

# Baylor College of Medicine

## The Graduate School of Biomedical Sciences



### Instructions for Formatting and Submitting the Ph.D. Dissertation

1. The best guide for formatting your dissertation is a journal to which the work would be submitted for publication. Standard requirements for scientific journals are appropriate for dissertations in the Graduate School of Biomedical Science at Baylor College of Medicine. The organization and content of specific chapters is at the discretion of the mentor and dissertation committee; however, the entire document must have consistent formatting (margins, figures, tables, and references).
2. The **original** must be on **good quality, white** paper. All other copies may be photocopies with color in all copies. Paper must be white and 8.5" x11".
3. Printing format:
  - a. Margins should be 1.25 inches on all four sides.
  - b. Font face should be **Times New Roman** (12 point) or **Arial** (11 point).
  - c. The document must be double spaced
  - d. Dissertation printed single sided.
  - e. On the first page of every major division of the dissertation (e.g. for new chapters), leave a 2 inch margin from the top of the page on all major section headings.
4. Sample copies of the title and approval sheets **must** be followed (see Dissertation formatting page 5). Please note, the date on your title page must reflect the month, date, and year of your graduation appointment (i.e., the date you turn in your final corrected dissertation to the GSBS). Your graduation date is not your defense date.
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:

- I. Title Page
- II. Signature Page
- III. Acknowledgments
- IV. Abstract
- V. Table of Contents
- VI. List of Figures
- VII. List of Tables
- VIII. Introduction and Background
- IX. Methods and Materials X. Results
- XI. Discussion
- XII. Summary and Significance
- XIII. Bibliography

7. The abstract of the dissertation should not exceed **600 words**. Candidates for the PhD are required to submit a copy of the abstract and of the title page to the Graduate School Office prior to the Defense.
8. Doctoral candidates must submit 4 copies of the dissertation for binding, except for MD/PhD students, who submit 5 dissertation copies for binding. Students have the option to submit additional copies for binding.
- a. The original dissertation will be returned to you.
  - b. One copy is for your graduate program
  - c. One copy is for major advisor, and
  - d. One copy is for the Texas Medical Center Library.
  - e. M.D./Ph.D. the 5<sup>th</sup> copy is designated for the MSTP Office.
9. The calculation for binding costs are shown below. The GSBS can assist you with calculating your total binding costs.

Binding per copy: \$12.75 x ____ books bound	=	\$ _____
Front cover lettering per line: (2 + ____ lines in the title) x ____ # of books = ____ total lines x \$2.25 =		\$ _____
<b>Total due for binding:</b>		<b>\$ _____</b>

10. You may participate in the national system of thesis registration, ProQuest. The appropriate paper work for microfilming and publishing your dissertation in Dissertation Abstracts is available in the Graduate School of Biomedical Sciences.
  
11. Any deviations from these instructions must receive prior approval from the Dean of the Graduate School of Biomedical Sciences.

## Template for Dissertation

You may use the template below in preparing your dissertation, however **the format of the title page must be followed exactly**. Deviation in format will not be accepted and will prevent you from graduating.

### 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 the dissertation). If a 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 on all four sides
- 2 inch margin from the top of the page on all major section headings (e.g. new chapters)

### Fonts

- Times New Roman (12 point) or Arial (11 point) for text,
- 10-point minimum for tables and figures.

### Page Numbers

- Page numbers at the bottom of the page are 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 be 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 (10 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.
- Citation formats should be uniform throughout the dissertation.

**TITLE ALL CAPITAL LETTERS**

A Dissertation Submitted to the Faculty of

The Graduate School of Biomedical Sciences  
Baylor College of Medicine

In Partial Fulfillment of the  
Requirements for the Degree

of

Doctor of Philosophy

by

**YOUR NAME**

Houston, Texas

June 17, 1999 – [this is your graduation appointment date](#)

**APPROVED BY THE DISSERTATION COMMITTEE**

---

type the name of your major advisor here,  
credentials (example: John P. Smith, Ph.D. no  
parenthesis) Chair

---

type the name of committee member here, credentials

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type the name of committee member here, credentials

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type the name of committee member here, credentials

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type the name of committee member here, credentials

**APPROVED BY THE**

***\*Name of Program: SEE NEXT PAGE FOR PROGRAM SPECIFIC FORMAT***

---

type the name of program director here, credentials  
Director of Graduate Studies

**APPROVED BY THE  
DEAN OF THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES**

---

Carolyn L. Smith, Ph.D.

