



*The*  
**BRITISH  
UNIVERSITY  
IN EGYPT**

**FACULTY OF DENTISTRY**

# **Master Of Sciences Thesis Guidelines**

**September 2021  
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The guidelines in this document provide essential information about Thesis preparation and submission. Please follow the formatting guidelines and submission instructions found within in order to be accepted at the Faculty of Dentistry, The British University in Egypt.

Dean Of The Faculty of Dentistry

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# General Guiding Rules

## I. Formatting Guidelines

### A. Hard Cover Rules

- The hard cover should be Navy Blue in colour
- BUE logo should be placed at upper right side of the cover
- **The following should be written in bold capital letters, 5 cm below the top of the page and maximum font size 16 ( all centered):**

Title of Thesis

" Submitted to the Faculty of Dentistry, The British University in Egypt  
in partial fulfillment of the requirements for the Master of Sciences in the  
specialty of ....."

Name of candidate

Affiliation of Candidates

Year of Thesis Submission

### B. General appearance

- The thesis should be computer printed on regular white A4 - 80 gm weight paper.
- Figures and tables can be printed on regular or glossy A4 paper.
- The thesis should be printed one -sided.

### C. Margins

All copies of a thesis must have the following uniform margins throughout the entire document:

- Left: 2.5 cm to ensure sufficient room for binding the work
- Right: 1.5 cm
- Bottom: 1.5 cm (with allowances for page numbers)
- Top: 2 cm

**Exceptions:** The first page of each part (including the introduction) begins 5 cm from the top of the page. Also, the headings on the title page, abstract, first page of the dedication/ acknowledgements (if any), and first page of the table of contents begin 5 cm from the top of the page.

## **D. Font Type and Size**

- Times New Roman (including page numbers and footnote numbers) is preferred.
- All text should be 12-point font size. Headings 16-point font size and subheadings 14-point font size.
- Specialized fonts appropriate for typesetting needs (such as formulas and equations)

## **E. Numbering**

In some parts of the thesis such as the review of literature, subheadings are numbered with a decimal numbering system. This system when used involves that chapters or titled sections must be numbered with Arabic numerals. The first level subheading is then numbered 1.1 followed by the title, the second level is 1.1.1, and so on.

## **F. Spacing and Indentation**

- The text must appear in a single column on each page and be spaced 1.5 line spacing throughout the document.
- New paragraphs must be indicated by a consistent tab indentation throughout the entire document.
- The document text must be left-justified.
- Ensure headings are not left hanging alone on the bottom of a prior page. The text following should be moved up or the heading should be moved down

## G. Page Numbering

- All page numbers should stand alone without any form of punctuation and should be 1.5 cm from the bottom of a page. The last line of text must be 2 cm from the bottom.
- Preliminary pages preceding the first page of introduction, such as the Copyright, Dedication, Acknowledgement, Abstract, Table of Contents, List of Tables, List of Figures, or List of Abbreviations, etc. must be numbered in lowercase (small) Roman numerals beginning

with "ii" and MUST be centered on the page. The title page counts as page i, but the number does not appear. Therefore, the first page showing a number will be the copyright page with ii at the bottom.

- Pages in the body of text starting from the Introduction must be numbered using Arabic numerals beginning with "1" and must also be centered at the bottom of each page.
- Arabic numbers must be included on all pages of the text, illustrations, notes, and any other materials that follow.
- Pages must not contain running headers or footers, aside from page numbers.

## H. Tables and Figures:

- Line spacing should be single spacing
- The title of the table should be placed above the table . Assign each table in your thesis an Arabic numeral throughout the entire work. The number of the table is to be put between brackets, e.g. Table (3).
- Numerals and titles must align with the document's left margin or be indented to the right of the left page margin using consistent tabs.
- The number of the figure and the legend should be placed below the figure. The number of the figure is to be put between brackets, e.g. Figure (5).
- Each table and figure should be referred to in the text.
- If abbreviations or asterisks are used in a table, their meanings should be explained in a footnote below the table. However, if the same

abbreviation is used in more than one table, it is necessary to explain them in the first table.

## I. Citations

- Cite single-author references by the surname of the author followed by the year of publication in parenthesis, e.g Abbas (2012).
- Cite double-author references by their surnames followed by the year of publication, e.g. Abbas and SalahEldin (2012).
- Cite more than double-author references by the surname of the first author followed by ‘et al’ and then the year of publication, e.g. Abbas et al., (2012).

## J. Footnotes

- Footnotes must be placed at the bottom of the page separated from the text by a solid line 2.5 to 5cm long.
- Begin at the left page margin, directly below the solid line.
- Symbol all footnotes with asterisks.
- Footnote asterisks must be placed in the text as superscripted.
- Do not place footnotes in a running page footer, as they must remain within the page margins.

