Master of Science in Dental Hygiene
Division of Dental Hygiene
School of Dentistry
University of Minnesota

Thesis Guidelines

Division of Dental Hygiene Office (612) 625-9121
9-372 Moos Tower, 515 Delaware Street SE
Minneapolis, MN 55455
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INTRODUCTION

The Master of Science in Dental Hygiene (MSDH) is a program within the University of Minnesota Graduate School. Students are expected to comply with both Graduate School and Division of Dental Hygiene policies regarding the thesis. All education track students are required to complete a thesis. During the thesis process, students have access to both Graduate School and University of Minnesota Academic Health Center resources. This packet has been assembled to assist you in successfully presenting the culmination of your effort as a graduate student – that of the master’s thesis.

The Masters program consists of at least 36 hours of coursework including 10 credits of thesis research. Conducting original research is considered essential for those students interested in University teaching, planning to continue studies at the doctoral level or wishing to pursue more comprehensive research training. Preparing the thesis can be one of the most challenging and intellectually rewarding experiences for graduate students. The thesis requires an investment of time, effort, talent, and resources by both the student and faculty members. The goal is to make a significant contribution to the advancement of theory with respect to dental hygiene, or to improve the practice of dental hygiene practice and/or health outcomes. Thesis research should be undertaken with careful planning, deliberation, and determination by the student. Faculty members of the Division of Dental Hygiene are committed to providing the appropriate experiences necessary for thesis development.

The faculty defines a thesis as follows:

A study that reflects intensive or extensive research of such significance, scope, and quality as to disclose evidence that candidates have acquired a scholarly, in-depth mastery of the principles of their subject; that they have demonstrated the ability to contribute independently to the knowledge of, or a new outlook toward, their field of study, and that they have achieved the intellectual and technical command of the research methodology and written communication skills appropriate to their discipline. Toward this ideal, the scope and complexity of the work itself shall build upon the academic backgrounds, strengths, and resources of the student and faculty. The expectation for the thesis is that the outcomes of the research will usually produce findings that are generalizable to other similar populations.

The thesis is not only a representation of a student’s hard work, but also a reflection on the faculty advisor, the Division of Dental Hygiene, the School of Dentistry, and the University of Minnesota. Once a student has submitted her/his thesis to the Division of Dental Hygiene, School of Dentistry, it will be available for other scholars to view. Professional, consistent presentation of such work is essential to advance the published body of dental hygiene research. The thesis advisor will serve as your mentor as you conduct your study and write your research. However, the sole author of the thesis is the student. Students are expected to adhere to thesis guidelines stated in this document.

Because publication of the thesis research is of utmost importance to the dental hygiene body of knowledge, students are strongly encouraged to submit a manuscript for publication in an
appropriate journal. Thesis advisors will guide students through this peer-reviewed process. This effort may occur simultaneously with writing your thesis or upon completion of the thesis. In most circumstances you will be the first author of all published manuscripts based on your thesis research and your advisor will also be an author. **However, if you do not submit a manuscript within three months of completion of your degree, all publication rights will belong to the Division of Dental Hygiene.**

Two bound copies of the thesis are to be submitted to the graduate program administrator in order to be cleared for graduation. One copy will be retained in the Division of Dental Hygiene; the other will be cataloged in the University of Minnesota Biomedical Library.

**THESIS COURSE SEQUENCE (DH 8777)**

The thesis course, DH 8777, is a sequence of five courses taken over five semesters. Each section corresponds with a sequential component required to complete the thesis. Course descriptions are as follows:

**DH 8773 Thesis I: Literature Review** and **DH 8774 Thesis I: Literature Review II**  
(Sections 2 & 3 span over 2 semesters)

These courses focus on the development of a feasible research study. Focus will be placed on conducting a literature review using RefWorks citation manager, developing a research question and writing a literature review. Research questions will be analyzed and graded the third week of DH 8773. The research questions will also be reviewed and discussed by the MSDH curriculum committee. If the committee deems the research question viable, a thesis advisor will be assigned. At the end of Thesis I, a student will have developed a viable research question and a comprehensive review of the literature pertaining his/her research question. The initial draft of the literature review must be submitted to the Writing Center for feedback.

