THESIS CONTENT AND FORMAT
FOR THE DEGREE OF
MASTER OF SCIENCE IN DENTISTRY DEGREE
The thesis submitted in partial fulfillment of the requirements for the Master of Science in Dentistry Degree at The University of Texas School of Dentistry at Houston, is a permanent record of the author’s original research. The preparation of the thesis provides the author with experience in stating a research problem within the framework of current scientific knowledge, presenting the rationale for the technical approaches to be used in the solution of the problem, presenting valid and reproducible results, and providing a coherent analysis of the results and the conclusions obtained from the results. The thesis must be clear, accurate and reflect the highest level of scholarship. It must be emphasized that the author is solely responsible for content of the thesis.

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

<table>
<thead>
<tr>
<th>Schedule for Completion of Master’s Thesis</th>
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<tbody>
<tr>
<td><strong>Timeline</strong></td>
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<tr>
<td>Topic and Committee Selection</td>
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<tr>
<td>1st Committee Meeting (Approve Topic)</td>
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<tr>
<td>Complete Literature Review and Experimental Design</td>
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<td>2nd Committee Meeting (Approve Proposal)</td>
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<td>Petition for Candidacy</td>
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<td>Complete Data Collection</td>
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<td>3rd Committee Meeting (Review Data)</td>
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<td>Complete Writing of Thesis</td>
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<td>Critique of Thesis by Committee Members</td>
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<td>4th Committee Meeting (Defend Thesis)</td>
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<td>ProQuest Receipt</td>
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<td>Title Fly Sheet with Signatures</td>
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Guidelines for the Master of Science in Dentistry Thesis

Thesis Committee:

- Chairman of the Thesis Committee: needs to be a MS or PhD
- Committee members: 5 members total: 1 Chair, 4 members. (At least 3 of the four other committee members must have advanced degrees, MS, PhD, MEd) At least 1 committee member must have an academic appointment outside the department/discipline of the candidate. These five committee members must hold UTHSC-H academic appointments

Committee Meetings (4):

(1) Introductory meeting (20-30 minutes):
   a. Introduce the topic
   b. Outline of the topic: Extensive literature review
   Plans for preliminary studies (if applicable)

(2) Presentation of literature review (35-40 minutes):
   a. Protocol design
   b. Preliminary studies (if applicable)
   c. Statistics
   d. Have members of the committee sign the “Petition to Candidacy for the Master of Science in Dentistry Degree” sheet
   e. Have committee members fill out the rubric for Evaluation of the MSD Petition for Candidacy”. The signed original rubrics remain with the committee chair, copies of rubrics submitted to the Director of Advanced Education.

NOTE: At this time all the paperwork for the Petition to Candidacy for the Master of Science in Dentistry Degree will be submitted to the Advanced Education Committee. The paperwork must be submitted to the program director for presentation to the Advanced Education Committee. Included in this packet are the forms to be completed for submission to the Advanced Education Committee.

(3) Data Meeting:
   a. Review of the design and methods of the study
   b. Presentation of the results, statistics if available, etc.
   c. Committee will vote on whether you can stop collecting data.

(4) Thesis Defense: (approximately one hour)
   a. Presentation (40 minutes, use Powerpoint or similar presentation program):
      i. Review of the literature
      ii. Hypothesis
      iii. Methods and materials
      iv. Discussion
      v. Conclusion
      vi. Further research
   b. Have committee members sign:
      i. Front page of the thesis (bring 10 copies of this page)
      ii. Document stating that the resident has successfully pass the thesis defense
      iii. Rubric completed for “Evaluation of MSD Defense” and “Evaluation of MSD Written Thesis”. Signed original rubrics remain with the committee chair, copies submitted to the Director of Advanced Education.

