



Tehran University of Medical Sciences

International Campus

Faculty of Pharmacy

**Official Directive on the Writing, Formatting, and Submission of
Theses for All Academic Degrees in Pharmacy**

2024

Introduction

This directive has been developed with the aim of improving the quality of thesis preparation and promoting consistency in the formatting of student theses across all academic levels. All thesis pages must be printed on 70 gr standard writing paper. The inclusion of decorative elements or non-academic embellishments within the thesis text is strictly prohibited.

Thesis Page Order

The following pages must appear at the beginning of the thesis/dissertation without page numbers, in the order listed below:

- In the name of God page
- Title page (Appendix 1)
- Photocopy of the examination committee approval (This form is handed over to the student after the thesis defense session.)
- Dedication (on a single page)
- Acknowledgements
- Student declaration (Appendix 2)
- Copyright and Reproduction Rights (Appendix 3)
- Abstract in Persian with keywords

The following pages must be numbered using Roman numerals (i, ii, iii,...):

- Table of Contents
- List of Symbols and Abbreviations
- List of Tables
- List of Figures, Photographs, and Maps

The following pages must appear at the end of the thesis/dissertation, also without page numbers:

- Glossary
- Appendices
- Abstract in Farsi with keywords
- Farsi Title Page (Appendix 4)

Note: Page numbers should not appear on the first page of each major section or chapter.

Thesis Cover Specifications

The thesis cover must be hardbound in dark blue.

The following elements must be embossed in gold on the cover, in the specified order:

- The emblem of Tehran University of Medical Sciences
- The phrase “Tehran University of Medical Sciences”
- “International Campus”
- “Faculty of Pharmacy”
- “A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree in Pharmacy”
- Thesis Title
- Name(s) of Supervisor(s)
- Name(s) of Advisor(s)
- Author’s Full Name
- Academic Year
- Thesis Serial Number

Specifications for Internal Pages of the Thesis

The permitted English fonts include Times New Roman 12 and Calibri 12.

The permitted Persian fonts include Nazanin, Zar, or Lotus, size 14.

Note: The use of other fonts, and sizes up to 18, is only allowed for titles. Chapter titles must be written using the Titr font, size 24.

Line spacing must be set to 1.5 lines.

The thesis must be prepared in A4 size and printed double-sided (only the main text and appendices). The preliminary and final pages must be printed single-sided.

The main pages of the thesis must not contain borders or decorative margins.

Page margins must be set as follows:

Right: 3.5 cm

Left: 2.5 cm

Top: 3 cm

Bottom: 2.5 cm

Table titles must be placed above the tables, while captions for figures, charts, and illustrations must be placed below them.

The main text of each chapter must begin from the fifth line of the page.

Page numbers must be centered at the bottom of each page.

Spine (Binding Edge) Specifications of the Thesis

- a. Thesis serial number must be positioned 3 centimeters from the top of the spine.
- b. Student's full name must be centered on the spine.
- c. Defense date must appear in the format of month and year (e.g., September 2023), placed 3 centimeters from the bottom of the spine.

General Structure of the Thesis

The thesis generally consists of the following sections:

- 1. Hardbound Cover Page in English (dark blue)
- 2. In the name of God Page
- 3. Internal Title Page in English, identical to the cover, including the name of the co-supervisor. (Sample provided in Appendix 1. This page must also appear at the end of the thesis in Farsi.)
- 4. Dedication (optional, one page)
- 5. Acknowledgments (optional, one page)
- 6. Abstract in English, including objectives, methods, results, conclusion, and keywords. The abstract should not exceed two pages. A minimum of five keywords must be included, selected to represent the main theoretical and practical concepts of the thesis and to facilitate retrieval in relevant literature.
- 7. Table of Contents
- 8. List of Tables

9. List of Figures, Images, and Maps

10. List of Abbreviations, Symbols, and Notations

11. Main Body of the Thesis, structured into the following chapters:

Chapter 1: Introduction (including the literature review; this section should not exceed one-third of the total thesis content)

Chapter 2: Materials and Methods

Chapter 3: Results

Chapter 4: Discussion and Conclusion

12. References, formatted according to the Vancouver citation style. This section appears before the appendices and continues the sequential page numbering from the main text.

