

Kerman University of Medical Sciences and Health Services

Regulations for Writing and Preparing Thesis for Graduate Students

University Graduate Studies

Revision 99/2

In the Name of God

Regulations for Writing and Preparing Thesis for Graduate Students

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Dr. Fariba Sharififar

Introduction

A thesis is the written result of the research achievements of a student throughout their academic journey, serving as a repository of their scientific knowledge, which, when adhering to the standards of writing in its various sections, can give a beautiful and commendable appearance to this valuable artifact. The aim of writing a thesis is to present research findings in accordance with scientific principles and documentation, marking a turning point in the academic degree of Master of Science, Ph.D., and specialized residency. Proving the novelty of the presented research requires a comprehensive and holistic approach from the student, delving into books, articles, and relevant sources concerning the subject, thereby enabling interested researchers to explore it. The present work is an attempt to provide a unified model for theses in graduate programs of Kerman University of Medical Sciences, which has been reviewed and approved by the University Graduate Studies Council of the university. This writing addresses the organization and method of thesis writing and is sufficient for the preparation of the thesis. We sincerely request all esteemed readers to point out the shortcomings of this writing and not withhold their suggestions and viewpoints from us.

General Information

Thesis Page Order

Number	Title	Numbering Type
1	Blank Page	Without Number
2	In the Name of God	Without Number
3	Title Page	Without Number
4	Thesis Defense Approval Page	Abjad letters
5	Persian and English Copyright and Declaration Page	Abjad letters
6	Acknowledgement Page	Abjad letters
7	Dedication Page (Optional)	Abjad letters
8	Table of Contents	Abjad letters
9	List of Tables	Abjad letters
10	List of Figures or Charts	Abjad letters
11	List of Appendices	Abjad letters
12	List of Abbreviations	Abjad letters
13	Persian Abstract	With Number
14	Chapter 1: Introduction and Objectives	With Number
15	Chapter 2: Literature Review	With Number
16	Chapter 3: Materials and Methods	With Number
17	Chapter 4: Findings	With Number
18	Chapter 5: Discussion and Conclusion	With Number
19	List of References	With Number
20	Appendices (including: Questionnaire, Consent form, Tables, Charts, MSDS form, etc.)	With Number
21	Titles of extracted articles from the thesis, if any (including full article specifications)	With Number
22	English Abstract	Without Number
23	Thesis Title Page and its specifications in English	Without Number
24	Blank Page	Without Number

Thesis Page Formatting

All pages of the thesis must be formatted uniformly in terms of Page Formatting, subheadings, and main headings. It is essential that all pages are printed double-sided. If the quality of the figure pages is reduced in double-sided printing, single-sided printing is allowed.

Page Margins

Margins should be set as follows:

Top: 3 cm, Bottom: 2 cm, Right: 3 cm, Left: 2 cm.

These margins must remain fixed throughout all pages of the thesis. The line space is 1.5, except title page, which remains constant throughout the thesis. All lines must be justified with 'low' justification on both sides of the page.

Each page must have a header, which includes the chapter title and the page number. The chapter title should be aligned to the right, and the page number should be aligned to the left, separated by a continuous line. Additionally, the first line of each paragraph must have 1 cm indent (Template No. 1). Pages starting a new chapter must be formatted according to Template No. 2. In this format, the chapter number must be in IR Nazanin font with size 48, and the chapter title must be in IR Nazanin font with size 40.

The page numbering should start from the first page of Chapter 1, according to the formatting model, using IR Nazanin font, size 12. In the formatting of the header for chapters, the title and page number should use IR Nazanin font, size 10.

Note: In English theses, page margins should be as follows:

Top: 3 cm, Bottom: 2 cm, Right: 2 cm, Left: 3 cm.

Template No. 1 – Page Margins

Page size: 21 cm × 29.7 cm (A4)

Margins

- **Top margin:** 3 cm
 - **Bottom margin:** 2 cm
 - **Left margin:** 3 cm
 - **Right margin:** 2.5 cm
-

Typography & Layout

- **Font:** IR Nazanin, size 13, regular
 - **Line spacing:** 1.5 lines
 - **Paragraph indentation:** 1 cm (at the beginning of each paragraph)
 - **Text alignment:** Justified (“Low justification”)
 - **Page number location:** Top right corner
 - **Main title position:** 3 cm from top
-

Body Text

2–1 Introduction

The present chapter includes the Theoretical Framework and Related literature.