## II. Plagiarism

- Use your own words and ideas.
- If you repeat another author's exact words, you **MUST** use quotation marks **AND** cite the source.
- If you adapt a chart or paraphrase a sentence, you must still cite the source. • All charts, tables, graphs, photos, etc. directly used from another work must be cited in the figure caption (including images derived from scientific internet sources).

- All original photos must include the name of the author in the figure caption of the photo along with the statement “used with permission” or “photo by author”.
- Photos of samples/equipment taken by thesis/dissertation author do not require a photo citation.

## □ Structure, Components and Order of Thesis

	PART	
1	Title	Required
2	PCaogpey right Page	Required
3	Supervisors' Approval Page	Required
4	Jurys' Approval page	Required
5	Declaration	Required
6	Abstract	Required
7	Dedication	Optional
8	Acknowledgements	Required
9	Table of Contents, with page numbers	Required
10	List of Tables, with titles and page numbers	Optional
11	List of Figures, with titles and page numbers	Optional
12	List of Abbreviations	Optional
13	List of Symbols	Optional
14	Introduction	Required
15	Review of literature	Required
16	Aim of the study	Required
17	Material and methods	Required
18	Results	Required
19	Discussion	Required
20	Conclusion	Required
21	Recommendations	Optional
22	Appendices	Required
23	References	Required
24	English summary	Required
25	Arabic summary	Required

26	Supervisor's Page in Arabic	Required
27	Title Page in Arabic	Required

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## 1-Title Page

The title page of the thesis should contain same data as hard cover provided in the following order

- BUE logo should be placed at upper right side of the cover
- The title of the thesis should be all in bold capital letters, 5 cm below the top of the page and font size 16.
- The following statement: “A thesis submitted to the Faculty of Dentistry, The British University in Egypt in partial fulfillment of the requirements for the Master Degree of Dental Sciences in The Specialty of [insert program name].”
- Your name and degree same as your university records, Your name should be in bold block letters font size 14.
- The faculty and name of the university
- Center the year in which your committee approves the completed thesis.

### **General considerations for the Title Page:**

- The title of the thesis should accord with the aim of the study.
- The title should be officially the same as that proposed in the protocol which should be included in the Appendices section.

## 2- Copyright Page

Include a copyright page with the following information single-spaced and centered 5 cm above the bottom of the page as follows:

© Year

Author's Full Name (as it appears on the title page)

- This Copyright page immediately follows the title page. It should be numbered with the lower case Roman numeral ii centered with a 5 cm margin from the bottom edge.

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### **3- Supervisor’s Approval Page**

- This page certifies the Supervisors’ approval before the thesis discussion.

### **4- Jury Committee Approval Page**

This page certifies the **Jury Committee Members’ approval after the thesis discussion.**

### **5- Declaration**

- This section declares that the work in the thesis is original work, and has not been used for the award of any other degree.
- If any work from the thesis has been published in journals before making the final submission, it must be listed in the references.

### **6- Abstract**

- Include the heading “**ABSTRACT**” all in bold capital letters, and center it 5 cm below the top of the page.
- One double-spaced line below “**ABSTRACT**”, center your name, followed by a colon and the title of the thesis. Be sure that your name and the title exactly match the name and title used on the Title page.

- One single-spaced line below the title, center the phrase “(Under The supervision of [supervisor's name])”. Do not include the name of Other committee members. Use the supervisor’s name only; do not include any professional titles such as PhD, Professor, or Dr. or any identifiers such as “head”.
- Skip one double-spaced line and begin the abstract. The text of your abstract must be double-spaced and aligned with the document's left margin with the exception of indenting new paragraphs. Abstracts should not be less than 150 words and not exceed 350 words.
- Number the abstract page with the lower case Roman numeral iii centered with a 1.5 cm margin from the bottom edge.□□
- Answers to the following questions should be found in the abstract in the form of sections; Aim, Methodology, Results and Conclusions.

## 7- Dedication

A *dedication* is a message from the author prefixed to a work in tribute to a person, group, or cause. Most dedications are short statements of tribute beginning with “To...” such as “To my family”.

- Do not place a heading on the dedication page.
- The text of short dedications must be centered and begin 5 cm from the top of the page.
- The page must be numbered with consecutive lower case Roman numerals (starting with the page number after the abstract) centered with a 1.5 cm margin from the bottom edge.

## 8- Acknowledgements

Acknowledgements are the author's statement of gratitude to and recognition of all those that helped in the execution of the research and in the preparation of the thesis. Acknowledgements may include anyone who helped you:

- a. Technically (including materials, supplies)
- b. Intellectually (assistance, advice)
- c. Financially (departmental support, grants, scholarship, funding organization)

- Heading is required for the “**ACKNOWLEDGEMENTS**” page. Heading must be all in bold capital letters and centered 5 cm below the top of the page.
- The text of the acknowledgements must begin one double-spaced line below the heading, be double-spaced, and be aligned with the document's left margin with the exception of indenting new paragraphs.
- Subsequent pages of text return to the 2.5 cm top margin.
- The page(s) must be numbered with consecutive lower case Roman numerals (starting with the page number after the abstract) centered with a 1.5 cm margin from the bottom edge.

