

Lebanese University
Faculty of Dental Medicine

MASTER PROGRAM

Guidelines for Thesis Submission

Revised by The Research Council Committee

February 2021

- 1. INTRODUCTION.**
- 2. GENERAL GUIDELINES.**
- 3. TYPE OF THESIS.**
- 4. MASTER THESIS GUIDELINES.**
- 5. PRESENTATION OF THE DISSERTATION.**
- 6. VALIDATION OF DISSERTATION.**

1. INTRODUCTION

According to the rules and regulations of the Faculty of Dental Medicine and in order to finalize their postgraduate degree, residents need to defend a thesis in front of a jury panel.

This guide explains how residents need to write their thesis.

2. GENERAL GUIDELINES

2.1. Tutor's profile

The tutor should be a Faculty member having a minimum title of Lecturer with a Doctorate degree or an Assistant professor.

2.2. Thesis subject approval

The tutor must approve the thesis subject suggested by the resident before starting the work.

2.3. Time frame of thesis preparation and writing

The student should start his thesis during the third year / first semester of residency, following the schedule below:

October: Choosing the tutor and the subject

End of October: Thesis plan and starting literature review and collecting data if needed

December: First draft of introduction and literature review.

January: Final draft of introduction and literature review. Experimental data almost finished.

Starting to write materials and method plus results (epidemiology, In vitro etc.) or case series description

April: Final draft ready for corrections

May: Writing the thesis

June: Thesis finished. The manuscript is examined by the tutor and checked for plagiarism. If the percentage exceeds 20% with filters the manuscript is not validated for defense. If the manuscript is valid it is presented to the Dean's office.

July: Preparing the oral examination requirements and thesis defense.

2.4. Validation of the manuscript by the research committee

The manuscript is presented to the committee fifteen days before the date defense, to be checked for plagiarism. If the percentage exceeds 20% with filters the manuscript is not validated for defense.

2.5. Jury's panel profile

The Dean in collaboration with the Head of Department appoint the jury.

Four members compose the Jury. In addition to the tutor, a juror (Lecturer) and a president (Professor or Associate Professor).

Tutor and juror belong to the same Department while the president is from another.

The fourth member of the jury is the reviewer of the thesis.

For special reasons the Dean can appoint a jury a guest member, if the person participated in the achievement of this dissertation or if his presence can enrich the discussion.

2.6. Grading system.

Grades will be distributed as follow and described in *Appendix I*:

Grade	Score
Excellent	> 18
Very good	16-17.99
Good	14-15.99
Fair	13-13.99

3. TYPE OF THESIS

This dissertation concluded your master study. Its presentation is mandatory before graduation. It will be prepared as a bibliographic research, analysis and redaction. The dissertation must follow one of these six categories:

3.1. Cases report: at least 3 identical cases on 3 different patients.

Case reports should be new, unique, and clinically significant. The cases must have a diagnostic impact or describe a therapeutic challenge and must provide a learning opportunity for clinicians.

Case reports should be new, unique, and clinically significant. The cases must have a diagnostic impact or describe a therapeutic challenge and must provide a learning opportunity for clinicians. The clinical cases should be identical, original, not used before, comparable and done in the Faculty. Each case must contain at least 3 variables (clinical, radiological, laboratory work or histology)

The manuscript should contain: introduction, literature review, description of each case, discussion, conclusion and references. The number of pages should not exceed 30-40 pages. The references must be updated (60 % during the last 5 years).

3.2. Epidemiologic study:

Identifying and ascertaining a relevant study population and a control or reference population are crucial steps in conducting a well-designed epidemiologic study. It is essential that the study population be representative of the population of interest and that it be large enough to ensure adequate statistical power. A representative sample that is large enough will be more likely to capture accurate information about a purported association. In fact, a primary method of reducing sampling error in an epidemiologic study is to enlarge the sample.

As discussed above, adequate sample size is critical in conducting a well designed epidemiologic study. Selecting an appropriate comparison group is another critical element in a study.

The manuscript should contain: introduction, literature review, material and methods, results, statistical analysis, discussion and conclusion.

The number of pages should not exceed 30-40 pages. The references must be updated (60 % during the last 5 years).

3.3. Systematical review:

The purpose of a Review is to bring the reader up-to-date with research in a particular aspect of dentistry, highlighting areas of special interest and progress. A review is a balanced, in-depth scholarly study of the latest trends or present status of a specific timely topic, but is not an original research. No new data or personal experiences are presented. It is an analysis of the advances in the field based on a literature review of the topic.