**DH 8775 Thesis III: Proposal Development** (Section 4)

The focus of this course is the development of a research proposal based on the research question and literature review. The proposal will serve as a roadmap for carrying out the research study. The proposal will provide a detailed description of the study’s significance, hypothesis, study design, protocols and data collection method(s). The proposal will be used to communicate the student’s research plan to colleagues, institutional review boards (IRB), and funding agencies (when applicable). At the end of this course, the student will have the methods section of the thesis and associated IRB and funding applications completed. Collaboration between the student, the course director, and thesis advisor will occur during this course.

**DH 8776: Thesis IV: Implementation and Data Analysis** (Section 5)

During Thesis III, the student will work with their thesis advisor to collect, manage and analyze data. At the end of this course, the student may have the results and discussion sections of the thesis completed.
DH 8779: Thesis V: Dissemination  (Section 6)
The final course in the thesis course series focuses on completion of the written thesis, oral defense and preparation of a manuscript suitable for submission. The manuscript component of the thesis (option 2) should be formatted in compliance with the selected journal’s author guidelines. By week ten, a final draft of the thesis will be submitted to the student’s thesis committee members for review and comment. Committee members will have two weeks in which to review and comment. The course will culminate in completion of the thesis and oral thesis defense.

THESIS FORMAT OPTIONS

A student may choose one of two formats for the thesis. The format is selected jointly between the student and the thesis advisor.

I. Option 1

The first option is a traditional thesis format. The traditional thesis consists of five chapters devoted to the main components of a research study: introduction, review of the literature, methodology, results, and discussion.

II. Option 2

The second option is a thesis format that combines a publishable manuscript (in the referred journal format) along with a detailed Review of the Literature. The advantage of this approach is ease of submission to a journal for publication following the thesis defense.

BEFORE YOU BEGIN

The student should keep the following in mind when putting together the thesis for submission:

- The Graduate School has thesis templates for master's students working in Microsoft Word available online at [http://www.grad.umn.edu/current-students-graduate-student-services-progress/thesis-submission](http://www.grad.umn.edu/current-students-graduate-student-services-progress/thesis-submission) Students using the templates are responsible for ensuring that the thesis meets the Division of Dental Hygiene formatting guidelines outlined in this document.
- The thesis must read as one cohesive document. Examples are posted on Moodle under DH 8775.
- Upon submission of the thesis, the student may receive notice of required formatting updates. Typically, these are minimal.

MECHANICS AND FORMATTING SPECIFICATIONS
The following pages outline the formatting specifications for preparing the thesis. These specifications must be met in order for your thesis to be finalized. **Failure to abide by these standards may result in the delay of your degree.** You are encouraged to contact the MSDH director in 9-372 Moos Tower, 612.625.9121 during the preparation of your thesis with any questions you may have regarding the information in this document.


**MARGINS**

- Every page of the thesis, including all appendices, notes, and the bibliography, must have a left margin of **at least** 1.5 inches (3.9cm), and top, right, and bottom margins of at **least** 1 inch (2.6cm).
- Margins must be clear of page numbers, text, tables, graphs, charts, parts of illustrations, or other markings.

**Tip:** Before submitting the final version of the thesis, the Division suggests printing sample pages to measure the margins and ensure that they conform to the specifications outlined above.

**FONT TYPE and SIZE**

- Times New Roman is the standard font for all thesis projects.
- A 12-point font is required.

**SPACING**

- The body of the thesis be double spaced.
- Long quotes, notes, and the bibliography should be single spaced.

**PAGINATION**

The student is responsible for correctly numbering and organizing sections in the thesis. Page numbers may appear only in the upper right corners or the bottom center of the page. Page numbers on the left side of the page are not acceptable.