13. Appendices, if applicable. Multiple appendices must be labeled alphabetically (e.g., Appendix A, Appendix B, etc.).

14. Abstract in English: If the thesis has resulted in a publication, the article may be included after the English abstract.

15. Farsi Title Page (Appendix 4)

16. Defense Committee Approval Page

A formal page signed by the defense committee members confirming the approval of the thesis.

17. English Back Cover

The back cover of the thesis must be in Farsi and follow the same format as the front cover in terms of layout and content.

Section and Subsection Numbering System

The thesis is organized into major chapters, each of which may be divided into several sections. Each chapter must begin from the fifth line of the page.

Each section within a chapter is numbered using a two-part system, separated by a hyphen:

The first number (on the right) indicates the chapter number.

The second number (on the left) indicates the section number within that chapter.

If a section is further divided into subsections, the subsection number is added to the left of the section number:

2-3 → Chapter 2, Section 3

2-3-1 → Chapter 2, Section 3, Subsection 1

Guidelines for Referencing According to Vancouver Style

The reference list must include all sources that were used in the preparation of the thesis. Each reference must be cited in a manner that allows readers to easily locate and access the original source.

The reference list should be placed at the end of the main body of the thesis.

In the Vancouver citation style, sources are listed in the order in which they appear in the text, and each source is assigned a unique number, which is inserted in parentheses within the text.

Once a number has been assigned to a specific source, the same number must be used throughout the text every time that source is cited again.

When citing multiple consecutive references, use a hyphen to indicate the range.

Example: (3–8)

When citing non-consecutive references, separate each number with a comma, without spaces.

Examples: (5,8,11) or (2–5,7,11)

1. Referencing a Book

Author's last name (one space) first initial(s) (e.g., BG Katzung) (if there are more authors, separate with a comma and one space; otherwise, end with a period and one space) Title (period and one space) Edition number (period and one space) Place of publication (colon and one space) Publisher (period, one space) Year of publication (period) Page number (period).

If there are six or fewer authors, list all of their names. If there are more than six authors, list the first author, followed by a comma and a space, and then add et al.

If a source has no identified author, begin the reference with the title of the book or article. Only the first letter of the title (of the book or article) should be capitalized.

If the book is beyond the first edition, it is mandatory to indicate the edition number. The abbreviation ed. (e.g., 4th ed.) should be used.

For page numbers, type p. followed by the range of pages used, such as: p. 9–122.

Note: If multiple non-consecutive pages from a book are used, use "pp." before listing the pages, and separate page numbers with commas.

Example:

pp. 23, 45, 696

If the book is comprised of multiple volumes, indicate the volume number after the publication year and before the page numbers, using the abbreviation "Vol." instead of writing the full word "Volume".

Example:

New York: Academic Press; 2005. Vol. 2, p. 134–48.

Example 1: Standard book with author and edition

Katzung BG. *Basic clinical pharmacology*. 3rd ed. New York: Williams and Wilkins; 1998. p. 325–9.

Example 2: Book with editor and no author

Millares M, editor. *Applied drug information*. Vancouver, WA: Applied Therapeutics, Inc.; 1998.p. 876-986

Example 3: When an organization is both the author and the publisher.

Institute of Medicine (US). *Looking at the future of the medical program*. Washington: The Institute; 1992.

Example 4: When referencing sections of a book that have different authors and editors

Write the last name of the chapter author, followed by a space, then the first initial (period and one space). Then write the title of the chapter (period and one space). Then write "In:" (colon and one space), followed by the last name of the book's author or editor, a space, then the first initial (period and one space), the title of the book (period and one space), the edition number (period and one space), the place of publication (colon and one space), the publisher (period, one space), the year of publication (period), and finally the page number (period).

Porter RJ, Meldrum BS. *Antiepileptic drugs*. In: Katzung BG, editor. *Basic and clinical pharmacology*. 6th ed. NorWalk, CN: Appleton and Lange; 1995.p. 361-80

The first letter of the author's or editor's name, the title, and also proper nouns and names must be typed in uppercase letters.