---

Date

## **Graduate Program Specific Format**

Use this format for All Graduate Programs (except CSTP):

**APPROVED BY THE Department/Program Name GRADUATE PROGRAM**

### **Examples of Current Graduate Programs:**

- THE CANCER & CELL BIOLOGY GRADUATE PROGRAM
- THE CHEMICAL, PHYSICAL, & STRUCTURAL BIOLOGY GRADUATE PROGRAM
- THE DEVELOPMENT, DISEASE MODELS, & THERAPEUTICS GRADUATE PROGRAM
- THE GENETIC & GENOMICS GRADUATE PROGRAM
- THE IMMUNOLOGY & MICROBIOLOGY GRADUATE PROGRAM
- THE NEUROSCIENCE GRADUATE PROGRAM
- THE QUANTITATIVE & COMPUTATIONAL BIOSCIENCES GRADUATE PROGRAM

### **Examples of Legacy Graduate Programs:**

- THE BIOCHEMISTRY AND MOLECULAR BIOLOGY GRADUATE PROGRAM
- THE DEVELOPMENTAL BIOLOGY GRADUATE PROGRAM
- THE IMMUNOLOGY GRADUATE PROGRAM
- THE INTEGRATIVE MOLECULAR AND BIOMEDICAL SCIENCES GRADUATE PROGRAM
- THE MOLECULAR AND CELLULAR BIOLOGY GRADUATE PROGRAM
- THE MOLECULAR AND HUMAN GENETICS GRADUATE PROGRAM
- THE MOLECULAR PHYSIOLOGY AND BIOPHYSICS GRADUATE PROGRAM
- THE MOLECULAR VIROLOGY AND MICROBIOLOGY GRADUATE PROGRAM
- THE NEUROSCIENCE GRADUATE PROGRAM
- THE PHARMACOLOGY GRADUATE PROGRAM
- THE QUANTITATIVE AND COMPUTATIONAL BIOSCIENCES GRADUATE PROGRAM
- THE TRANSLATIONAL BIOLOGY AND MOLECULAR MEDICINE GRADUATE PROGRAM

### **For 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 .....	
Acknowledgments .....	
Abstract .....	
Table of Contents .....	
List of Figures .....	
List of Tables .....	
Chapter I: Introduction and Background .....	
Chapter II Title .....	
A. Introduction .....	
B. Materials and Methods .....	
C. Results .....	
D. Discussion .....	
E. Bibliography .....	
Chapter ## Summary, Significance and Future Goals .....	
Bibliography .....	

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 All text should be double spaced.



## Table of Contents

**Approvals** .....

**Acknowledgments** .....

**Abstract** .....

**Table of Contents** .....

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**Chapter I: Introduction and Background** .....

**A. Subheadings** .....

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

**A. Subheadings** .....

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

**A. Subheadings** .....

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

**A. Subheadings** .....

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

**Bibliography** .....

**Double Spaced**

## **List of Figures**

<b>Figure I.1</b>	Title
<b>Figure I.2</b>	Title
<b>Figure I.3</b>	Title
<b>Figure II.1</b>	Title
<b>Figure II.2</b>	Title
<b>Figure III.1</b>	Title

**Alternatively figures can be numbered sequentially throughout**

<b>Figure 1</b>	Title
<b>Figure 2</b>	Title
<b>Figure 3</b>	Title
<b>Figure 4</b>	Title

**Double Spaced**

## **List of Tables**

<b>Table I.1</b>	Title
<b>Table I.2</b>	Title

<b>Table I.3</b>	Title
<b>Table II.1</b>	Title
<b>Table II.2</b>	Title
<b>Table III.1</b>	Title

**Alternatively tables can be numbered sequentially throughout**

<b>Table 1</b>	Title
<b>Table 2</b>	Title
<b>Table 3</b>	Title
<b>Table 4</b>	Title

**Chapter/Title Page**

## **Chapter 1**

**Title**

**(Portions of) this work have been published in Student, M. I, Worker, U. R., and Mentor, I.**

**A (1999) Toward the dissection of the human genome, *J. Biol. Chem.* 340, 10101-10108.**

## Chapter Organization

**All material is double spaced.**

### **Introduction**

An introduction to the specific chapter, generally this is consistent to the style found in the introduction of 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**