**INTRODUCTORY MATERIAL**

- The title page, copyright page, acknowledgments, dedication, abstract, Table of Contents, list of tables, and list of figures are considered the introductory material of the manuscript.
- The title page and copyright page must not be numbered or counted. Page numbers for the rest of the introductory material is required, expressed in lower-case Roman numerals, beginning with page “i” on the acknowledgement page.
- Introductory material must appear in the order shown in Figure 1.
• Other items included in the introductory material, such as notations, list of abbreviations, etc. These items should be included at the end of the introductory materials identified above, keeping with the numbering scheme outlined below.

SIGNATURE PAGE

The advisor (and co-advisor, if applicable) name must be typed in the space provided and the advisor must sign the signature page to confirm approval the final version of the thesis.

Option: If desired, the student may use a University of Minnesota designed signature page, with a sketch of Northrop Auditorium in the background. It is available in 316 Johnston Hall.

TITLE PAGE

• The title page, which is not numbered or counted, must be included as the first page of the thesis.
• The title page must include only one title for the thesis.
• The month and year that degree requirements were met must be included (not necessarily the month and year the student defends).
• The title of the thesis must not contain chemical or mathematical formulas, symbols, superscripts, subscripts, Greek letters, or other nonstandard characters. If necessary words must be substituted.
• The student’s name listed on the title page must be the official name on record with the Office of the Registrar.

COPYRIGHT PAGE

• The copyright page, which is not numbered or counted, is required.
• Even if the student is not registering the thesis with the U.S. Copyright Office, a copyright page is required to protect their original work.
• The copyright page is separate from the title page. The student’s official name on record with the Office of the Registrar, the year of graduation, and a copyright symbol © or the word “copyright” are required.

ACKNOWLEDGEMENTS PAGE

• An acknowledgements page is optional.
• If included, it is numbered in lower-case Roman numerals and listed in Table of Contents.

DEDICATION PAGE

• A dedication page is optional.
• If included, it is numbered in lower-case Roman numerals and listed in Table of Contents.

ABSTRACT
Including an abstract in the thesis is required.
It is numbered in lower-case Roman numerals and listed in Table of Contents.

TABLE OF CONTENTS

A Table of Contents is required.
It is numbered in lower-case Roman numerals and counted.
The Table of Contents must include corresponding page numbers referencing each section.

LIST OF TABLES

If tables are included a list of tables is required.
The list must include the table number, title, and corresponding page number for each table.
Numbered in lower-case Roman numerals.

LIST OF FIGURES

A list of figures page is required if figures are included in the thesis.
The list must include the figure number, title, and corresponding page number for each figure.
Numbered in lower-case Roman numerals, counted, and listed in Table of Contents.

OTHER ITEMS

If other pages are included with the introductory materials (e.g. list of abbreviations, list of notations, etc.), they must be numbered in lowercase Roman numerals, counted and represented in the Table of Contents.

FIGURE 1: ORDER OF INTRODUCTORY MATERIAL

This figure is for illustrative purposes only and shows a basic example of how introductory pages must be numbered in the upper right corner. If any of these items is longer than one page, the additional pages must be numbered consecutively. Reminder: Not all theses will include the optional pages.
BODY OF THE MANUSCRIPT

• The main text, illustrations, bibliography, and appendices are considered the body of the manuscript.
• Every page in the body of the text, through the bibliography and appendices, must be numbered in Arabic numerals starting with page 1.
• The first page of the body of the manuscript (introduction, chapter one, etc.), must start with an Arabic numeral one (1). If it is unclear whether a section counts as part of the body of the manuscript, please ask your advisor.

ILLUSTRATIONS

All illustrative materials (e.g., figures, tables, charts, and graphs) must have a figure and page number and must conform to the margin specifications, regardless of where the figure caption is located.

BIBLIOGRAPHY

• The bibliography must follow NLM guidelines and must appear as the last section of the thesis unless appendices are included (see below).
• It is not acceptable to include separate references after each chapter.
• The bibliography must be represented in the Table of Contents.

