



# MASTER THESIS MANUAL

## GUIDELINES FOR THE PREPARATION AND SUBMISSION OF MASTER'S THESIS

KING SAUD UNIVERSITY COLLEGE OF DENTISTRY  
VICE DEANSHIP OF GRADUATE STUDIES AND  
SCIENTIFIC RESEARCH

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**Disclaimer:** This document by no means claims to be an exhaustive account on the subject. All the information/guidelines contained in this document must be read in conjunction with all related King Saud University documents as updated from time to time.

## PREFACE

The purpose of a thesis or dissertation is to contribute knowledge to your field of study through the pursuit of research. The process includes selecting a topic, executing the research, writing and submitting a manuscript, and defending your findings. The end product will be an achievement you should take pride in, since it not only satisfies a degree requirement but also positions you within your discipline and advances your field of study.

The purpose of this manual is to serve as a guide to Master degree candidates (and faculty members) in the final production of a thesis that meets the criteria appropriate to a scholarly work in their discipline. While the excellence of the content of the thesis or dissertation is the responsibility of the respective departments, the Graduate School controls the actual format of the thesis or dissertation. This is done in an effort to establish a university standard of presentation and to satisfy other specifications placed upon the university in terms of publishing the final document. The specifications herein are designed to achieve a uniform and professional appearance within the King Saud University College of Dentistry Library System, and within the academic community. Master degree candidates preparing theses are strongly advised to read and follow this manual carefully.

**Definitions of Thesis and Dissertation:** A **thesis** is an original, formal, scholarly piece of work that is written as part of the requirements for a Master's degree and which presents the writer's position on a proposed topic of his or her own choosing or the findings from a research project. A **dissertation** is an original, formal, scholarly study presented in partial fulfillment of the requirements for the Doctor of Philosophy degree. Traditionally, the expectation is that the dissertation will present arguments of greater complexity and material more substantial than those presented in the master's thesis; both documents, however, demand effort, excellence, and time. Although in some instances the words "dissertation" and "thesis" are used interchangeably, the term "dissertation" refers to the formal written presentation required for the Doctor of Philosophy degree, while "thesis" refers to the written presentation that may be required for the Master's degree. A thesis or dissertation represents a candidate's special contribution to the world of knowledge. In essence, the thesis and dissertation are sources which other scholars and researchers may consult.

**Traditional Thesis:** A traditional thesis is a coherent document that provides a complete and systematic account of your research in a structured chapter-based format.

**Journal Manuscript-Style Thesis:** As an alternative to the traditional thesis format, a journal manuscript-style thesis is constructed around one or more related manuscripts with primary emphasis on publications.

The Traditional Thesis format is the format required by King Saud University College of Dentistry for all their Master Degree candidates. The section I of this manual provides guidance about scientific contents of various sections of the Master thesis. The Sections II & III provide detailed guidance about the Master Thesis Format, and Section IV narrates the step-by-step procedure of thesis defense.

### **Ethical/Legal Considerations in Scientific Writing**

The scientific way of thinking and application of scientific methods require several characteristics such as criticality, creativity and openness. However, honesty and trust are most desirable prerequisites for successful engagement in science by students and young researchers. Scientific misconduct including fabrication and falsification of data is now considered similar to other criminal offences. Many new scientific writers intentionally or unintentionally become involved in a phenomenon called plagiarism. Plagiarism is defined as an act or instance of using or closely imitating the language and thoughts of other authors without authorization, and the representation of that author's work as one's own, as by not crediting the original author. Plagiarism can be divided into following categories; direct (this is plagiarism of the text); mosaic (the borrowing of ideas and opinions from original source without crediting the author) and self-plagiarism (which refers to re-using one's own work without citation). Self-plagiarism is not tolerable in academic writing because authors are supposed to mention closely related previous work in appropriate manner. The work already published by an author becomes property of scientific literature in actual sense and cannot be duplicated.

Use of sentence(s) from published dental literature with minor modifications in word structure (without attribution to the source) is also plagiarism. One must be aware of the fact that using published photos or images without written permission

is also considered plagiarism. Availability of personal computers has led to increase in tendency of copy and paste method of writing by young authors. In general, any statement that contains a fact that is not universally known or contains factual details should be referenced.

When an author uses the words of others, these words must be placed in quotation marks as a quotation. The readers should be able to distinguish between the words belonging to the author, and those to someone else. Similarly, an author cannot publish the same article in any other journal with minor adjustments. This is called duplication and is not allowed. The following are some facts about possible plagiarism:

- The amount of material plagiarized in a thesis or section of a thesis plays an important part in determining the seriousness of the crime and recommending appropriate corrective action. An attempt must be made not to allow any proportion of plagiarism.
- Copying of a major portion of a paper without clear delineation and credit notice constitute serious ethical misconduct. Same is true if offset text does not clearly reference or identify the specific copied material.
- Improper paraphrasing i.e. changing few words and phrases in the original sentence or paragraph, or altering the order of sentences without credit notice to the original author, is also not ethical.
- Uncredited verbatim copying of individual elements [Paragraph(s), Sentence(s), Illustration(s)] resulting in a significant proportion (up to 20%) within a paper or thesis being a duplication of another authors work also constitute plagiarism.

