INSTRUCTIONS FOR SUBMITTING A THESIS OR DISSERTATION

The Graduate School - Baylor College of Medicine

1. As indication of his/her intention to graduate, the student must file a graduation fee of $190, payable to Baylor College of Medicine. This fee is charged to all graduate students during their 4th year.

2. The Thesis Examining Committee is the student’s dissertation committee and is composed of the student's advisory committee including at least one member from outside the department.

3. The Defense of Dissertation should be scheduled (using the Defense of Dissertation Date Form) and satisfactorily completed at least two months prior to graduation (report results on the Defense Results form). A copy of the defense seminar notice must be forwarded to Leslie Coward in the Graduate School.

4. The student must submit a copy of the dissertation to all members of the examining committee not less than two weeks prior to the defense. As part of the defense, a public dissertation seminar must be presented before the final defense. After the public dissertation seminar, the examining committee will meet either closed or opened session (at the discretion of the student’s graduate program) with the student for the final defense of dissertation.

5. The Thesis Defense should be based on a complete dissertation document with every effort to have the document in its final form. The student should incorporate any corrections or additions to the dissertation document before final signatures are obtained. The chairman of the thesis examining committee (major advisor) is responsible for verifying required changes into the final draft.

6. Successful defense of the dissertation is indicated by all the signatures of the committee and the endorsement of the Dean on the Defense Results form. The defense must be approved unanimously by all members of the committee.

7. After passing the defense, the student should without delay have the dissertation prepared in its final form. See attached pages for instructions. The final, signed thesis must be submitted within two months of the date of the defense.

8. After final corrections are incorporated, all copies of the dissertation that will be bound should be read and the original signed by the following (in this order): 1) All members of the thesis examining committee, 2) Director of Graduate Studies for the department, 3) Chairman of the department. On the signature page you should type the name of the faculty member under the line where they are to sign – this would be all committee members, your program director, your departmental chair (if applicable), and Dr. Kuspa.
9. All copies of the final thesis (including the signed original) should be brought to the Graduate School Office. They will be read and signed by the Dean of the Graduate School. The original signature page will then be photocopied and inserted in the remaining copies by the Graduate School Office. They will then send the copies to Houchen Binding.

10. At this time, payment is requested to cover the cost of binding the dissertation. The student will pay $10.50 per copy for binding and a front lettering fee of $2.10 per line x the number of lines in the title x the number of books being bound (to be determined at the time of submission to GSBS).

REVISED 09.21.16
INSTRUCTIONS FOR TYPING AND PRINTING A THESIS OR DISSERTATION (M.S. or Ph.D.)

1. The best guide for form is a journal to which the work would be submitted for publication. Standard requirements for scientific journals are appropriate for dissertations at this school. The organization and content of specific chapters is at the discretion of the mentor and thesis committee; however, the entire document must have a consistent formatting (margins, figures, tables, and references).

2. The original must be on good quality paper. All other copies may be photocopies with color in all copies.

3. Margins should be at least 1.25 inches all all four sides. Fonts should be 12 point or larger (Times or Arial – or comparable fonts). Text must be double spaced and printed single sided. On the first page of every major division of the thesis leave two inches at the top above the heading.

4. The attached sample copies of the title and approval sheets MUST be followed. Please note, the date on your title page must be the month and year in which your final draft is submitted.

5. Check all outlines/formats with your mentor and/or committee. Individual mentors may have specific requirements, including format preferences.

6. The dissertation should follow a standard format as outlined below:

   Title Page
   Approval Sheet
   Acknowledgments
   Abstract
   Table of Contents
   List of Figures
   List of Tables
   Introduction and Background
   Methods and Materials
   Results
   Discussion
   Summary and Significance
   Bibliography

7. The abstract of the thesis or dissertation should not exceed six hundred words. Candidates for the PhD are required to submit an additional copy of the abstract and of the title page for use in the Graduate School Office.
8. For the MS and PhD degrees, you must submit the original and three copies (total of four) for binding. The original is returned to you. One copy goes to your major department, one to your major advisor, and one to the Texas Medical Center Library.* The student will pay $10.50 per copy for binding and a front lettering fee of $2.10 per line x the number of lines in the title x the number of books being bound (to be determined at the time of submission to GSBS).

9. You may participate in the national system of thesis registration, University Microfilms International. The appropriate paperwork for microfilming and publishing your thesis in Dissertation Abstracts is available in the Graduate School Office.

10. Any deviations from these instructions must receive prior approval from the Dean of Graduate Sciences.

* MD/PhD students are required to submit a fifth copy for binding. This copy is retained by the MD/PhD Program Office.

Revised 01.13.15
Template for Dissertation

You may use the template below in preparing your thesis. Specific instructions and titles in RED should be removed. Areas in Green should be filled in by the student. In the final copy, all fonts and headings should be in black.

Copyright and Originality of the material
Students may incorporate the text and figures from published papers on which the student is an author (the format, including citations, must be uniform throughout). If chapter’s contents reflect published work, the chapter title page should contain the full citation to the published work (including title). For specific figures/tables and experiments that were not conducted entirely by the student, acknowledgment must be given in the legend to the figure/table or in the text where appropriate.

The use of figures/tables from publications or books on which the student is not an author require the permission of the copyright holder. Instructions for obtaining a single use copyright permission from the copyright holder can usually be obtained from the publisher. Copyright permission is to be indicated in the legend by incorporating the sentence – “From (insert full citation) with permission. Give a copy of the permission letter to your mentor to keep.

Margins
1.25 inches or greater on all four sides
2 inches at the top of all major section headings

Fonts
Times or Arial (or equivalent), 12 point for text, 10-point minimum for tables and figures.