2-2 Theoretical Framework

2–2-1 Emergency Medical Services (EMS)

It is a comprehensive network of personnel, equipment, and resources developed to provide assistance and medical care to the community, encompassing both pre-hospital and hospital components (15). This service delivery includes medical transportation for patients and victims to prevent complications arising from self-transportation (13). The Emergency Management Center is the official authority for EMS coverage in Iran, operating as a vital sector within the healthcare system and bearing a critical responsibility for enhancing community health. This center plays a fundamental role in ensuring public safety and saving lives during accidents and disasters. As providing correct and rapid services in emergency situations can lead to saving patients’ lives, these services are of high value (1-12).

Template No. 2 – Page Formatting of Chapter Start

Chapter Two

Literature Review

Physical Specifications of the Thesis

1. All contents and entries of the thesis must be typed using Microsoft Word with the “IRNazanin” font, size 14, for both Persian and English texts. This font is available for download on page 22.
2. The paper size used must be A4 (21×29.7 cm).
3. The hardback cover (Galin-gour) should be made of thick cardboard with gold-stamping lettering in the specified color according to Table 1, and the contents on the cover must be arranged in gilded lettering similar to the title page.
4. The size of the thesis should be standard, with a cover dimension appropriate for the thesis size.
5. The spine of the thesis must include the title, the student’s full name, and the year of graduation.
6. Regarding the total volume of the thesis, it is recommended that Chapter 1 comprise 5% to 10%, chapter 2 comprise 25% to 35%, and the Discussion and Conclusion section comprise 15% to 20% of the thesis volume, excluding appendices and references.
7. The maximum number of lines on each main page, considering the line spacing, should be 21 lines.

Cover Color

The specifications for the thesis cover must be determined according to Table 1.

Galinkor / Navy and simple burgundy with white gold-embossed

Table 1: Type and Color Used for the Thesis Cover

Degree	Type and Color of Thesis Cover
Ph.D.	Galin-gour/ Navy blue with white gold-stamping
Medical Specialty	Galin-gour/ Maroon with yellow gold-stamping
Dental Specialty	Galin-gour/ Navy blue with yellow gold-stamping
Master’s Degree (M.Sc.)	Galin-gour/ Black with yellow gold-stamping
MPH	Galin-gour/ Black with yellow gold-stamping

Page Numbering Method

Preliminary Pages

The preliminary pages must be typed in a simple format without frames or headers. The pagination for the preliminary pages, including the List of Tables, List of Figures, List of Appendices, List of Abbreviations, and the Bibliography, must use Persian letters (for Persian-language theses) and Roman numerals (for non-Persian language theses).

Note: After the table of contents, a list of tables, list of charts, list of figures, and list of abbreviations should be arranged in order.

Main Pages

Page numbering should be based on the sequential numbers of the different chapters of the thesis (main text).

Method of Numbering Tables, Charts, and Figures

The principle of numbering tables, charts, and figures is based on the chapter numbers, starting from the right-hand side, for example:

Figure 10 in the second chapter should be labeled as (Figure 2-10).

The numbering of the topic, appendix, and formula of each section of the chapter should be specified with two numbers separated by a dash (-). The number on the right should indicate the sequence number of the section and the number on the left should indicate the number of the chapter in question.

If each section has subsections, the number of each subsection should be placed to the right of the section number. Example:

The third subsection of the fourth section of the second chapter should be numbered as 2-4-3. The numbering is limited to a maximum of four digits. Beyond this limit, Persian alphabetic characters or dash (-) should be used as necessary.

How to Cite References in the Thesis Text

The reference citation pattern in the thesis follows the **Vancouver** style, using software such as *EndNote*, *Reference Manager*, or *Mendeley*, etc. is required for writing references (Appendix 11). For listing references in Persian, the article titles and journal name must correspond with the English abstract of the related journal.

Duplication of the Thesis

The student is required to submit an electronic version of the thesis in compressed format (CD), including a full thesis file in **Word** and **PDF** formats and a scanned image of the defense session to the university's central library, and submit a copy of it to the faculty library.

In addition, an electronic copy of the thesis should be provided for each supervisor and advisor (Appendix 14).

For further guidance, a sample of the thesis cover is provided in this appendix. Students must, depending on their educational (academic) level (Ph.D., Master's, or Clinical Specialty/Dentistry), adjust the field of study, Specialization, and other details such as the supervisor(s)'s name, advisor(s)'s name, thesis title, student's name, and academic year on the cover page and gold-stamped it on its cover (according to Appendix 2).