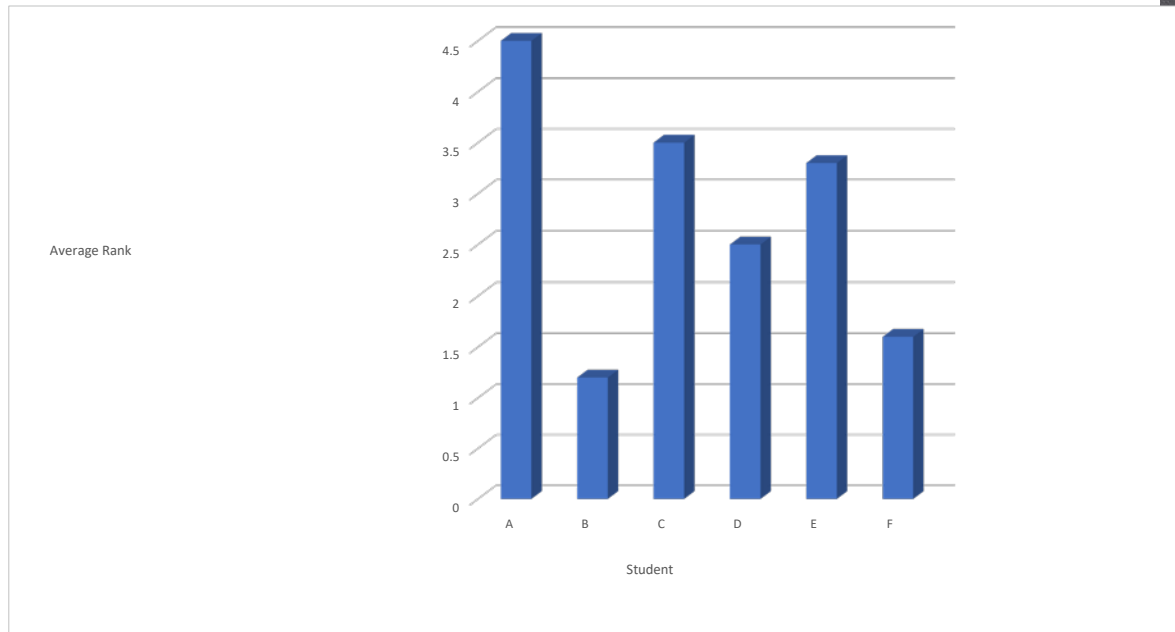
Analyze the results and reach overall conclusions about the work.

### **References**

May be given at the end of each chapter or collected at the end of the entire document. Use a consistent format throughout the dissertation.

## **Figures**

- Make figures legible. If color is to be used, include a color copy in each copy of the submitted dissertation and 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.

## Bibliography

- Any bibliography style 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 last – numbered

Cite in text as (1) or (1-3)

### Scientific Paper

1. A. N. Hayflick, B. C. Johnson, and B. N. Student (2001), A high-throughput selection for mutants in the MAP-kinase signaling pathway that disrupt the cell cycle, *Nature Genetics* **134**, 105-110.

### **Book**

2. I. M. Novel (1987) *Finding your way*, McGraw-Hill, New York, pp 18-48.

### **Edited Book**

3. I. M. Novel (1987) Losing your way, in *Selected*

Last name first – numbered

Cite in text as (1) or (1-3)

### **Scientific Paper**

1. Hayflick, A. N., Johnson, B. C., and Student, B. N. (2001), A high-throughput selection for mutants in the MAP-kinase signaling pathway that disrupt the cell cycle, *J. Cel Biol.* **134**, 105-110.

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### **Edited Book**

3. Novel, I. M, (1987) Losing your way, in *Selected Directions in Biology* (Lost, U. R., ed) McGraw-Hill, New York, pp 87-103.

Last name, first – arranged alphabetically

### **Scientific Paper**

Hayflick, A. N., Johnson, B. C., and Student, B. N. (2001), A high-throughput selection for mutants in the MAP-kinase signaling pathway that disrupt the cell cycle, *Nature Genetics* **134**, 105-110.

**Book**

Novel, I. M, (1987a) *Finding your way*, McGraw-Hill, New York, pp 18-48.

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Novel, I. M, (1987b) Losing your way, in *Selected Directions in Biology* (Lost, U. R., ed) McGraw-Hill, New York, pp 87-103.

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