### **Fair Use and Copyright Law**

The subject of Copyright Law involves protection of your work from unauthorized use, and protection of the material created by others that you use in your thesis.

**Fair Use:** Your thesis is likely to include quotations, pictures, charts, questionnaires, forms, standard tests, or other materials. If a large portion of another author's work is used, you must obtain **written permission**. Using someone's material without permission is considered infringement of copyright and can be the basis of legal action against you. Copyright law provides a right of "fair use" that allows **limited** copying without consent. However, before using another researcher's work, you are

advised to review the copyright law as it relates to the fair use of a copyrighted work.

**Copyright Law:** Copyright infringement occurs when the author of a new article or thesis (with or without naming) use substantial portions of previously published works, including tables and figures. This is a legal issue that could be costly for authors involved. Excessive paraphrasing, compilation of others' texts and other content from articles/thesis on the same topic is not appropriate way to write scientific papers or theses. Authors are given exclusive rights by Copyright Law to reproduce, distribute, and make most other uses of their original works. Copyrighted works are not limited to those that bear a copyright notice. As a result of changes in copyright law in the USA, any work published since March 1, 1989 needs not bear a copyright notice to be protected under the statute.

**SECTION I**

**SCIENTIFIC CONTENTS**

A traditional thesis is structured in a chapter-based format and presented as a single unit; continuity from chapter to chapter is important. The body of the thesis is generally composed of chapters describing an overall introduction, literature review, materials & methods, results, discussion, conclusions and references. The thesis should be presented in a scholarly and well-integrated manner utilizing scientific writing style. The finished work must reflect a comprehensive understanding of the pertinent literature, the materials and methods used, results and a discussion of the significance of the student's research. The thesis must be written in clear and proper English. The completed manuscript should be no longer than is necessary to present all pertinent information. The length will vary widely according to research topic.

### **Title**

Your thesis title provides first impression of your work to the reader, so it needs to be crafted very thoughtfully. The title must provide concise information of the topic your thesis will address. It is description of your overall work and reflects the angle from which you have approached the topic. There is no typical length or number of words allowed, but an effort is made to describe your work clearly using as few words as possible.

### **Abstract**

An abstract, which is a summary or synopsis of a longer work, is defined in terms of the purpose that it serves. The abstract is written in both Arabic and English languages. Although the length of an abstract varies, each academic abstract should contain the following:

- (a) Statement about the problem being studied and its resulting thesis/research question or hypothesis.
- (b) Brief methodology and statistics, where appropriate.
- (c) Main results.
- (d) A summary of the conclusions, implications, and recommendations

Abstracts normally do not contain references, mathematical formulas, diagrams, and other illustrative materials. The maximum length of a Master thesis abstract should not exceed 700 words.

## **Acknowledgments & Dedications**

**Acknowledgment Page:** This is an optional page. If used, the purpose of this page is to recognize persons to whom you are grateful for any special assistance, and grant/fund support you may have received for your work. Acknowledgments are written in a dignified and professional manner. When writing the acknowledgments, be sure that your use of “person” is consistent. If you begin with “the author,” use third person throughout. If you begin with the first person (I, me, my), use first person throughout.

**Dedication Page:** The Dedication page is an optional page, but if used, you are giving special recognition to persons, organizations, or others who provided extraordinary encouragement during your academic career. Unlike persons mentioned in the acknowledgment, those in the dedication may not have made any contribution to the work. A dedication may also be made to a cause, a group, or an ideal.

## **Table of Contents**

The Table of Contents is the index of your thesis. It reveals the course of your research and the method you have chosen to present your work. For Master theses, the chapter is the basic unit of division, with subdivisions where appropriate. The system of indenting you use in the Table of Contents to indicate subdivisions within chapters must match the subdivision system in the chapters. The title of each entry must correspond exactly to the title listed in the text. Most word processing software includes a feature for creating a Table of Contents that includes leader dots. “Table of Contents” is followed by “List of Tables” and “List of Figures”.

## **Introduction**

This should provide a background to the subject of the thesis and must be presented in a structured format, covering the following subjects, although actual subheadings should not be included:

- Succinct statements of the issue in question.



- The essence of existing knowledge and understanding pertinent to the issue with appropriate citations.
- Rationale for your research, ending with the aims and objectives of the research being reported (relating the research to dentistry, where not obvious).