1. The Kerman University of Medical Sciences logo should be centered on the page with a 1-line spacing from the top of the cover. The height of the Persian and Latin logos should be 4.5 cm. The aforementioned files can be downloaded from the address listed on page 22.
2. The name of the Faculty or Research Center should be placed below the university name with a 1-line spacing, using B Nazanin font, 18pt, and Bold.
3. The phrase "Thesis for [Degree: Ph.D./Master's/Clinical Specialty/etc.]" should be written with a 1-line spacing from the Faculty name, using B Nazanin font, 16pt, and Regular.
4. The word "Title" should be written with a 2-line spacing from "Thesis for [Degree: Ph.D./Master's/Clinical Specialty/etc.]", using B Nazanin font, 16pt, and Regular.
5. The "Thesis Title" should be written using B Nazanin font, 16pt, and Bold.
6. The phrase "By" should be written with a 2-line spacing from the "Thesis Title", using B Nazanin font, 16pt, and Regular, followed by the "Student's Name" using B Nazanin font, 16pt, and Bold.
7. The phrase "Supervisor" should be written with a 1-line spacing from "By", using B Nazanin font, 16pt, and Regular, followed by the "Supervisor's Name" using B Nazanin font, 16pt, and Bold.
8. The phrase "Advisor" should be written with a 1-line spacing from "Supervisor", using B Nazanin font, 16pt, and Regular, followed by the "Advisor's Name" using B Nazanin font, 16pt, and Bold.

Note: Do not include titles such as Mr./Ms. (Agha/Khanom) before the names of supervisors or advisors.

9. The "Thesis Number" and "Academic Year" should be written with a 1-line spacing from "Advisor", in such a way that the thesis number is on the right side and the academic year is on the left side, parallel to each other.
10. The spine should be gold-stamped, using B Nazanin font, 16pt, and Bold.
11. All items should be centered on the page and aligned from the center.
12. The margins from the binding side (right) should be 3 cm and from the outer side (left) should be 2 cm, from the top 2 cm, and from the bottom 2.5 cm. For English (Latin) thesis pages, the margins should be 2 cm from the top, 2.5 cm from the bottom, 2 cm from the right, and 3 cm from the left. Writing descriptions are summarized in Table 2.

Table No. 2: Font Type and Size Used in Thesis Writing

Font in Persian and English Thesis			
Thesis Content	Number	Type	Name
Faculty Name on Cover	18	Bold	IR Nazanin
educational (academic) level on Cover	16	Bold	IR Nazanin
Thesis Title on Cover	16	Bold	IR Nazanin
Author on Cover	16	Bold	IR Nazanin
Supervisor on Cover	16	Bold	IR Nazanin
Advisor (Consultant) on Cover	16	Bold	IR Nazanin
Thesis Title Inside Cover	16	Bold	IR Nazanin
Academic Year	16	Bold	IR Nazanin
Thesis Chapter Names	48	Bold	IR Nazanin
Thesis Chapter Titles	40	Bold	IR Nazanin
Thesis Contents	14	Regular	IR Nazanin
Abstract and Title 1	14	Bold	IR Nazanin
Title 2	14	Bold	IR Nazanin
Title 3 and onwards	14	Bold	IR Nazanin
Titles of Tables and Charts	14	Bold	IR Nazanin
Text of Tables and Charts	12	Regular	IR Nazanin
Header and Footer	12	Regular	IR Nazanin
Abstract with Keywords	14	Regular	IR Nazanin
Persian Reference	14	Regular	IR Nazanin
Persian and English Reference	14	Regular	IR Nazanin

How to structure different parts of the thesis

Writing the Abstract

The Persian abstract page is written in a structured manner and includes a summary of the research problem (Introduction and Objectives), statement of the method(s) used (Research Method), Findings, Discussion and Conclusion, and Keywords within approximately 500 words according to Template Number 3.

Template Number 3: Writing the Abstract

Abstract

Introduction and Objectives

Methods: This method was conducted qualitatively and very cognitively

Findings

Discussion and Conclusion

Keywords: 3-6 Keywords

In the writing of the abstract, the following points should be observed:

Keywords: A minimum of 3 and a maximum of 6 keywords, in Persian and English respectively, should be provided in the Persian and English abstracts. These keywords should outline the overall framework of the theoretical and practical content of the thesis and guide the user in exploring relevant sources.

