

Department of Health Informatics
PhD in Biomedical Informatics
Manual for Dissertations
September 2004

GENERAL FORMAT REQUIREMENTS:

- **Style:** The American Medical Informatics Association's flagship publication, Journal of the American Medical Informatics Association will serve as the basic style reference. Their instructions for authors (<http://www.jamia.org/misc/ifora.shtml>) are in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" published in New England Journal of Medicine 1997;336:309-16, which should also be used as a guide.
- **Margins:** The margins should be top 1.5", left 1.75", bottom 1", and right 1" unless otherwise specified. Full justification is acceptable. All text, figures and tables must fall within the margins
- **Spacing:** Double spacing should be used throughout the manuscript with a few exceptions. Single spacing should be used for footnotes, table headings, figure legends, and long quotations. References should be single spaced, with double spacing between the references. Triple spacing should be used above a chapter number, below a chapter title, above major subheadings, above footnotes, and above and below tables in the text.
- **Indentation:** The first line of each paragraph is indented 5 spaces. All lines of longer block quotations are indented 5 spaces, and the first lines of paragraphs within such quotations are further indented 5 spaces.
- **Pagination:** All pages of the dissertation must be assigned a page number. The prefatory material (see below) should be numbered in Roman numerals. The title page is page i, although the number does not appear on this page. The main body of the dissertation, including graphs, figures, tables, references and Appendices must be numbered with Arabic numerals. The page number should be placed at the bottom of the page with center alignment. Do not use page headers. Begin each major section on a new page.
- **Footnotes:** Footnotes placed at the bottom of the page are indexed in the text by appropriate symbols. Footnotes are typed on the bottom of the page on which reference is made to them, and should lie above the 1" bottom margin.
- **Printers:** High quality printing is required.
- **Type font:** Font should be 12 point, sans serif (Arial, Helvetica, or Century Gothic).
- **Number of copies, Paper:** For the dissertation defense, the candidate must provide one copy of the draft for each member of the committee and one for the candidate. These copies may be on standard xerographic paper. When the revisions suggested at the defense have been completed, the candidate should submit at minimum three (3) copies (see Appendix C). A separate copy of the abstract and the dissertation in digital form should be submitted for University Microfilms International.

- **Length:** There is no restriction to length of a dissertation. Length is usually determined by content and subject to the Research Advisor's (Chair's) approval. Any document over two inches thick or 400 pages in length must be divided into two volumes. The first page of the second volume is a title page with Volume II typed at the top of the page. If copyrighting, the candidate adds a copyright page after the title page. With the exception of these two pages in Volume II, all pages of the document are counted and numbered consecutively in both volumes.

ORDER OF SECTIONS

Prefatory material

1. Title page
2. Copyright page (optional)
3. Approval Signature page
4. Abstract
5. Acknowledgements (optional)
6. Dedication (optional)
7. Table of Contents
8. List of Tables
9. List of Figures

Main Body of Dissertation

10. Text of the Dissertation
11. References
12. Appendices (optional)

CONTENT AND STYLE OF SECTIONS

1. Title page

A sample title page appears in Appendix A. Title page should include the title in capital letters, the candidate's name, and the following statement: "A Dissertation Submitted to the University of Medicine and Dentistry of New Jersey – School of Health Related Professions in Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy", Department of Health Informatics, month and year of graduation. Use center alignment with appropriate spacing and font size.

2. Copyright page (optional)

If the candidate chooses to copyright the dissertation, a copyright page immediately follows the title page. The copyright notice begins 4.5 inches from the top of the page. The following format is suggested:

Copyright © Mary Jane Doe 2001

3. Approval Page

The names of the committee members, starting with the research advisor, with their approval signatures should be presented in this page.

4. Abstract

The abstract must not exceed 350 words. A copy of the abstract is sent to UMI and must include a heading with the following information: complete title of the dissertation, your name. The abstract is expected to give a succinct account of the dissertation so that a reader can decide if she/he wants to read the complete document. It must be prepared carefully, since it will be

published in Microfilm Abstracts without editing or revision. The length of the abstract should be no more than 350 words. Mathematical formulas, diagrams and other illustrative materials are not recommended for the printed abstract. Symbols, foreign words and phrases must be printed clearly and accurately. The content of the abstract cannot be specified because of the diversity among theses and dissertations; however, the abstract usually contains (1) statement of the problem, (2) procedure or methods, (3) results and (4) conclusions .

5. Acknowledgements (optional)

Candidates may choose to acknowledge members of their committee and others who have assisted them with the dissertation process.

6. Dedication (optional)

7. Table of Contents

A sample table of contents appears in Appendix B. Table of contents should include all major headings and subheadings, using the exact words used in the text. Graduated indentations are used for subheadings. All headings are given page numbers at the right side of the page, connected with dot leaders. Chapter titles are in uppercase, with double spacing. Subheadings are single-spaced.