## Literature Review

Literature review is a comprehensive account of what has been published on a topic by accredited scholars and researchers. In writing the literature review, your purpose is to convey to your reader what knowledge and ideas have been established on a topic, and what are their strengths and weaknesses. A literature review should consider the critical points of current knowledge including substantive findings as well as theoretical and methodological contributions to a particular topic. As a piece of writing, the literature review must be defined by a guiding concept (e.g., your research objective, the problem or issue you are discussing, or your argumentative thesis). It is not just a descriptive list of the material available, or a set of summaries. It should include information enabling a trained researcher reading the chapter to develop sufficient understanding of the field to understand the theme and hypotheses of the thesis. Besides enlarging your knowledge about the topic, writing a literature review lets you gain and demonstrate skills in two areas

- **Information seeking:** The ability to scan the literature efficiently, using manual or computerized methods, and to identify a set of useful articles and books
- **Critical appraisal:** The ability to apply principles of analysis to identify unbiased and valid studies.

A literature review must do these things:

- Be organized around and related directly to the thesis or research question you are developing.
- Synthesize results into a summary of what is and is not known.
- Identify areas of controversy in the literature.
- Formulate questions that need further research.
- Lead the reader up to the thesis objectives and hypotheses to be tested.

## **Research Problem and Hypothesis**

A research problem or question is the question that the research project sets out to answer. In actual fact, a research study may set out to answer several questions. A hypothesis is not a question, but rather it is a tentative statement predicting a particular relationship between two or more variables. A hypothesis is needed if you are undertaking a quantitative study, and if your study takes an experimental approach to answer questions, or if you are making a prediction about the phenomenon being studied. This is because a hypothesis is a statement that is tested by experiment(s) to confirm or deny the phenomenon.

Turning now to a research question, if you are incorporating a research question rather than a hypothesis, then remember that some of the important features of a good question are that the question or problem should be about one issue; clear and concise; addresses an important, controversial and/or an unresolved issue; feasible to be undertaken within a specified timeframe; with adequate resources. These features are also important for a hypothesis, and many hypotheses initially start as a question which is then turned into a statement, for example, the hypothesis "The levels of pain experienced by infants aged 1-3 years undergoing an intravenous injection is reduced when parents are present" may have originally been written as a question, i.e. "Are the levels of pain experienced by infants aged 1-3 years undergoing an intravenous injection reduced when parents are present?".

## **Materials and Methods**

The objective of the materials and methods section is to permit the readers to know the detail of how your research was conducted and, other investigators to repeat your experiments. It should describe in details the study design and methods (including the study setting and dates, patients/participants with inclusion and exclusion criteria, patient samples or animal specimens used, the essential features of any interventions, the main outcome measures, the laboratory methods followed, or data sources and how these were selected for the study).

The method section could utilize subheading to divide it up into different subsections. These subsections typically include:

1. **Participants or specimen preparation:** Describe the participants in your experiment, including who they were, how many there were and how they were selected. For physical research, this section describes specimen preparation protocol.
2. **Materials:** Describe the materials, measures, equipment or stimuli used in the experiment. This may include testing instruments (including forms and questionnaires), technical equipment, or other materials used in the course of research.
3. **Design:** Describe the type of design used in the experiment. Specify the variables as well as the levels of these variables. Explain whether your experiment uses a within-groups or between-groups design.
4. **Procedure:** The next part of your method section should detail the procedures used in your experiment. Explain what you had participants do, how you collected data, and the order in which steps occurred.
  - Include figures and diagrams to illustrate methodology.
  - Describe the procedures and analytical techniques.
  - Only published methods are cited.
  - Include at least general composition details and batch numbers for all materials.
  - Identify names and sources of all commercial products and equipments used in the study (Material name, Company name, City, Country), e.g. the composite (Silar, 3M Co., St. Paul, MN, USA) and Au-Pd Alloy (Estheticor Opal, Cendres et Meraux, Switzerland).
  - Include copies of the forms/questionnaires used.

The statistical analysis section should describe the statistical procedures employed in the research. State which tests were used to analyze dependent measures. Statistical significance test methods and p-values should be specified. Additional details may include randomization scheme, stratification (if any), power analysis as a basis for sample size computation, drop-outs from clinical trials, the effects of important confounding variables, and bivariate versus multivariate analysis.

## Results

This section should comprise the study results presented in a logical sequence, supplemented by tables and/or figures. Take care that the text does not just

repeat data that are presented in tables and/or figures. Only emphasize and summarize the essential features of the main outcome measures, and the main results.

- Refer to appropriate tables and figures throughout the text.
- Refrain from subjective comments.
- Make no reference to previous literature.
- Report statistical findings.

### **Preparing Illustrations**

**Tables and Figures:** Tables and figures are types of illustrations which supplement rather than duplicate the material in a text. You must acknowledge the source of any table or figure you reproduce or modify from another author or work. A table is a columnar arrangement of information organized to save space and convey relationships at a glance. While most tables present quantitative data, some tables consist mainly of words that present qualitative comparisons or descriptive information. A figure is a graphic illustration, such as a chart, graph, diagram, map, photograph, or plate. Give numbers and headings or captions to all tables and figures that appear in the text. Number the tables and figures consecutively throughout the paper.