The manuscript should contain: introduction, literature review, discussion and conclusion.

The number of pages should not exceed 30-40 pages. The references must be updated (60 % during the last 5 years).

3.4. Clinical Pilot study (at least 10 samples):

A pilot study can be defined as a small study to test research protocols, data collection instruments, sample recruitment strategies, and other research techniques in preparation for a larger study. A pilot study is one of the important stages in a research project and is conducted to identify potential problem areas and deficiencies in the research instruments and protocol prior to implementation during the full study. A pilot study is a research paper based on unique findings and techniques and provides new information on the topic. The data section should be based on randomized clinical trials and contain information on all relevant study elements. Appropriate statistical data is necessary for findings to be conclusive. The Methods section should contain the criteria for selection of human participants and laboratory animals involved in the trials and provide evidence of approval from relevant ethics organizations. When human subjects are involved, the methods followed and the extent to which they were in accordance with ethical standards and Human Rights guidelines need to be indicated.

The manuscript should contain: introduction, literature review, material and methods, results, statistical analysis, discussion and conclusion.

The number of pages should not exceed 30-40 pages. The references must be updated (60 % during the last 5 years).

3.5. In vitro study:

In vitro methods used in a laboratory can often include things like studying bacterial, animal, or human cells in culture. Although this can provide a controlled environment for an experiment, it occurs outside of a living organism and results must be considered carefully.

In vitro pre-clinical research is an important aspect of the development of new dental materials and techniques, because it can provide essential information for further testing of therapeutic approaches in clinical trials. These pre-clinical experiments should therefore be reported with the same rigor as studies involving humans.

The manuscript should contain: introduction, literature review, material and methods, results, statistical analysis, discussion and conclusion.

The number of pages should not exceed 25-40 pages. The references must be updated (60 % during the last 5 years).

3.6. Meta-analysis on a specific topic:

Improving health and well-being from the consideration of studies isolated from each other is problematic. Systematic reviews can address this problem and aid decision-making. A systematic review is a review of a clearly formulated question that attempts to minimize bias using systematic and explicit methods to identify, select, critically appraise, and summarize relevant research. Once the available data about a particular topic have been systematically collected and quality-appraised, the information is pooled for analysis. Most commonly, this will take the form of a series of 'evidence tables' that summarize the findings from the studies included in the review. Systematic reviews may also include meta-analyses, the statistical technique of quantitatively synthesizing the review data to give an overall estimate of the effect size and its precision. The standard approach for undertaking a meta-analysis is to pool all available suitable data simultaneously at a single point in time. This provides a single estimate of the effect size of interest, and an associated confidence interval as a measure of the imprecision of the point estimate. Complementary to this is the technique of cumulative meta-analysis (Lau et al., 1992). Cumulative meta-analysis is the product of performing a new meta-analysis every time a new piece of evidence emerges. This permits evaluation of the additional contributions made by individual studies to the cumulatively pooled results of the preceding studies.

The manuscript should contain: introduction, material and methods, results and discussion.

The number of pages should not exceed 40-50 pages. The references must be updated (60 % during the last 5 years).

- Resident may follow different research methodological documents and checklist when applicable to their study design as:
 - PRISMA or STROBE guidelines
 - the CARE statement checklist
 - the CONSORT checklist
 - the AGREE reporting checklist

4. MASTER THESIS GUIDELINES

4.1. Conflicts of Interest / Competing Interests

All authors of what? must disclose any and all conflicts of interest they may have with the thesis of the manuscript or any institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented. Authors should also disclose any conflict of interest with products that compete with those mentioned in their manuscript.

4.2. Institutional Review Board Approval and Informed Consent

All human studies must have appropriate institutional review board approval, and signed informed consent from all human participants is required. All animal studies must have appropriate institutional review board.

Compliance with these rules must be stated in the text, including waiver of consent by the board, if applicable. Manuscripts that do not comply with these rules will not be accepted for defense.

Patient consent and or Ethical approval statements along with Protocol number and date must be included in all research articles.

In case series patient consent form must be filled and signed by adult patient or parent / guardian if the patient is minor.

4.3. Protection of Patients' Right to Privacy

For all research involving human subjects, informed consent to participate in the study should be obtained from participants (or their parent or guardian in the case of children under 16) and a statement to this effect should appear in the manuscript.

Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, CT scans, photographs, sonograms, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published.

