



Faculty of Dental Medicine
Lebanese University

Lebanese University
Faculty of Dental Medicine

UNDERGRADUATE PROGRAM
Guidelines for Dissertation Submission

Revised by the Research Council Committee

February 2021

INTRODUCTION

The dissertation concludes the five years studies of Dental Medicine and is a mandatory before graduation. It consists of a literature review of a topic related to the dental field.

The aim of this dissertation is to initiate the student to conduct, write up and present a literature review.

This document provides information on the standards established and adhered to by the Faculty of Dental Medicine at the Lebanese University. It details the guidelines to be adapted by students for proper preparation, formatting and submission of this dissertation.

Undertaking supervised work leading to the final dissertation consists of the following steps:

1. Topic selection and submission
2. Manuscript preparation
3. Dissertation format
4. Validation of the dissertation
5. Public defense
6. After the public defense

1. TOPIC SELECTION AND SUBMISSION

At the beginning of the fifth year, a list of topics is set by the different departments at the Faculty of Dental Medicine. The student is invited to select a topic from the list, depending on his ranking in the fourth year of studies.

The selected topic is submitted to the dissertation committee before being registered at the administration. It should be manageable (not too broad nor too narrow) to be covered in 30 to 50 pages and has not already been tackled in the last five years.

N.B. Once the dissertation title is approved and the committee members nominated, any change in both is not possible.

Responsibilities are shared between the student, jury members (tutor, juror, president), committee of dissertation, and the administration, each one playing a role in carrying out this work.

1.1. Student's responsibilities

The student:

- selects the dissertation topic and signs a consent to work with the corresponding tutor.
- runs an updated bibliographic search on the chosen topic
- writes the manuscript according to the tutor's instructions
- has to answer all questions asked by the tutor
- should regularly meet with his tutor
- respects the timeline set by the administration for each step during the preparation of this dissertation
- respects the recommendations of the dissertation guidelines and the tutor.

1.2. Tutor's responsibilities

The tutor holds the title of "Chef de Clinique" and beyond.

The tutor:

- ensures that the work is conducted effectively
- follows and supports the student in the design and realization of his dissertation
- validates the outline, methodology and bibliographical references
- establishes regular meetings with the student and fills the logbook at each meeting (**Appendix I**).
- teaches the student how to write the different chapters

- oversees the preparation of the oral presentation
- checks the content of the manuscript: Quality and presentation
- ensures the respect of these guidelines and the administrative procedures
- helps develop the autonomy and creativity of the student

1.3. Juror's responsibilities

The juror holds the title of "Aide Chef de Clinique" and beyond. He does not belong to the same department of the tutor but he should be knowledgeable of the dissertation topic.

The juror:

- validates the outline, methodology and bibliographical references in collaboration with the tutor
- checks the content of the manuscript: Quality and presentation
- ensures the respect of these guidelines and the administrative procedures
- validates the manuscript when it is completed in collaboration with the tutor
- asks questions in the oral presentation and defense to assess the student's knowledge of the topic.

.4. President's responsibilities

The president of the jury is appointed by the Dean at the time of the defense. He holds the title of Lecturer - Chargé de Cours and beyond.

The president:

- receives the last draft of the dissertation fifteen days before the oral defense to review it
- presides the jury of the oral presentation, leads the defense and assigns the time and modality of jury members interventions in the discussion
- announces the grade to the public after deliberation with the jury at the end of the oral defense
- submits the grading sheet to the administration after the defense.

1.5. Committee of dissertation

The committee of dissertation is headed by the coordinator of dissertation. This committee:

- receives the list of topics of dissertation suggested by the heads of Departments and makes sure that all the topics are eligible.
- overviews the students' selection of topics
- sets the timetable of tasks for the students to follow
- ensures the link between the administration and the student
- suggests the defense jury members to the dean and the Faculty board

- ensures the application of the guidelines of dissertation.

1.6. Administration

The administration:

- ensures the administrative management of the dissertation
- coordinates information between tutor, student, and dissertation committee
- ensures compliance with the recommendations and deadlines set by the dissertation committee for students
- provides all information relating to oral presentation and defense.

2. MANUSCRIPT PREPARATION

A seminar about the literature review process is given at the beginning of the 5th year.

In summary, the literature review is carried out in 4 steps:

1- Topic identification

You should first read the general documents (books, reviews or periodicals) according to the specialty covering the chosen topic. These documents can be consulted at the Faculty's library or website. It is also necessary to properly use the internet search engines for easier access to the available literature.

This search constitutes an important source of information for the dissertation. You should not limit it to a single type of readings, and make sure to check out recent publications for updated information.