NOTE: The complete write-up of the thesis should have been approved by the Chairman of the committee and distributed to the committee members prior to commencement of this meeting.
Research Area of Focus
Components of a Research Proposal

1. Background/Literature Review and Significance
   - Briefly sketch the background for your proposal.
   - Evaluate existing knowledge in the field, citing specific work in the literature.
   - Describe how your research will fill a gap in the field.
   - State the importance of your research by relating the specific aims to the broad objectives.
   - Cite the references in the text and list them in the Literature Cited section.

2. Preliminary Studies
   - This section is optional, but if your mentor has data to support what you are proposing, you may include a small amount of it here. Be sure to explain and graphs, figures, or tables you use.
   - If you have participated in research that supports your proposal, please indicate that in this section.

3. Specific Aims
   - State the broad objectives of the proposal. For student projects that are part of larger projects in a mentor's research program, it is a good idea to state the long-term objective of the overall research and to indicate which aspect you will investigate.
   - Describe the hypothesis to be tested, specific questions to be addressed.
   - Methods are not aims unless the goal of the proposal is to develop a new aim.

4. Research Design and Methods
   - This is a very important part of the Research Plan. The Specific Aims indicate what you propose to do, so now you must describe how you intend to do it.
   - Explain why you have chosen your approach.
   - Be very clear and focused.
   - Don’t just describe methods. Explain why and how those methods will allow you to address your Specific Aims.
   - If you are proposing a new method, explain why it is better that an existing method.
   - Discuss controls for every experiment.
   - Explain data collection, analysis, interpretation.
   - Discuss potential difficulties and limitations of the proposed procedures and any possible alternative approaches to achieving the goals of your research proposal.

5. Human Subjects (if applicable)
   - Describe plans for patient recruitment.
   - Describe inclusion, exclusion criteria, etc.
   - Identify sources of research material.
   - If your mentor does not already have approval from the IRB to do the work you propose, please see Dr. Storthz so that we can start the approval process.

6. Vertebrate Animals (if applicable)
   - This requires IACUC approval. If your mentor does not already have approval for animal research, please see Dr. Storthz so that we can start the approval process.

7. Literature Cited
   - Acknowledge the work of others.
   - Use the most current references.
   - Make sure every citation in the text is listed in this section.
     Include all authors, title of paper, journal name, volume, pages, and year.
I hereby petition for admission to candidacy for the degree of Master of Science in Dentistry.

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<tr>
<th>Name of Candidate</th>
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**COURSE WORK**

Please complete the table below, indicating the courses you have taken or will take to fulfill the semester hour requirements for your degree program. The minimum requirement for the degree of Master of Science in Dentistry is thirty (30) semester hours. This includes a minimum of twenty-four (24) semester hours of formal courses, four (4) semester hours of research, (six for Periodontics) and two (2) semester hours of thesis. For those courses you have not completed, write "in progress" or "proposed" in the grade column.

**THE UNIVERSITY OF TEXAS**
**SCHOOL OF DENTISTRY AT HOUSTON**

**PETITION TO CANDIDACY FOR THE MASTER OF SCIENCE IN DENTISTRY DEGREE**

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<tr>
<th>Course number and title</th>
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- 6 -
Please summarize on this page the specific aims of your proposed research, the methods by which the research is to be performed including statistical analysis, and the expected contribution that your research will make to the general area of research involved.

- Introduction
  - Background/Significance

- Specific Aims

- Hypothesis

- Materials and Methods
  - Statistical Analysis

- Expected Contribution
To the candidate: Please provide the information requested below.

To the Thesis Committee members: Please verify the information provided by the candidate and indicate your willingness to serve as a member of this thesis committee by initialing the middle column.

Composition of the Thesis Committee: The Thesis Committee should be composed of a chairperson and at least four (4) additional members appointed by the department chairperson in consultation with the candidate. At least one (1) members of the thesis committee should be selected from faculty outside the department or discipline. The committee chair must hold an academic degree of MS or above in order to serve in that capacity.

