



Graduate School of Basic Medical Sciences  
**FORMAT CHECKLIST FOR LITERATURE REVIEW, THESIS  
OR DOCTORAL DISSERTATION**

"The American Medical Association's Manual of Style" is highly recommended. Other publications which can be useful are "A Manual for Writers of Term Papers, Theses and Dissertations" and essentials of, "Writing Biomedical Research." For more complete information, Please see the "Guidelines for Preparing the Literature Review..." which can be downloaded from the website. Go to [www.nymc.edu/gsbms](http://www.nymc.edu/gsbms). Then go to Enrolled Students and then to Enrolled Student Form. The Guidelines can be found under Instruction Packet for Above Forms.

**Overall Page Setup on 8 1/2" x 11" White paper**

- Margins:** Left 1.25"; Right 1"; Top 1"; Bottom 1"
- Typeface:** 12 point
- Page Numbers:** For the body of the work, **place page numbers in the upper right-hand corner at 1" from The top of the page.** The text would start after two single spaces from the page number.
- Text:** Text in the body of the work is **double-spaced**

**Approval Form Page Obtain from GSBMS Office or download from website  
([www.nymc.edu/gsbms](http://www.nymc.edu/gsbms)). Go to Enrolled Students and then to Enrolled Students Forms. Choose  
Master of Science Literature Review or PhD or Master Thesis Defense**

- Approval form must be Typed or Printed
- Include all required information
- Signatures are to be in Blue Ink
- List Sponsors + Readers or Committee Members

**Title Page Create your own title page**

- Center Title at least 1.5" from the top of the page. Center the Author's name 2 single spaces beneath the title.
- Center Fulfillment Statement at 7.5" from the top of the page. Center the year of completion 2 single spaces beneath the fulfillment statement

**Signature Approval Page Create your own signature page**

- Center Title and author at least 1.5" from the top of the page
- Place underlining for Sponsor + Readers or Examiners at left margin 4.5" from the top. Type the names below the underlining.
- Place Date of completion toward right margin 7.5" from the top.

**Acknowledgement Page – to express thanks and give credit - Not required.**

**Table of Contents Page(s)**

- List every heading; double space between headings. If a heading is too long, then use spacing to fit the heading on a single line for that item..
- Page numbers should be right-justified. A line of dots should follow from the heading and lead into the page number.

## **Abbreviations**

Chemical and biochemical terms and abbreviations should be in accordance with the recommendations of the IUPAC-IUB Combined Commission on Biochemical Nomenclature. Isotope specification should conform to the IUPAC system. Frequently used abbreviations need only to be defined at first mention. A table of abbreviations is recommended if many abbreviations are used. New or special abbreviations should be listed with a spelled-out form or definition.

## **Abstract**

At 1.5" from the top of the page, list the full title of the document, the author's name and the sponsor's name. The Abstract is a concise summary of the thesis up to a maximum of 600 words. It describes the four components of the thesis: the statement of purpose or problem; procedures or methods; results; and conclusions.

## **Appendix**

Supplementary material such as tables, charts and figures can be contained in the Appendix. Each Appendix begins on a new page and is headed with its letter and a short descriptive title. Appendices are listed in the Table of Contents along with the full title and page number.

## **Quotations**

A short quotation, which occupies two lines or less, should be incorporated in the text and set off by quotation marks.

A quotation of three or more typewritten lines should be typed in block style with single spacing. All lines are indented five spaces, and the first lines of paragraphs within such quotations receive an additional three spaces of indentation. Quotation marks are not used at the beginning or end of blocked quotations.

Punctuation: a comma or period precedes the closing quotation mark under all circumstances even if only one word is quoted; a colon or semicolon always follows the quotation mark; a question mark follows a quotation mark unless the question is part of the material quoted.

## **References/Bibliography**

References should be current and cited accurately. Check all references from the original source. List alphabetically by author. By identifying the citation by author and year (Smith, et. al., 1990) the Bibliography will not require numbering

## **Tables, figures, charts**

Photographs and illustrations should be in black and white. Oversize material can be folded in from the right provided that the 1.25" left margin is maintained or the material can be reduced in size.

## **Final copies**

**Presentation:** The Approval Form Page is first and it's followed by the Title page, the Signature Approval page, the Acknowledgement page and the Table of Contents. Page numbers for these sections should be centered at the bottom of the page starting with small roman numerals. The Title Page is page I, but you need not indicate it. The Signature Approval page would be ii. The first page of the main work starts with page 1, but should not be indicated. Put page 2 in the upper right-hand corner on the second page.

- Original on Bond paper (20 lb paper)                       Two copies on Xerox paper

Place the original and each copy in a 9x12 or 10x13 manila envelope. At the bottom of each envelope write your name, program, and the year of graduation and whether it's the original or a copy (e.g. Doe, Jane PhD Biochemistry 2005 Original).

***Do not staple, bind, clip, rubber band or hole-punch the original or copies.***

***FOR MS Thesis and PhD Dissertation complete and submit UMI/ProQuest form.***