APPENDICES

• The appendices are an integral part of the thesis and must conform to all the formatting specifications outlined in this document, with one exception: text and information in appendices can be single-spaced.
• Consecutive page numbering, from the main text through the appendices, using Arabic numerals, must be used.
• If appendices are used, they must appear as the last section of the thesis and must be represented in the Table of Contents.

CORRECTIONS AND REVISIONS

The thesis must be a well-written document and be approved by your thesis advisor and thesis committee before your thesis defense. Any minor revisions required after the final defense by the examination committee must be made and approved by the advisor (as confirmed by the advisor’s signature on the signature page) for successful completion of DH 8999 and graduation.
THESIS WRITING SUPPORT

The Graduate School Writer’s Nexus ([http://www.grad.umn.edu/current-students-workshops-resources/writersnexus](http://www.grad.umn.edu/current-students-workshops-resources/writersnexus)) is a valuable one-stop connection to a multitude of resources and support for graduate students’ thesis and dissertation writing. Through the Writer’s Nexus, students can quickly link to resources to help them identify funding opportunities, use the libraries, handle statistics, and write the thesis or dissertation. The Writer’s Nexus also links students to support groups and other useful information to help them stay on track during the writing stage. A section devoted to issues specific to international students is also included.

OPTION 1

Table 1: Order and Pagination of Thesis

The following table shows the proper pagination and arrangement of the entire Manuscript for these options. It also indicates whether a page is optional or required.

<table>
<thead>
<tr>
<th>Page/Section</th>
<th>Required</th>
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</thead>
<tbody>
<tr>
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<td>No</td>
</tr>
<tr>
<td>Title Page</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Copyright Page</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Acknowledgment(s)</td>
<td>No</td>
<td>Yes, begin “i” here</td>
</tr>
<tr>
<td>Dedication</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Abstract</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>List of Tables</td>
<td>Yes (if used)</td>
<td>Yes</td>
</tr>
<tr>
<td>List of Figures</td>
<td>Yes (if used)</td>
<td>Yes</td>
</tr>
<tr>
<td>Body</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Appendices</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## Table 2: Order and Pagination of Thesis

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<th>Required</th>
<th>Pagination</th>
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</thead>
<tbody>
<tr>
<td>Signature Page</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Title Page</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Copyright Page</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Acknowledgment(s)</td>
<td>No</td>
<td>Yes, begin “i” here</td>
</tr>
<tr>
<td>Dedication</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>List of Tables</td>
<td>Yes (if used)</td>
<td>Yes</td>
</tr>
<tr>
<td>List of Figures</td>
<td>Yes (if used)</td>
<td>Yes</td>
</tr>
<tr>
<td>Introduction (background on topic)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Comprehensive and Detailed Review of the Literature (including references)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Purpose of Study and/or Statement of Problem</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Significance of Study</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Null Hypothesis or Research Question</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manuscript* (to include abstract, tables, figures and references cited in manuscript)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Appendices</td>
<td>Yes</td>
<td>Yes (if used)</td>
</tr>
</tbody>
</table>
* Manuscripts will be submitted to a journal, including a brief introduction and literature review, concise method and materials, results with tables and figures as needed, discussion and conclusion. Additional materials may be added in the Appendix as needed.

Due to binding considerations, a thesis of more than two inches thick (approximately 450 pages; regular printer paper) must be separated into two or more volumes. A title page in correct format must be included at the beginning of each volume and must include the volume number in upper case Roman numerals (Volume I, Volume II) centered underneath the title. See Appendix A for samples. Each volume must have a complete Table of Contents. A copy of the initial Table of Contents from the first volume for the second volume is acceptable.

**ILLUSTRATIVE MATERIAL**

All illustrative material (e.g., figures, tables, charts, and graphs) must be included in both copies and must have a figure number and page number, and must conform to the margin specifications, regardless of where the figure caption is located. The caption of an illustration may appear on the page facing the illustration, if the reverse side of that facing page is blank. This facing page should also include a page number. Please note that this is the only instance in which it is acceptable to include two pages of text that face each other. Theses may contain colored materials.