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<tr>
<th>Thesis Committee Members</th>
<th>Initial</th>
<th>Area of Expertise</th>
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<tr>
<td>Name and Degree (chairperson)</td>
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THE UNIVERSITY OF TEXAS
SCHOOL OF DENTISTRY AT HOUSTON

PETITION TO CANDIDACY FOR THE MASTER OF SCIENCE IN DENTISTRY DEGREE

APPROVALS

Name of Candidate __________________________  Department __________________________  Date _______________

Department Chairperson

I have reviewed the candidate’s course work and research plan and found them acceptable. I recommend that he/she be admitted to candidacy for the Master of Science in Dentistry degree.

__________________________  __________________________
Signature  Date

Thesis Committee Chairperson

The thesis committee has reviewed the candidate's research proposal and Petition to Candidacy and found it appropriate for the Master of Science in Dentistry degree.

__________________________  __________________________
Signature  Date

Advanced Education Committee Chairperson

The Advanced Education Committee has reviewed this petition and approves admission to candidacy for the degree of Master of Science in Dentistry.

__________________________  __________________________
Signature  Date
SUPPLEMENT TO THE PETITION OF CANDIDACY

COMMITTEE REVIEW FORM

Does the proposed activity involve any of the following conditions?

YES NO

Research which could lead to a patentable intention? (if yes, contact Legal Affairs at – 3725.)

Use of space, personnel, records or resources of affiliated hospitals or clinics? (if yes, written concurrence of the hospital or clinic must be included with this form.)

Production or manufacture of a product?

Putting the University in the role of advocate of a social or political agency?

If you check yes to any of the questions below, approvals from the appropriate UTHSC-H Committee must be attached.

Use of RADIOACTIVE MATERIALS OR RADIATION DEVICES? (If yes, contact Radiation Safety at – 5841.)

APPROVED _____ PENDING _____

Use of HAZARDOUS MATERIALS as defined by the UTHSC-H Biohazard Committee? (if, yes, a Biohazard Committee Approval Form must be submitted to the Office of Research Support prior to Project or activity initiation. The Office of Research Support is located in JFB G.700.)

APPROVED _____ PENDING _____

Use of RECOMBINANT DNA TECHNOLOGY? (if yes, contact the chair of the Recombinant DNA Subcommittee.)

APPROVED _____ PENDING _____

Use of HUMAN RESEARCH SUBJECTS? (if yes, contact the Office of Research Support at - 5827.)

APPROVED _____ PENDING _____

Use of ANIMALS? (if yes, contact the Office of Research Support at –5827.)

APPROVED_____ PENDING_____

PLEASE ATTACH COPIES OF COMMITTEE APPROVAL DOCUMENTS TO THIS FORM. The Advanced Education Committee will not act on approval of the Petition for candidacy if supporting documents are not attached.
MEMORANDUM

TO: Office of Advanced Education

FROM: (Name), Chair
       Department of (Name)

SUBJECT: Oral Comprehensive Examination Schedule

An Oral Comprehensive Examination has been scheduled as follows:

Candidate: ____________________________________________
Date: _______________________________________________
Time: _______________________________________________
Room: ______________________________________________

Examination Committee Members

(List the names of all members)

My office will notify the committee members of the location of the examination and the room assignment.

______________________________________________
Chair

Department of ________________________________
MEMORANDUM

TO: Office of Advanced Education

FROM: (Name)  
Chair, Thesis Committee

SUBJECT: Oral Comprehensive Examination Report

An Oral Comprehensive Examination was conducted as follows:

Candidate: ____________________________
Thesis Title: ____________________________
Date: ____________________________

The members of the examination committee in attendance were:

Typed Name/Degrees  
Signatures

__________________________  ____________________________

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Chair  Chair

The performance of the candidate was:

1. Satisfactory  _____
2. Unsatisfactory  _____

__________________________  Chair, Thesis Committee
TITLE of THESIS

by

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

Submitted in Partial Fulfillment of

the Requirements for the Degree of

Master of Science in Dentistry Degree

at

THE UNIVERSITY OF TEXAS

SCHOOL OF DENTISTRY AT HOUSTON

Approved by:

____________________
Name & Degrees Held

____________________
Name & Degrees Held

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Name & Degrees Held

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Name & Degrees Held

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Name & Degrees Held

Chairman, Thesis Committee
RUBRICS FOR EVALUATION OF M.S.D. PETITION FOR CANDIDACY

These rubrics were designed to assist M.S.D. students and their Committee members in as much as they reflect what is expected of the student at the time of Petition to Candidacy. The rubrics are guidelines only. These rubrics will be given to M.S.D. candidates at the beginning of their program and will then be used to review and guide any revisions to the Petition for Candidacy for the M.S.D.

Student Name: __________________________________________

Faculty Evaluator: __________________________________________

Date: __________________________________________

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>Rubric</th>
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<td>The study hypothesis or goal is clearly stated.</td>
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<td>The literature related to the topic has been adequately reviewed.</td>
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<td>The significance of the study is clearly explained.</td>
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<td>The Materials and Methods are adequately described.</td>
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<td>The proposed statistical analysis the data is appropriate.</td>
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Other Comments:

___________________________________________________________________________

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RUBRICS FOR EVALUATION OF M.S.D. WRITTEN THESIS

These rubrics were designed to assist M.S.D. students and their Committee members in as much as they reflect what is expected of the written thesis which documents the entirety of the research project. The rubrics are guidelines only. These rubrics will be given to M.S.D. candidates at the beginning of their program and will then be used to review and guide any revisions to the written thesis for the M.S.D.

Student Name: ______________________________________________

Faculty Evaluator: __________________________________________

Date: _______________________________________________________

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<tr>
<th>Strongly Agree</th>
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<tr>
<td>The literature related to the topic has been thoroughly reviewed.</td>
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<td>The Materials and Methods were clearly described.</td>
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<td>The statistical analyses used to interpret the data were performed appropriately.</td>
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<td>The Results present the data in a manner which adequately addresses the aims of the study.</td>
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<td>The Discussion reflects thoughtfulness on the interpretation of the Result.</td>
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<td>The Conclusions drawn from the research project are supported by the presented data.</td>
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Other Comments:
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RUBRICS FOR EVALUATION OF M.S.D. DEFENSE

These rubrics were designed to assist M.S.D. students and their Supervisory Committees inasmuch as they reflect what is expected of the student during the M.S.D. defense. The rubrics are guidelines only. These rubrics will be given to M.S.D. candidates and the members of their Supervisory Committee once the Petition to Candidacy for the M.S.D. has been approved by the Advanced Education Committee. After the defense, the completed forms should be submitted by the Chair of the Supervisory Committee to the Program Director when the results of the defense are submitted.

Student Name: ____________________________________________

Faculty Evaluator: __________________________________________

Date: _____________________________________________________

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<td>Presented in a manner befitting a clinician/scientist</td>
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<td>Was able to clearly describe the importance of the problem investigated and the clinical and/or scientific relevance of the research</td>
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<td>Was able to answer questions from the public audience</td>
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<td>Was able to answer in-depth questions from the Supervisory Committee with focused and logical responses</td>
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<td>Was able to display critical thinking and identify strengths and weaknesses of the thesis research</td>
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<td>Was able to predict future directions in the field</td>
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Comments:

_________________________________________________________________________

_________________________________________________________________________
FORMAT

Thesis Style - Conventional or Manuscript

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

Thesis Preparation

Prepare the thesis on a computer. The electronic file will be uploaded into the ProQuest Dissertations and Theses Database. Make an appointment with the Assistant Library Director, 486-4204, to upload the approved thesis document onto the ProQuest website. Once uploaded, the website will generate a document attesting to the successful upload. This document along with the signed original committee member signature sheet should be submitted to the Office of Student and Alumni Affairs. Printed bound copies of the thesis can be purchased through ProQuest. A fly-sheet at the beginning and end of the document will be added to the electronic file if a bound printed copy of the thesis is requested.