### **Discussion**

This concluding chapter is the most significant part of the thesis; great attention should be given to the organization and writing of this chapter. The Discussion section consists of a full analysis and interpretation of the results in light of current research in the field. It should be used to emphasize the new and important aspects of the study, placing the results in context with published literature, the implications of the findings, and the conclusions that follow from the study results. The discussion chapter should contain:

- Discussion relating the results to each other, to other variables and to the overall field of study.
- Comments on strengths and weaknesses of the thesis research and indicate limitations of findings.
- Evaluation of current knowledge and proposals for new ideas related to the field of study.

- Discussion of the overall significance and contribution of the thesis research to the field of study.
- Discussion of implications of the results and any potential applications of the research findings.
- The final comment may also include making suggestions for improvement and speculations on future directions.

## **Conclusion**

In theses, conclusions may be complex and include significance of the findings. Conclusion states concisely what can be derived from the study. The conclusions must be supported by the data presented in the results; never present unsubstantiated personal opinion. The conclusion may consist of one continuous paragraph or numbered or bulleted statements. You Must NOT repeat Results or Discussion, and concisely state inference.

## **Bibliographies and Reference Lists**

All sources cited in the text must be carefully listed in your reference section. This reference section is titled "References" and is placed at the end of the text (after "Conclusion"). Carefully write your reference in the style provided in Section II of this manual. The reference list allows anyone reading your work to view the scope of your research. A combination of historical, classic and latest references on your selected research area is expected.

A mistake that many degree candidates make is that the citations in the text do not match the reference list. Sometimes the names are spelled differently, the dates are different, or they do not include all the required bibliographical information. The easiest and most professional way to accomplish this is to use a reference management software package such as EndNote, Reference Manager, or the like. The alternative is to proof the document with the thesis on the left and the reference list on the right. As you read the documents, check the citations against the reference section or the bibliography. The candidate has to keep in mind that he/she has to cite every key word and phrase that is not his/her own, otherwise it will be considered as plagiarism. References to personal communications are not allowed. Try to avoid reference to abstracts from abstract books/conference abstracts.

## **Appendices**

This section contains additional illustrative material that normally do not appear in refereed journal manuscripts but which are sufficiently important to record in the thesis such as forms, questionnaires, documents, long and complex tables, figures, and computer printouts. This material is not essential to the text but helpful to a reader seeking further clarification. The Appendices may include:

- Detailed methodologies that would enable a reader to repeat the studies.
- Details of experimental data not presented within the manuscript chapters.
- Diagrams of specialized equipment developed.
- Data recording forms
- Questionnaires

**SECTION II**

**THESIS FORMAT**

## GENERAL SPECIFICATIONS

### Type and Spacing

**Font/Typeface:** The entire thesis must be of uniform font or typeface, exception possible for figures, tables and appendices. A standard “Calibri” font type is recommended. The Vice Deanship of Graduate Studies & Scientific Research (VDGS) will make the final decision on the legibility and acceptability of the fonts.

**Spacing:** The thesis may be double-spaced or 1.5 spaced. Mixing of spacing in the text is not acceptable. Single spacing is used only for long, blocked and inset quotations, footnotes, endnotes, and itemized or tabular material.

**Font Size:** The acceptable font size for the text is 12-point. *Italics* or **boldface** print (in the same font size as the text) may be used for major headings, subheadings and for emphasis. Underlining is an acceptable alternative to italics; but, do not use underlining and bold together. Major headings may be up to two point sizes larger than the text (maximum size is 14-point). If this option is chosen, it must be used for major headings throughout the entire thesis.

**Reduced Font Size:** Reduction may be made in narrative text footnotes, tables, figures and appendix material only. The minimum size for numbers and upper case letters is 1.5 millimeters; symbols must be large enough to remain legible. Tables, figures and appendix material may be larger than text size and may be different from each other.

### Margins and Pagination

**Margins** settings are 3.5 cm @ left, 2.5 cm @ right and 3.0 cm @ top and bottom. All typing must be within the appropriate margins, except for the page number. Justified right-hand margins may be used in thesis only with standard internal spacing, i.e., regular and consistent spacing between words in the text. Excessive variable spacing is not acceptable because it reduces legibility.

**Page Numbers:** Every page in the thesis except the Title Page and the Approval Page must be numbered. The Title Page is considered to be page “i” and the Approval Page is considered to be page “ii”, but no pagination numeral is shown on these two pages. The preliminary pages are numbered with lower-case Roman numerals. The



first numbered page is the Abstract, which is numbered iii. The text and supplementary pages are numbered with Arabic numerals. The first page of the text has the number #1; every page following will have a page number.