8. List of Tables

Includes the full title of all tables, including those in the Appendices, and the page number. Dot leaders connect the title and page number.

9. List of Figures

Includes the full title of all figures, illustrations and charts, including those in the Appendices, and the page number. Dot leaders connect the title and page number.

10. Text of the Dissertation (example only – this may vary according to type of research and preferences of chair and committee)

- I. INTRODUCTION Should include the following sections:
 - Statement of the problem (purpose of the study)
 - Background of the problem
 - Hypotheses or research questions
 - The need for the study, including theoretical need and practical need
- II. RELATED LITERATURE
- III. METHODS
- IV. RESULTS
- V. DISCUSSION
- VI. SUMMARY AND CONCLUSIONS

Each new chapter begins on a new page. Chapters are numbered with upper case Roman numerals, for example:

(triple space)
Chapter II
(double space)
REVIEW OF LITERATURE
(triple space)

Headings: Regardless of the number of levels, the chapter title (METHODS) is always centered uppercase.

11. References

This is a list of works cited in the text of the dissertation. It should be titled References at the top of the first page of references. AMIA style should be used. References should be single-spaced, with double spacing between references. It is recommended that candidates use bibliographic management software to facilitate the citation process for both the dissertation and the accompanying manuscript for publication.

12. Appendices

Each appendix begins on a new page. Appendices are sequenced using capital letters (A, B...). At the top of the first page of each appendix write Appendix and the letter designation, followed by the title of the appendix with double spacing between.

FIGURES AND TABLES

Figures and tables should be prepared using the AMIA style, but incorporated in the text of the dissertation, as close to the reference in the text as possible. They should be numbered consecutively throughout the document, including any in the Appendixes. Tables are listed numerically by number, title, and page number in the List of Tables in the prefatory section. Figures are similarly listed in the List of Figures. All tables and figures must have the 1.75 inch left margin. A horizontally oriented page should be placed with the top of the table or figure along the binding edge. The page number should appear in the normal position. Do not use oversize tables, figures, or illustrations. If necessary, reduce to fit standard size paper.

Photographs and illustrations must be mounted on standard size paper of the same quality used for the rest of the document. These pages must be included in the consecutive numbering.

Computer generated graphics must be printed on the same quality paper used for the rest of the document.

QUOTATIONS AND USE OF COPYRIGHTED MATERIAL

As with references, quotations must be completely accurate in reproducing the exact words and spelling of the original, even if the original work is faulty as to spelling. Incorporate a short quotation (fewer than 40 words) in text, and enclose the quotation with double quotation marks. Display a quotation of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks. Start such a block quotation on a new line, and indent it five spaces from the left margin. Type subsequent lines flush with the indent. If there is more than one paragraph, indent the first line of each paragraph 5 spaces from the margin of the quotation. Type the entire quotation single-spaced.

Permission to quote copyrighted material (including other theses or dissertations) is necessary when the amount of material exceeds standards of fair use. It is advisable to request permission for any complete work of less than 250 words, or any quotation or quotations that exceed or total more than 500 words from any book or article. To ask for permission to reproduce, one writes the owner of the copyright, specifying the exact material to be quoted.

HUMAN/ANIMAL SUBJECTS APPROVAL

Research involving human or animal subjects requires approval from the appropriate university committee. A copy of the approval letter should be placed in an appendix. For research involving human subjects, a copy of the Consent Form should be placed in a separate appendix.

FACTOR ANALYSIS OF CLUSTER-SPECIFIC GENE EXPRESSION LEVELS FROM
cDNA MICROARRAYS

OR

ARTIFICIAL NEURAL NETWORKS FOR INFANCT MORTALITY MODELING

by

John Adams Brown

OR

YOUR NAME

A Dissertation Submitted to
the University of Medicine and Dentistry of New Jersey – School of Health Related Professions
in partial fulfillment of the Requirements for the Degree of
Doctor of Philosophy

Department of Health Informatics

May 2003

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Post Dissertation Requirements

1. Following a successful defense, the Committee may require candidate to make editorial changes to the dissertation document. It is the student's responsibility to make these changes and to produce the final edited version, which is reviewed and approved for submission by the Committee.
2. After all approvals, candidates must submit at minimum three (3) bound copies of the dissertation reproduced on nonerasable 20-pound weight and 25% rag or cotton content white bond paper (bound copies are distributed to the Library, Department and Committee Chair). As a courtesy, candidates normally provide committee members copies of their final document.
3. Candidates must electronically submit their approved dissertation and abstract to the required indexing and repository service and pay all accompanying fees.
4. Candidates must submit a complete copy of the research data and data dictionary to the Department.
5. Candidates must submit the final IRB report(s) and IRB approvals of the report(s) to the Department.