



Universitatea
Transilvania
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FACULTATEA DE MEDICINĂ

Master's Thesis Preparation Guide 2020/2021

INTRODUCTION – general information

This guide describes the requirements and guidelines governing the preparation of master's theses to be submitted to the Faculty of Medicine at the TRANSILVANIA University of Brasov in partial fulfillment of the requirements for the master's degree. Described herein are the general requirements applicable to submitted theses and guidance on the arrangement, format and submission of the student's thesis.

The dissertation is a research paper addressing an important scientific need that you have identified. This can be achieved by either a systematic review, or an original study.

On a personal level, by going through the process of elaborating and writing the master's thesis, you will acquire and perfect certain skills as follows:

- formulating a research question / objective
- critical use and interpretation of published research papers
- choosing the optimal methodology according to the research problem
- organizing the material in a clear and coherent way

Implicit in the generation of your thesis is that you prepare and present a well-written document that is free from error. The dissertation is written in a clear, sober, impersonal academic language (will not be used person I singular or plural). Grammar mistakes are not allowed. To check for typing mistakes use Language - set proofing language and select the English language.

The text and any tables, figures and graphics must be sufficiently clear, sharp, and large enough to be easily readable in print and electronic formats, and suitable for microfilming, photo-duplication or other means of reproduction.

Reasons for rejecting the thesis:

- Copying (plagiarizing) the work after another existing work;
- Retrieving without citation some texts from the specialized literature or from the Internet; Lack of personal contribution;
- The complete lack of references to bibliographic sources in the text; Lack of Romanian characters (diacritical marks);
- Lack of final bibliography;
- Lack of the report from the scientific coordinator;
- Lack of declaration of authenticity of the work (according to the model)
 - o Standard statement - statement on the graduate's own responsibility, dated and signed in original (according to the model), showing that the paper belongs to him, has never been presented and is not plagiarized (see available plagiarism avoidance rules at:
<http://www.indiana.edu/%7Ewts/pamphlets/plagiarism.shtml>).
 - o The content of the declaration is presented in Annex 2

TIMELINE FOR COMPLETION AND GRADUATION – MASTER'S DEGREE

March - evaluation of the stage of elaboration of part I (theoretical) of the paper

May - evaluation of the stage of elaboration of part II (practical) of the paper

July - final evaluation of it

September submission to the secretariat, as planned by Curriculum coordinator and chief secretary

Submission of papers in electronic format - the papers will be submitted in electronic format to the coordinator of the study program, no later than the last week of August, to allow their verification. Papers will be submitted in a single file with the name: full_surname_TCM_2021, together with proof of going through a plagiarism software

THESIS STRUCTURE

The work must have a minimum of 40 pages (minimum approx. 10-12,000 words), and a minimum of 50 bibliographic references (articles, books).

The material must be organized in such a way as to allow an understanding of the steps in the research process.

The topic of the paper must be in accordance with the study program followed, have an applicative and research character.

Papers that are purely theoretical are not accepted.

The general part represents approx. 30-40% of the structure of the paper, the rest being the own contribution of the author based on the study.

The paper must include 2 parts:

Part I:

- Introduction
- Theoretical framework of the approached topic

Part II:

- The purpose and objectives of the paper
- Methodology
- Results
- Discussions
- Conclusions
- References

Introduction

The introduction should clearly explain the rationale and objectives of your research topic. You should provide a clear presentation of the purpose of the paper, the objectives of the study, the research question, the methodology, the importance of the research, limits and contribution of the work in the field.

Briefly describe the general outline of the paper, mentioning what follows in its chapters. Specify the importance of approaching the topic.

Theoretical framework of the approached topic (Background)

= Theoretical substantiation of the research, including an exposition of the research paradigm. Additionally, the thesis introduction should provide a literature review that is relevant to the subject of the paper and that logically determines the research question, a clear and comprehensive review of literature that is relevant to understanding background, scope and findings of the research you would present in subsequent chapters. This part of the paper does not need to be limited to a single chapter; you can delimit the theoretical part (from treatises, books) of research, synthesis of clinical, empirical studies related to the subject of the paper. Take a logical path towards exposing the research question.

The review of the specialized literature is made on the basis of the consultation especially of the literature of the last years (except for the works that refer to iatro-historical aspects and that can be of any year).