The place of publication refers to the first city listed at the bottom of the book's title page. If multiple cities are mentioned, only the first one should be included. Do not use terms like USA or similar in the publication details.

Example 5: Dictionaries and pharmacopoeias.

Stedman's medical dictionary. 26th ed. Baltimore: Williams & Wilkins; 1995.p. 119-20.

Example 6: Series books.

Bennett GL, Horuk R. *Iodination of chemokines for use in receptor binding analysis*. In: Horuk R, editor. *Chemokine receptors*. New York: Academic Press; 1997.p. 134-48. (Methods in enzymology; vol.288).

Example 7: Citation of a Persian book with a single author.

Yazdanfar, Simin. *Approach to Utilizing Medical Sources*. Qazvin: Qazvin University of Medical Sciences and Health Services; 1999. p. 57–60.

Example 8: Citing a Persian Book with Two Authors

Teyazi, Giti, and Karimi, Mohsen. *Fundamentals of Molecular Biology and Genetic Engineering*. Isfahan: Mani; 1996. p. 25–40.

Example 9: Citing a Translated Work

Brock JF, Butel JS, Morse SA. *Jawetz, Melnick & Adelberg's Medical Microbiology* [Persian translation by Sotoudehnia A]. 22nd ed. Tehran: Arjmand; 2002. p. 113, 123.

Morton, Leslie T., Brown, Edward G. *Methods of Using Medical Libraries*. Translated by Zahed Beigdeli. 3rd ed. Tehran: Chapar; 2002. Vol. 2. p. 1.

Note: Only the titles of books and journals should be written in italic font.

Example 10: Multi-volume book with a general title and specific volume titles

Harrison, Tinsley Randolph. *Principles of Internal Medicine*. Vol. 3: [Diseases of the Digestive System]. Translated by Mohammad Nazem. Tehran: Chehr; 1986.

2. Referencing a Journal Article

Last name (one space) initial(s) of first name (if there are more authors, separate with a comma and one space; otherwise, period and one space). Title of the article (period and one space). Abbreviated journal title (one space) year of publication (period, semicolon, one space) volume number (open parenthesis issue number close parenthesis) colon page numbers (period).

Example 1:

Russell FD, Coppel AL, Davenport AP. In vitro enzymatic processing of radiolabelled big ET-1 in human kidney as a food ingredient. *Biochem Pharmacol*. 1998; 55(5): 678-80.

Example 2: If the author's name is not stated in the article.

Coffee drinking and cancer of the pancreas. *BMJ*. 1998; 28(2):456-8

Important Notes:

The journal title must be abbreviated according to the Medline style. The official website for this database is:

<http://www.ncbi.nlm.nih.gov/pubmed>

For example, instead of writing Medicine of Journal England New in full, use the abbreviation Med J Eng N as the journal name.

If the number of authors is six or fewer, list all their names. If there are more than six authors, list only the first author followed by a comma, one space, and then the term et al. Then place a period and one space.

Additional examples for articles published in journals:

Example 3: Supplement to a volume

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect*. 1994; 102 Suppl 1: 275-82.

Example 4: Supplement to an Issue

Payne DK, Sullivan MD, Massie MJ. Women's psychological reaction to breast cancer. *Semin Oncol*. 1996; 23 (1 Suppl 2): 89-97.

Example 5: Part of a Volume

Ozben T, Nacitarhan S, Tuncer N. Plasma and urine sialic acid in non-insulin dependent diabetes mellitus. *Ann Clin Biochem*. 1995; 32 (Pt 3): 303-6.

Example 6: Part of an Issue

Poole GH, Mills SM. One hundred consecutive cases of flap laceration of the leg in ageing patients. *N Z Med J*. 1994; 107 (986 Pt 1): 377-8.

3. Referencing Internet Sources:

Referencing Journals on the Internet:

Laporte RE, Marler E, Akazawa S, Sauer F. The death of biomedical journal. *BMJ*. 1995; 310: 1387-90. Available from: <http://www.bmj.com/bmj/archive> . Accessed September 26, 1996.