2- Keywords definition

Keywords help in the bibliographical search using different research engines. They must describe all aspects of the dissertation subject. Following the tutor's instructions, a student uses keywords to be able to perform a good and thorough literature review.

A translation of the English keywords (20 000 words) has been done by l'INSERM (National Institute of Health and Medical Research) and is updated annually.

Querying of bibliographic databases can be done using Pubmed, the most widely used database for bibliographic research in medicine and biology. It is an essential tool for several reasons:

- weekly update
- free access
- multiple features and tools offered
- possibility of using thesaurus or control vocabulary MESH (Medical Subject Headings).
- provides explanations on "how to search for" on the website at the learn section.

Website publications are prohibited (except for the official site of some well-known associations in the specialty (e.g.: ADA, AHA, ...)) and after agreement of the tutor.

3- References selection

Once the bibliographic references list has been established, you can begin to assemble your references either:

- from libraries, on-site catalog or through their Web server
- from the electronic subscription library.

4- Synthesis of the collected information

- Bibliographic research must be exhaustive
- Use multiple bibliographic engine research to collect your database
- It is better to read a few qualified articles completely rather than accumulate articles to read or to cite
- **Plagiarism is to be avoided:**

By definition, plagiarism is:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.

In this dissertation, you present a synthesis of the literature about a topic, supported by others ideas and information. This is why it is very important to give credit to the original authors and rephrase the ideas in your own style. Failure to do so will lead to plagiarism.

The plagiarism level is set at 20% of the dissertation. If after plagiarism control the percentage exceeds this level, the dissertation is not accepted for defense. Clinical cases, if present, should be cited with "courtesy" of their owner(s).

3. DISSERTATION FORMAT

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

3.1. Paper and printout

After final approval, the dissertation is printed (one typeface) on 80 g white paper with a size of 21.0cmx29.7cm (A4) . A high standard quality print is expected.

3.2. Layout

- The dissertation is written using the word[®] software
- Spelling and grammar must be strictly checked
- The text is justified throughout the manuscript.

3.3. Margins

Every page must have the following margins:

- Right and left: 1.25 inches (3.17 cm)
- Top: 0.59 inches (1.5 cm)
- Bottom: 0.79 (2.0 cm)

3.4. Line spacing

- Body of the text: one and a half spacing
- Between paragraphs: double spacing
- Single spacing for:
 - long quotes (placed indented)
 - footnotes or endnotes
 - titles of tables and figures legends
 - list of references
 - appendices

3.5. Font type and size

Times New Roman is the standard font for all the manuscript. The **12-point size** is required for all the text body, except for titles and legends (see below).

3.6. Pagination

- Arabic numerals, centered at the bottom of the page.

- Starts from the title page (the cover does not count) and continues on all the sections including appendices, illustrations, tables and bibliography.
- The cover and acknowledgments pages are not numbered.

3.7. Number of pages

Total number of pages should be 30 pages minimum and 50 pages maximum including references and appendices.

3.8. General presentation of the dissertation

The dissertation formatting follows this order:

1- Cover page

Refer to **Appendix II**.

2- Title page

The title page is a replica of the cover page. Refer to **Appendix II**.

3- Acknowledgments page

Acknowledgments are listed on a separate page.

4- Dedication page

Most students choose to place a dedication. It should be listed on a separate page.

5- Abstract

- An abstract contains a clear and brief summary of the dissertation. It is explicative, and highlights the main ideas
- It is limited to 300 words
- Tables and figures are not included in the abstract

6- Table of contents

A table of contents is required. It includes page numbers corresponding to each section in the same order they appear in throughout the text.

7- List of figures

- A list of figures page is required if figures are included in the manuscript.
- The figures list includes the figure number, legend, and corresponding page number.

8- List of tables

- A list of tables page is required if tables are included in the manuscript.
- The list includes the table number, title, and corresponding page number.

9- List of abbreviations

- In case abbreviations are used in the manuscript, a list of abbreviations is added.
- Abbreviations are listed in alphabetic order.

10- Body of the manuscript

10.1- Chapter titles

The titles of chapters are written on the top of the first page of the chapter in capital letters bold and 16 of font size. The title of the chapter is recalled on the header of each page of the chapter with a font size of 10.

1. VIRAL

10.2- Chapters subtitles

They must be in bold, not underlined, written in lower case.

Example:

Viral infections are diverse. In this chapter, different virus which can causes an oral infection will be discussed:

1.1. HPV

10.3- Titles of the subsections

- Titles of the subsections are written in regular, lowercase characters.
- It is recommended not to exceed 4 to 5 numbers unless necessary.
- A 4 mm tab is recommended for subsections. It is written as the follow:

1.1. HPV

1.1.1. Classification

1.1.1.1. HPV 16

10.4- In-text citations

- All sources within the body of the manuscript must be cited. Credit should be given to the original author of that source.
- The bibliographic references are numbered and classified in order of appearance in the text according to the Vancouver style.
- Numbers are placed between parentheses at the end of the sentence or paragraph or legends of the tables and figures between parentheses. A particular reference may be relevant to only part of a sentence.
- As a general rule, reference numbers should be placed outside full stops and commas and inside colons and semicolons.
- The original number assigned to the reference is reused each time the reference is cited in the text, regardless of its previous position in the text.