**Page Number Placement:** Page numbers are placed in the upper right-hand corner of the page, above the margin, 1.3 cm below the top edge of the paper, and 2.5 cm from the right edge of the paper. Page numbers are the only characters that appear outside the margin.

## **Photographs**

Photocopies or digitized reproductions of photographs are acceptable if there is enough contrast for a good reproduction.

## **Tables and Figures**

**Color and Size:** Color is acceptable in figures. Check all figures and tables to ensure that minimum size (1.5mm for letters and numbers) and legibility requirements are met. All lettering must be of publishable quality. This includes scanned images. Over-sized tables or figures can be printed sideways (landscape orientation) on the page. However, do not landscape the page number. Print the page number in its usual (portrait) orientation. Tables or figures landscaped on a page should have their top edge near the left margin of the paper.

**Figures & Tables in Text:** Each table and figure must have a separate number and title. Figures and tables are numbered consecutively throughout the text, and each table or figure must be mentioned by number in the text. Tables and figures in the text should appear as soon as possible after they are first mentioned. Tables and figures may be included on a page with text (especially if shorter than half a page) or appear on separate pages. If a table or figure is placed on a page with other material, the table or figure should be separated from the text (or other material) by a minimum of a triple space at the top and bottom. In cases where numerous tables or figures would disrupt the flow of the text, you may group them at the end of the chapter, in the order they were mentioned in the text. You may also group several small tables or figures on a single page.

**Figures & Tables Titles (Captions):** Placement of title on a table is usually above and for figure usually below; other arrangements are also possible; however, it must be consistent throughout the thesis. Position table numbers and headings flush left or centered two lines above the table. Similarly, figure number and caption are

positioned flush left or centered two lines below the figure. If the table or figure is placed lengthwise (landscape position), the top of the table or figure must be at the left-hand, binding side of the page. The title is placed in the same direction as the figure or table. The page number stays in regular (portrait) position.

**Continued Figures & Tables:** Figures or tables longer than one page in length must have the complete title and the number of the table or figure on the first page only. Subsequent pages have the table or figure number and the word "Continued", plus the necessary column headings for ease of reading. The end line of the completed table appears only on the last page of the table.

**Titles (Captions) for Large Figures:** Captions or titles on a facing page (page preceding the large figure) are to be used only when absolutely necessary. Facing page captions may be used for figures only, never tables. This format applies only when there is not enough space for the caption on the page with the figure. The pages are consecutively numbered, with the page numbers in the standard position. However, in the List of Figures, the number of the page on which the figure itself appears is the only page number recorded.

## Major Headings

All major headings must be handled consistently regarding font size and the use of bold type. The headings must be centered at the top of a new page and in all capital letters. Font size may be either the same size as text or up to two sizes larger than the text. Major headings consist of the following:

- The title of the thesis on the title page
- The title of the thesis on the approval page
- The headings; ABSTRACT, DEDICATIONS, ACKNOWLEDGMENTS, TABLE OF CONTENTS, LIST OF FIGURES, LIST OF TABLES on the preliminary pages.
- The CHAPTER designations and titles (or major section titles).
- The word REFERENCES on the first page of the references.
- The APPENDIX designations and titles.

## Thesis Contents and Order

The following list gives the contents and the order of presentation. All sections marked with an asterisk (\*) must be included in the manuscript.

- Title Page\*
- Approval Page
- Abstract\*

- Dedication
- Acknowledgments\*
- Table of Contents\*
- List of Tables\* (if two or more tables in text)
- List of Figures\* (if two or more figures in text)
- Introduction\*
- Objectives of the Study
- Literature Review
- Materials & Methods\*
- Results\*
- Discussion\*
- Conclusion\*
- References\*
- Appendices (if any)

## THESIS PAGES AND SECTIONS

### Title Page

- Font type must match the rest of the text
- Font size of thesis title is the same as other major headings; font size for rest of the page is the same as text
- Vertical spacing must match sample page
- No bold on this page; exception, title is bold if major headings are bold
- No page number on this page

### *Title of Manuscript*

- All capital letters, centered. Exception: genus, species, chemical element symbols may be upper and lowercase. Also, use *italics* as needed to comply with the custom of the discipline.
- Double space if more than one line
- No period (full stop) at the end of the title

### *Submittal Statement*

- Single line-space
- Full name of the degree is used

*Candidate's Name*

- Student's name in upper case (capital letters)
- Name must be same as in official records of King Saud University

*Date*

- Month, Day and Year of Graduation (month in upper case)
- No comma between month and year

**Approval Page**

- Match font type and size to Title Page
- Six original copies of the signed Approval Page with original signatures of the Thesis Examination Committee must be submitted to the VDGS. If corrections are required on this page, a new Signature Page must be produced.
- No bold on this page; exception, title is bold if major headings are bold
- No page number on this page

*Title of Manuscript*

- Same wording as on Title Page. All capital letters, centered. Exception: genus, species, chemical element symbols may be upper and lower case.
- Double space if more than one line
- No period (full stop) at the end of the title

*Candidate's Name*

- Student's name in upper case (capital letters)
- Name must be same as in official records of King Saud University

*Approval Statement*

- Single line-space (if more than one line)

*Supervisor's (and co-supervisor's) Name(s)*

- Name of the Supervisor(s) in upper case (capital letters)
- The name(s) must be same as in official records of King Saud University.