**PHOTOGRAPHS AND IMAGES**

Photographs may be inserted into the thesis as follows:

- Photographs printed directly on 8 1/2 x 11 inch photographic paper, double-weight with glossy finish will be accepted. The image must conform to the same margin specifications as the rest of the thesis, and include the figure number and page number.

- Legible photocopies that conform to the margin specifications may be used if printed or photocopied onto thesis-quality paper.

- Photographs may also be permanently mounted using a heat or pressure-sensitive dry-mounting process. The adhesive material must completely cover the back of the photograph, and the photograph must be permanently attached to the page. Label the backs of all photographs for identification, in the event that they become detached. Other methods of mounting photographs, such as library paste, rubber cement, spray mounting, or tape are not acceptable. Such mounting techniques are not permanent, and adhesives used will eventually destroy both the paper and the photograph.

- If necessary, permission must be obtained and a statement of such included in the document.
TABLES, CHARTS, AND GRAPHS

- Tables, charts, and graphs produced by computer graphics must be photocopied onto thesis-quality paper.

- Reduced photocopies of tables, charts, and graphs are acceptable if they are legible and within the specified margins.

- Captions may be single spaced.

COMPUTER PRINTOUTS

- Printouts must conform to the margin specifications and must be legible with high black and white contrast.

COPYRIGHT

There are two aspects to copyright consideration: a) copyright of the thesis, and b) the use in the thesis of materials copyrighted by others.

a) The Copyright Act adopts the principles of “automatic copyright”. Works created after January 1, 1958 are copyrighted under the federal statute upon their creation. A work is “created” when it is fixed in a tangible form of expression, e.g., written or drawn on paper; sculpted or made; placed on film, disc, or videotape; or recorded on sound tape. While registration with the Library of Congress and use of copyright notice are not conditions for securing the initial copyright of these works, “registration” and “notice” are still important. If you fail to observe these formalities, especially upon publication, your materials may not be legally protected.

Registering your copyright with the U.S. Copyright Office will establish a public record and allow you additional legal rights. Registration of copyrights with the U.S. Copyright Office may be made for all works before or after publication.

Copyright notice consists of the symbol © or the word “copyright,” the legal name of the owner of the copyright, and the year that the work was created. This notice should be affixed in a manner and location that give reasonable notice of the copyright claim. See Appendix A for sample.

b) The Copyright Act provides for the legislative recognition of “fair use” of copyrighted materials. The “fair use” of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or
research, is not an infringement of copyright. You, as the author, bear the responsibility of determining whether “use” is fair or not. In determining whether the “use” in any particular case is “fair use,” the factors to be considered shall include:

• The purpose and character of the “use”, including whether such “use” is of a commercial nature or is for nonprofit educational purposes;
• The nature of the copyrighted work;
• The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
• The effect of the “use” upon the potential market for or value of the copyrighted work.

Please note: If your thesis includes copies or materials from journal articles or other publications that you or others authored, you must obtain a letter authorizing your use of these materials from the publisher.

Additional questions about copyrighting your thesis or using copyrighted materials in your thesis can be directed to the Registrar of Copyrights, Copyright Office, Library of Congress, Washington, D.C. 20559. If you have complex questions, please consult legal counsel.
APPENDIX A

Examples of Appendices

Informed Consent

IRB Approval

Data Collection Instruments (surveys, questionnaires)

Figures used in literature review
SAMPLE FORMAT FOR SIGNATURE PAGE

Single Advisor

UNIVERSITY OF MINNESOTA

This is to certify that I have examined this copy of a master’s thesis by

Full Legal Name of Author

And have found it is complete and satisfactory in all respects, and any and all revisions required by the final examining committee have been made.

