

Revised August 2016

**GENERAL GUIDELINES
FOR THE CONTENT AND ORGANIZATION OF THESIS/ DISSERTATION**

Introduction

The University of Texas Southwestern Medical School offers an opportunity for students to distinguish themselves in the conduct of meaningful clinical or basic science research activities during medical school — M.D., with Distinction in Research. There are ETD workstations at both the North and South Campus Libraries. The Library has designated staff to assist with the ETD project. Jon Crossno (214-648-2562) will serve as an ETD consultant by providing technical support.

The student is the sole author of the dissertation and thus must assume responsibility for its integrity. The document should explore topics in depth and be suitable for online availability.

Basic Requirements for Thesis/Capstone

1. A review of the literature in the field(s) of study
2. Statement of the hypothesis to be tested or the purpose of the research
3. Detailed description of methods
4. Results generated by the student with specific discussion (Data from other sources must be clearly indicated and its inclusion must be justified).
5. A critical discussion of the overall significance of the work and suggestions for future directions

NOTES ABOUT COPYRIGHT LAW

Using previously published material. In academia, individuals may use small portions of copyrighted material within their own work as long as (a) the original meaning or intent is not distorted in any way and (b) credit is given to the source from which the material was taken (i.e., "fair use"). However, tables, figures, photographs, other illustrative materials, or substantial portions of text (e.g., several pages) cannot be used with *written permission* from the copyright holder, who is usually the publisher of a journal or book.

In terms of the Internet, copyright law is uncertain at best. Therefore, individuals should *always* assume that an item on the Internet is protected by copyright and cannot be used without written permission unless the item is specifically identified as being within the public domain or able to be used for specific purposes. If written permission is granted to use copyrighted material, a statement that the material is "used by permission" *must appear* in your thesis or dissertation.

More information about copyright

- Copyright and Intellectual Property: A FAQ for UT Southwestern Students
- University of Texas System Copyright Policy
- Crash Course in Copyright
- Copyright Quick Tips: Including Others' Work in Your Presentation

Copyrighting your thesis/dissertation

U.S. copyright law provides automatic copyright protection for written works from the time at which it is fixed in a tangible form - i.e., able to be perceived either directly or by the aid of a device – for the first time.

The advantage of officially registering (and paying for) your copyright is that registration establishes a public record of your copyright claim. A copyright page may be included in your thesis/dissertation whether or not you register for copyright protection. However, in the event that you later wish to initiate a copyright infringement suit, this official registration is required. You may initiate copyright procedures at the time of submission, or you may copyright your thesis/dissertation at any time in the future.

To copyright your thesis/dissertation, you should do so directly through the Electronic Copyright Office (eCO) Online System. *The cost for a basic claim is \$35 (online filings only).* Alternate filing methods are available for a higher fee; please review the eCO Online System's welcome page for more information.

If you are reprinting articles that have previously been published or that you wish to publish later, be aware that the journal publisher may own (or will own) the copyright, depending on how the journal addresses authors' rights. Therefore, preprint/reprint theses and dissertations *should not* be copyrighted.

GENERAL INSTRUCTIONS

What is your official name?

The candidate must use the same name on all thesis/dissertation materials exactly as it appears on the official transcript of The University of Texas Southwestern Medical Center.

If the candidate has recently had a name change, then this change will need to be updated in two systems on campus. (Unfortunately, neither system “talks” to each other, so the separate requests will need to be made.)

The first system is PeopleSoft, and changes will usually be handled through the Registrar’s Office, a division of Student and Alumni Affairs. Changing names in this system ensures that the new name is accurately reflected on official documents.

The second system is Microsoft Outlook, and changes to this system are handled by the Services Access Management (SAM) group in Information Resources (IR). Changing the name in this system ensures that the display name and email alias are correctly applied in the UT Southwestern Electronic Thesis & Dissertation Submission System, which is also known as Vireo. To make this change, the candidate will need to submit a ticket to change the display name and email alias by either calling the IR Service Desk at 8-7600 or emailing SERVICEDESK. Note: There is usually a seven-day processing time for SAM requests.