These keywords should be placed at the end of the Persian abstract and in the form of “Keywords” (Kalamate Kelidi), and at the end of the English abstract in the form of “Keyword Use MeSH titles whenever possible. In cases where a specific term does not have a suitable equivalent, new terms can be used. For access to the Mesh (Medical Subject Headings) words, refer to:

<https://meshb.nlm.nih.gov/search>

The abstract must be written in two languages: English and Persian.

The Persian abstract, using the 14pt IRNazanin font, must include the introduction, objectives, research methodology, findings, discussion, and conclusion, along with keywords. The English abstract must be on the page preceding the last page of the thesis, using the 14pt IRNazanin font.

Note: Avoid citing sources within the abstract.

The list of all headings included in the body of the thesis must be provided, arranged sequentially by title and page number. This list should include not only the sections, chapters, and subsections of each chapter but also the thesis, divided into subsections (Appendix 4).

In the lists, there should be greater spacing between two consecutive headings to distinguish them from each other. However, for a single heading that spans more than one line, normal spacing should be used, and the page number should be mentioned on the second line.

The list of tables must include the table numbers and their titles.

The list of figures or charts must include the number and title of the figures, encompassing images, diagrams, algorithms, flowcharts, and similar items

The list of appendices must include the number and title of each appendix.

Questionnaires, consent forms, reviews, supplementary materials, statistics and figures, MSDS, etc., that have been used in any way, must be provided as separate appendices. If these appendices have different subjects or natures, they should be categorized and presented under the title of Appendix (a), (b), etc. If it is necessary to refer to these appendices during the writing of the thesis text, the appendix number must be included. The arrangement of the appendix pages should be the same as the rest of the text pages.

The list of abbreviations must be arranged as Appendix number 5.

MeSH (Medical Subject Headings)

MSDS

The main text of the thesis must include 5 chapters (Introduction and Objectives, Conceptual Framework and Literature Review, Research Methodology, Findings, and Discussion & Conclusion).

The list of references, sources, and keywords must be presented like Appendix 11, the abstract page like Appendix 9, and the thesis title page and its specifications must be formatted in English using the IRNazin font, similar to Appendix Number 7.

Main Thesis Text

Chapter One: Introduction and Objectives

Introduction to the research, which includes the following sections:

- Introduction:

The subject of the thesis should be briefly explained in this section.

Statement of the Problem and Significance of the Topic:

The research topic should be defined with its contextual information, and the reasons for choosing the topic and the benefits of its implementation should be clearly explained. If tables, charts, or images are necessarily used in the thesis text, written permission from the author or publisher must also be obtained, and it must necessarily be referred to under the table, chart, or image.

The presentation of the content in this section should be such that it clearly states the importance and reason for undertaking the work. It is recommended to avoid repetition of content from similar theses, (use plagiarism detection software to control this).

- General Objectives (should be formulated in the same order as in the proposal).
- Specific Objectives (should be formulated in the same order as in the proposal).
- Applied Objectives (should be formulated in the same order as in the proposal).
- Definitions of Terms and Research Assumptions of the Thesis Questions (for analytical studies, hypotheses to be tested should be presented).
- Operational and Theoretical Definitions of Keywords (for theses related to nursing fields).
- The first Chapter of the thesis (Introduction and Objectives) constitutes 5 to 10 percent of the main thesis text.

Chapter Two: Literature Review

- Literature review, which includes the following sections:
- Reference to the generalities of the thesis topic.
- Mention of previous research related to the thesis topic.
- For qualitative research, initially focus on the philosophy and theoretical perspective of the study.

The size of this section of the thesis should be at most 25 to 35 percent of the total main text of the thesis.

Chapter Three: Materials and Methods

In this chapter, the following items must be presented:

- Materials and Equipment

The materials and equipment required, as well as the procedures for conducting the experiments, should be specified for the experimental tests. The complete specifications of the devices used, including their full names the company/manufacturer, and country of origin, must be listed in the two separates tables. In the table section, the procedure must be explained in detail and with sufficient specifics to ensure it is performable and reproducible.

