13 | Participant timeline | | |
| | 14 | Sample size | | |
| | 15 | Recruitment | | |
| B) Assignment of interventions | 16 | Allocation | | |
| | 16 a | Random sequence generation (Randomization) | | |
| | 16 b | Allocation concealment mechanism | | |
| | 16 c | Implementation | | |
| | 17 | Blinding (masking) | | |
| C) Data collection, management, and analysis | 18 | Data collection methods | | |
| | 19 | Data management | | |
| | 20 | Statistical methods | | |
| D) Monitoring | 21 | Data monitoring | | |
| | 22 | Harms | | |
| | 23 | Auditing | | |
| <u>IV. Ethics and dissemination</u> | | | | |
| <u>IV. Ethics and dissemination</u> | 24 | Research ethics approval | | |
| | 25 | Protocol amendments | | |
| | 26 | Informed Consent | | |
| | 27 | Confidentiality | | |
| | 28 | Declaration of interests | | |
| | 29 | Access to data | | |
| | 30 | Ancillary and post-trial care | | |
| | 31 | Dissemination policy | | |

| | | | | |
|--|----|----------------------------|--|-------------|
| <u>V. Appendices</u> | 32 | Informed consent materials | | |
| | 33 | Biological specimens | | |
| | | | | |
| <u>VI. References</u> | | | | |
| | | | | |
| <u>Esthical committee (Reviewers)</u> | | | | |
| Name | | Signature | | Date |
| 1. | | | | |
| 2. | | | | |
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| <u>Scientific committee (Reviewers)</u> | | | | |
| Name | | Signature | | Date |
| 1. | | | | |
| 2. | | | | |



MASTER THESIS GUIDELINES 2023

General Considerations

I. Formatting Guidelines

A. General appearance

- The thesis should be computer printed on regular white A4 - 80 gm weight paper.
- Figures and tables can be printed on regular or glossy A4 paper.
- The thesis should be printed single-sided.

B. Margins

All copies of a thesis must have the following uniform margins throughout the entire document:

- Left: 2.5 cm to ensure sufficient room for binding the work
- Right: 1.5 cm
- Bottom: 1.5 cm (with allowances for page numbers)
- Top: 2 cm

Exceptions: The first page of each part (including the introduction) begins 5 cm from the top of the page. Also, the headings on the title page, abstract, first page of the dedication/ acknowledgements (if any), and first page of the table of contents begin 5 cm from the top of the page.

C. Font Type and Size

- Times New Roman (including page numbers and footnote numbers) is preferred.
- All text should be 12-point font size. Headings 16-point font size and subheadings 14-point font size.
- Specialized fonts appropriate for typesetting needs (such as formulas and equations)

D. Numbering

In some parts of the thesis such as the review of literature, subheadings are numbered with a decimal numbering system. This system when used involves that chapters or titled sections must be numbered with Arabic numerals. The first level subheading is then numbered 1.1 followed by the title, the second level is 1.1.1, and so on.

E. Spacing and Indentation

Space and indent your thesis or dissertation following these guidelines:

- The text must appear in a single column on each page and be spaced 1.5 line spacing throughout the document. Do not arrange chapter text in multiple columns.
- New paragraphs must be indicated by a consistent tab indentation throughout the entire document.
- The document text must be left-justified, not centered or right-justified.
- Ensure headings are not left hanging alone on the bottom of a prior page. The text following should be moved up or the heading should be moved down. This is something to check near the end of formatting, as other adjustments to text and spacing may change where headings appear on the page.
- No extra spacing will be required before or after tables, figures, or equations. Double space before and after all tables and figures within the text.
- Single space footnote entries, but double space between each separate entry.
- Single space bibliography/references/works cited entries, but double space between each separate entry.
- Single spacing may be used for quotations.

F. Pagination

Paginate your thesis following these guidelines:

- All page numbers should stand alone without any form of punctuation and should be 1.5 cm from the bottom of a page. The last line of text must be 2 cm from the bottom. Do not use page numbers accompanied by letters, hyphens, periods, or parentheses (e.g., 1., 1-2, -1-, (1), or 1a).
- Preliminary pages preceding the first page of introduction, such as the Copyright, Dedication, Acknowledgement, Abstract, Table of Contents, List of Tables, List of Figures, or List of Abbreviations, etc. must be numbered in lowercase (small) Roman numerals beginning with "ii" and MUST be centered on the page. The title page counts as page i, but the number does not appear. Therefore, the first page showing a number will be the copyright page with ii at the bottom.

Pages in the body of text starting from the Introduction must be numbered using Arabic numerals beginning with "1" and must also be centered at the bottom of each page.

- Arabic numbers must be included on all pages of the text, illustrations, notes, and any other materials that follow.
- Pages must not contain running headers or footers, aside from page numbers.
- If your document contains landscape pages (pages in which the top of the page is the long side of a sheet of paper), make sure that your page numbers still appear in the same position and direction as they do on pages with standard portrait orientation for consistency. This likely means the page number will be centered on the short side of the paper and the number will be sideways relative to the landscape page text.