## 9- Table of Contents

- Include the heading “**TABLE OF CONTENTS**” all in bold capital letters, and center it 5 cm below the top of the page.

- Include one double-spaced line between the heading and the first entry. □□  
Be sure to list all appendices and the references section in your table of contents.
- Entries must align with the document's left margin or be indented to the right of the left page margin using consistent tabs.
- Major subheadings within chapters must be included in the table of contents. The subheading(s) should be indented to the right of the left page margin using consistent tabs.
- Include one double-spaced line between each entry.
- Page numbers listed in the table of contents must be located just inside the right page margin
- Information included in the table of contents must match the headings, major subheadings, and numbering used in the body of the thesis
- The Table of Contents page(s) must be numbered with consecutive lower case Roman numerals centered with a 1.5 cm margin from the bottom edge.

## **10- Lists of Tables and List of Figures**

- Include the heading all in bold capital letters, centered 2.5 cm below the top of the page.
- Include one double-spaced line between the heading and the first entry.
- Each entry must include a number, title, and page number.
- Include one double-spaced line between each entry.
- Numbers, titles, and page numbers listed must each match the corresponding numbers, titles, and page numbers appearing in the thesis. □ All Lists of Tables and List of Figures page(s) must be numbered with consecutive lower case Roman numerals centered with a 1.5 cm margin from the bottom edge.

## **11- List of Abbreviations and Symbols**

- Include the heading all in bold capital letters, and center it 2.5 cm below the top of the page.
- Include one double-spaced line between the heading and the first entry.
- Arrange your abbreviations alphabetically.
- Abbreviations must align with the document's left margin.
- Include one double-spaced line between each entry.

- The List of Abbreviations page(s) must be numbered with consecutive lower case Roman numerals centered with a 1.5 cm margin from the bottom edge.
- Symbols are to be listed according to its appearance in the text.

## 12. Introduction

- The introduction should show the topic selected is worth investigating and why it is of significance in the field in reference to existing research, unexplored areas or new research areas. Introduction is a statement of something sufficiently interesting to motivate your reader to read the rest of the work. It is an important/interesting scientific problem that your study either solves or addresses introduction should cite the most significant research related to your work.
- It should cite those who had the idea or ideas first, and should also cite those who have done the most recent and relevant work. You should then go on to explain why more work was necessary (your work, of course.) □ Include the heading “**INTRODUCTION**” all in bold capital letters, And center it 2” below the top of the page.
- Use simple present tense for:
  - i. Your objectives behind conducting the study.
  - ii. Literature that is already known about the topic
  - iii. Facts that are generally true and unlikely to change
  - iv. Results of past research that you believe to be true and relevant to your present research.
- Use the simple past tense for:
  - i. Facts that were once believed to be true but have since been revoked
  - ii. Describing the methods of previous studies.

## 13. Review of Literature

- Describes and analyzes previous research on the topic. You should discuss and analyze the body of knowledge with the ultimate goal of determining what is known and is not known about the topic. This determination leads to your research questions and/or hypotheses.
- Use simple past tense when presenting existing research on the topic.
- Use the present perfect tense to cite a previous study that is fairly recent (e.g. Recent studies have shown that...) or to make generalizations

about past research in an area (e.g. Several researchers have studied these .....).

- Include the heading “**REVIEW OF LITERATURE**” all in bold capital letters, and center it 5 cm below the top of the page.

#### **14. Aim of the Study**

- Clearly state what the purpose of the study is and explain the study's significance.
- You may state the hypothesis that was proposed in your protocol. □ Include the heading “**AIM OF THE STUDY**” all in bold capital letters, and center it 5 cm below the top of the page.

#### **15. Material and Methods**

- This section describes and justifies the data gathering method used. It also outlines how you analyzed your data
- **The Material and Methods section should include the following:**
  - a. A complete description of all materials used.
  - b. A full detail of every step of the data gathering and analysis process is necessary.
  - c. Sample size calculation.
  - d. PICO proposed in the registered protocol.
- Many of the following areas typically are addressed:
  - a. Any limitations encountered, calculations, assumptions and range of validity.
  - b. Description of population and justification for type of sample used or method for selecting units of observation
  - c. Development of instrument or method for making observations (e.g., question guide, categories for content analysis) pre-test reliability and validity of instrument or method
  - d. Administration of instrument or method for making observations (e.g., interviews, observation, content analysis)

- e. Coding of data
- f. Description of statistical analysis and tests performed include reference to any specialized statistical software.
- Use simple past tense to describe your actions, i.e. what you did and how you did it, as these actions have already been completed at the time of writing the thesis.
- Use past perfect tense to describe some earlier stages of the experimental procedure.
- Include the heading “**MATERIAL & METHODS**” all in bold capital letters, and center it 5 cm below the top of the page.

