Literature Review / Master's Thesis (CIT)
The Plan of Attack

I. Set realistic goals
   Work backward from graduation
   Deadline for submission "Drop-dead" deadline
      (Approval form signed by committee members)
   Deadline for submission (final version to committee)
   Deadline for submission (penultimate version to advisor)
   Deadline for application for Graduation
   Deadline for submission of forms to GSBMS for the MS
   Literature review outline and committee

May 22, 2019
March 29, 2019
March 15, 2018
February 15, 2018
December 1, 2018
Past Due (10-15-2018)

II. SIX STEPS TO COMPLETING YOUR LITERATURE REVIEW, THESIS OR DISSERTATION AND GRADUATING IN MAY

Step 1:  Apply to graduate even if you are not sure that you’ll make it. You can always withdraw and apply your fee to the next graduation date, but you can’t apply after the deadline.

   This is now an online process through the Touro Portal:
   http://www.nymc.edu/current-students/student-services/registrar/graduation/degree-seeking-students/

   Complete the Graduation Application online by the December 1 deadline.
   1. Pay the required fee with application.
   2. Submit a new form even if you have previously applied (no fee required).
   3. MD/MPH & MD/PHD only need to submit one form. However, fees for the PHD are required with the application.
   4. Get approval from your Program Director (GSBMS students only).
   5. Submit required NORC survey with application (Available in the Registrar’s Office for PHD only).

Step 2:  Submit your M.S. Thesis / Literature Review Committee Membership form to the GSBMS office by October. Copies of the form (and other useful information) may be obtained from the GSBMS office or from our Web site:

For Master’s Theses (Plan A):
   You should have a thesis committee formed prior to the October deadline. Use the M.S. Thesis / Literature Review Committee Membership form to report their names to the GSBMS office. Your committee must consist of at least three members, one of which is your research sponsor. The sponsor and at least one of the other members must be members of the Graduate Faculty. The third member may be a qualified external scientist approved by both your program director and the dean.

For Master’s Literature Reviews (Plan B):
   By October, you must have formed a faculty committee comprising your major advisor for the literature review and at least one reader. Your major advisor and at least one reader should be members of the Graduate Faculty. A third member may be a qualified external scientist approved by both your program director and the dean. By October, you must also have presented this committee with a topic for your literature review and a detailed outline of what the review will cover. Both the topic and the outline must be approved by the committee by this deadline.

The M.S. Thesis / Literature Review Committee Membership form (available on-line) should be used to convey to the GSBMS office both the composition of your committee and their approval of your lit review topic and outline. This form is due in October.

PhD candidates:
   You should have formed your dissertation committee, submitted your Ph.D Dissertation Committee Membership form, and presented your dissertation research proposal to this committee for their approval more than a year ago. If you plan to graduate in May, you really should be ready for Step 5 by this point. If not, see the dean at your first opportunity.
Step 3: Ensure that all your degree course requirements will be met.
Consult with your Graduate Program Director to review your academic record. Have you taken all required courses? Have you earned enough elective credits? If you are planning to transfer credits from another institution, have you filed all the required paperwork and supporting documentation? Have you registered for the remaining courses and credits you need to complete your degree requirements? Do you understand what grades you need to obtain in your remaining courses in order to maintain or achieve the minimum required GPA for graduation (3.00)? Are there any other requirements, such as special exams or teaching assistance, that you need to complete before graduation?

Step 4: Attend the Literature Review / Thesis Workshop and read the Guidelines for Preparing the Review/Thesis
Guidelines: Preparing the Master’s Literature Review, the Master’s Thesis & the Doctoral Dissertation.

Step 5: Complete your literature review, thesis or dissertation by the final submission deadline.
Consult the official academic calendar for the precise date and PLAN AHEAD! Note also that “complete” in this context means that your literature review, thesis or dissertation must be written in final form, approved by your advisor and committee, and, for dissertations and theses, publicly defended. You will also need an Electronic version submitted for the Library or ProQuest. Since your work will undoubtedly need to undergo one or more rounds of revision, based on constructive feedback from your advisor and your committee, you will need to target production of your first draft to much earlier date. Work with your advisor to complete your literature review, thesis or dissertation in a timely fashion. For a dissertation, you need the approval of your committee that your work is sufficiently complete to begin “writing up” the dissertation itself. For a Master’s thesis, your advisor’s approval is all that is needed for this step.