In referencing internet sources, the date of access must also be included at the end.

Referencing internet sources other than journals:

Example 1:

Hoffman DL. Health on the Net Foundation code of conduct for medical and health websites. 1995. Available at: <http://www.hon.ch/conduct.html> . Accessed June 30, 1998.

4. Referencing Theses

Example 1:

Nabavi, Masoumeh Alsadat. *Extraction and Quantification of Refocixib by HPLC Method*. Doctoral thesis, Faculty of Pharmacy, Tehran University of Medical Sciences; 2003. p. 35.

Example 2:

Barzegar, Elchin. *Effect of Vasopressin vs. Norepinephrine on Sepsis Biomarkers*. Pharm. D. thesis, Faculty of Pharmacy, Tehran University of Medical Sciences; 2014. p. 89.

5. Referencing Patents

Naji, Mohsen, inventor; Teb Tajhiz Company, bone cement. Iran. Patent No. 5,327, April 13, 2003.

Larsen CE, Trip R, Johnson CR, inventors; Novoste Corporation, assignee. Methods for procedures related to the electrophysiology of the heart. US Patent 5,529,067. June 25, 1995.

6. Referencing Research Projects

Shahbedaghi, Azam. Review of citation status of articles from Shahid Beheshti University of Medical Sciences during 1991–2001 [research project]. Tehran: Shahid Beheshti University of Medical Sciences; 2003-2004.

Bunker VW. Nutrition in the elderly with particular reference to essential trace elements [research project]. Southampton: Striker; 1987-1988.

7. Referencing an Article from Conference Proceedings

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Reinhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p. 1561-5.



Tehran University of Medical Sciences (Times New Romans 12 bold)

International Campus- School of Pharmacy (Times New Romans 12 bold)

A thesis submitted as partial fulfillment of the requirements for Doctor of Pharmacy (PharmD)/
Master of Pharmacy (Pharm) Degree (Times New Romans 12)

Title: (Times New Romans 12)

Tehran University of Medical Sciences (Times New Romans 14 bold)

Supervisors: (Times New Romans 12)

Prof. / Dr. ... (Times New Romans 12 bold)

Advisor: (Times New Romans 12)

Prof. / Dr. ... (Times New Romans 12 bold)

By: (Times New Romans 12)

Author's name (Times New Romans 12 bold)

Year: 2023-2024

Thesis number: (Times New Romans 12)

Student Declaration

Thesis Title:

I,-----, a Doctor of Pharmacy (Pharm.D.)/Master of Pharmacy (MPharm) candidate at the Faculty of Pharmacy – International Campus, Tehran University of Medical Sciences, hereby solemnly declare that the research presented in this thesis is the result of my own independent work and investigation. I affirm that the thesis is original, and all sources and references used have been properly acknowledged in accordance with academic standards and ethical research principles.

I further certify that this thesis has not been submitted, either in whole or in part, for the award of any degree or qualification at this or any other academic institution, by myself or by any other individual. No part of this document has been copied or reproduced from the work of other students or researchers without proper citation.

This thesis has been prepared in full compliance with the official regulations and formatting guidelines of Tehran University of Medical Sciences.

Student's Signature:

Date:

Appendix 3: Copyright, Publication, and Intellectual Property Statement of the Thesis

Copyright, Publication, and Intellectual Property Statement

1. Any reproduction of the thesis, in whole or in part, is permitted only with the approval of the thesis supervisor.
2. All intellectual property rights of this work belong to Tehran University of Medical Sciences and may not be transferred to any third party without the university's prior written consent.
3. The use of any data, information, or findings from this thesis without proper citation is not permitted.



دانشگاه علوم پزشکی تهران

معاونت بین الملل - دانشکده داروسازی (نازنین ۱۴ تیره)

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----- (نازنین ۱۶ تیره) -----

اساتید راهنما: (نازنین ۱۴)

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سرکار خانم / جناب آقای دکتر ----- (نازنین ۱۴ تیره)

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