G. Tables and Figures:

- Line spacing should be single spacing, or in case of small tables 1 ½ line spacing could be used.
- Assign each table in your thesis an Arabic numeral. You may number consecutively throughout the entire work. The number of the table is to be put between brackets, e.g. Table (2).
- Numerals and titles must align with the document's left margin or be indented to the right of the left page margin using consistent tabs.
- The number of the figure and the legend should be placed below the figure concerned or to one side of it if the figure is placed longitudinally.
- The number of the figure is to be put between brackets, e.g. Figure (3).
- Legends should be meaningful without consulting the text and should be limited to what could be seen in the figure.
- The stain used and the original magnification of all photomicrographs should be given in the legend at the end between brackets.
- Each figure should be referred to in the text.
- The use of color is permitted if it is consistently applied as part of the finished component (e.g., a color-coded pie chart) and not extraneous or unprofessional.
- If abbreviations or asterisks are used in a table, their meanings should be explained in a footnote below the table. However, if the same abbreviation is used in more than one table, it is necessary to explain them in the first table.

H. Citations

- Cite single-author references by the surname of the author followed by the year of publication in parenthesis, e.g. Hays (1994).
- Cite double-author references by their surnames followed by the year of publication, e.g. Hays and Simpson (1994).
- Cite more than double-author references by the surname of the first author followed by 'et al' and then the year of publication, e.g. Hays et al. (1994).

I. Footnotes

Format footnotes for your thesis following these guidelines:

- Footnotes must be placed at the bottom of the page separated from the text by a solid line one to two inches long.
- Begin at the left page margin, directly below the solid line.
- Single-space footnotes that are more than one-line long.
- Include one double-spaced line between each note.
- Number all footnotes with Arabic numerals.
- Footnote numbers must be placed in the text as superscripted.
- While footnotes should be located at the bottom of the page, do not place footnotes in a running page footer, as they must remain within the page margins.

II. ETHICAL ISSUES

Plagiarism

- The term plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment.
- It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- The most obvious form of plagiarism is copying word-for-word without enclosing the copied work in quotation marks and without citing the original source in the text.
- The use of a quotation, figure, table, graph or legend directly from a publication that is not cited is also considered plagiarism.
- Self-plagiarism occurs when authors reuse previously published writings in subsequent research papers, without citing the published work.

Guidelines for Avoiding Plagiarism

- Use your own words and ideas.
 - If you repeat another author's exact words, you **MUST** use quotation marks **AND** cite the source.
 - If you adapt a chart or paraphrase a sentence, you must still cite the source. Paraphrase means that you restate the author's ideas, meaning, and information in your own words.
 - When citing another person's ideas, processes, results, or words, you must consistently follow rules set out by your chosen style manual throughout your document.
-
- All charts, tables, graphs, photos, etc. directly used from another work must be cited in the figure caption (including images derived from scientific internet sources).
 - All original photos must include the name of the author in the figure caption of the photo along with the statement "used with permission" or "photo by author".
 - Photos of samples/equipment taken by thesis/dissertation author do not require a photo citation.

Structure, Components and Order of Thesis

| The following order is required for components of your thesis: Part | Required or not |
|--|------------------------|
| 1) Title Page | Required |
| 2) Copyright Page | Required |
| 3) Supervisors' Approval Page | Required |
| 4) Jurys' Approval page | Required |
| 5) Declaration | Required |
| 6) Abstract | Required |
| 7) Dedication | Optional |
| 8) Acknowledgements | Required |
| 9) Table of Contents, with page numbers | Required |
| 10) List of Tables, with titles and page numbers | Optional |
| 11) List of Figures, with titles and page numbers | Optional |
| 12) List of Abbreviations | Optional |
| 13) List of Symbols | Optional |
| 14) Introduction | Required |
| 15) Review of literature | Required |
| 16) Aim of the study | Required |
| 17) Material and methods | Required |
| 18) Results | Required |
| 19) Discussion | Required |
| 20) Conclusion | Required |
| 21) Recommendations | Optional |
| 22) Appendices | Required |
| 23) References | Required |
| 24) English summary | Required |
| 25) Arabic summary | Required |
| 26) Supervisor's Page in Arabic | Required |
| 27) Title Page in Arabic | Required |

1- Title Page

The title page of a thesis should provide the following information (all centered) in the following order as shown on page 28:

- The title of the thesis should be all in bold capital letters, 5 cm below the top of the page and font size 16.
- The following statement: “A thesis submitted to the Faculty of Dentistry at Beni-suef University in partial fulfillment of the requirements for the degree of [insert degree] in the [insert program name].” End this statement with a period.
- Your name and degree. The name you use here does not need to exactly match the name on your university records, but we recommend considering how you will want your name to appear in professional publications in the future. Your name should be in bold block letters font size 14.
- The faculty and name of the university
- One single-spaced line below that, center the year in which your committee approves the completed thesis.

General considerations for the Title Page:

- The title of the thesis should accord with the aim of the study.
- The title should be officially the same as that proposed in the protocol which should be included in the Appendices section.

