Instructions for IDGP in Human Toxicology Students who are preparing a Master’s Thesis or a Ph.D. dissertation

The University of Iowa Graduate College has published a baseline of requirements that will satisfy their requirements; these can be found here https://www.grad.uiowa.edu/preparing-formatting.

However, the Graduate College approaches final requirements for theses and dissertations in the following manner: First the Graduate College advises the student to consult with their major professor, their advisory committees and their programs. Disciplines vary considerably in their norms. For that reason, the IDGP in Human Toxicology presents the following requirements for theses and dissertations written by Human Toxicology students.

A list of abbreviations is required. Please do not use an abbreviation if it does not appear three times or more in the thesis or dissertation.

The following components are standard: a science abstract, a lay abstract, a background chapter (usually Chapter 1 of the document), providing sufficient literature review to set the stage and build a context for the studies reported within the thesis or dissertation. At the conclusion of Chapter 1, there is a transition, introducing the succeeding chapters, informing the reader to what follows. Alternatively, the transition statement may be included in a separate short chapter (2-3 pages) between Chapter 1 and the first data chapter. This is labeled “Statement of the Problem”, “Statement of Hypothesis” or “Scope of the Study”. You may choose this as either a final section of the Introduction (Chapter 1), clearly marked, or a separate small chapter.

Following Chapter 1 and the transition, there are usually 3 or more “data” chapters, reporting on experiments conducted by the student. These may take the form of draft papers that will be (or already have been) submitted to journals for publication. If any of the data chapters contain data from experiments conducted by others, or will have co-authors other than the student and his/her major professor, then on the title page of each such chapter, these issues must be clearly delineated and attributed. In particular if data from another graduate student or technician is included, this must be made clear. Data may not appear in more than one thesis or dissertation, unless properly attributed and cited.

The final chapter of a thesis or dissertation usually contains general conclusions and future directions of the research. This is important because it will contain insights garnered over some time and effort.

The final chapter is followed by a single Reference Section. The format of the cited literature should be that of the major toxicology journal, Toxocological Sciences. The citations should be complete. Each citation must include the names of all authors, the full title of the article or chapter, the name of the journal or book, volume number, page numbers and year of publication. There must be only one inclusive reference list, arranged in alphabetical order of the last name of the first author. Please consult the information for authors of Toxocological Sciences for additional information.
Appendices, if any, should follow the Reference Section. The last item in a thesis or dissertation should be a brief biographical sketch of the student, stating the educational history of the student and any and all presentations and publications.

The student is encouraged to be especially scrupulous in writing legends to figures and tables. Legends must contain sufficient information to inform the reader as to what was done. If data have arisen from other sources, or if a diagram has been modified, or copied from another source, that must be clearly stated. When a figure, artwork or cartoon is copied from another source, then permission from the copyright holder must be obtained. Most journals allow the use of figures and tables in a thesis or dissertation, and have made provision for this on their websites. It is usually easy to obtain such permissions.