

UNIVERSITY OF BELGRADE MEDICAL FACULTY GUIDE FOR PREPARATION OF THE GRADUATION THESIS MANUSCRIPT

General information on graduation thesis (topic selection, deadlines, defence, grading etc.) are covered by Article 38 of the Rulebook on the organization of integrated academic studies of medicine in English.

The aim of graduation thesis completion is for the future medical doctor to:

- get familiar with methodology of writing a scientific or scholarly article
- acquire depth of understanding, knowledge, and competence on the subject of choice
- develop skills required for use of information systems for database searching
- get experience in presenting the work in an academic capacity

Mentor of the graduation thesis can be any teacher and/or associate with a PhD involved in the Studies of Medicine in English

Types of manuscript

The graduation thesis may be:

- an experimental or research manuscript – manuscript written on the basis of performed experiments or analysis of data collected from patients' records;
- a literature review – a review manuscript that provides a summary of published research literature relevant to a topic;
- a case report – a manuscript that describes and interprets an individual case (patient); has to contain appropriate theoretical discussion on the medical condition presented.

Manuscript length: 10 to 20 pages

Manuscript Preparation

The manuscript should be written in Microsoft (MS) Word software. The text should be written in *Times New Roman* font, font size should be 12-point (12pt), with double line spacing, on A4-sized (21.0×29.7 cm) page with margins of 25 mm on all sides. The text should be left aligned, with first line indentation of 10mm, and no hyphenation. Each punctuation mark should be followed by a single space. All pages *except* the title page should be numbered by Arabic numerals (1, 2, 3, ...) placed in the middle of the top of the page (above the text, in the header). The text may be double-sided. The references should be cited in the main text using Arabic numerals in brackets - e.g. [1, 2] - that are numbered in the order cited (mentioned in the text).

Title page should NOT be numbered, and should contain the following:

- Title in capital letters
- Student's full name and index number
- Mentor's full name
- Department at which the thesis was written and defended
- Year of the defence

Each of these items should be placed in a separate line of text in the order listed above (see example at the end of this document)

Manuscript organisation

Manuscripts should be organized as follows:

- for experimental and research thesis: Introduction, Aim, Methods, Results, Discussion, Conclusion, References;
- for literature review thesis: Introduction, appropriate subtitles, Conclusion, References;
- for case report thesis: Introduction, Case, Discussion, References.

The manuscript may contain tables and figures (charts, drawings, photographs).

Tables should be numbered consecutively in accordance with order of their appearance in the text. Table captions (number and title of the table) should be placed above the table. Any additional table notes, if present, should be placed below the table body.

Figures should be numbered in Arabic numerals consecutively in accordance with order of their appearance in the text. Figure captions (number and title of the figure) should be placed below the figure.

Reference formatting

The references should be numbered by Arabic numerals in the order cited (mentioned in the text). The references should be formatted according to the Vancouver style. Some examples are provided below:

Reference to a journal publication:

Ripple MG, Grant JR, Mealey J, Fowler DR. Evaluation of aortic injury in driver fatalities occurring in motor vehicle accidents in the State of Maryland for 2003 and 2004. *Am J Forensic Med Pathol* 2008; 29:123-7.

Reference to a book:

Besson A, Saegesser F. *A Colour Atlas of Chest Trauma and Associated Injuries*. London: Wolfe Medical Publications; 1983.

Reference to a chapter in an edited book:

Reiter EO, D'Ercole JA. Disorders of the anterior pituitary gland, hypothalamus and growth. In: Rudolph CD, Rudolph AM, editors. *Rudolph's Pediatrics*. New York: McGraw-Hill; 2003. p.2011-25.

Further examples are available at: http://www.nlm.nih.gov/bsd/uniform_requirements.html

Graduation thesis defence:

The defence of the graduation thesis is oral and public. It shall be conducted on the premises of the Medical Faculty, including all teaching hospitals and institutes. During the thesis defence multimedia presentations, such as computer presentations and animations, video materials, etc., may be used

The defence committee comprising three members is appointed by the relevant Course Director from among the teachers and associates involved in the Studies of Medicine in English, in consultation with the Mentor. One member of the committee has to be the Mentor, who has to be a member of the teaching staff at the subject where the thesis was written.

An examination record has to be kept for the graduation thesis defence. The record must contain the thesis title, candidate's name, names of the committee members, place and time of the defence, and the grade.

An example of a title page is given on the following page

UNIVERSITY OF BELGRADE MEDICAL FACULTY

THESIS TITLE

Graduation Thesis

Student: Jane Doe, ME1234/21

Mentor: Prof. dr Petar Petrović

Department: Internal medicine

2021.