2- Supervisor’s Approval Page

- This page certifies that the **Supervisors’ approval before the thesis discussion.**

3- Jury Committee Approval Page

This page certifies that the **Jury Committee Members’ approval after the thesis discussion.**

4- Declaration

- This section declares that the work in the thesis is original work and has not been used for the award of any other degree.
- If any work from the thesis has been published in journals before making the final submission, it must be listed in the references. This is necessary to avoid possible accusations of ‘self-plagiarism’ or submitting work that is not entirely original, and clearly identify the extent to which the papers are your own work as distinct from that of your co-authors.

6- Abstract

Include an abstract page following these guidelines:

- Include the heading “**ABSTRACT**” all in bold capital letters and center it 5cm below the top of the page.
- One double-spaced line below “**ABSTRACT**”, center your name, followed by a colon and the title of the thesis. Use as many lines as necessary. Be sure that your name and the title exactly match the name and title used on the Title page.
- One single-spaced line below the title, center the phrase “(Under the supervision of [supervisor's name])”. Don’t include the name of other.
 - committee members. Use the supervisor’s name only; do not include any professional titles such as PhD, Professor, or Dr. or any identifiers such as “head”.
 - Skip one double-spaced line and begin the abstract. The text of your abstract must be double-spaced and aligned with the document's left margin except for indenting new paragraphs. Do not center or right-justify the abstract.
 - Abstracts should not be less than 150 words and not exceed 350 words.
 - Number the abstract page with the lower-case Roman numeral iii (and iv, if more than one page) centered with a 1.5 cm margin from the bottom edge.
 - When possible, avoid including symbols or foreign words in your abstract, as they cannot be indexed or searched. Avoid mathematical formulas, diagrams, and other illustrative materials in the abstract. Offer a brief description of your thesis and a concise summary of its conclusions. Be sure to describe the subject and focus of your work with clear details and avoid including lengthy explanations or opinions.
 - Abstracts generally do not have citations.
 - Answers to the following questions should be found in the abstract in the form of sections:
 - a. **Aim:** Why did you do it? What question were you trying to answer?
 - b. **Methodology:** How did you do it? State methods.
 - c. **Results:** What did you learn? State major results.
 - d. **Conclusions:** Why does it matter? Point out at least one significant implication? (main conclusions in 1-2 lines)

7- Dedication

A *dedication* is a message from the author prefixed to a work in tribute to a person, group, or cause. Most dedications are short statements of tribute beginning with “To...” such as “To my family”.

- Do not place a hearing on the dedication page.
- The text of short dedications must be centered and begin 5 cm from the top of the page.
- The page must be numbered with consecutive lower case Roman numerals (starting with the page number after the abstract) centered with a 1.5 cm margin from the bottom edge.

8- Acknowledgements

Acknowledgements are the author's statement of gratitude to and recognition of all those that helped in the execution of the research and in the preparation of the thesis. Acknowledgements may include anyone who helped you:

- a. Technically (including materials, supplies)
 - b. Intellectually (assistance, advice)
 - c. Financially (departmental support, grants, scholarship, funding organization)
- Heading is required for the “**ACKNOWLEDGEMENTS**” page. Heading must be all in bold capital letters and centered 5 cm below the top of the page.
 - The text of the acknowledgements must begin one double-spaced line below the heading, be double-spaced, and be aligned with the document's left margin except for indenting new paragraphs.
 - Subsequent pages of text return to the 1.5 cm top margin.
 - The page(s) must be numbered with consecutive lower case Roman numerals (starting with the page number after the abstract) centered with a 1.5 cm margin from the bottom edge.

9- Table of Contents

Include a table of contents following these guidelines:

- Include the heading “**TABLE OF CONTENTS**” all in bold capital letters and center it 5 cm below the top of the page.
- Include one double-spaced line between the heading and the first entry.
- The table of contents should not contain listings for the pages that precede it, but it must list all parts of the thesis or dissertation that follow it.
- Be sure to list all appendices and the references section in your table of contents. Include page numbers for these items but do not assign separate chapter numbers.

- Entries must align with the document's left margin or be indented to the right of the left page margin using consistent tabs.
- Major subheadings within chapters must be included in the table of contents. The subheading(s) should be indented to the right of the left page margin using consistent tabs.
- If an entry takes up more than one line, break up the entry about one-fourths of the way across the page and place the rest of the text on a second line, single-spacing the two lines.
- Include one double-spaced line between each entry.
- Page numbers listed in the table of contents must be located just inside the right page margin with leaders (lines of periods) filling out the space between the end of the entry and the page number. The last digit of each number must line up on the right margin.
- Information included in the table of contents must match the headings, major subheadings, and numbering used in the body of the thesis or dissertation.
- The Table of Contents page(s) must be numbered with consecutive lower case Roman numerals centered with a 1.5 cm margin from the bottom edge.

10- Lists of Tables and List of Figures

Include a list of tables and a list of figures following these guidelines:

- Include the heading all in bold capital letters, centered 1.5 cm below the top of the page.
- Include one double-spaced line between the heading and the first entry.
- Each entry must include a number, title, and page number.
- If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest of the text on a second line, single-spacing the two lines.
- Include one double-spaced line between each entry.
- Page numbers must be located just inside the right page margin with leaders (lines of periods) filling out the space between the end of the entry and the page number. The last digit of each number must line up on the right margin.
- Numbers, titles, and page numbers listed must each match the corresponding numbers, titles, and page numbers appearing in the thesis.
- All Lists of Tables and List of Figures page(s) must be numbered with consecutive lower case Roman numerals centered with a 1.5 cm margin from the bottom edge.