In the table related to the materials used, in the first column from the left, it must be noted that the Material Safety Data Sheets (MSDS) for the two hazardous materials used in the thesis are included in the appendix. More information about the MSDS forms of various materials can be accessed at the electronic address of University Graduate Studies Office.

www.kmu.ac.ir/fa/postgraduates

- Study Type/ Research Design (e.g., clinical trial, experimental, descriptive, case-control, cohort, qualitative, etc.
- Study Population (Definition of population, inclusion and exclusion criteria, sampling method, sample size, and calculation method.
- Research Procedure
- Statistical Analysis Method
- Research Ethics and Ethical Codes if applicable
- IRCT Code in case of human studies.
- Study Setting/ The location and time frame of the study (Time and Spatial Scope)
- Problems and Limitations

Note: In writing different parts of the thesis, the passive voice using the third-person pronoun (past tense form) must be used.”

Chapter Four: Findings

In this chapter, all research findings may be presented in the form of text, tables, charts, or figures without discussion and judgment. Tables and figures should have clear captions and sufficient explanatory details, such that reader can be understood without referring back to the text; moreover, include the findings related to all study objectives. In the case of using tables, charts, or figures, their corresponding numbers must be referenced in the text. Avoid using redundant tables or charts that convey the same information, or repeating findings that are already presented in tables, charts, or figures within the text.

If presenting tables and charts together can provide additional information, they may be included in the appendix related to tables and charts (Appendix No. 8).

In presenting results in the form of tables, charts, or histograms, if necessary, statistical criteria (such as whether the data presented is the result of one experiment or the average of several experiments) should also be mentioned. Standard deviation, confidence intervals, etc.), should also be mentioned.

In general, the research findings are organized and presented in the following order:

- Introducing the studied cases based on demographic variables (for example, age and gender composition of the study groups), and the frequency of independent variables within the study groups.
- Presenting the research findings in response to the specific objectives.

How to Draw Tables and Charts

Tables

Each table must have a title that precisely reflects the content described in the table. This title should be written above the table and centered. The numbers, units, and text within the table should be prepared and arranged in such a way that the reader can draw conclusions from them without referring to the text of the thesis. A suitable footnote can be chosen for the table. Footnotes can be used to explain abbreviations, study conditions, statistical measurements, etc. that clarify the information provided, marked with an asterisk (*). Dark backgrounds or colors should not be used in designing tables. Caption can be used for numbering tables and charts. A table should be presented immediately after the mentioned results at the first appropriate location. This point is particularly important for tables that present similar information. The number of the table should be written on the first line above the title, with a line spacing of “1” from the top of the table, and similarly, table footnote should have a line spacing of “1” from the table. The tables must follow a consistent pattern throughout thesis. For preparing tables, refer to Template No. 4. The titles of the tables, their numbers, and the content inside must be written in Persian. As much as possible, vertical and horizontal lines should be avoided.

Template Number 4: How to Draw Tables

Charts

A chart must be drawn without a frame, and its lines must be illustrated in a way that they are completely clear. The axis lines must be thicker and darker than the chart lines black color with a width of 1.25) and have a single title. The components on the chart must be stated along with their units (if applicable). If several curves are shown in one chart, each curve must be marked with a specific symbol, and all these symbols must be defined in an appropriate location (on the chart or in the footnote). The title of the chart must be placed below the chart, aligned to the center-right, and must be written in full form, and the chart number must be written at the beginning of the line, before the title, without line spacing. Each chart contains a footnote that allows the necessary information to be extracted from the chart using the explanations provided in the footnote, without referring to the text. It is necessary to use the asterisk (*) symbol to indicate significance levels and refer to the statistical test. It is also necessary to write the mean $\pm$ SD or standard deviation (or standard error SEM). The charts (numbers and footnotes) must be presented in English. It should be noted that mentioning the statistical method used is necessary. Regular symbols can be used in articles. The same procedure should be followed for figures and images as for charts. For drawing charts, figures, and images, refer to Template No. 5.

Template Number 5: How to Draw Charts, Figures, and Images

Chapter Five: Discussion and Conclusion

In this chapter, it is necessary to mention the important aspects of the research and their results, as well as the relationship between the research findings and previous studies.

The following points must be observed in compiling this chapter:

- The volume of this section of the thesis should constitute 10 to 20 % of the main text of the thesis.
- Avoid mentioning an introduction in this chapter.
- Discuss only the results that have been referred to in Chapter Four (Findings).
- In this part of the thesis, the results must be analyzed and compared with the findings of other studies to provide a correct conclusion of the research. At the end of the discussion, present the prominent aspects of the research, and refer to the limitations, failures, and shortcomings of the research.