As for writing the literature review, thesis or dissertation, you should work out a schedule with your advisor as to when various drafts would be due. Work backwards from the final deadline for submission of the completed, approved, final version of your literature review, thesis or dissertation to the GSBSM office. You should give your committee your final draft about a month before the final deadline - i.e., about March 1st if the final deadline is around April 1st. This will give the committee members a couple of weeks to review your effort and you a couple of additional weeks to make revisions in response to their criticisms and suggestions. For a PhD dissertation or Master’s thesis, you’ll also need to schedule a defense date before the final submission deadline.

Your advisor will probably want to review at least one or two earlier drafts. Whether he or she would prefer to review a complete thesis or literature review, or would agree to work on separate sections or chapters, is a matter to be decided between the two of you. For each review cycle, however, you’ll need to allow sufficient time for your advisor to evaluate your draft and additional time for you to make the necessary revisions and additions. Thus, in order to produce a “final” revised draft to give your committee in mid-March, you’ll need to produce a first draft as early as mid-January.

Step 6: Plan to go to Commencement!
You’ll get information on tickets, caps and gowns, etc. from the Registrar. All you have to do is plan to attend! We also have a special luncheon for all GSBSM grads a few days before Commencement. You and your family are invited to that. You will receive detailed information about the time and place a few weeks before the event.

One last request: Please complete the various Exit Surveys that you are asked to fill out. There’s a special national survey for PhDs and an internal survey for all GSBSM grads. These provide us with very important feedback on the quality of our programs and their impact on our students. Your answers are anonymous. We also need to know where you are going. Please be certain to let us know your forwarding address and what you’ll be doing - further study or training, a new job, etc. This is also very important feedback for us and, besides, we’re just interested in what you’re doing! If you have any questions about graduation, please drop by the GSBSM office or send us a note and we’ll be glad to try to help you.
III. Picking a TOPIC
   Pick a General Subject before meeting with Program Director
   Keep it broad at the beginning
   Be willing to mold to available help
   Looking for 50 - 100 pages with 50 - 100 references
   Meet with the Program Director initially before November 1
   Discuss general topic: Pick a topic of interest to you, not what you think would look good on a resume.
   Begin to develop a mentor list: Pick a topic with local expertise
   Go over the dates and set a plan
   Go away and come back after a cursory survey of literature

IV. Narrow the Topic
   Use a search strategy
   Need 200 “hits” on first attempt
   Go back 10 or so years: Very dependent on topic
   Probably only half will actually be relevant
   You have to actually acquire and read the references:
   Don't site references based on review articles
   o not over use Internet references, and cite appropriately

Examples:
   • Role of COX2 inhibitors in the prevention and treatment of breast cancer (Drs. Ferreri, Darzynkiewicz, Wu)
   • The use of inhalation of NO therapy compared to the use of ECMA in neonates with RDS and/or PPHN (Drs. Wolin, Parton, Lerea)
   • Amyloid precursor protein: Estrogens modulation of processing and effect on cleavage products in respect to Alzheimer’s disease (Drs. Stanton, Weinstein)
   • Characterizing IGF in neuromuscular systems (Drs. Sharma, Etlinger, Zeman)
   • Cardiac Arrhythmias: Long QT Syndrome as a Model of Disease (Drs. Belloni, Thompson, Recchia)
   • Hormonal Regulators of Bone Remodeling (Drs. Thompson, Levine, Kumarasiri)

V Pick a Primary Reader prior to October 15: Committee mechanics:
   • With guidance (Program Director or mentor) come up with rest of committee by October 15.
     o Personality is important, yours and theirs
     o Need Scientific help or mostly writing skills
     o Major advisor must be member of the Graduate Faculty
     o Three qualified graduate faculty member scientists (exception below)
     o One qualified scientist from outside university MAY serve as a full member. If you choose an outside reviewer, they need to provide a CV and letter of intent
     o Can be more than 3 members, must justify additional members
   • Fill out form “M.S. Thesis / Literature Review Committee Membership” and have a copy submitted to GSBMS office.
     • For a research based thesis, should be committee, as a group, should review the project and document, public defense is optional.
     • For the literature review, the entire committee should read and critique the final document
   • Present your topic idea: Fine tune topic with mentor and then present to all committee members.