Title of thesis/dissertation

Your thesis/dissertation will be accessible electronically - every word Google searchable and can be located easily. In the title of scientific and engineering theses/dissertations, word substitutes for formulas, symbols, superscripts or subscripts, Greek letters, etc. should be used.

For example, "Fission-Fragment Synthesis of K₃Mn(CN)₆" is written
"Fission-Fragment Synthesis of Potassium Manganicyanide."

Organization of the text

The student's supervising professor should be consulted throughout the process of organizing research findings and drafting the thesis or dissertation, and his/her advice adhered to in such matters. Various overall organization plans are appropriate. All dissertations and theses should have a general introduction/literature review and a general discussion/conclusion as separate chapters. Separate projects may be presented as separate chapters, each with its own specialized introduction, methods, results and discussion. Where a document contains several stages in the analysis of a single project, there may be a single chapter for all methods and then each section of the study can be presented as a single chapter devoted to the presentation and explanation of the experimental design, results and specific discussion of those findings.

Style and Format

Students should choose a commonly used font, such as Times, Arial or Helvetica, and not a proprietary one. Symbol font for Greek letters or other specialized characters should be used. If the student has concerns about specific characters or formatting issues, he/she should test the PDF document on different computers to be sure the characters are read properly.

Color is encouraged in figures since it often helps readability and understanding. Common formats for illustrations (e.g., CGM, GIF, JPG, PDF or TIF) should be used. Students should keep in mind the possibility of a reader printing the document in black and white; in this case, the information provided in color may be lost. Therefore, students are

encouraged to verify the retention of information by printing important color figures in black and white.

Margins and spacing

All margins must be at least 1 inch and be maintained through the body of work. Double-spacing is standard but 1.5 line spacing is permissible. Each paragraph should be indented eight to ten spaces. Prose quotations over four lines should be in block quote and single-spaced, indented on the left side only. Quotation marks are not to be used if the quotation is single-spaced, except for quotations within the block quote.

Numbering of pages

No page number should appear on the title page, copyright page, dedication or, acknowledgement page.

Beginning with the table of contents, all pages should be numbered beginning at ONE. The page numbers are to be centered at the bottom of the page. Be sure to count every sheet that is part of the thesis or dissertation, even if it has only one word on the page.

Tables and illustrations

Tables, maps, graphs and illustrations must be contained within the 1" margins. Figures and tables may be collected at the end of a chapter or interspersed with the text. A figure or table may be on a text page or within the text if the figure and its legend take up less than half of the page. Legends should be single-spaced. The legend should be positioned directly under the figure. Legends that are too long should be placed on the following page.

Footnote citations, references and bibliography

Any standardized form for footnote citations or references and bibliography is acceptable if approved by the supervising professor and followed consistently. Footnote citations or references should be sufficiently exact to enable the reader to find the source with ease. The bibliography should indicate materials actually used (and the edition, if that used is not the first). Numerous manuals of style are available, such as Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*, Bolker's *The Page You Made: Writing Your Dissertation in Fifteen Minutes a Day* and Goodman's *The Chicago Manual of Style*.

Appendices

Sometimes a thesis/dissertation contains collections of data that supports the study but are not a part of the main presentation (e.g., extensive sets of micrographs, original computer programs, collected crystallography or spectroscopy data, etc.). Such information may be included in the thesis/dissertation as appendices.

PREPARATION OF THE THESIS/DISSERTATION FOR LIBRARY SUBMISSION

Both South and North Campus Libraries have computers available for students to use in preparing their ETDs, and these computers include the following software applications: Microsoft Office, EndNote, MATLAB, SAS, SPSS, GraphPad Prism, Adobe Creative Suite, and Acrobat Reader. (Note: Some software may be installed only on specific workstations; consult the South Campus Library and North Campus Library floorplans for specific software locations.)

