

PREPARING YOUR SCHOLARLY REVIEW DOCUMENT

The accompanying pamphlet is for your use in preparing your M.S. Scholarly Document. Provide an electron copy of your document in Microsoft Word or Adobe PDF format.

Title Page: The required format for the title page is:

TITLE

By Your Name
Month and Year

A Scholarly Document presented to the Faculty of Drexel University College of Medicine
in partial fulfillment of the Requirements for the Degree of Master of Science in
Drug Discovery and Development.

GENERAL INFORMATION

Master's Scholarly Document:

The requirements for a master's scholarly document are less stringent than those for a doctoral thesis. It must report independent work but need not include original research by the candidate.

FORMAT AND APPEARANCE

ORIGINAL PREPARATION

Type - The type size should be 10 point or larger. Select fonts of 10 or 12 characters per inch.

Margins - Left edge should be 1 ½" and all other edges should be 1". Subheadings must have at least two full lines of type below or should begin on a new page.

Pagination - All pages following the title page should be numbered consecutively in the upper right corner. The title page is counted as "I" but not numbered. Preliminary pages are counted, and numbered beginning with the Roman numeral "ii" appearing on the first page after the title page. (See section on Arrangement). The text, references and appendices, bibliography and all other pages including photographs, illustrations, and drawings beginning with the first page of the text should be numbered in Arabic numbers and follow in consecutive order to the end of the dissertation. Insertions of page numbers such as 10a, 10b, 10c is **not** allowed. Do not use a period after a page number.

Spacing - General text material should be double spaced. Footnotes, long quotations and bibliographic entries, and list of references should be single spaced. They should be separated from the body and each other by double spacing. Footnotes should also be separated by a solid line across the page, two spaces above the footnote.

Illustrative Materials - All illustrative material must conform to permanent record standards and should be as close as possible to the same size and margins as the text.

ARRANGEMENT

Every Scholarly Document is composed of three parts: The Preliminaries, the Text and the Reference Material.

PRELIMINARIES

Title Page - Use your full name. Do not use initials.

Dedication Page- This page is optional.

Acknowledgments - This page is optional but can include a brief statement of thanks for, or recognition of, any special assistance by mentors, instructors, colleagues or fellow students. The word ACKNOWLEDGMENTS should be in capital letters and centered without punctuation, 2" down from the top of the page; the text begins four lines below. This page normally begins with the Roman numeral "ii."

Table of Contents - The heading TABLE OF CONTENTS is centered without punctuation 2" from the top of the page; the listing begins at the left margin four spaces below the heading. All material following the Table of Contents is listed in it. No preceding material is listed. The titles of the chapters, or parts, or sections, and at least the first and second order sub-divisions should be listed in the Table of Contents and must be worded exactly as they appear in the body of the document. The Table of Contents pages are numbered in lower case Roman numerals.

List of Tables - The heading LIST OF TABLES is centered, without punctuation, 2" down from the top of the page; the listing begins on the left margin four spaces below the heading. The List of Tables uses the captions exactly as they appear above the Tables in the text. The List of Tables pages are numbered in lower case Roman numerals.

List of Illustrations - The heading LIST OF ILLUSTRATIONS is centered, without punctuation, 2" down from the top of the page; the listing begins as the left margin four spaces below the heading. The List of Illustrations uses exactly the same captions that appear below the Figures in the text.

List of Abbreviations – The abbreviation followed by the definition should listed from left to right, one abbreviation per line and one space between each abbreviation.

Abstract - All Scholarly Documents should contain an abstract. It is to be a summary which will permit a reader to determine the value of reading the full work. It should include a statement of the problem, an outline of procedures or methods and a summary of results and conclusions. *It should not exceed 350 words.* The abstract must conform to the standards set forth above for the text of the document. Do not include graphs, charts, tables or illustrations in your abstract. The following information is centered at the top of the abstract page, 2" down from the top:

ABSTRACT

Full Title of Dissertation

Author's Name

The text of the abstract begins four spaces below the heading. The abstract is numbered in lower case Roman numerals.

THE TEXT

The text should be subdivided into its major constituents. No fixed arrangement is necessary. The major parts may contain such subjects as introduction, general argument, description of experimental procedures, research methods, discussion, summary, conclusions, recommendations, and other pertinent topics that are necessary to complete understanding on the part of a sophisticated or professional reader. The subdivisions of the text should be the same as those entered in the Table of Contents.

REFERENCE MATERIAL

The Bibliography (or List of References) - Any Scholarly Document which makes use of other works, either in direct quotation or by reference, must contain a bibliography listing these sources. If pertinent works have been consulted but not specifically cited in the text, they should be separately listed as an appendage to the Bibliography and given the subheading General References. The section begins the Heading BIBLIOGRAPHY (or LIST OF REFERENCES) centered without punctuation, 2" from the top. The list of sources begins four spaces below the heading. The list of sources is double-spaced between entries, single-spaced within each entry. Entries may be in any consistent arrangement (i.e., alphabetical by author, numerical, chronological, as specified by any professional journal as standard in that discipline).

Examples are as follows:

a) *A journal article*

Martin, P.B., Osgard, J.F., and Pibaldi, L.L. A Correlation between the Handedness Pitchers and Their Opposing Batters. *J.Bat.*, 22:15, 1973.

b) *A Book*

Margaenau, H. *The Nature of Physical Reality*. 1st ed. New York: McGraw Hill Book Co., Inc., 1950.

Appendices - If supplementary original data, illustrative material, a detailed derivation of equations, an extensive proof of a theorem, or a quotation too extensive for the body of the thesis is included, they may be presented in appendices. Similar material should be gathered in a single appendix. Each appendix should be listed in the Table of Contents. This section is separated from the preceding material by a cover sheet bearing the heading APPENDIX (or APPENDICES) centered without punctuation. This sheet is neither counted nor numbered. The Appendices may be divided into APPENDIX A, APPENDIX B, etc., depending on the kinds of material and the amounts used. Each Appendix may have its own cover sheet, not counted and not numbered. The heading is repeated on the page bearing the material. The title of the material follows four spaces below the heading. A list of Nomenclature and symbols if used, should be included as a separate appendix. Each Appendix with its title should be listed separately in the Table of Contents.

For details not covered by the foregoing, consult the following manuals:

"A Manual for Writers of Term Paper, Theses, Dissertations," by Kate L. Turabian.

"Preparation of Archival Copies of Theses and Dissertations," by Jane Boyd and Don Etherington. American Library Association, Chicago and London, 1986.