11- List of Abbreviations and Symbols

If you use abbreviations extensively in your thesis, you must include a list of abbreviations and their corresponding definitions following these guidelines:

- Include the heading all in bold capital letters and center it 1.5 cm below the top of the page.
- Include one double-spaced line between the heading and the first entry.
- Arrange your abbreviations alphabetically.
- Abbreviations must align with the document's left margin or be indented to the right of the left page margin using consistent tabs.
- If an entry takes up more than one line, single-space between the two lines.
- Include one double-spaced line between each entry.
- The List of Abbreviations page(s) must be numbered with consecutive lower case Roman numerals centered with a 1.5 cm margin from the bottom edge.
- Symbols are to be listed according to its appearance in the text.

12. Introduction

- The thesis should normally begin with a general introduction presenting an overview of what it is about in the first two paragraphs. The introduction should show the topic selected is worth investigating and why it is of significance in the field. This will be done with reference to existing research, identifying areas that have not been explored, need to be further explored or where new research findings justify a reconsideration of established knowledge. Be sure to include a hook at the beginning of the introduction. This is a statement of something sufficiently interesting to motivate your reader to read the rest of the paper, it is an important/interesting scientific problem that your study either solves or addresses. You should draw the reader in and make them want to read the rest of your work.
- The next paragraphs in the introduction should cite the most significant research related to your work. It should cite those who had the idea or ideas first and should also cite those who have done the most recent and relevant work. You should then go on to explain why more work was necessary (your work, of course.)
- Include the heading “**INTRODUCTION**” all in bold capital letters and center it 2” below the top of the page.
- Use simple present tense for:
 - Your objectives behind conducting the study.
 - Literature that is already known about the topic

- Facts that are generally true and unlikely to change
- Results of past research that you believe to be true and relevant to your present research.
- Use the simple past tense for:
 - Facts that were once believed to be true but have since been revoked.
 - Describing the methods of previous studies.

13. Review of Literature

- The purpose of the study should suggest some theoretical framework to be explained further in this section of your thesis. The literature review thus describes and analyzes previous research on the topic. This chapter, however, should not merely string together what other researchers have found. Rather, you should discuss and analyze the body of knowledge with the goal of determining what is known and is not known about the topic. This determination leads to your research questions and/or hypotheses. In some cases, of course, you may determine that replicating previous research is needed.
- You should end the review with a paragraph summing up an analysis of all the literature and the importance of your work.
- Use simple past tense when presenting existing research on the topic.
- Use present tense to share your own views about the study in question
- Use the present perfect tense to cite a previous study that is fairly recent (e.g. Recent studies have shown that.....) or to make generalizations about past research in an area (e.g. Several researchers have studied these).
- Include the heading **“REVIEW OF LITERATURE”** all in bold capital letters and center it 5 cm below the top of the page.

14. Aim of the Study

- Clearly state what the purpose of the study is and explain the study's significance. Without a clearly defined purpose and strong theoretical grounding, the thesis is fundamentally flawed from the outset.
- You may state the hypothesis that was proposed in your protocol.
- Include the heading **“AIM OF THE STUDY”** all in bold capital letters and center it 5 cm below the top of the page.

15. Material and Methods

- This section describes and justifies the data gathering method used. It also outlines how you analyzed your data.

- The Material and Methods section should include the following:
 - a. A complete description of all materials used.
 - b. A full detail of every step of the data gathering and analysis process is necessary. This is important to allow the reader to assess the believability of your results. In addition, the information given may be needed by another researcher to replicate your work.
 - c. Approved sample size calculation by the Medical Biostatistics Unit.
 - d. PICO proposed in the registered protocol.

- Although this section varies depending on method and analysis technique chosen, many of the following areas typically are addressed:
 - a. Any limitations encountered, calculations, assumptions, and range of validity.
 - b. Description of population and justification for type of sample used or method for selecting units of observation.
 - c. Development of instrument or method for making observations (e.g., question guide, categories for content analysis) pre-test reliability and validity of instrument or method
 - d. Administration of instrument or method for making observations (e.g., interviews, observation, content analysis)
 - e. Coding of data
 - f. Description of statistical analysis and tests performed, include reference to any specialized statistical software.
 - Use simple past tense to describe your actions, i.e. what you did and how you did it, as these actions have already been completed at the time of writing the thesis.
 - Use past perfect tense to describe some earlier stages of the experimental procedure (e.g. Subjects who had been assigned to the control group were given a placebo instead of drug A).
 - Include the heading “**MATERIAL & METHODS**” all in bold capital letters and center it 5 cm below the top of the page.