Informed consent should be obtained if there is any doubt that anonymity can be maintained. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note.

4.4. References

4.4.1. Citation:

References are to be numbered sequentially in the order in which they appear in the manuscript. Reference numbers are typed enclosed by square brackets, before the punctuation mark at the end of the line. Examples

1.the roots of adjacent teeth in anatomically difficult sites [13].
2. This result was later contradicted by Becker and Seligman [5].
3. This effect has been widely studied [1-3, 7].

4.4.2. Reference list:

The list of references should only include works that are cited in the text and that have been published or accepted for publication.

Personal communications and unpublished works should only be mentioned in the text. Avoid using abstracts as references.

List the first six contributors followed by et al in all references having 7 authors or more:

Wassef M, Borsik M, Cerceau P, Faucon B, Laurian C, Le Clerc N et al. Classification des tumeurs et malformations vasculaires. Apport de la classification ISSVA 2014/2018.

Ann Pathol. 2020 Dec 10:S0242-6498(20)30271-6. French. doi:

10.1016/j.annpat.2020.11.004The entries in the list should be numbered consecutively.

- Journal article:

Dotto L, Lemes L, Spazzin A, Sousa YTCS, Pereira GKR, Bacchi A, Sarkis-Onofre R.

Acceptance of systematic reviews as Master/PhD theses in Brazilian graduate programs in dentistry. J Evid Based Med. 2020 May;13(2):125-129. doi: 10.1111/jebm.12382. Epub 2020 May 5. PMID: 32369657.

- Article by DOI:

Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. J Mol Med. 2000; <https://doi.org/10.1007/s001090000086>

- Book:

Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science; 1998.

- Book chapter:

Tortora GJ, Derrickson BH. Principles of anatomy and physiology. 12th edition. John Wiley & Sons. 2009. pp.665-669.

- Online document:

Doe J. Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. 1999. [http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document). Accessed 15 Jan 1999.

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see: ISSN.org LTWA, if you are unsure, please use the full journal title.

- Conference Papers:

Author(s) of paper – Family name and initials. Title of paper. In: Editor(s) Family name and initials, editor(s). Title of conference; Date of conference; Place of conference.

Place of publication: Publisher's name; Year of publication. p. Page numbers.

Published conference paper:

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Reinhoff O, editors.

MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics. 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North Holland; 1992. p. 1561-5

- Conference proceedings:

Kimura J. Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996. 6. Reports and other Government Publications. Author(s).

Title of report. Place of publication: Publisher; Date of publication – year month if applicable.

Total number of pages if applicable e.g. 24 p. Report No.: (if applicable)

- Government /Organization /Scientific /Technical report:

Australia. Parliament. Senate. Select Committee on Climate Policy. Climate policy report. Canberra: The Senate; 2009

Page E, Harney JM. Health hazard evaluation report. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2001 Feb. 24 p. Report No.:HETA2000-0139-2824 Report.

- **Thesis:**

Printed Thesis: Author. Thesis title [type of thesis]. Place of publication: Publisher; Year.

Online Thesis: Author. Thesis title [type of thesis on the internet]. Place of publication: Publisher; Year [cited date – year month day]. Available from: Name of database/web address.

- **Webpages:**

Author. Title of publication [type of medium – Internet]. Place of publication (if available): Publisher (if available); Date of publication – year month day (supply year if month and day not available) [updated year month day; cited year month day]. Available from: web address.

Web page - with author:

Atherton, J. Behavior modification [Internet]. 2010 [updated 2010 Feb 10; cited 2010 Apr 10]. Available from: http://www.learningandteaching.info/learning/behaviour_mod.htm .

Webpage – no author:

The family impact of Attention Deficit Hyperactivity Disorder (ADHD) [Internet] 2009 Nov 1 [updated 2010 Jan 1; cited 2010 Apr 8]. Available from:

<http://www.virtualmedicalcentre.com.au/healthandlifestyle.asp?sid=192&title=The-Family-Impact-of-Attention-Deficit-Hyperactivity-Disorder-%28ADHD%29&page=2>

- **Abbreviations:**

The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

- **Trade names:**

Generic terms are to be used whenever possible, but trade names and manufacturer should be included parenthetically at first mention.

- **Numbers:**

Per SI convention, authors are requested to use decimal points rather than commas for fractional numbers.

4.4.3. Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.

Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

4.4.4. Figures

When preparing your figures, size figures to fit in the column width. The figures should be 119 mm wide and not higher than 195 mm.