Consult scientific databases (for example: <http://www.ncbi.nlm.nih.gov/pubmed>, <http://scholar.google.com/>, Elsevier, Scopus, EBSCO, Index Copernicus, etc)

The purpose and objectives of the paper

- clear objectives
- precise research hypotheses

For systematic reviews, provide an explicit statement of questions being addressed with reference to participants, interventions, comparisons, outcomes, and study design (PICOS).

Methodology

- study design

- study group (target population, sampling)
- research tools (eg closed / open questionnaires, data from medical archives, direct observation)
- variables analyzed
- statistical analyses methods

Follow PRISMA guidelines (<http://www.prisma-statement.org/>) for systematic reviews (Protocol and registration, Eligibility criteria, Information sources, Search, Study selection, Data items, Methods used for assessing risk of bias of individual studies, methods of handling data and combining results of studies)

Results

The results section of the research paper is where you report the findings of your study based upon the information gathered as a result of the methodology applied. The results section should simply state the findings, without bias or interpretation, and arranged in a logical sequence. This section consists of text, figures, and tables presenting detailed data and facts without interpretation and references to other studies.

Follow PRISMA guidelines (<http://www.prisma-statement.org/>) for systematic reviews

Discussion

Summarize the main findings including the strength of evidence for each main outcome; consider their relevance to key groups (e.g., healthcare providers, users, and policy makers). Discuss limitations at study and outcome level (e.g., risk of bias), and at review-level (e.g., incomplete retrieval of identified research, reporting bias).

Conclusion

Provide a general interpretation of the results in the context of other evidence, and implications for clinical practice and future research

References

According to ISO 690 - the general standard (Appendix Bibliography 1) or Harvard (see Annex - Bibliography 2)

GENERAL FORMATTING

- ▣ **Fonts:** The preferred font size is 12 in either the Times New Roman or Arial styles, using diacritics. If necessary, different typefaces (font sizes or styles) may be used within headings, tables, figures, and appendices. Non-standard typefaces, such as script, are generally not acceptable (excluding commonly accepted symbols).
- ▣ **The cover:** Model in Anex 1
- ▣ **The Title page:** Model in Anex 2
- ▣ **Motto:** optional. It will be entered (optionally) on the new page, preferably immediately after "Contents", written in italics (italics), the size of those used in the actual text of the paper.
- ▣ **Acknowledgments:** optional. Addressed to the persons or institutions that helped the authors to elaborate their works
- ▣ **Line Spacing and Margins:** All main text should be 1,5 spaced and should only be printed on one side of each page throughout the thesis (double sided pages are not permitted). Single spaced lines may be used for certain sections of the thesis including the table of contents, tables, figure legends, long quotations, footnotes, and bibliographical citations. Margins should be: (left): 2,5 cm; right: 2 -2,5 cm, top: 2 -2,5 cm, bottom: 2 -2,5 cm. Illustrations, tables and figures should conform to these margins as well.
- ▣ **Alignment:** The text in the normal paragraphs will be aligned between the left and right margins (justified). The first line of each paragraph will have a 1.5 cm alignment. Exceptions are the titles of the chapters, which will be centered.
- ▣ **Page Numbering:** The page numbering is done starting with the title page, until the last page of the paper, but the page number appears only starting with the Introduction. The page number is inserted in the center of the page, centered.
- ▣ **Tables**
 - each table must contain a clear and concise presentation title
 - the classification of the tables in a work is done on the basis of an identification number
 - the title follows the identification number

- if additional explanations or notes are required, they will be incorporated at the foot of the table or even in the body of the table.
- the number and title are mentioned below the table, centered aligned, closer to the table (a line is left after the table until the rest of the text)

DISERTATION EVALUATION CRITERIA

- The use of an academic language, adequate to the studied topic;
- The text is carefully written, proving that the paper was reread and corrected before submission (no spelling or grammar mistakes, no inconsistencies, etc.).
- Coherence of the structure as a whole and in parts: appropriate approach of key concepts (definition, characterization, approaches from various sources), clarity of analysis, adequacy of theoretical synthesis to the topic and research objectives, critical spirit).
- Research design: adequacy to the topic, use of an appropriate research methodology, correctness in the operationalization of concepts, definition of objectives, hypotheses, material and method (study group, adequacy of tools).
- Accuracy of data collection; the volume and relevance of the analyzed data / information; Correctness and completeness of statistical data processing in relation to the objectives/hypotheses
- The correctness of the scientific style, compliance with the formating guide, the aesthetics of the presentation.
- Quality of the oral presentation
- Adequacy of answers to the committee's questions