- When multiple references are cited together, use a hyphen to join the first and last numbers that are inclusive. Use commas (without spaces) to separate non-inclusive numbers in a multiple citation e.g. (2,3,4,5,7,10) is abbreviated to (2-5,7,10).

11- Bibliography

- The bibliography list follows the Vancouver style. It must be presented in an orderly and clear manner, in accordance with the rules adopted in the international medical literature (**Appendix III**).

- The original reference for a specific statement should be used and not another one that had used it as a reference. In case the original reference cannot be found, the secondary source can be used to quote the original one. Example: Bashkar P. quoted in Barnoud S (2).

- In the case of a reference to several authors, only the first six authors are listed followed by "et al."

4. VALIDATION OF DISSERTATION

The validation of the dissertation process is as follows:

4.1. Clearance from tutor and head of Department:

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

4.2. 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.

4.3. 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.

The Dean selects the jury members consisting of a president (the president should have a minimum teaching title of Lecturer - Chargé de Cours), a juror and the tutor. Each member belongs to a different department.

5. PUBLIC DEFENSE

The date, time and place of the public dissertation defense are then set by the administration, after agreement of the student with the tutor and the jury members. It is a public ceremony that brings together friends and relatives.

Oral presentation

The president of the jury asks the candidate to give an oral presentation of fifteen to twenty minutes, using a computer-assisted presentation. The tutor must have checked the presentation beforehand.

- The student must show a good level of communication skills. He/she should demonstrate good skills to communicate information while being able to present and explain it orally.

After the oral presentation, the jury can ask all questions relating to the dissertation. The relevance of the answers to the questions of the jury members allows an assessment of the knowledge of the subject.

At the end of the defense, the jury members meet separately to deliberate and assess the work using each a grid with specific criteria (**Appendix V**). The final score consists of the President's (40%), Juror's (30%) and Tutor's (30%) scores. Once the final score computed, the corresponding grade will be attributed as follows:

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

After public defense, the jury might request minor corrections before final approval of the manuscript.

6. AFTER THE PUBLIC DEFENSE

After the public defense and correction of the jury remarks, the student prints out the final copy and binds it. The binding is made with dark blue leather. The cover page in leather has all characters typed in golden ink.

The student must submit:

- one copy to the Dean's office
- one copy to **each** member of the jury
- three copies to the library with a soft copy on a compact disc.

After this submission, the student can receive a certificate of accomplishment.

LEBANESE UNIVERSITY
FACULTY OF DENTAL MEDICINE

Year 2021
n° _____

Dissertation

DISSERTATION

In partial fulfillment of the requirements for the degree
of Diploma in Dental Surgery

Presented and defended publicly on _____

by

SURNAME Name

Title of the dissertation

JURY

Professor
Doctor
Doctor

President
Tutor
Juror

Appendix III: Bibliography

1. Articles in scientific journals

1.1. Author(s) as physical person(s)

Family name of author or authors followed by the initials of his or her name. Title of the article, title of the journal abbreviated publication as mentioned in Index Medicus. Year month, day;(month and day only if available) volume (issue): number of the first and last page of article.

Note: Journal titles may be abbreviated according to the style used in the PubMed database. Go to the PubMed Journals database site: <http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals> to look up journal abbreviations (to find the full journal name) or journal names in full (to find the journal abbreviation). Choose the Journals in NCBI Databases (<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>) link.

Less than six authors

Barnaud J. Une Anomalie dentaire rencontrée en Polynésie Française : la 1ère molaire inférieure à 3 racines. *Inf Dent*. 1982; 64(35): 3363-3365.

Bazopoulo-Kyrkanidou E, Dacou-Voutetakis C, Nassi H. Microdontia, hypodontia, short bulbous roots and root canals with strabismus, short stature and borderline mentality. *Oral Surg Oral Med Oral Pathol*. 1992; 74(1): 93-95.

More than six authors

Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood leukaemia in Europe after Chernobyl: 5-year follow-up. *Br J Cancer* 1996; 73: 1006-12.

1.2. Organization as author

Organization name; title of the article; title of the journal abbreviated publication as mentioned in Index Medicus. year, month, day;(month and day only if available) volume (issue): number of the first and last page of the article.

The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust* 1996; 164: 282-4.