16. Results

- The results are actual statements of observations, including statistics, tables, figures, and graphs. This section addresses the results from your **data analysis only**. It does not include discussing other research literature or the implications of your findings.
- _Usually, you begin by outlining any descriptive or exploratory/confirmatory analyses (e.g., reliability tests, factor analysis) that were conducted.
 - You next address the results of the tests of hypotheses.
 - Tables and/or figures should be used to illustrate and summarize all numeric information.
 - Displays, such as graphs, tables and figures should be uniform in style and numbered.
 - Major findings should be outlined; negative results as well as positive ones should be mentioned. Do not interpret results – save that for the discussion section. Indicate information on range of variation.
 - Break up results into logical segments by using subheadings.
 - Key results should be stated in clear sentences at the beginning of paragraphs. It is better to state “X had significant positive relationship with Y (linear regression $p < 0.01$)” than to start with a less informative statement “There is a significant relationship between X and Y”.
 - Describe the nature of the findings.
 - Use past tense to describe experiments that have already been completed at the time of writing the thesis.
 - Use present tense to refer to tables, figures and graphs that you use to present the results (e.g. Figure 3 shows that).
 - Include the heading “**RESULTS**” all in bold capital letters and center it 5 cm below the top of the page.

17. Discussion

- The purpose of this section is not just to repeat what you found but rather to discuss what your findings mean in relation to the theoretical body of knowledge on the topic and your profession. It may be the most important section because it answers the "So what?" question.
- Begin with a few sentences that summarize the most important results. Discuss your findings in relation to the theoretical framework introduced in

the literature review. In some cases, you may need to introduce new literature (particularly with qualitative research).

- A description of the method you chose and why this method was the most appropriate. In doing so, you should cite reference literature about the method.
- The discussion section should be a brief essay to answer the following questions:
 - a. What are the major patterns and relationships in the observations?
 - b. What are the likely causes (mechanisms) underlying these patterns?
 - c. Is their agreement or disagreement with previous work?
 - d. What is the relationship of the present results to the original question (aim of the study)?
 - e. What are the things we now know or understand that was unknown before the present work?
 - f. What is the significance of the present results?
 - Evidence or line of reasoning should be included to support each interpretation.
 - Areas for future research then are proposed. It should end with a brief conclusion that provides closure. A strong final sentence should be written.
 - Use past tense to summarize findings.
 - Use present tense to interpret the results, discuss the significance of the findings or present your conclusions.
 - Use future tense to make recommendations for further research or to indicate a future course of action based on the results of your work.
 - Include the heading “**DISCUSSION**” all in bold capital letters and center it 2” below the top of the page.

18. Conclusions

- The purpose of this section is to present the major conclusions revealed by the research work to highlight the significance of the present results. Therefore, they should be based on the actual results mentioned in the thesis only.
- Conclusions should provide answers to the question (s) raised in the introduction and the aim of the study.
- Conclusions should be justified in the preceding discussion section.
- Include the heading “**CONCLUSIONS**” all in bold capital letters and center it 2” below the top of the page.

19. Recommendations

- Recommendations are based on the conclusions made and refer to further studies to be followed based on what has been accomplished in the present work.
- Include the heading “**RECOMMENDATIONS**” all in bold capital letters and center it 5 cm below the top of the page.

20. Appendices

The appendices section must be prepared following these guidelines:

- Appendices must appear at the end of the document (before references).
- When there is more than one appendix, assign each appendix a number or a letter heading (e.g., “APPENDIX 1” or “APPENDIX A”) and a descriptive title. You may number consecutively throughout the entire work (e.g., 1, 2 or A, B), or you may assign a two-part Arabic numeral with the first number designating the chapter in which it appears, separated by a period, followed by a second number or letter to indicate its consecutive placement (e.g., “APPENDIX 3.2” is the second appendix referred to in Chapter Three).
- Include the chosen headings in all capital letters and center them 1” below the top of the page.
- All appendix headings and titles must be included in the table of contents.
- Page numbering must continue throughout your appendix or appendices. Ensure each appendix complies with margin and pagination requirements.
- Your **Proposal** should be included in this section.
- The **sample size** approval from the **Scientific committee** should be included.
- The **Ethical Committee** approval (**Human or Animal**) should be included.
- The signed “**Thesis Submission Checklist**” should also be included.

21. References

Your reference pages must be prepared following these guidelines:

- References must be single-spaced within each entry.
- Include one double-spaced line between each reference.
- Page numbering must continue throughout your references section. Ensure references comply with margin and pagination requirements.

- List all references cited in the text alphabetically using the following format and you could use the reference manager such as endnote and its style that matches the examples:

a. References to journals should include the last names and initials of all authors (et al is unacceptable in the references list), the year of publication in parenthesis, the full title of the paper article, the abbreviated title of the journal, the volume number, the first page (or first and last pages) as follows:

Smith, A.B. and Jones, C.D. (1998): The structure of the human tooth. J. Dent. Res., 67: 22-25.

b. References to books should include the last names and initials of all the authors, the year of publication, the full title of the book, the number of the edition (except in the case of the first edition), the number of the page or pages quoted from, the name of the publisher and the city (or cities) of publication as follows:

Smith, A.B. and Jones, C.D. (1998): Dental Histology, 2nd ed., p. 225, Blackwell Scientific Publications, London, Edinburgh, Melbourne.

c. If reference is made to more than one paper by the same author or authors, they should be listed chronologically. If all papers were published in the same year, the papers should be identified by a letter (a, b, etc..) following the year of publication, both in the text and in the list of references.