Recommendations:

This section is compiled based on the obtained results in the form of the following components:

- Recommendations regarding the application of research findings.
- Recommendations based on new areas created for future research.

Appendices

To access the university logo, templates, and appendices, please refer to this address

[http://kmu.ac.ir/fa/postgraduates/page/ Forms related to the thesis/26954](http://kmu.ac.ir/fa/postgraduates/page/Forms%20related%20to%20the%20thesis/26954)

Appendix 1: Order of the different parts of the thesis and the numbering method

N	Title	Type of numbering
1	Blank page	Without number
2	In the name of God	Without number
3	Title page	Without number
4	Minutes page of thesis defense	Abjad letters
5	Persian and English declaration page and copyright page	Abjad letters
6	Acknowledgment page	Abjad letters
7	Thesis dedication page (optional)	Abjad letters
8	Table of contents	Abjad letters
9	List of tables	Abjad letters
10	List of figures with charts	Abjad letters
11	List of appendices and attachments	Abjad letters
12	List of abbreviations	Abjad letters
13	Persian abstract	Without number
14	Chapter 1: Introduction and objectives	With number
15	Chapter 2: Review of the literature	With number
16	Chapter 3: Materials and Research Methods	With number
17	Chapter 4: Findings	With number
18	Chapter 5: Discussion and conclusion	With number
19	References	With number
20	Appendices: including questionnaire, consent form, tables, charts, and ...	With number
	MSDS form (if a chemical substance is used)	With number
21	Title of articles extracted from the thesis, if any (including full article details)	Without number
22	English abstract of the thesis	Without number
23	English title page of the thesis and its details	Without number
24	Blank page	

Appendix No. 2: Thesis introduction page in Persian

Kerman University of Medical Sciences and Health Services

Faculty / Research Center

Doctoral thesis / Master's thesis in the field of ...

**Title
(Thesis topic)**

**By
(Student's name)**

**Supervisor professor(s)
Dr. ... / Dr. ...**

**Advisor (Consultant) professor(s)
Dr. ... / Dr. ...**

Thesis number (123456)

Academic year (Bahman 96)

Appendix 3: Type, size, and font of the different parts of the thesis

Font in Persian and English Thesis			
Thesis Content	Number	Type	Name
Faculty Name on the Cover	18	Bold	IR Nazanin
Academic degree level on the Cover	16	Bold	IR Nazanin
Thesis Title on the Cover	16	Bold	IR Nazanin
Author on the Cover	16	Bold	IR Nazanin
Supervisor on the Cover	16	Bold	IR Nazanin
Advisor (Consultant) on the Cover	16	Bold	IR Nazanin
Thesis Title inside the Cover	16	Bold	IR Nazanin
Academic Year	16	Bold	IR Nazanin
Chapters Title page of the thesis	48	Bold	IR Nazanin
Thesis Contents	14	Regular	IR Nazanin
Abstract and Title 1	14	Bold	IR Nazanin
Title 2	14	Bold	IR Nazanin
Title 3 and onwards	14	Bold	IR Nazanin
Titles of Tables and Charts	14	Bold	IR Nazanin
Text of Tables and Charts	12	Regular	IR Nazanin
Header and Footer	12	Regular	IR Nazanin
Abstract with Keywords	14	Regular	IR Nazanin
Persian Reference	14	Regular	IR Nazanin
English Reference	14	Regular	IR Nazanin

Appendix No. 4: Thesis Table of Contents

Table of Contents

List of Tables.....	ب
List of Figures or Charts.....	ج
List of Attachments and Appendices.....	د
Abstract.....	
Chapter One: Introduction and Objectives	
1-1 Introduction.....	3
1-2 Statement of the Problem and Necessity of the Topic.....	3
1-3 General Objectives.....	6
1-4 Specific Objectives.....	7
1-5 Applied Objectives.....	8
1-6 Research Hypotheses / Questions.....	9
Chapter Two: Theoretical Framework and Literature Review	
2-1 Generalities of the Topic.....	11
2-2 Review of Previous Studies.....	14
Chapter Three: Materials and Methods	
3-1 Research Method.....	21
3-2 Key Aspects of the Research Method.....	22
Chapter Four: Findings	
4-1 Research Results.....	32
Chapter Five: Discussion and Conclusion	
5-1 Discussion and Interpretation.....	49
(In this chapter, it is necessary to outline the important aspects of the research and their results, as well as the relationship between the research findings and previous studies)	
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Appendix No. 5: List of Abbreviations