The thesis/dissertation must be converted to an Adobe Postscript Document Format file (PDF) prior to submission to the ETD system.

Multimedia

Multimedia content - sound, movies, etc. - should be submitted as separate files. The multimedia files must be in formats that can be read by common applications that are readily available across platforms without charge (e.g., video: RV, MPG, QT, MOV; audio: RA, AIF, MIDI and SND). The file can be submitted separately from the PDF of the written work within the ETD system.

Conversion to PDF

Once the document has been placed into the template, it is now ready to be converted into PDF. Automatic conversion of documents is possible on a PC directly within Microsoft Word (version 2010 or above) by clicking on the File tab, selecting “Export” from the menu on the left, and then clicking on the “Create PDF/XPS” button.

To automatically generate a list of navigational bookmarks from the template, click on the “Options...” button in the “Save As” dialog window. Then, select the checkbox next to “Create bookmarks using” and make sure that “Headings” is selected. (Note: If the checkbox is grayed out and can’t be selected, that means that the Word document does not have any active chapter headings.)

To convert a document from Word on a Macintosh (OS X), select “Save As” from the File menu and select “PDF” as the file type. Please note that this only converts the file to a basic PDF file; adjustments of image resolution and assignment of navigational bookmarks will require the full version of Adobe Acrobat.

Theses/dissertations should rarely be above 50 or 100 MB in size unless they contain multiple high resolution pictures or charts. Regardless of size, students are responsible for ensuring that the PDF is of high quality. The Library's consultants are available to assist with any step in this process.

Jon Crossno, MLS, AHIP

Cataloging & Metadata Librarian

Jon.Crossno@utsouthwestern.edu

214.648.2562

Other required documents

1. **Abstract:** Prepare a text file of the abstract. Unusual characters, such as Greek letters, should be spelled out (e.g., "gamma"). Formatting of characters in bold, subscript, etc. is not possible. The abstract will need to be separate for submission into the ETD as a text file.
2. **Thesis/Dissertation Submission Checklist:** Complete the "Thesis/Dissertation Submission Checklist." Indicate on the checklist if the thesis/dissertation contains separate multimedia files. Provide five to ten key words that you can use to make the document easily searchable on the internet (will be inserted into the ETD). **The faculty mentor must sign the checklist.**
3. **Signature Page:** One hard copy of the signature page must be submitted to the appropriate committee members where indicated. **Do not scan in the signed copy or otherwise attach it to the PDF.**

Submission of the Thesis/Dissertation

Vireo is the new Electronic Theses and Dissertation (ETD) submission system. It is used by UT Austin, Texas A&M, and many other universities. This guide will walk you through the process of how to submit your thesis into the system. After the thesis is approved and the embargo expires, it will be publicly-available in the institutional repository.

Step 1- Login into the system- Using your UTSW ID and Password, log in to <https://utswmed-etd.tdl.org/>

Either click the “Start Submission” button or click “Log-in” in top right corner.

Step 2- Verify Personal Information- When you click “Start Submission” for the first time, the person page will automatically come up. (If you have already submitted an ETD, when you log in, it will automatically go to the submission status for your thesis.)

1. First Time use: enter in your information

a. Dept: School (UT Southwestern Medical School)

b. Degree: (MD with Distinction)

c. Major: Distinction category (Research/Global Health/ Health Policy/Quality Improvement)

d. Permanent email: Provide a non-UTSW.edu address for after graduation

(Note: the system sends email updates to the UTSW.edu address by default)

2. “Save and Continue”

Step 3- License and Agreement- standard agreement for all UT schools.

Check the box and “Save and Continue”

Step 4- Document Information- basic information that will be searchable when the thesis is available. Do not enter any faculty information into the form.