*Examiners' Names and Signatures;*

- Signatures must be in **blue ink**. Students are advised to double-check the spelling of committee members' names before having them sign the committee approval page

- Names in upper case and do not include titles such as Dr. or Professor and degrees as Ph.D. If corrections are required on this page, a new Signature Page must be produced.

## **Abstract**

- First numbered page, lower case Roman numeral (iii). Page numbers are outside the prescribed margin, everything else inside the margin
- No bold on this page; exception, heading (ABSTRACT) is bold if major headings are bold  
Title of the thesis appears in upper and lower case letters, wording must match title on the Title and Approval Pages
- Student's name must be the same as on first two pages, but typed in upper and lowercase letters
- The format of the abstract is structured i.e. consist of subsections as Objectives, Methods, Results and Conclusion.
- Line spacing is same as text.
- Text begins three single spaces below preliminary lines
- Text may be no more than 700 words for the Master's thesis; any term with a space on each side is counted as a word.

## **Dedication and Acknowledgments**

### *Dedication (Optional)*

- Follows the Abstract page
- Heading is in upper case and bold if major headings are bold
- Limited to one page, same font style as text
- This page is formatted with the heading resting on a line 3 cm from the top of the page, and text beginning three spaces below. Margins, line spacing, and paragraph indentations are the same as for general text.

### *Acknowledgments*

- Limited to two pages
- Follows the Dedication Page
- Heading is bold if major headings are bold. This page is formatted with the heading resting on a line 3 cm from the top of the page, and text beginning three spaces below. Margins, line spacing, and paragraph indentations are the same as for general text.

## Table of Contents

### *General Format*

- No bold on this page; exception, heading (TABLE OF CONTENTS) is bold if major headings are bold
- No *italics* on this page (except for Latin terms, titles of works, etc.)
- Need “Page” above page number column
- Need leader dots (.....) between listings and page numbers
- Double space or use same spacing as in text above and below all major headings
- Single space all subheadings

### *Contents*

- Must contain the major headings and the first level subheadings; subordination of subheadings should be indicated by appropriate indentation
- Major headings are in all capital letters
- Preliminary pages do not have to be included on this page
- All sections are numbered with Roman numerical
- First major heading of text is the word INTRODUCTION
- Last major heading of the text is CONCLUSION
- Must show a REFERENCE section and APPENDIX (if applicable)

### *Consistency*

- Check against text for agreement of page numbers, levels and styles of headings and subheadings and the wording of headings and subheadings (levels of subheadings are shown by indentation)
- Check for consistency in capitalization
- Check that wording of APPENDIX listing matches exactly what is in text; Appendix titles are optional but if they are listed, they need to be in all capital letters

Most word processing packages can create a Table of Contents with leader dots, from the headings in a document. For Microsoft Word, you use styles to create the different headings. For example, set heading 1 (for Section Titles), heading 2 (for level two headings), heading 3 (for level 3 headings) and heading 4 for (level 4 headings). When you type the heading, select the appropriate heading style based

on the level of heading. When you generate the Table of Contents, not only will the headings be exact, the page numbers also will be exact. If you revise the document, regenerate the Table of Contents and the headings and page numbers will be updated. However, this feature works differently depending on which software package you use. Please double-check these details for accuracy.

## **List of Tables and Figures**

### *General Format*

- Heading (LIST OF FIGURES or LIST OF TABLES) is bold if major headings are bold
- Include list if two or more figures (or tables) in main body of text.
- Need separate list for tables and separate list for figures; either list may come first.
- Need leader dots from last word of title to page number
- Double space or use same spacing as in text between figure or table titles; single space title if two or more lines
- If list is more than one page, need appropriate column headings on each page
- These are last pages with page numbers in Roman numerical.

### *Content*

- Each table or figure must have a unique title; no two titles may be exactly the same
- Need to include only the first sentence of title (up to the first period) in List
- Parenthetical information may be excluded from the List

### *Consistency*

- Check against text for agreement of page numbers
- Titles in the LIST OF TABLES (or FIGURES) must agree word for word with the title in the text
- Check consistency of table format, capitalization, bold-face, italics, spacing and period at the end.