Abbreviations	
BLAST	Basic Local Alignment Search Tool
bp	Base Pair
DDW	Deionized Distilled Water
DNA	Deoxyribonucleic acid
EDTA	EthylenDiamine Tetra Acetic acid
dNTPs	DeoxyriboNucleotide Triphosphates
ITS1	Internal Transcribed Spacer 1
NCBI	National Center for Biotechnology Information
ml	Milliliter
mM	milliMolar
PCR	Polymerase Chain Reaction
pmol	Picomole
rDNA	ribosomal DNA
RE	Restriction Enzyme
REL P	Restricted Fragment Length Polymorphism
RAPD	Random Amplified polymorphic DNA
rmp	Rotate per minute
SDS	Sodium Dodecyl Sulfate
SSCP	Single Strand Conformation Polymorphism
Taq	Thermusaquaticus

Appendix No. 6: English Abstract Page

Abstract

Background and Objectives: HIV/AIDS continues to be a major public health problem both in the United States and around the world. New, innovative approaches to HIV/AIDS prevention must be developed and implemented in order to address the growing epidemic, particularly in populations that are disproportionately affected by this disease. This study focuses on understanding one such innovative approach to HIV/AIDS prevention programs: faith-based settings. The study was an exploratory qualitative in to understanding how HIV/AIDS prevention programs operate in faith-based settings. To that end, this study provided a framework for implementing HIV/AIDS prevention programs in faith-based settings.

Methods: The data for the present study were collected from participants in Project FAITH (Fostering AIDS Initiatives that Heal), a state-wide demonstration project focused on faith-based HIV/AIDS prevention in South Carolina. Methodology based in grounded theory methods were used to collect and analyze focus group and interview data collected from pastors, care team members, technical assistance providers, and the project co-champions.

Results: The results of this study focused on the inputs, enablers and outputs of HIV/AIDS prevention in South Carolina. Methodology based in ground theory methods was used to collect and analyze focus group and interview data collected from pastors, care team members, technical assistance providers, and the project co-champions.

Conclusion: The results of this study focused on the inputs, enablers and outputs of HIV/AIDS prevention programs implemented by faith-based organizations that participated in Project FAITH. Additional findings included two contexts in which these programs operate: policy and stigma. Results were used to develop a framework for faith-based HIV/AIDS prevention programs. Further, this study demonstrated that faith-based HIV/AIDS prevention programs were appropriate and reached in prevention-related outputs.

Appendix No. 7: English Thesis Introduction Page

**Kerman University
of Medical Science**

Faculty of Medicine

In Partial Fulfillment of the requirements for the degree (phD/ MSc)

**Title
(Subject)**

By (Student Name)

**Supervisor(s)
1-(Supervisor Name)/ 2- (Supervisor Name)**

**Advisor(s)
1-(Advisor Name)/ 2-(Advisor Name)**

Thesis No: (123456)

Date (Month/ Year) (May, 2017)

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Appendix No. 11: Vancouver Reference Guide

Type of Source	Example
Printed journal article with fewer than 6 authors	Carmody J, Traynor V, Steele A. Dementia, decision aids and general practice. <i>Aust Fam Physician</i> . 2015;4(6)307-10.
Article with more than 6 authors	Liaw S, Hasan I, Wade, V, Canalese R, Kelaher M, Lau P, et al. Improving cultural respect to improve Aboriginal health in general practice: a multi-perspective pragmatic study. <i>Aust Fam Physician</i> . 2015;44(6):387-92.
Article from an organization	The ORIGIN Trial Investigators. Predictors of nonsevere and severe hypoglycemia during glucose-lowering treatment with insulin glargine or standard drugs in the ORIGIN trial. <i>Diabetes Care</i> . 2015;38(1):22-8.
Article in press	Rudoler D, Deber R, Barnsley J, Glazier RH, Rohit Dass A, Laporte A. Paying for primary care: factors associated with physician self-selection into payment models. <i>Health Econ</i> . In press.
Article from an electronic journal or a database	Zylka MJ, Simon JM, Philpot BD. Gene length matters in neurons. <i>Neuron</i> [Internet]. 2015 [cited 2015]86(2)353-5. Available from: Medline
Electronic journal with DOI	Karneganti P, Harris JD... The effect of smoking on ligament and cartilage surgery in the knee: a systematic review. <i>Am J Sports Med</i> [Internet]. 2012 Dec [cited 2013];40(12):2872-8. Available from: http://journals.sagepub.com.ezproxy.library.uwa.edu.au/doi/abs/10.1177/0363546512458223
Book reference	O'Campo P, Dunn JR, editors. <i>Rethinking social epidemiology: towards a science of change</i> . Dordrecht: Springer; 2012. 348 p.