## 16. Results

- The results are actual statements of observations, including statistics, tables, figures and graphs. This section addresses the results from your data analysis **only**.
- You begin by outlining any descriptive or exploratory/confirmatory analyses (e.g., reliability tests, factor analysis) that were conducted.
- You next address the results of the tests of hypotheses.
- Tables and/or figures should be used to illustrate and summarize all numeric information.
- Displays, such as graphs, tables and figures should be uniform in style and numbered.
- Major findings should be outlined; negative results as well as positive ones should be mentioned. Do not interpret results – save that for the discussion section. Indicate information on range of variation.
- Break up results into logical segments by using subheadings.
- Describe the nature of the findings.
- Use past tense to describe experiments that have already been completed at the time of writing the thesis.
- Use present tense to refer to tables, figures and graphs that you use to present the results (e.g. Figure (5) shows that .....).
- Include the heading “**RESULTS**” all in bold capital letters, and center it 5 cm below the top of the page.

## 17. Discussion

- The purpose is to discuss what your findings mean in relation to the theoretical body of knowledge on the topic and your profession.
- Begin with a few sentences that summarize a brief introduction, the aim and materials and methods and followed by the most important results. Discuss your findings in relation to the theoretical framework introduced in the literature review. In some cases, you may need to introduce new literature.
- A description of the method you chose and why this method was the most appropriate. In doing so, you should cite reference literature about the method.
- The discussion section should be a brief essay including
  - The patterns and relations in the observations
  - Causes (mechanisms) underlying these patterns
  - Agreement or disagreement with previous work
  - Relation of the present results to the aim of the study - Significance of the present results?
- Evidence or line of reasoning should be included to support each interpretation.
- Use present tense to interpret the results, discuss the significance of the findings.
- Include the study strengths and limitations at the end of your discussion
- Include the heading “**DISCUSSION**” all in bold capital letters, and center it below the top of the page.

## 18. Conclusions

- The purpose of this section is to present the major conclusions revealed by the research work in an attempt to highlight the significance of the present results.
- Conclusions should provide answers to the question (s) raised in the introduction and the aim of the study.
- Conclusions should be justified in the preceding discussion section.
- Include the heading “**CONCLUSIONS**” all in bold capital letters, and center it 5cm below the top of the page.

## 19. Recommendations

- Recommendations are based on the conclusions made and refer to further studies to be followed
- Include the heading “**RECOMMENDATIONS**” all in bold capital letters, and center it 5 cm below the top of the page.

## 20. Appendices

- Appendices must appear before references.
- When there is more than one appendix, assign each appendix a number or a letter heading (e.g., “APPENDIX 1” or “APPENDIX A”) and a descriptive title. You may number consecutively throughout the entire work (e.g., 1, 2 or A, B).
- Include the chosen headings in all capital letters, and center them 2.5cm below the top of the page.
- All appendix headings and titles must be included in the table of contents.
- Page numbering must continue throughout your appendix or appendices.
- Your **Proposal** should be included in this section.
- The **Research Ethics Committee** approval should be included
- The signed “**Thesis Submission Checklist**” should also be included.

## 21. References

- References must be single-spaced within each entry.
- Include one double-spaced line between each reference.
- Page numbering must continue throughout your references section.
- List all references cited in the text according to order of appearance using the following format and you could use the reference manager such as endnote or Mendley.

## 22. English Summary

- The thesis should include an English summary that is written in paragraphs and to some extent in simple language but has to be in the following sequential order:
  - a. The main objectives of the study
  - b. The methods used
  - c. Summary of the results
  - d. Primary conclusions

- Include the heading “**ENGLISH SUMMARY**” all in bold capital letters, and center it 5 cm below the top of the page.

### **23. Arabic Summary**

- The thesis should include an Arabic summary that has to be identical to the previously written English summary.
- Arabic summary should not be numbered
- Include the heading “**ARABIC SUMMARY**” all in bold capital letters, and center it 5 cm below the top of the page.

### **24. Supervisor’s Page in Arabic**

- The thesis should include an identical page with the Supervisor’s names, positions and signatures to that previously written in English.
- This page should be facing opposite the English such that the reader opens it from the right side of the thesis.

### **25. Title Page in Arabic**

- The thesis should include an identical translated Title Page in Arabic to that written in English in the thesis and registered protocol.
- This page should be facing opposite the English such that the reader opens it from the right side of the thesis.