

MEDICAL FACULTY OF THE UNIVERSITY OF ULM

Master's Programme "Advanced Oncology"

Guidelines for the Completion of the Master's Thesis in the Master's Programme "Advanced Oncology"

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1 GUIDELINES FOR THE COMPLETION OF A MASTER'S THESIS

These guidelines should serve as a guide for the production of a Master's thesis in the Master's programme "Advanced Oncology". Observation of these guidelines should aid the avoidance of time-consuming formal revisions.

1.1 Registration of Master's Thesis

The Master's thesis must be registered with the Study Secretariat using the form provided for this purpose. The form "Application for Admission for Master thesis" can be found on the Moodle Learning Platform, Section Master's thesis.

1.2 Period for Completion

The time allowed from when the topic for the Master's thesis is set to the submission of the thesis (processing time) is 6 months. The examining board can extend this period by 4 weeks on reasoned request.

1.3 Submission of Master's Thesis

Three printed copies of the Master's thesis are to be submitted to the study secretariat within the specified period, as well as an electronic version. The printed copies must be bound with two covers with a spiral or adhesive binding. Loose-leaf collections, e.g. in folders, will not be accepted.

1.4 Language of the Master's Thesis

The Master's thesis must be written in English.

2 TECHNICAL INFORMATION – FORMATTING AND STRUCTURE FOR THE MASTER'S THESIS IN THE MASTER'S PROGRAMME.

2.1 Length

The Master's thesis should be between 60 and 70 pages in length (not including the bibliography).

2.2 Schematic Structure

- Front cover
- Title page
- Data page
- Contents
- List of abbreviations
- Introduction
- Materials and methods
- Results
- Discussion
- Summary
- Bibliography
- Appendices
- Statutory declaration (for model see appendix 4), please sign
- Back cover

2.3 Covers

The Master's thesis must be bound with two covers with a spiral or adhesive binding. Loose-leaf collections, e.g. in folders, will not be accepted.

2.4 Layout / Formatting

The guidelines presented here should serve as an aid to orientation.

2.4.1 Typeface

Font: Times New Roman or similar font

Font size: 12

Line spacing: 1.5

Alignment: justification

2.4.2 Text Margins

Left: 3cm

Right: 2cm

Above: 3cm

Below: 2cm

2.4.3 Header and Footer

Header: font size 12; in header or footer, either the title of the current chapter or the page number should be inserted.

2.4.4 Illustrations and tables

Illustrations and tables should be numbered consecutively and integrated into the corresponding passages. Tables and captions must have a short title and be self-explanatory.

Example:



Illustration 1: TitleTitleTitle. TextTextText

2.5 Title Page

The title page which can be found in annex 2 may be used as a model. The following information must be provided:

- Master's thesis in the course of studies "Advanced Oncology"
- Title of the thesis (do not use obscure abbreviations)
- Author's name
- Year of submission

2.6 Data Sheet

An example is also attached to this copy and may be used as a model (see appendix 3). The following information must be provided:

- Title
- Department/institute
- Name, first name
- Matriculation number
- Address (including Telephone number and email address)
- Primary supervisor
- Contact details
- Secondary supervisor
- Contact details
- Date of submission

2.7 Contents

In the contents, all chapters with corresponding page numbers must be listed. With the table of contents, only list up to heading 3rd level.

2.8 List of Abbreviations

The list of abbreviations follows directly after the contents (new page). All abbreviations used in the thesis must be written out and explained.

2.9 References and Bibliography

Within the text, references can be quoted either with the name of the first author (no initials) followed by the year of publication in brackets [e.g. Müller (2005) or Müller & Meier (2005)], or consecutively numbered (with Arabic numerals set in brackets, e.g. (1,34,173) or [1,34,173]). If there are more than two authors, then the information is provided by the name of the first author followed by the abbreviation "et al." (e.g. Müller et al., 2005). Only references may be included in the bibliography which are quoted in the text.

In the bibliography, the listing is alphabetical by first author or according to the numbering in the text. In the case of identical names, the initials of the first names are used for arrangement. In the case of identical first and last names, the next criterion is the year of publication in chronological order. Should the year of publication also be identical, the co-author's name is taken into consideration. If this is also identical, then the year is accompanied by a small letter [e.g.: 1981 a; 1981 b].