Appendix No. 12: Material Safety Data Sheet (MSDS)

Material Safety Data Sheet (MSDS)	Date:
Substance Name:	
1) Substance and Manufacturer Identification • Name: • Synonyms: • Chemical Formulas: • Manufacturer's Address: • Substance Uses: • Physical State: • Color, Odor, Appearance: • Melting Point: • Boiling Point: • Flash Point: 2) Hazard Identification • Substance Hazards: 3) First Aid Measures • Inhalation: • Skin Contact: • Eye Contact: • Ingestion: 4) Fire-Fighting Measures • Extinguishing Materials: • Special Hazards: • Firefighter Special Methods:	5) Handling and Storage • Handling Method: • Storage and Warehousing Method: 6) Exposure Controls and Personal Protection • Required Equipment During Use: • Respiratory Protection: • Hand Protection: • Eye Protection: • Body Skin Protection: • Special Hazards: 7) Toxicology • Respiratory Effects: • Skin Effects: • Effects on Eyes: • Effects of Ingestion: • Carcinogenicity: 8) Regulations • R-warning (Risk warning): • S-warning (Safety warning): • NFPA Classification:
9) Other Information	10) Explanations

Appendix No. 13: Checklist for Reviewing the Final Version of the Thesis for Graduate Students

University of Medical Sciences and Health Services	Vice-Dean of Education Graduate Studies Management	Checklist for Reviewing the Final Version of the Thesis for Graduate Students
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I,, a student in the field of, at the level, entry year, confirm that based on the regulations of the academic program and the thesis writing guidelines, all matters related to the thesis, as described in the checklist below, have been observed, and the thesis is ready to be presented for the final defense.

Full Name
Date and Signature

Items to be Reviewed	Thesis Supervisor /	Head of the Academic Department /	The Faculty Graduate Studies
1. The thesis has been prepared in accordance with the thesis writing guidelines (physical appearance of the text, number of chapters, required forms, numbering of tables and charts, font, etc.).	☐	☐	☐
2. For Master's and MIPH students, an article extracted from the thesis has been prepared and its certificate has been submitted. For PhD students, acceptance or publication of two ISI articles extracted from the thesis has been submitted.	☐	☐	☐
3 The declaration page and copyright page have been attached to the final version of the thesis.	☐	☐	☐
4. The MSDS form has been attached to the final version of the thesis (for laboratory research).	☐	☐	☐
5. The ethics code has been obtained from the University Research Ethics Committee and included in the thesis text.	☐	☐	☐

6. The title of the proposal is the same as the approved thesis title.	☐	☐	☐
7. The proposal and all thesis-related processes have been registered in the thesis automation system.	☐	☐	☐
8. A 6-month progress report has been submitted. • Master's students: at least one report • PhD students: at least two reports	☐	☐	☐
9. The accuracy of the thesis content has been confirmed by the thesis supervisor.	☐	☐	☐
10. The list of symbols and abbreviations, tables, figures and charts, appendices and attachments are included in the final version of the thesis.	☐	☐	☐
11. The writing of the thesis references and bibliography complies with the latest version of the thesis writing guidelines	☐	☐	☐
	Approval and Signature	Approval and Signature	Approval and Signature

Appendix No. 14: Guide for Submitting Thesis CD/DVD to the Central Library

CD/DVD Content

- 1. Full text of the thesis in Word and PDF format, including the defense page.**
- 2. Thesis summary file including the Persian and English title page, Persian and English abstract, table of contents, list of references, and defense page, in Word and PDF format.**

Important Notes:

- The CD/DVD must be reviewed by the graduate studies department of the relevant faculty before being submitted to the Central Library.
- File naming should be in English and in the student's name.
- For theses that include a printed article, the article must be included as a separate PDF file on the CD/DVD.
- The CD/DVD must have a special label according to the template below. The template file is available at [address] on the university website.