Name of Faculty Advisor

Signature of Faculty Advisor

Date
SAMPLE FORMAT FOR SIGNATURE PAGE

Two Advisors

UNIVERSITY OF MINNESOTA

This is to certify that we have examined this copy of a master’s thesis by

Full Legal Name of Author

And have found it is complete and satisfactory in all respects, and any and all revisions required by the final examining committee have been made.

_________________________________      ____________________________
Name of Faculty Co-Advisor       Name of Faculty Co-Advisor

_________________________________ _____________________________
Signature of Faculty Co-Advisor      Signature of Faculty Co-Advisor

__________________________________________
Date

DIVISION OF DENTAL HYGIENE
SCHOOL OF DENTISTRY
SAMPLE FORMAT FOR TITLE PAGE

One Volume

Title of the Thesis

A THESIS SUBMITTED TO THE FACULTY
OF THE DIVISION OF DENTAL HYGIENE SCHOOL OF DENTISTRY
UNIVERSITY OF MINNESOTA

BY

Full Legal Name of Author

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
MASTER OF SCIENCE IN DENTAL HYGIENE

Name of Advisor, Name of Co-Advisor (if applicable)

Month and Year of Degree Clearance
(not necessarily the month you defend)
SAMPLE FORMAT FOR TITLE PAGE

Multiple Volumes

Title of the Thesis
Volume I

A THESIS SUBMITTED TO THE FACULTY
OF THE DIVISION OF DENTAL HYGIENE SCHOOL OF DENTISTRY
OF THE UNIVERSITY OF MINNESOTA
BY

Full Legal Name of Author

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
MASTER OF SCIENCE IN DENTAL HYGIENE

Name of Advisor, Name of Co-Advisor (if applicable)

Month and Year of Degree Clearance
(not necessarily the month you defend)
SAMPLE FORMAT FOR COPYRIGHT PAGE

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Sample Format for Acknowledgements Page
ACKNOWLEDGEMENTS

I’d like to thank ....
SAMPLE FORMAT FOR DEDICATION PAGE

Dedication

This thesis is dedicated to .....
SAMPLE FORMAT FOR THESIS: **OPTION 1**

CHAPTER 1
INTRODUCTION

Assumptions (if applicable: assumptions/theory that guided the investigation; led to the purpose of the inquiry)
Purpose of the Study
Statement of the Problem
Significance of the Study
Hypothesis or Research Question
   Null or Alternate Hypothesis if used
   Research Question, if used
Limitations: if known pre-study (ex. Pilot study will use a small sample size)
Summary of Chapter 1 (few sentences to summarize)

CHAPTER 2
REVIEW OF THE RELATED LITERATURE

Includes appropriate theory
Extensive review of the literature/evidence

CHAPTER 3
METHODOLOGY

Research Design
Study Variables:
   Independent Variables
   Dependent Variables
   Attribute Variables
   Operational Definitions
Subjects
   Recruitment Procedures and Selection of Sample
   Characteristics of the Sample
Instruments
   Pilot Test, if applicable
   Testing Procedures
   Data Analysis

CHAPTER 4
RESULTS

CHAPTER 5
DISCUSSION & CONCLUSION
Limitations

Practical application of the research outcomes.

Implications of the research outcomes (significance of results) for dental hygiene education, practice and/or research. Address why the study was of interest to you and how it may be of interest to others.

BIBLIOGRAPHY

APPENDICES
SAMPLE FORMAT FOR THESIS: \textit{OPTION 2}

SECTION 1
INTRODUCTION

Assumptions (if applicable: assumptions/theory that guided the investigation; lead to the purpose of the inquiry)
Purpose of the Study
Statement of the Problem
Significance of the Study
Hypothesis or Research Question
  Null or Alternate Hypothesis (if used)
  Research Question if used
Limitations: if known pre-study (ex. Pilot study will use a small sample size)

SECTION 2
REVIEW OF THE RELATED LITERATURE

Includes appropriate theory
Extensive review of the literature/evidence
List references in Appendix

SECTION 3
MANUSCRIPT

Abstract
  Introduction and Literature Review (condensed from above)
Methods and Materials (includes subjects, recruitment procedures, samplings technique, instruments, testing procedures, data analysis)
Results
Discussion
Conclusions
References (only those used in manuscript)

SECTION 4
Figures and Tables

SECTION 5
APPENDICES
Examples of materials in appendices include but are not limited to: IRB approval, materials developed for the study (survey, brochures, measurement tools, comprehensive list of references, other supporting material, etc.)