Page Numbers
At the bottom, centered and numbered continuously throughout.

Figures
One figure per page. Margins must be at least 1.25 inches on all sides.
The figure legend may placed on the same page as the figure as long as the margin requirements are met. Alternatively, figure legends may be placed on the preceding page with the text facing the figure (so that both the legend and figure are visible at the same time. If you use this option, leave the “back” of the legend page blank.
Ensure that the figure symbols, lines and labels are legible (Ten point font or greater)
Tables
One table per page. Margins must be at least 1.25 inches on all sides.
The table heading and any table notes (table footnotes) should be placed on the same page as
long as the margin requirements are met. Tables, if necessary, may be continued on the next
page, using the title (Table ###, continued)

References
Reference style can be in any style approved for use in scientific journals but should include
all authors, title, journal name, volume, inclusive page numbers and year.
A Dissertation (Thesis) Submitted to the Faculty of

The Graduate School
Baylor College of Medicine

In Partial Fulfillment of the
Requirements for the Degree

of

Doctor of Philosophy (or Master of Science)

by

YOUR NAME

Houston, Texas

June 19, 1999
signature page: must be in this format and on 1-page only

approved by the dissertation or thesis committee

_____________________________________
(type the name of your major advisor here)
Chairman

_____________________________________
(type the name of committee member here)

_____________________________________
(type the name of committee member here)

_____________________________________
(type the name of committee member here)

_____________________________________
(type the name of committee member here)

approved by the:
*see next page for program specific format

Signed ____________________________________
(type the name of program director here)
Director of Graduate Studies

approved by the
interim dean of graduate biomedical sciences

Signed ________________________________
Adam Kuspa, Ph.D.

Date ________________________________
Graduate Program Specific Format

All Graduate Programs (except CSTP):

APPROVED BY THE XXXXXX (Graduate program name) GRADUATE PROGRAM

CSTP Students:

APPROVED BY THE CLINICAL SCIENTIST TRAINING PROGRAM
Acknowledgments

Professional and personal acknowledgments for contributions to the work of the student.
Abstract

Text double spaced, limited to 600 words. Avoid abbreviations. Any essential citations should be enclosed in parenthesis. Double spaced text.
Example using different papers/manuscripts as individual chapters. Begin page numbers with the cover page. Subheadings may be numbered or not. Double space Table of Contents.

Table of Contents

Approvals ........................................................................................................................................2
Acknowledgments ..........................................................................................................................3
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  A. Introduction .................................................................................................................................
  B. Materials and Methods ..............................................................................................................
  C. Results .......................................................................................................................................... 
  D. Discussion .....................................................................................................................................
  E. Bibliography .................................................................................................................................
Chapter ## Summary, Significance and Future Goals ........................................................................
**Example combining introduction, methods, into common chapters.**

Begin page numbers with the cover page  
Only one table of contents is required. Subheadings may be outline-numbered or not  
Text should be double spaced.

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**Table of Contents**

- Approvals .........................................................................................................................2
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  A. Subheadings ...........................................................................................................

**Chapter II Materials and Methods** ........................................................................

  A. Subheadings ...........................................................................................................

**Chapter III Results** ...................................................................................................

  A. Subheadings ...........................................................................................................

**Chapter IV Discussion** ..............................................................................................

  A. Subheadings ...........................................................................................................

**Chapter ## Summary, Significance and Future Goals** ............................................

**Bibliography** ..............................................................................................................

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**Double Spaced**

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**List of Figures**
Alternatively figures can be numbered sequentially throughout

Figure 1  Title ..........................................................................................................
Figure 2  Title ..........................................................................................................
Figure 3  Title ..........................................................................................................
Figure 4  Title .........................................................................................................
List of Tables

Table I.1  
Title

Table I.2  
Title

Table I.3  
Title

Table II.1  
Title

Table II.2  
Title

Table III.1  
Title

Alternatively tables can be numbered sequentially throughout

Table 1  
Title

Table 2  
Title

Table 3  
Title

Table 4  
Title
(Portions of) this work have been published in Student, M. I, Worker, U. R., and Mentor, I.
Chapter Organization

All material double spaced.

Introduction.
An introduction to the specific chapter, generally of the style found the the introduction to a scientific paper. This may be simpler than the general introduction of the first chapter.

Experimental Procedures
Describe the sources of material and the experimental procedures used in the chapter. As in a scientific paper, this section should allow other laboratories to reproduce your experiments.

Results
Describe the results of the experiments using Text, Figures, and Tables.

Discussion
Analyze the results and reach overall conclusions about the work.

References
May be given at the end of each chapter or collected at the end of the entire document. Use a consistent format throughout.
**Example Figure**

Make figures legible. If color is to be used, include a color copy in each copy of the submitted thesis or ensure that all colors will reproduce legibly. If the data were obtained with the help of someone else, that help should be acknowledged.

**Figure 25. Effect of readers expertise on the quality of journal publications.**

Individual papers were rated by a six students on a scale of 1-5 (1 = excellent, 5 = poor).

Averages of the overall publication quality are shown for individual students. This experiment was performed in collaboration with J. I. Freemont at Baylor College of Medicine.
Any number of bibliography styles can be used. The ones below are just a suggestion. However, the format of all references should be identical throughout the document. References may be numbered sequentially either by chapter or throughout the document.

Last name first – numbered
Cite in text as (1) or (1-3)

Bibliography

Scientific Paper


Book


Edited Book

Last name last – numbered
Cite in text as (1) or (1-3)

Scientific Paper


Book


Edited Book


Last name first – arranged alphabetically

Scientific Paper


Book


Edited Book