22. English Summary

- The thesis should include an English summary that is written in paragraphs and to some extent in simple language but has to be in the following sequential order:
 - a. The main objectives of the study
 - b. The methods used.
 - c. Summary of the results
 - d. Primary conclusions
- Include the heading “**ENGLISH SUMMARY**” all in bold capital letters and center it 5 cm below the top of the page.

23. Arabic Summary

- The thesis should include an Arabic summary that has to be identical to the previously written English summary.
- Include the heading “**ARABIC SUMMARY**” all in bold capital letters and center it 5 cm below the top of the page.

24. Supervisor’s Page in Arabic

- The thesis should include an identical page with the Supervisor’s names, positions and signatures to that previously written in English.
- This page should be facing opposite the English such that the reader opens it from the right side of the thesis.

25. Title Page in Arabic

- The thesis should include an identical translated Title Page in Arabic to that written in English in the thesis and registered protocol.
- This page should be facing opposite the English such that the reader opens it from the right side of the thesis.

**TEMPLATE FOR MASTER THESIS
WRITING**

Faculty Of Dentistry
Beni-Suef University



**TITLE IN BOLD CAPITAL LETTERS SUCH AS THESE, FONT
SIZE 16, CENTERED IN THE MIDDLE OF THE PAGE**

A thesis submitted to the Faculty of Dentistry at Beni-Suef University in partial fulfilment of the requirements for the Prosthodontics master's degree in the Dentistry

Your name should be in bold block letters font size 14

BDS 20XX, Faculty of Dentistry, Beni-Suef University

MSc. 20XX, Faculty of Dentistry, Beni-Suef University

Faculty of Dentistry

Beni-Suef University

20XX

We certify that we have read the present work and that in our opinion it is fully adequate in scope and quality as thesis towards the partial fulfilment of the (**Insert the degree**) in Prosthodontics master degree .

From

Faculty of Dentistry, Beni-Suef University

Date: XX/XX/20XX

Supervisors

Name:

Position:

Signature:

Name:

Position:

Signature:

DECLARATION

I, the undersigned, hereby declare that this submission is entirely original, my own work in my own words, and that all sources used in researching it are fully acknowledged and all quotations properly identified. This work has not been submitted, in whole or in part, by me or another person, for the purpose of obtaining any other grade. I understand the ethical implications of my research, and this work meets the requirements of the Faculty of Dentistry, Beni-Suef University.

ABSTRACT

Your name; Title of thesis (14-point size font)

Under the supervision of (Insert Supervisors names) (14-point size font)

Aim: Why did you do it? What question were you trying to answer? (12-point size font)

Methodology: How did you do it? State methods. (12-point size font)

Results: What did you learn? State major results. (12-point size font)

Conclusions: Why does it matter? Point out at least one significant implication? (main conclusions in 1-2 lines) (12-point size font)

Dedication

A *dedication* is a message from the author prefixed to a work in tribute to a person, group, or cause. Most dedications are short statements of tribute beginning with “To...” such as “To my family”.

ACKNOWLEDGEMENTS

First all praises belong to the almighty **Allah**, for keeping everything in order and enabling me to complete this thesis. May the blessing and peace of Allah be upon the messenger of Allah, **Muhamad** (peace be upon him), his family and his companions.

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INTRODUCTION

The thesis should normally begin with a general introduction presenting an overview of what it is about in the first two paragraphs. The introduction should show the topic selected is worth investigating and why it is of significance in the field. This will be done with reference to existing research, identifying areas that have not been explored, need to be further explored or where new research findings justify a reconsideration of established knowledge. Be sure to include a hook at the beginning of the introduction. This is a statement of something sufficiently interesting to motivate your reader to read the rest of the paper, it is an important/interesting scientific problem that your study either solves or addresses. You should draw the reader in and make them want to read the rest of your work.

Cite single-author references by the surname of the author followed by the year of publication in parenthesis, e.g. **Hays (1994)**. Cite double-author references by their surnames followed by the year of publication, e.g. **Hays and Simpson (1994)**. Cite more than double-author references by the surname of the first author followed by 'et al' and then the year of publication, e.g. **Hays et al. (1994)**.

REVIEW OF LITERATURE

The purpose of the study should suggest some theoretical framework to be explained further in this section of your thesis. The literature review thus describes and analyzes previous research on the topic. This chapter, however, should not merely string together what other researchers have found. Rather, you should discuss and analyze the body of knowledge with the ultimate goal of determining what is known and is not known about the topic. This determination leads to your research questions and/or hypotheses. In some cases, of course, you may determine that replicating previous research is needed.

Cite single-author references by the surname of the author followed by the year of publication in parenthesis, e.g. **Hays (1994)**. Cite double-author references by their surnames followed by the year of publication, e.g. **Hays and Simpson (1994)**. Cite more than double-author references by the surname of the first author followed by 'et al' and then the year of publication, e.g. **Hays et al. (1994)**.

AIM OF THE STUDY

Clearly state what the purpose of the study is and explain the study's significance. Without a clearly defined purpose and strong theoretical grounding, the thesis is fundamentally flawed from the outset.

