



UNIVERSIDAD CENTRAL DEL CARIBE

Graduate Program in Biomedical Sciences

Student Guide for Formatting a Thesis/Dissertation



Revised: June 25, 2010

DISSERTATION / THESIS FORMATTING

Final Copies

The student must deliver the approved document in a CD-ROM, according to the Dissertation / Thesis Manual, to complete the graduation requirements and receive his/hers diploma. The Graduate Programs in Biomedical Sciences will print and bind three (3) copies of the thesis (one for the student, one for the department and one for the library).

Information on Dissertation / Thesis

A thesis should be sufficiently complete to allow an independent investigator or scholar to repeat or verify the work leading to the author's results and conclusions. In certain cases, when manuscripts prepared for publication are to be used, the terseness required by the page restrictions of professional journals may prevent authors from meeting this condition with their publishable manuscripts alone. In such cases, the thesis or report must include additional materials (in appendices, if desired) that will ensure independent reproducibility; e.g., tables, descriptions of methods of unproductive or unsuccessful explorations, derivations, and so forth.

Abstract

An abstract is a summary of the thesis or report to inform prospective readers about its contents. As a brief summary of the candidate's principal research findings, the abstract should state the problem being investigated and outline the method of investigation, the results obtained, and the conclusions reached. In writing the abstract, candidates should keep in mind that it functions chiefly as a guide to students and scholars surveying research in their field. As such, it should provide a concise guide to the entire study it represents. **The abstract should not include internal headings or parenthetical citations of items listed in the bibliography/list of references. Figures and tables should not appear in the abstract.**

Style and Content

A thesis should be written in a style appropriate to the discipline represented. The faculties of individual departments may establish policies regarding style for their students. In the absence of detailed specifications, the student's committee is responsible for defining the style used. Form, organization, and bibliographical style may be that of pertinent professional publications.

Manuscript Formatting

Each thesis must have a title page, an abstract, and a table of contents, in addition to the text. Manuscripts should contain the following, unless noted as optional, in the order listed:

All headings with asterisk (*) beside them must be centered and in uppercase lettering.

Title Page

ABSTRACT*

TABLE OF CONTENTS*

ABBREVIATION

LIST OF FIGURES*

LIST OF TABLES*

ACKNOWLEDGMENTS* (Optional)

DEDICATION* (Optional)

PREFACE* (Optional)

Introduction

Text/Chapters

Conclusion

References and/or bibliography

Appendices as needed

Title Pages

The title must be in uppercase letters and meet margin requirements. All three title pages must contain the typed name of the major professor(s) and space for the original signature of the major professor(s).

Abstract

An abstract is a required part of the graduate degree manuscript. The abstract should not contain a page number and should be no more than 350 words.

Physical Requirements

Submission of the original manuscript is not required, but photocopying should be done with care to ensure that margins on all copies are accurate and consistent and the reproduction service provides clean, spot-free copies. Typographical or other errors must be corrected before making copies.

Font/Spacing/Formatting

Copies must be printed on one side of the page only and must be distinct and of uniform quality throughout the document. They should be printed on high-quality, 50% - 100% white cotton bond paper and 8.5" x 11" in size. Standard 11 point font size is preferred, but non-standard fonts and size may be used if they are fully legible and acceptable to the Advisory Committee. The font and size should be consistent throughout the document. Standard double spacing for the text is preferred. Long quotations, footnotes, multi-line captions, and bibliographic entries may be single-spaced. Double spacing should be used between footnotes and bibliographic entries.

Numbering Pages

The title pages and abstract pages are not to be numbered. Beginning with the Table of Contents, the List of Figures, List of Tables, Acknowledgments (optional), Dedication (optional) and Preface (optional), use lower case Roman numerals (i,ii,iii, etc.). Beginning with the Introduction or Chapter I, **every page** of the text must be numbered consecutively in Arabic numerals (1,2,3, etc.). Page numbers should appear at the center bottom of each page and should lie within the margin requirements.

Margins

Margins on all pages must allow for binding and trimming. Margins must be 1.5 inches on the left and 1 inch at the top, right side, and bottom. Tables and figures should be reduced photographically to meet margin requirements. Illustrations/maps that cannot be reduced to fit within these margins may be expanded to the right by means of a foldout sheet. In such instances, margins must be 1" inch on the left side and the fold placed 1" inch from the right side of the page.

Footnotes And Endnotes

Use Arabic numerals to indicate a note in the text. Notes may be numbered in one of two ways: either consecutively throughout the entire manuscript or consecutively within each chapter and must be consistent throughout the document. Notes can be placed at the bottom of the page (footnotes), at the end of a chapter, or at the end of the document (endnotes). Once chosen, the notation style must be consistent throughout the document. Notes to information within tables should be placed directly below the table to which they apply, not at the bottom of the page along with notes to the text.

Photographs/Tables/Graphs

Pictures, tables, and graphs may be done in color if approved by the committee. There must be a page number on each page containing photographs.

Author's Published Manuscripts

If approved by the student's committee, previously published manuscripts in the author's name may be incorporated, if it meets the general requirements for permanence, copying, and binding. Such printed material may be incorporated with supplementary typed or reproduced copy as needed. Any tables or figures in the previously published materials must be numbered in accordance with the rest of the thesis, report, or dissertation. It must be paginated consistently with the rest of the document. Only one page number may appear on each page and that is the page number within the final document. Documents must not include material restricted from publication.

Sequestration

In unusual circumstances, a student may request the university act to protect the author's rights in the dissertation by temporarily sequestering the work. If a dissertation or thesis contains material believed to be patentable, the student or major professor should send a letter to the Graduate Programs in Biomedical Sciences, requesting sequestration and offering a brief justification for the delay in publication. If the request is approved, all required copies of the manuscript will be kept in the Graduate Programs in Biomedical Sciences until the sequestration period has ended.

Where the guidelines in this publication are not sufficient, students should contact the Graduate Programs in Biomedical Sciences staff for more detailed information.

CEMBRANOID-INDUCED CALCIUM SIGNALING

by

Juan del Pueblo

B.S., Universidad de Puerto Rico, 2000

A THESIS

Submitted in partial fulfillment of the

requirements for the degree

MASTER OF SCIENCE

**Department of Pharmacology
Graduate Programs in Biomedical Sciences**

**Universidad Central del Caribe
Bayamón, PR**

2002

Approved by:

**Major Professor
Juan Rodríguez
Department of Pharmacology**

CEMBRANOID-INDUCED CALCIUM SIGNALING

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Juan del Pueblo

B.S., Universidad de Puerto Rico, 2000

A DISSERTATION

**Submitted in partial fulfillment of the
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DOCTOR OF PHILOSOPHY

**Department of Biochemistry
Graduate Programs in Biomedical Sciences**

**Universidad Central del Caribe
Bayamón, PR**

2002

Approved by:

**Major Professor
Juan Rodríguez
Department of Biochemistry**