All references must be complete, i.e. given with authorship and co-authorship, year of publication, title of the work (original language), title of the periodical, volume number, and first and last page number of the article (see below). For the short-titles of the periodicals, the official abbreviations in the latest edition of "World Medical Periodicals" should be used, but not, however, alphabetic abbreviations such as DMW, BMJ, SGO, JAMA, AJR, etc., even if these abbreviations (e.g. in the "Index Medicus") are usual.

Examples of bibliographical information:

Periodicals :

Müller, H. (1982): How to Quote Properly Münch Med Wochenschr 86: 1121-1124.

Müller, H., Meier, R. and X. Schulze (1990): Possibilities for the Proliferation of Dissertations. J Comp Neurol 55: 11-55.

Books:

With book references, the following must be indicated in principal: Author(s), year of publication, title of the article, first and last page of the article (not that of the complete book), Name(s) of the editor(s), title of the book, volume number if applicable and/or edition of the book, name of the publishers (no initials or "-publishers") as well as the place of publishing (maximum of 3 place references)

Example for Monographs:

Wiesengrund, X. und M. Zeppelin (1990): The Anatomy of the Housefly. Springer, Berlin Heidelberg New York, pp. 21-40.

Example for Articles in Handbooks, Textbooks and Collected Works:

Text books and handbooks may not be cited as a complete work with the first and last page number, only the part serving as direct reference (page, section, chapter), giving the respective first and last page numbers, e.g. Müller, A., Meier, B. and C. Schmid (1990): On the Composition of Dissertations at the University of Ulm. In Bauer, D. and E. Schulz (eds.) Dissertations vol. 1, 7th edition University Publishers Ulm, pp. 100-110.

Quotations from unpublished findings or personal communications

These particulars are printed as follows in the bibliography

Huber, R. and S. Schmid, 1991, personal communication.

Huber, R, and S. Schmid, publication in preparation.

Huber, R, unpublished findings.

Quotations from proprietary unpublished findings

Abel, A. and R. Schumacher: Present State of Breast Cancer Treatment.

German Medical Weekly, accepted for publication. (In these cases acceptance for publication must be proven). The entry "in press" is not permitted; if an article has not yet been accepted for publication, then the information is given without the name of the periodical: Abel, A. and R. Schumacher (publication in preparation).

Quotations from documents from the internet

Documents from the internet are quoted as follows:

Last name and first name of the author, date of publication, URL, day on which the information was called up, e.g.:

University of Ulm (2000): Title of the article. URL: <http://www.uni-ulm.de>, 20.06.2005.

3 CONTACT DETAILS

Should you have any questions, please contact us at any time:

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University of Ulm

Medical Faculty

Helmholtzstrasse 20

89081 Ulm

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Appendix 1: Model: Title Page

Medical Faculty, University of Ulm
Master's Programme Advanced Oncology

Topic

Submitted by

Karin Müller

Master's thesis

Appendix 2: Model: Data Sheet

Data Sheet

Thesis title:

Department/Institute:

Name, first name:

Matriculation number:

Address: (with telephone number and email address)

First supervisor:

Contact details: Department....

Second supervisor:

Contact details:

Date of completion:

Appendix 3: Model: Solemn Declaration

Declaration

I hereby declare that this thesis with the title:

has been written independently and that I have used no other material than that I have specified. Those passages taken from other works, either verbatim or in spirit, I have identified in each individual case by indicating the source.

I further declare that all my academic work has been written in line with the principles of proper academic research according to the valid "university statute for the safeguarding of proper academic practice.

Ulm, date _____

(Signature)

Appendix 4: Excerpt from the Study and Examination Regulations

The Master's thesis is defined in section 11 of the study and examination regulations of the University of Ulm for the Master's programme "Advanced Oncology" from 19th November 2009.

Section 11 Provisions regarding the module master's thesis (General Framework, section 16c)

- (1) The period from the assignment of the topic to the submission of the master's thesis is six months. The subject-specific board of examiners may, on a reasoned request, extend this period by up to three months. This request must be submitted to the subject-specific board of examiners no later than two weeks before termination of the six-month-period and requires the thesis supervisor's consent.
- (2) The master's thesis must be written in English.
- (3) The master's thesis must be submitted bound in three copies and as an electronic copy (according to section 16c(9) of the General Framework) to the Student Administration Office ("Studiensekretariat").