1. Enter in information about your thesis.
 - a. Title of work:
 - b. Degree: June or May
 - c. Document Type: Thesis
 - d. Abstract: Enter in the abstract
 - e. Keywords: Any keywords that will make your work easier to find after it becomes available in the institutional repository.
 - f. Committee: Enter the names of the committee members. An email for the committee chair is required.
 - g. Embargo: What your advisor wants – traditionally two years.
2. “Save and Continue”

Step 5- Upload

1. Select a file to be uploaded- MUST BE A PDF- Must have already been approved by your thesis committee and our office.
2. Select “”UPLOAD”

a.If there are additional files, such as images, video, or audio, they can be uploaded using the Supplementary Files feature.

3. “Save and Continue”

Step 6- Confirm and Submit

1. “Confirm and Submit”

Step 7: Send me an email- When you have confirmed and submitted, send me an email so I can review and submit the submission.

Publication of the Thesis/Dissertation

Once the thesis/dissertation has been approved, it will be added to the Library catalog and to the Texas Digital Library. All thesis/dissertations are automatically assigned a 2-year embargo upon submission, during which time only the abstract may be available. Anyone wishing to waive the default embargo may do so by making the appropriate selections on the Thesis/Dissertation Submission Checklist.

NOT PART OF THE THESIS FILE

TITLE FOR THE MD WITH DISTINCTION THESIS

By Harry Potter

APPROVED BY SUPERVISORY COMMITTEE

Committee Chairperson's Name _____
Albus Dumbledore, MD

Committee Member's Name _____
Severus Snape, M, PhD

Committee Member's Name _____
Sybill Patricia Trelawney, MD

BEGIN ACTUAL THESIS FOR UPLOAD HERE.

TITLE FOR THE MD WITH DISTINCTION THESIS

by

HARRY POTTER

DISSERTATION

Presented to the Faculty of the Medical School
The University of Texas Southwestern Medical Center
In Partial Fulfillment of the Requirements
For the Degree of

DOCTOR OF MEDICINE WITH DISTINCTION IN RESEARCH

The University of Texas Southwestern Medical Center
Dallas, TX

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ACKNOWLEDGMENTS

On the Acknowledgment Page, the author may express professional and personal indebtedness, including any permission to use previously copyrighted material. The text is limited to thanks for or recognition of special assistance. Acknowledgments are written in a dignified and professional manner.

Please list any financial support that you also received to complete this research.

ABSTRACT
TITLE FOR THE MD WITH DISTINCTION THESIS

HARRY POTTER
The University of Texas Southwestern Medical Center, 2013
Supervising Professor: Albus Dumbledore, M.D.

Background: *Provide a quick reference to help understand the general area of inquiry. Why should we care about the problem? What practical, scientific, theoretical or artistic gap is your research filling?*

Objective: *(Hypothesis) One sentence underlining the purpose of the research*

Methods: *Describe the basic elements of your research design. Use words that lay practitioners will understand. About 200 words.*

Results: *(Outcomes) What did you learn/invent/create? Enhance your findings with necessary specifics. About 200 words.*

Conclusion: *Summarize how this research fits into the other projects in this field. Possibly include recommendations based on the known research, beneficiaries of the research, and the value this research had added to the field. About 100 words*

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CHAPTER 1

An Introduction to the topic of your thesis

CHAPTER 2

Experimental procedure for this thesis

CHAPTER 3

Results for this thesis

CHAPTER 4

Conclusions and recommendations for this thesis

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VITAE

Vitae - a brief biographical sketch of the writer, like an author bio at the end of a book.

Harry Potter (July 31st 1980-present) is a hero whose destiny is to vanquish the evil Lord Voldemort (nee Tom Riddle), who has been trying to murder Harry since he was a baby. He is known as "The boy who lived" due to the fact that he survived a killing curse casted on him by Lord Voldemort. He later married Ginny Weasley, his best friend Ron's sister, and has three children: James Sirius, Albus Severus, and Lily Luna. He later became the head of Aurors at the ministry of magic, where he worked with friends Ron Weasley and Hermione Granger.

Permanent Address: 1908 South Main Street
London, England 77781 (PLEASE INCLUDE ZIP CODE)