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension*. 2002;40(5):679-86.

1.3. No author given

Cancer in South Africa [editorial]. *S Afr Med J* 1994;84:15.

1.4. Volume with supplement

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1994;102 Suppl 1:275-82.

1.5. Issue with supplement

Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol* 1996;23(1 Suppl 2):89-97.

1.6. Volume with part

Ozben T, Nacitarhan S, Tuncer N. Plasma and urine sialic acid in non-insulin dependent diabetes mellitus. *Ann Clin Biochem* 1995;32(Pt 3):303-6.

1.7. Issue with part

Poole GH, Mills SM. One hundred consecutive cases of flap lacerations of the leg in ageing patients. *N Z Med J* 1994;107(986 Pt 1):377-8.

1.8. Issue with no volume

Turan I, Wredmark T, Fellander-Tsai L. Arthroscopic ankle arthrodesis in rheumatoid arthritis. *Clin Orthop* 1995;(320):110-4.

1.9. No issue or volume

Browell DA, Lennard TW. Immunologic status of the cancer patient and the effects of blood transfusion on antitumor responses. *Curr Opin Gen Surg* 1993:325-33.

1.10. Type of article indicated as needed

Enzensberger W, Fischer PA. Metronome in Parkinson's disease [letter]. *Lancet* 1996;347:1337.

2. Books

2.1. Author(s) as physical person(s)

Family name of author(s) followed by initials of name. Multiple authors separated by a comma. Title of book. Edition of book if later than 1st ed. Place of Publication: Publisher Name; Year of Publication.

Andreasen JO. Traumatic injuries of the teeth. 2nd ed. Philadelphia: Saunders, 1981.

Bhaskar SN. Synopsis of oral pathology. St Louis: Mosby, 1986.

Cavezian R, Pasquet G. Imagerie et diagnostic en odonto-stomatologie. Paris: Masson, 1989

2.2. Editor(s), compiler(s) as author

Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

2.3. Organization as author and publisher

Institute of Medicine (US). Looking at the future of the Medicaid program. Washington: The Institute; 1992.

2.4. Chapter in a book

Family name of author(s) followed by initials of name; title of the chapter; In: Family name of author(s) followed by initials of name. Multiple authors separated by a comma. Title of book. Edition of book if later than 1st ed. Place of Publication: Publisher Name; Year of Publication: number of the first and last pages of the chapter.

Kollar EJ. Epithelial-mesenchymal interactions in the control of the tooth shape and size In: Melnick M, Shields ED, Burzynski NJ. Clinical dysmorphology of oral-facial structures. Boston; John Wright; 1982. p. 439-446.

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-1131.1. One author

3. Miscellaneous

3.1. Thesis (Dissertation)

Family name of author(s) followed by initials of name. Title of thesis; nature of the thesis, University, year of public defense.

Boyadjian A. Contribution de l'exploration radio-clinique à l'étude des agénésies dentaires. Tentative de corrélation embryopathique à propos de 1.035 cas d'agénésies. Th. Méd.: Paris V; 1983.

Grunauer-Ingster L. Caractères anthropologiques des sujets présentant une atteinte congénitale des incisives latérales. [Thèse de 3ème cycle en Sci. Odontol]. Paris: Paris 7; 1978.

Monteil M. Contribution à l'étude et au traitement de l'agénésie de la dent permanente. Th. Chir. Dent. Paris; 1977.

Johnston MC. The Neural crest in vertebrates cephalogenes. Th.: PhD: Univ Rochester, New York; 1965.

3.2. Dictionary and similar references

Stedman's Medical Dictionary. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p. 119-20.

3.3. Conference proceeding

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.

3.4. Conference paper

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

Appendix IV: Authorization request to defend a dissertation

The **student**: _____

requests authorization to present his/her dissertation, entitled:

Date

Student signature

The **tutor** of the dissertation, 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 **Head of Department**, 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 _____

Authorization refused

Date

Dean signature

Appendix VII: Evaluation of the dissertation: Jury

Student name: _____

Title of dissertation: _____

Section	Criteria	0 = Does not meet expectations	1 = Meets expectations	2 = Exceeds expectations	Score
WRITTEN	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	
	ORAL	Overall quality of presentation	Poorly organized	Clearly organized	Well 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			Presentation time was exceeded by 5 minutes maximum	Presentation time was exact	
Slides and handouts difficult to read			Slides and handouts clear	Slides and handouts outstanding	
Overall breadth of		Presentation reveals critical weaknesses in depth of knowledge in	Presentation reveals some depth of knowledge in subject matter	Presentation reveals exceptional depth of subject knowledge	

	knowledge	subject matter			
		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 SCORE				/40	

Adapted from Ohio State University, College of Pharmacy