## TEXT SECTIONS/CHAPTERS FORMAT

The important features of the first page of the thesis are the page number and the major heading. The page number is outside the prescribed margin, in the upper right corner. The numbering begins with 1 (Arabic number). From this page forward, every page will be numbered in sequence. The thesis is written in the section/chapter format, the major heading will consist of two parts: the section or chapter designation (the word SECTION or CHAPTER and the number) and the title. Both will be centered, all capital letters as shown below.

### SECTION I

#### INTRODUCTION

The section designation will be on the top line; the title will be on the next. The section number must be written as a Roman number. Between the lines use double or triple space. The same spacing must be used at the beginning of all chapters. There is no punctuation at the end of either part. Titles of each section are considered major headings. (Subheadings are not major headings). Each new section begins on a new page. The section designation (CHAPTER I) is uppercase letters, centered at the top of the page; the section title is also upper case and centered at least one double space (no more than two double spaces) below chapter designation.

#### *Important Reminders about Text Format*

**Bold or underline:** Do not use bold and underline together.

**Columns:** No double columns in text.

**Paragraphs:** Either indent the first line of each paragraph 1.5 cm or leave extra space between paragraphs. Do not use both styles together.

#### *Important reminders about Major Headings and Subheadings*

**Use of Bold:** Major headings in text can be bold. But if bold is used, then all other major headings must be bold; consistency is needed throughout the thesis

**Use of Bold or Italics:** **Boldface** or *italics* may be used for subheadings. But then, consistency is needed throughout thesis

**Spacing:** Titles and subheadings more than one line in length are single line-spaced.



**Punctuation:** No punctuation after a heading or subheading that is on a line by itself.

**Capitalization:** Consistent capitalization is needed for each level of subheading.

**Subheading Format:** Do not center or capitalize letters (except for first letter). This is reserved for major headings. First-order subheadings may be in all capital letters provided they are placed flush left.

- Use same font size as text for all subheadings
- The style used for subheadings must clearly show their various levels and must be consistent from chapter to chapter or from section to section
- Subheadings do not begin on a new page; text continues within a chapter
- A subheading at the bottom of a page must have at least one line of text under it

## References

There are more than one styles for placing citations in the text and preparing a list of references. You are required to utilize the format recommended by King Saud University. It is important to check the authors' names and year of publication match exactly between citation in the text and the list of references.

**Citation in the Text:** In case of single author, the author's surname and year of publication is given in parenthesis at the end of the sentences e.g. "(Author 2010)". In case of two authors, the surnames of the authors and year of publication is given e.g. "(Author & Author 2011)". For more than two authors, the surname of the first is given followed by *et al* and year of publication e.g. "(Author *et al* 2012)". In case of more than one references for a statement, the citations are separated by a semicolon e.g. "(Author 2010; Author & Author 2011; Author *et al* 2013)". The order is from oldest to newest citation. It is preferred that a sentence does not start with a citation. However, where it cannot be avoided, and a sentence does begin with a citation, the author's name (s) is/are followed by year of publication in parenthesis, e.g. "Authors *et al* (2012) stated that.....".

**Reference List:** All references are listed alphabetically. In case of same name, the oldest reference is listed first. In case of similar names, second, third (and so on)

alphabets are used to determine priority in the listing. The format of references (order of contents and punctuations) must be consistent throughout the list of references. Various examples are given below.

*Journal article (published):*

Ariail J, Thomas S, Smith T, Kerr L, Richards-Slaughter S, Shaw D. The value of a writing center at a medical university. *Teach Learn Med* 2013 April - June; 25(2):129-133.

Note: It is recommended to list all authors. However, the number of names may be made limited to the first three, four etc, followed by "*et al.*" or "and others." Both styles are acceptable but one style should be used consistently.

*Journal article (accepted for publication):*

Brown JE. The relation between citations and references. *J Med Style*. Accepted for publication. February 2013.

*Abstract:*

Demarest VA, Greener EH. Storage moduli and interaction parameters of experimental dental composites. *J Dent Res* 1996 Special issue; 67:221. Abstract No. 868.

*On-line journal article:*

Nainar SMH. Five minute nutrition workup for children in dental practice. *Gen Dent J* 2013 January/February. [www.agd.org](http://www.agd.org). e2-e3.

*Organizational reference:*

American Academy of Pediatric Dentistry. Reference Manual 2011-12. Minimizing occupational health hazards associated with Nitrous Oxide. *Pediatr Dent* 2011 Special issue; 33(6):185-201.

*Entire book (one editor):*

Thomas ABC, editor. *Vancouver Reference Style: A History*. New York: Z&E Publishers; 2007. P 582.

*Chapter in a book:*

Bjork CE Jr, McLeod RD. Formatting citations. In: Laurent B, Cool JR; editors. A history of citations and references. 5th ed. Geneva (Switzerland): Tangelo Press; 2006. p 93 -97.