VI. Outline
   Prepare a 2 page detailed outline
   Should aim for 25 items
   Thesis vs Review
   Form a hypothesis

VII. Formulating actual document
   Do a line from the outline each day.
References -- Plagiarism is a form of theft.
It is the theft of someone else’s words and ideas, which are then passed off as your own. It is highly recommended (just short of required) to run your document through a plagiarism checking program, check with your Program Director. Plagiarism can take the following forms:
- including a phrase, sentence or longer passage from another writer’s work without using quotation marks and a citation;
- paraphrasing a section from another writer’s work without citation;
- listing, as your own, facts or concepts gathered, developed or reported by others without giving them due credit;
- presenting someone else’s work (e.g., that of another student) with your name on it;
- submitting a term paper written by or purchased from someone else.

You will need three official copies (one original and two copies) on approved paper. If you wish another copy(ies), for example to present to a parent, spouse, yourself, etc., you must make additional copies for the graduate school office for which they will bill you for the additional copies. You must also submit the “APPROVAL OF M.S. LITERATURE REVIEW” form which is available in the Guidelines for Preparing the Master’s Literature Review, Thesis and Doctoral Dissertation. You will also need to submit a digital form of the document. Extra credit: can you detect plagiarism somewhere in this document?

VIII. Final submission:
Your document, including the presence of an Electronic version on a thumb drive, will be checked by the GSBMS office to verify all of the required elements. You might consider having it checked prior to printing of all copies. Your Program Director can also help verify the correct elements and formats are all present.
Graduate School of Basic Medical Sciences  
New York Medical College  
Activity Log for Master’s Independent Study  
Course 9700

Student: ______________________  ID #: ______________________
Faculty Sponsor: ______________________
Catalog Number: -9700
Program Director: ______________________

Academic Term:  
- Fall  
- Spring  
- Summer  
Year: ______

Topic:

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Signatures:

Student: ______________________  Date: ____________

Sponsor: ______________________  Date: ____________

Sponsor should submit this form to the program director when the literature review is completed or at the conclusion of the semester. The program director should submit all the forms for the semester to the GSBMS at the conclusion of the semester.
INSTRUCTIONS: All information must be typewritten with the exception of the examiners’ signatures. All signatures must be signed in blue ink. Submit this Approval form along with the original Literature Review (plus one copy) to the Graduate School Office.

NAME OF STUDENT __________________________ / __________/__________

Last / First / Middle

DEPARTMENT ______________________ SPONSOR ______________________

LITERATURE REVIEW TITLE:


The committee hereby certifies that a satisfactory M.S. Literature Review was completed and recommends that it be accepted by the Graduate School of Basic Medical Sciences of New York Medical College in partial fulfillment of the requirements of the Master of Science degree.

EXAMINERS:

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VERIFICATION:

Graduate Program Director OR. Chairperson Date

__________________________ Date ____________
GSBMS Dean

GSBMS 10/19/2017
Thesis Components

Approval of M.S. Literature Review. This is the form that is the official record of completion of the Literature Review. The review is not accepted until this signed document is presented with three copies of the actual Thesis/Literature Review.

Title Page. The title should be a concise summary of the thesis topic. Although its function is to inform the reader about the thesis, the title also serves as a statement of article content for abstracting and information services. Since titles commonly are indexed and compiled in reference works, avoid words that serve no useful purpose. The words “Method” and “Results” do not normally appear; nor do “A Study of...” or “An Experimental Investigation of...” which are implicit. Attachments 1, 2 and 3 represent samples of the title page for each body of work. The page should contain the student’s full legal name, the title of the literature review, thesis, or dissertation and the year in which the degree will be conferred.

Approval Page. The form of the approval page is given in Attachments 4 and 5. Information includes the title of the thesis, the student’s name and lined spaces for approval signatures with dates of acceptance. The name of the sponsor, readers and examiners should be typed below the signature lines.

Acknowledgement Page. A page of acknowledgements is not required, but offers an opportunity to express thanks to people who have been helpful and to give credit to authors and publishers of materials used.