SECTION 6
Practical Application
Practical application of research outcomes
Implications of research outcomes (significance of results) for dental hygiene education, practice and/or research. Address why the study was of interest to you and how it may be of interest to others.
APPENDIX B

Common Mistakes Students Make When Formatting Their Theses

1. Counting the title page, signature page, and/or copyright page in the numbering for the introductory pages. These pages should not be counted and they should not be numbered. Numbering for the introductory material should always start with a lower Roman numeral one (i), after the copyright page.

2. Page numbers in the margins. Nothing should appear in the margins, not even the page numbers.

3. Parts of graphs or charts appearing in the margins. Nothing should appear in the margins.

4. Incorrect date of graduation listed on the title page. Students should list the month and year of graduation in which the degree is conferred, not the month in which the student defended, or participated in the commencement ceremony, unless these dates coincide.

5. Paper. One copy of your thesis/capstone paper must be printed on cotton or acid-free paper. If you choose to use acid-free paper, you must bring in the packaging. Acid-free paper often does not have a watermark, so we must verify paper content by the packaging.
APPENDIX C

Ordering Thesis Copies for Graduate Program or Personal Use

To order copies of the thesis for graduate program or personal use, students can use any one of the following options: the University of Minnesota Bindery, the microfilming company Proquest/UMI, or other printing companies such as Kinkos. Information about outside printing and binding companies is readily available online and in phone directories.

Note: The Division of Dental Hygiene does not endorse or recommend any printing or binding company. Students are not required to use any of the options listed below for ordering personal or graduate program copies. The Division does not provide binding services.

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- Provides photocopy services.
- Several copy centers are located around campus.
- Contact 612-626-0507 or http://www.bindery.umn.edu/thesis.htm for up-to-date prices and services.

Proquest/UMI
- Provides hardcover and soft cover binding.
- More information about pricing and products can be found online at http://www.proquest.com/en-US/. Note: Students who wish to order copies of their theses through ProQuest must submit their theses electronically to ProQuest (Option 3) and pay the additional publishing fees.
- Delivery times vary.
APPENDIX D

Formatting Guidelines Checklist

This checklist will help to ensure that all prescribed formatting guidelines for the thesis have been met and that formatting errors that would delay thesis submission and may delay degree conferral can be avoided.

✔ The top, right, and bottom margins are at least 1 inch (2.6cm); the left margin is at least 1.5 inches (3.9cm).
✔ The manuscript is formatted so that the page numbers, headers, footers, charts, graphs, etc., do not appear in the margins.
✔ The signature page, title page, and copyright page are not numbered; all other introductory pages are numbered in correct order, beginning with a lower Roman numeral one (i).
✔ The title page has the correct month and year listed. Month and year must correspond to the month and year that all requirements are completed (not necessarily the month and year of the defense).
✔ The name listed on the signature page and title page is the official name on record with the Office of the Registrar.
✔ The Table of Contents includes all sections (and the corresponding page numbers) following the Table of Contents.
✔ The first page of the body of the text starts with an Arabic numeral one (1), and is numbered consecutively, on every page, through the rest of the body, including bibliography and appendices.
✔ The bibliography is comprehensive and is included as the last section of the thesis (unless appendices are included, in which case the appendices are the last section).
✔ Times New Roman font, in 12 point is used; the manuscript is double spaced except for long quotes and notes.
✔ Landscape pages have correct page-number placement and margins. Please see the Figure 2: Format of Landscape Pages.