Figure Numbering:

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).

Figure Captions:

- Each figure should have a concise caption describing accurately what the figure depicts.

Include the captions in the text file of the manuscript.

- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type (**Fig. 1**).
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

5. PRESENTATION OF THE DISSERTATION.

5.1. Preface.

This section outlines the formatting requirements to prepare the manuscript. These specifications must be strictly met in order to finalize and validate the dissertation.

5.2. Layout.

- The dissertation must be written using a word software with Times New Roman font size 12.
- Spelling and grammatical construction must be strictly checked (check with the spelling and grammar tool of your data entry software)
- The text must be justified: the lines will all be the same length to allow regular margins.

5.3. Margins.

Margin of 3 cm at the left and right side, 1.5 cm at least at the top and 2.0 cm at bottom 2,0 cm.

5.4. Interlines.

- In the body of the text: one and a half spacing
- Between paragraphs: double spacing
- One line spacing for:
 - * long quotes (placed indented)
 - * footnotes or endnotes
 - * the titles of tables and figures.
 - * appendix and bibliography.

5.5. Font.

The author should facilitate the reading of his or her work, the advised theme font is: Times New Roman of current size:

- 12 for the text
- 10 for footnotes, endnotes, table titles and figures.

5.6. Italic font.

Italic style will be used for:

- write foreign language words (example: words in Latin or the names of bacteria, ...)
- cite the title of a book in the body of the text

- the legend of the tables and figures.

5.7. Chapter titles.

The titles of chapters are written in the top of the first page of the chapter in capital letters bold and 16 of font size. The title of the chapter is repeated on the header of each page of the chapter.

5.8. Chapters subtitles.

They must be in bold, not underlined, written in lower case. A 4 mm Tab is recommended for subsections as follows:

5.9. Titles of the subsections.

Titles of the subsections are written in ordinary, lowercase characters. A 4 mm Tab is recommended for subsections. It is recommended not to exceed 4 to 5 numbers unless necessary.

It is written as the follow:

1.1.1. HPV

1.1.1.1. Classification

1.1.1.1.1. HPV 16.

5.10. Pagination

- It is done in Arabic numerals in the text
- In the center and at the bottom of the page
- Must start from the title page (the cover does not count) and must be continuous on all the different parts including appendices, illustrations, tables and bibliography ...
- the cover page and acknowledgments are not numbered.

5.11. Cover and title page

It will be as mentioned in the appendix II.

5.12. Endos cover page

It will be as mentioned in the appendix III.

5.13. Transcription of numbers

Generally, for numbers less than 10, we use words, Arabic numerals for others.

We never start a sentence by a number, we write the number in words.

5.14. Citations

Everything that is extracted directly from a document or publication becomes a citation and must exactly match the original as to words, spelling and punctuation.

The citation must be clearly indicated and not confused.

It is recommended for short citation of less than three lines to enclose them in quotation marks.

5.15. Acknowledgments

Will be written with a page for the jury members and another page for the dedications.

5.16. Printout

The final work must be printed using a laser.

5.17. Paper

80 g white paper with a size of 21.0 cm x 29.7 cm (A4) should be used.

5.18. General presentation of the dissertation

The different pages of the dissertation will be presented as follows (to be rigorously respected)

- Cover page.
- Title page.
- Acknowledgments.
- Table of contents.
- List of figures and tables.
- Body text of dissertation – Bibliography.
- Endo page.

6. VALIDATION OF DISSERTATION

The validation of the dissertation process is as follows:

6.1. Clearance from tutor and head of department:

Once the manuscript is ready, the resident fills a request form for authorization of public defense signed by the tutor, Master program director and the head of Department (**Appendix IV**).

6.2. Clearance from the dissertation committee:

The final copy of the dissertation is submitted, along with the signed request form to the dissertation committee. At this point, a plagiarism control is carried out using the software "Turnitin". If the percentage exceeds 20% (excluding the cover page and the references), the dissertation is not validated for defense and is returned to the student for corrections. In addition, the committee runs a format check to make sure that the guidelines are well respected. Failure to abide by the formatting guidelines also results in returning the manuscript for adjustment.

6.3. Clearance from the dean and planning of defense:

The committee sends the final copy to the Dean’s office. The Dean approves the manuscript for public defense and sets the date and sends the final copy to the jury members at least fifteen days before the defense date. He completes the signatures of the request form.