Numbering of Pages

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

The following are guidelines from the ProQuest submission site to improve the quality of the PDF document:

- **Spacing and pagination**: Use tabs instead of a series of spaces to align text. Insert page breaks instead of a series of paragraphs to start a new page. Use section breaks to change the format between pages in the document. Use your word processor's tools for creating tables of contents and cross references to ensure that pagination is consistent even if the generation of the PDF file causes the pages to shift slightly.
- **Fonts**: We recommend using standard fonts such as Times New Roman or Arial. If using unusual fonts, be sure to use embeddable Type 1 or TrueType fonts.
• **Graphics:** It's best to use EPS (Encapsulated PostScript) files rather than bitmaps, GIFs, or JPEG images. Use a high resolution such as 600-dpi. Avoid using graphic editors that are part of a word processor.

• **Equations:** Microsoft Word users should NOT use Microsoft Word's Equation Editor. Instead, use italic Times Roman font and Symbol font, along with superscripts and subscripts to create equations.

**Literature Cited**

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

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

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


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


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

CONTENTS - TRADITIONAL THESIS

Arrange the traditional thesis as follows:

1. Committee Signature Sheet
2. Title Page
3. Acknowledgments
4. Table of Contents
5. List of Tables
6. List of Illustrations
7. Text
   - Introduction
   - Review of the Literature
   - Materials and Methods
   - Results
   - Discussion
   - Summary
8. Conclusion
9. Literature Cited
10. Appendix
11. Vita
12. Master of Science in Dentistry Degree Data Sheet
Notes for traditional thesis:

1. **Committee Member Signature Page** – For title and signature of thesis committee. The electronic version for submission ProQuest will not have signatures. A signature page with committee member’s original signatures will be submitted to the Office of Student and Alumni Affairs upon successfully completing the written MSD document.

2. **Title Page** – Carries the complete title, the name of the investigator, and the statement, “Thesis submitted in Partial Fulfillment of the Requirements for the Degree of Master of Science in Dentistry Degree at The University of Texas School of Dentistry at Houston.” List the month and the year the degree is to be awarded.

3. **Acknowledgments** – Express appreciation to individuals who aided in the research and the preparation of the thesis. Express appreciation to organizations that may have provided materials. Be sure to acknowledge any financial support.

4. **Table of Contents** – Designates the titles and pages of principal divisions and subdivisions of the thesis. The title fly, title page, acknowledgments, table of contents, list of illustrations and list of tables are designated by lower case Roman numerals and are not listed in the table of contents.

5. **List of Tables** – List the number and title of all tables

6. **List of Illustrations** – List the number and provide a legend for all charts, photographs, diagrams and drawings. Where space is a factor, a smaller type style may be used for tables and graphs.

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

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

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

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

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

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

8. Conclusions – Concluding statements are made as brief sentences. They must have been derived from a consideration of the results of the investigation and must have been defended adequately in the discussion and appraisal of the data obtained. Acceptable conclusions do not contain conditional words such as “may” or “probably.”

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

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

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

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Arrange the manuscript thesis as follows:

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3. Acknowledgments
4. Table of Contents
5. List of Tables
6. List of Illustrations
7. Chapter 1
   Introduction
   Review of the Literature
8. Chapter 2
   Manuscript
9. Appendices
10. Vita
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3. **Acknowledgments** – Express appreciation to individuals who aided in the research and the preparation of the thesis. Express appreciation to organizations that may have provided materials. Be sure to acknowledge any financial support.

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7. **Chapter 1**

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

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

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

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THESIS

Submitted in Partial Fulfillment of
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Master of Science in Dentistry Degree

at

UNIVERSITY OF TEXAS
SCHOOL OF DENTISTRY AT HOUSTON
(Month and Year Degree Awarded)
ACKNOWLEDGMENTS
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SUMMARY

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VITA

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

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