*Website:*

US Centers for Disease Control and Prevention. 2000 CDC Growth Charts. URL: [http://www.cdc.gov/growthcharts/clinical\\_charts.htm](http://www.cdc.gov/growthcharts/clinical_charts.htm). Accessed on February 14, 2013.

**Appendices**

When more than one Appendix is listed, each must be assigned a letter (such as Appendix A, Appendix B, Appendix C, etc.) as well as a title. In case of only one appendix in a thesis, no letter is assigned. Each appendix with its title must be listed separately in the “Table of Contents” as a subdivision under the heading “APPENDICES”.

**Binding Instructions**

The hard binding should be in light blue color. The front page is an exact replica of the Title Page, except that the font color must be Golden. The back page remains blank. The spine must carry the title of the thesis (or a short running title), name of the author (student) and Year of publication (in the same order). This is to find the thesis conveniently from library shelves. The font size of all the text in spine must not be less than #12.

**SECTION III**

**SAMPLE PAGES**



Sample Title Page



King Saud University College of Dentistry

**TITLE OF THE THESIS**

**TITLE OF THE THESIS**

Submitted in partial fulfillment of the requirements for the degree of Master of Dental Sciences in the Department of Pediatric Dentistry and Orthodontics (your department) at the College of Dentistry, King Saud University

By

CANDIDATE'S NAME IN UPPER CASE

DAY MONTH YEAR

Sample Approval Page

King Saud University College of Dentistry

**TITLE OF THE THESIS**

**TITLE OF THE THESIS**

Master of Dental Sciences Thesis By

CANDIDATE'S NAME IN UPPER CASE

This thesis was defended and approved on day month year (H) corresponding to day month and year (G)

Supervisor

NAME IS UPPER CASE

Members of the Exam Committee

.....

.....

Sample Abstract Page

**ABSTRACT**

Title of the Thesis

Name of the Student

**Introduction:**

**Objectives:**

**Material and Methods:**

**Results:**

**Conclusions:**

Sample "Table of Contents"

**Table of Contents**

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Sample "List of Tables" Page

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**SECTION IV**

**THESIS DEFENSE PROCEDURE**

## THESIS DEFENSE PROCEDURE

On completion of thesis writing, the Thesis Supervisor writes a letter to the Program Director along with proposing two/three names for the prospective thesis examination committee. An unbound copy of the thesis is also sent along with this letter. The Program Director forwards the thesis and the letter to the Department Chairman. The Department Chairman then sends the letter and thesis to the Vice Dean of Graduate Studies and Scientific Research (who has option to suggest additional examiner) for appointment of an examination committee.

The Vice Dean of Graduate Studies and Scientific Research include the “appointment of examiners for this candidate” item in the agenda for next available meeting of the Joint Graduate Programs Council. The council elects three members (five members in case of two thesis supervisors) for the examination committee. The names recommended by Thesis Supervisors, Program Directors and Department Chairmen are considered for appointment in the examination committee, however, they may or may not be elected.

The Vice Dean then sends the names of the examination committee for approval of the College Board. After the approval, the names are sent to College of Graduate Studies for appointment. When letters of appointment for the examination committee have been received, the Vice Dean then sends letters to all examination committee members along with a copy of the thesis. The letter asks the examination committee members about suitability of the thesis for defense. A two weeks’ time period is given to all the examiners to respond. If the thesis is deemed suitable by all the members, a date and time is set by the thesis supervisor(s)/student after consultation with the Vice Dean and the examination committee.

The thesis examination consists of two parts. The Part I consists of 20-30 minutes PowerPoint presentation followed by 10-15 minutes question answer session with audience. The Part II is a closed oral examination; the thesis supervisor acts as chairperson of the examination committee. The examination committee submits its report to the Vice Dean with the following options.

- Thesis approved
- Thesis approved with minor changes
- Thesis approved with major changes
- Thesis rejected

In case the committee recommends approval with changes, a member is nominated to monitor the recommended changes before final approval of the thesis. If the thesis is rejected, the committee will write the reasons for rejections to the Vice Dean.

After the approval of the thesis, all the examination members sign on the approval page (six original copies). The candidate then submits two bound copies and one soft copy on a CD to the Vice Dean of Graduate Studies through the Department Chairman. Additional bound hard copies are also required by the Deanship of Graduate studies. Normally, students also distribute courtesy copies to their program directors, supervisors, examiners and other senior members of administration and faculty. Finally, the Vice Dean of Graduate Studies sends a letter of completion of the program by the particular student to the Department Chairman and the Program Director for the Student's file.

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- The Graduate School Thesis and Dissertation Manual. Howard University.
- Thesis Guidelines for Master of Science College of Dental Medicine Program (MSCDM). Nova University.
- Thesis in Journal Format Manual. Texas A & M Health Science Center. Baylor College of Dentistry.
- Thesis Preparation and Thesis Types. Concordia University.

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May 2013