Appendix I: Evaluation of the dissertation: Jury

Student name: _____

Title of dissertation: _____

Each member of the jury need to fill the Evaluation form and the grade will be divided equally in all jury members (25/100 for each one)

Section	Criteria	0 = Does not meet expectations	1 = Meets expectations	2 = Exceeds expectations
Attributes for WRITTE N	Overall quality of science	Arguments are incorrect, incoherent, or flawed	Arguments are coherent and clear	Arguments are superior
		Objectives are poorly defined	Objectives are clear	Objectives are well defined
		Demonstrates rudimentary critical thinking skills	Demonstrates average critical thinking skills	Exhibits mature, critical thinking skills
		Does not reflect understanding of subject matter and associated literature	Reflects understanding of subject matter and associated literature	Exhibits mastery of subject matter and associated literature.
	Quality of writing	Writing is weak	Writing is adequate	Writing is publication quality
		Numerous grammatical and spelling errors apparent	Some grammatical and spelling errors apparent	No grammatical or spelling errors apparent
	Bibliography	Many ideas are not properly cited	Most of the ideas are properly cited	All the ideas are properly cited
		<10% of the references are published in the last 5 years	10-20% of the references are published in the last 5 years	> 20% of the references are published in the last 5 years
		<50% of the references are published in the last 10 years	50-60% of the references are published in the last 10 years	>60% of the references are published in the last 10 years
	Attributes for ORAL	Overall quality of presentation	Poorly organized	Clearly organized
Poor presentation			Clear presentation	Professional presentation
Poor communication skills			Good communication skills	Excellent communication skills
Presentation time was exceeded by more than 10 minutes			Time was exceeded by 5 minutes maximum	Presentation time was exceeded by 5 minutes maximum

		Slides and handouts difficult to read	Slides and handouts clear	Slides and handouts outstanding
Overall breadth of knowledge		Presentation reveals critical weaknesses in depth of knowledge in subject matter	Presentation reveals some depth of knowledge in subject matter	Presentation reveals exceptional depth of subject knowledge
		Presentation does not reflect well developed critical thinking skills	Presentation reveals above average critical thinking skills	Presentation reveals well developed critical thinking skills
		Presentation is narrow in scope	Presentation reveals the ability to draw from knowledge in several disciplines	Presentation reveals the ability to interconnect and extend knowledge from multiple disciplines
Quality of response to questions		Responses are incomplete or require prompting	Responses are complete	Responses are eloquent
		Arguments are poorly presented	Arguments are well organized	Arguments are skillfully presented
		Respondent exhibits lack of knowledge in subject area	Respondent exhibits adequate knowledge in subject area	Respondent exhibits superior knowledge in subject area
				TOTAL

Appendix II: Cover Page.

LEBANESE UNIVERSITY

FACULTY OF DENTAL MEDICINE

Year 201

Dissertation n° _____

DISSERTATION

In partial fulfillment of the requirements for the degree

of Master in

Department of.....

Presented and defended publicly on

by

SURNAME Name

Title of the dissertation

JURY

Pr./Dr.

Pr./Dr.

Pr./Dr.

Pr./Dr.

President.

Tutor.

Juror.

II Reviewer.

Appendix III: model of endos covers

SURNAME (Name). Title of dissertation. - (Year).

Abstract of dissertation: (Abstract must be explicative, highlight the ideas and strength points. It must be in French and English languages and contents less than 300 words).

Section classification:

French keywords: (not more than 5 keywords, keywords must be cited in the Index Medicus)

-
-
-
-
-

English Keywords

-
-
-
-

Author email address.

Appendix IV: Authorization request to defend a dissertation

Resident Name:

Department:.....

requests authorization to present his/her dissertation,
entitled:.....

Date

Student signature

The **tutor** of the dissertation, Pr./Dr. _____ certifies that the above-mentioned student's dissertation has been completed according to the standards required by the Faculty of Dental Medicine at the Lebanese University and hereby certifies that the student is ready to present and publicly defend his dissertation.

Date

Tutor signature

The **Master Program Director**, Pr./Dr. _____ certifies that the above-mentioned student's dissertation is ready to be defended publicly.

Date

Master Program Director signature

The **Head of Department**, Pr./Dr. _____ certifies that the above-mentioned student's dissertation is ready to be defended publicly

Date

Head of Department signature

Agreement of the Dean of the Faculty of Dental Medicine

Authorization granted

Defense date _____

Authorization deferred

Defense time _____

O Authorization refused

Date

Dean signature