Table of Contents. The Table of Contents lists every heading, whether major or minor, in exactly the words that appear in the body of the document. This page is usually typed with double spacing between all entries, except when a heading too long to be typed on one line is continued on the next. An exceptionally long Table of Contents may be single spaced throughout; subordinate headings are given graduated indentations. Page numbers are given at the right side of the page, each following a line of dots from the titles and headings. If numerical tables and/or graphic illustrations are interspersed throughout the text, rather than contained in an appendix, a List of Tables and/or List of Figures should follow the Table of Contents and conform to the same style.

Index of Abbreviations. (1 page): KEEP TO A LIMITATION. Do not use abbreviations if using a term only 2-3 times. Do not re-introduce abbreviations.

Text. (varied: 50-100 pages) The text opens with an introductory chapter or section, followed by sections devoted to literature review, study methodology, results and discussion. Each section begins on a new page. The number of each section is usually given in capital roman numerals and its title in capital letters and centered width-wise on the page, e.g., or A.

Introduction. The Introduction presents the specific problem/topic under study. It should logically orient the reader by conveying a firm sense of what was done and why. The first page of the introduction is page 1 (arabic numeral), but the number does not appear.

Background. Cites the supporting literature which serves as the theoretical underpinning of the thesis. It demonstrates the logical continuity between previous and present work. The literature cited should include recently published material and should emphasize relevant findings, applicable methodological issues and major conclusions and how they influence the thesis research.

Methodology. This section describes in detail how the study was conducted and needs to be included in all research theses. It should include as much information as would be necessary for a subsequent researcher to replicate the study. While this section might include relevant mathematical formulae, lengthy mathematical derivations relevant to the methods of data acquisition or analysis should be placed in the Appendix and briefly described in the text.

Results. This section summarizes the data collected and the statistical treatment. In general, the student should state the main findings in enough detail to justify the conclusion. Tables and figures may be helpful in reporting the data.

Discussion. This section includes information on what the study has contributed, how the study has resolved the problem that was stated initially and what the limitations of the study were. Future opportunities related to this work, including further research, should also be noted in this section.
For a Master’s Literature Review, the specific sections may not be applicable, however the points should be used in presenting the description of work in the literature. Other headings that present a clear and logical outline may be used instead. There should, however, be an Abstract.

Abstract. The abstract gives a concise summary of the thesis in a maximum of 600 words. The abstract should briefly describe four components: statement of the problem; procedures or methods; results; and conclusions. It should include the full title of the document, the author’s name in full and the sponsor’s name.

Appendix. Although not required in every thesis, an Appendix (or Appendices) provides an appropriate means for making various auxiliary materials available. Each Appendix (Appendix A, B, C, etc.) begins on a new page and is headed with its letter and a short descriptive title. The Appendix section is numbered as a consecutive part of the pagination of the thesis and must be typewritten with the same margins and on the same paper as the text. The letter designation of each Appendix, full title and page number appears in the Table of Contents.

References. (varied: 5-10 pages) Reference citations lead the reader to the sources of scholarly material mentioned or quoted in a document for the purpose of verifying the author’s statement or learning more about the topic. References should be as current as possible. They should also be absolutely correct. For this reason, all citations should be checked with the original source and with the bibliographical listing to ensure they are accurate in every detail. Bibliographies for Literature Reviews and Theses can be quite lengthy, therefore, it is preferable to list authors alphabetically and not by citation number. By identifying the citation by author and year, e.g. Smith, et. al. 1990, the Bibliography will not require numbering and authors can be listed alphabetically. In the text, cite facts by name (not numbers). List alphabetically. In the REFERENCE SECTION, all authors should be cited; DO NOT USE et al. Multiple references with same first author:

Preference to # of authors (see example below)
Preference to year (ascending chronological order)
Multiple reference with same first author and year, use a,b,c etc
  Thompson, 1995
  Thompson and Belloni, 1999a
  Thompson and Belloni, 1999b
  Thompson et al, 2000

Avoid using reviews, unless citing documents that you do not have access to or if you are simply giving a blanket overview. **DO NOT CITE PAPERS THAT YOU HAVE NOT READ.**