MATERIAL & METHODS

1. Material:

1.1. A complete description of all materials used.

1.2

1.2.1

2. Methods:

2.1. A full detail of every step of the data gathering and analysis process is necessary. This is important to allow the reader to assess the believability of your results. In addition, the information given may be needed by another researcher to replicate your work.

2.2.

2.2.1

RESULTS

The results are actual statements of observations, including statistics, tables, figures and graphs. This section addresses the results from your data analysis **only**. It does not include discussing other research literature or the implications of your findings.

1.1. Results sections.

1.2

1.2.1

DISCUSSION

The purpose of this section is not just to repeat what you found but rather to discuss what your findings mean in relation to the theoretical body of knowledge on the topic and your profession. It may be the most important section because it answers the "So what?" question.

Cite single-author references by the surname of the author followed by the year of publication in parenthesis, e.g. **Hays (1994)**. Cite double-author references by their surnames followed by the year of publication, e.g. **Hays and Simpson (1994)**. Cite more than double-author references by the surname of the first author followed by 'et al' and then the year of publication, e.g. **Hays et al. (1994)**.

CONCLUSIONS

The purpose of this section is to present the major conclusions revealed by the research work in an attempt to highlight the significance of the present results. Therefore, they should be based on the actual results mentioned in the thesis only.

RECOMMENDATIONS

Recommendations are based on the conclusions made and refer to further studies to be followed based on what has been accomplished in the present work.

APPENDIX 1

APPENDIX 2

REFERENCES

Smith, A.B. and Jones, C.D. (1998): The structure of the human tooth. *J. Dent. Res.*, 67: 22-25.

Smith, A.B. and Jones, C.D. (1998): Dental Histology, 2nd ed., p. 225, Blackwell Scientific Publications, London, Edinburgh, Melbourne.

Signature of the Candidate:

Signature of Supervisors:

ENGLISH SUMMARY

The thesis should include an English summary that is written in paragraphs and to some extent in simple language but has to be in the following sequential order:

- a. The main objectives of the study
- b. The methods used
- c. Summary of the results
- d. Primary conclusions

ARABIC SUMMARY

The thesis should include an Arabic summary that has to be identical to the previously written English summary.

نشهد بأننا قرأنا العمل الحالي وأنه في رأينا كاف تماما من حيث النطاق والنوعية كأطروحة من أجل الاستيفاء
الجزئي بمتطلبات شهادة الدكتوراه في ترميم وتجميل الأسنان

من

كلية طب الأسنان جامعة بني سويف

التاريخ

تحت اشراف

الاسم:

المنصب:

التوقيع:

الاسم:

المنصب:

التوقيع:

عنوان الرسالة فونت 16 في المنتصف

رسالة مقدمة الي كلية طب الاسنان في جامعه بني سويف من اجل الاستيفاء الجزئي لمتطلبات درجه
الماجستير في الاستعاضة الصناعية

الاسم فونت 14

بكالوريوس طب الاسنان، جامعة ٢٠XX

كلية طب الاسنان
جامعه بني سويف

٢٠XX

Thesis Submission Checklist

The following checklist items should be used to ensure your document is properly formatted prior to submission. **Please submit the checklist with your thesis signed by your supervisors.**

| General Formatting | |
|---------------------------|---|
| | Uniform left (2.5 cm) and right (1.5 cm) margins continue throughout the entire document |
| | Fonts are 12 points in size and consistent |
| | Paragraphs are indented consistently throughout |
| | Text appears in a single column on each page and is double-spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced) |
| | Document text is left-justified |
| | All page numbers are centered at the bottom of the page, 1.5 cm from the bottom edge |
| | Pages do not contain running headers or footers, aside from page numbers; special spacing is present for any landscape pages |
| | Formatting for tables, figures, and illustrations is consistent throughout the entire document; headings and captions for the associated element are on the same page |
| | Sections and subheadings within chapters are not left “hanging” on the bottom of pages |
| | Uniform left (2.5 cm) and right (1.5 cm) margins continue throughout the entire document |
| | Fonts are 12 points in size and consistent |
| | Paragraphs are indented consistently throughout |
| | Text appears in a single column on each page and is double-spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced) |
| Title Page | |
| | 5 cm margin at the top of the page |
| | Title all in bold capital letters and centered |
| | Statement correctly specifying the department /program and school granting your degree. |

| | |
|--|---|
| | Your full name centered 2.5 cm below the title with your degree |
| | The year your thesis or dissertation is committee-approved (20XX) one line below __ |
| | No page number, even though it counts in numbering |
| Abstract | |
| | 5cm margin at the top of the page; the second page, if any, returns to a 2.5 cm top margin __ |
| | The heading “ABSTRACT” centered in all capital letters at top of page. |
| | Your full name followed by the title worded exactly as it is on the title page, centered and one double spaced line below “ABSTRACT” __ |
| | The phrase “(Under the direction of [advisor's name])” in parentheses, centered, and one single-spaced line below the title |
| | The text of your abstract must be double-spaced and no longer than 150 words for a thesis or 350 words for a dissertation |
| | Pages are numbered in lower case Roman numerals |
| Dedication and Acknowledgement(s) | |
| | The dedication and acknowledgements(s) each begin on a new page |
| | 5 cm margin at the top of each first page |
| | Subsequent pages of Acknowledgements return to the 2.5 cm top margin |
| | Short text of the dedication is centered 2” below top of page |
| | Required headings for “ACKNOWLEDGEMENTS” all in bold capital letters and centered 2” below top of page |
| | Text of Acknowledgements begins one double-spaced line below the heading, is left-justified, and is double spaced throughout |
| | Pages are numbered in lower case Roman numerals |
| Table of Contents | |
| | 5 cm margin at the top of the page; the second page, if any, returns to a 2.5 cm top margin |
| | The heading “TABLE OF CONTENTS” centered in all capital letters at top of page |
| | One double-spaced line between the heading and the first entry |
| | The phrase “(Under the direction of [advisor's name])” in parentheses, centered, and one single-spaced line below the title |
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Table of Contents

- 5 cm margin at the top of the page; the second page, if any, returns to a 2.5 cm top margin
- The heading "TABLE OF CONTENTS" centered in all capital letters at top of page
- One double-spaced line between the heading and the first entry
- Pages preceding the table of contents are not included, but all parts of the document that follow are included (i.e., tables/figures/abbreviations lists, chapters, appendices, references)
- Each entry is aligned with the document's left margin or indented to the right of the left page margin using consistent tabs
- Major subheadings within chapters are listed and indented to the right of the left page margin
- Entries taking up more than one line are broken up about three-fourths of the way across the page and the rest of the text is placed on a second line, single-spaced between the two lines of text
- Each entry is single-spaced, with a double space between entries
- All corresponding page numbers are accurate, and leaders (lines of periods) fill out the space between the end of the entry and the page number; the last digit of each number lines up on the right margin
- Information included in the table of contents matches the headings, major subheadings, and numbering used in the body of the document
- Pages are numbered in lower case Roman numerals.

Lists of Tables and Figures

- Heading(s) in all capital letters centered 2.5 cm below the top of the page
- One double-spaced line between the heading and the first entry

| |
|--|
| Each entry includes a number, title, and page number |
| Each table, figure, or illustration has been assigned an Arabic numeral |
| Numerals and titles align with the left margin or are indented to the right of the left page margin using consistent tabs |
| Pages preceding the table of contents are not included, but all parts of the document that follow are included (i.e., tables/figures/abbreviations lists, chapters, appendices, references) |
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Numbers, titles, and page numbers match the corresponding information as it appears in the document

Pages are numbered in lower case Roman numerals

List of Abbreviations

The heading "LIST OF ABBREVIATIONS" in all capital letters centered 1" below the top of the page

One double-spaced line between the heading and the first entry

Abbreviations are arranged alphabetically

Each entry is aligned with the document's left margin or indented to the right of the left page margin using consistent tabs

Each entry is single-spaced, with a double space between entries

Pages are numbered in lower case Roman numerals

List of Symbols

Symbols are listed with abbreviations under the heading "LIST OF ABBREVIATIONS AND SYMBOLS" or listed in a separate section following the formatting instructions for abbreviations

Entries taking up more than one line are broken up about three-fourths of the way across the page and the rest of the text is placed on a second line, single-spaced between the two lines of text

Each entry is single-spaced, with a double space between entries

Body of the Thesis (Introduction, Review of Literature, Aim of the Study, Material & Methods, Results, Discussion, Conclusions & Recommendations, English Summary, Arabic Summary)

The first page (only) of each chapter begins 5 cm from the top of the page

The second and subsequent pages of each chapter begin 2.5 cm from the top of the page

Page numbers are consecutive and consistent throughout the document

Footnotes

- Notes are placed at the bottom of the page and are separated from the text by a solid line 2.5-5 cm long
- Notes begin at the left page margin, one single-spaced line below the solid line
- Longer notes are single-spaced between lines
- One double-spaced line between notes
- All notes are numbered with Arabic numerals consecutively within each chapter starting over with number 1 for the first note in each chapter, or notes are numbered consecutively through the entire document
- Numbers precede the note, are superscripted (placed slightly above the line), and no space is placed between the number and the note

Appendices

- All appendices appear after the last chapter and before the references (not after the chapter to which they pertain)
- 2.5 cm margin at the top of the page with the appropriate heading centered in all capital letters
- Body of the Thesis (Introduction, Review of Literature, Aim of the Study, Material & Methods, Results, Discussion, Conclusions & Recommendations, English Summary, Arabic Summary)
- The first page (only) of each chapter begins 5 cm from the top of the page
- The second and subsequent pages of each chapter begin 2.5 cm from the top of the page
- Page numbers are consecutive and consistent throughout the document

References

- References begin on a separate page, either immediately following the end of the chapter, or at the end of the entire document
- Each reference page has a 2.5 cm margin at the top
- An appropriate heading is centered, in all capital letters at the top of the page (e.g., “REFERENCES”, “BIBLIOGRAPHY”, or “WORKS CITED”)
- All entries are single-spaced within each entry and double-spaced between entries
- Page numbering continues consistently throughout the references section(s)

Signature of Candidate:

Signature of Supervisors: