

# PROJECT WRITING GUIDELINES

*A Handbook for Fifth-Year Students*

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2021

*Under Supervision of the College Council Members*

College of Dentistry  
University of Baghdad  
Baghdad-Iraq  
2021

Republic of Iraq  
Ministry of Higher Education  
and Scientific Research  
University of Baghdad  
College of Dentistry



# **Title (Font: Times New Roman, Size: 24 Bold)**

A Project Submitted to  
The College of Dentistry, University of Baghdad, Department of .....  
in Partial Fulfillment for the Bachelor of Dental Surgery

By  
**Student Name (Font: Times New Roman, Size: 20 Bold)**

Supervised by:  
**Supervisor's Name (Font: Times New Roman, Size: 20 Bold)**

Supervisor's Degree (Font: Times New Roman, Size: 16)

**Month, Year**

# Certification of the Supervisor

I certify that this project entitled "....."  
was prepared by the fifth-year student ..... under my supervision  
at the College of Dentistry/University of Baghdad in partial fulfilment of the graduation  
requirements for the Bachelor Degree in Dentistry.

Supervisor's name

Date

## **Guidelines for Writing a Graduation Project:**

The project should be typed using Microsoft Office software in the following format:

### 1. Project layout:

- Cover page
- Certification of the Supervisor
- Dedication
- Acknowledgment
- Table of Content
- List of Figures
- List of Tables
- List of abbreviations
- Main text

### 2. Main text

A. For the survey/research projects, the main text should have the following layout:

- Introduction
- Aims of the study
- Chapter one: Review of literature
- Chapter two: Materials and methods
- Chapter three: Results
- Chapter four: Discussion
- Chapter five: Conclusions and Suggestions
- References

B. For the review projects, the main text should have the following layout:

- Introduction
- Aims of the study
- Chapter one: Review of literature
- Chapter two: Discussion or Comments of the researcher (Student & Supervisor)
- Chapter three: Conclusions and Suggestions
- References

3. Pages must be numbered in Arabic numerals from the introduction until the end of the project. Supervisor’s declaration page, Table of Contents, List of Figures, and List of Tables should be numbered in Roman numerals.

4. Number of pages (without references): **20-25 pages**

5. Minimum number of references: **20 references** (use updated references as possible)

6. Page margins (Top, Bottom, Right, Left): **2.5 cm.**

7. Fonts

<b>Chapter</b>	<b>Type: Times New Roman Size: 18 Bold</b>
<b>Heading 1</b>	<b>Type: Times New Roman Size: 16 Bold</b>
<b>Heading 2</b>	<b>Type: Times New Roman Size: 14 Bold</b>
<u>Heading 3</u>	Type: Times New Roman Size: 14 Bold
Text	Type: Times New Roman Size: 14

8. Spacing: **1.5 lines**, before and after: **0**

9. Begin each paragraph with TAB space.

10. Table legend should be above the table. Figure legend should be below the figure. Use sequential numbers for tables and figure from the start of the project to the end (e.g. Table 1, 2, 3, 4, ...).

11. The references apply to Harvard style and grouped in a section at the end of the thesis text in an alphabetical order. It should take the following form:

### For journals

- Friberg, S. (1977) Colloidal phenomena encountered in the bacterial adhesion to the tooth surface. *Swedish Dental Journal*, 1, 207-214.
- Cunningham, S.J. and Hunt, N.P. (2001) Quality of life and its importance in orthodontics. *Journal of Orthodontics*, 28 (2), 152-158.
- Cunningham, S.J., Garrat, A.M. and Hunt, N.P. (2001) Development of a condition-specific quality of life measure for patients with dentofacial deformity: II. Validity and responsiveness testing. *Community Dentistry and Oral Epidemiology*, 30 (2), 81-90.

### For books

- Hill, J. and Marsh, P. (1990) *Human Microbial Ecology*. CRC Press. 4-12.

### In text referencing

The use of airborne particle abrasion does not cause surface alterations in healthy enamel (**Smith, 1984**). Therefore, it is an efficient and safe method for removing dental plaque (**Brown and Johnson, 1989; White et al., 1993; Graber, 2001**).

**Smith (1984)** stated that the use of airborne particle abrasion does not cause surface alterations in healthy enamel. Therefore, **Brown and Johnson (1989)**, **White et al. (1993)**, and **Graber (2001)** concluded that it is an efficient and safe method for removing dental plaque.

### 12.Space key;

- Do not use the space key before °C, °, or % in the text (2°C, 25%).
- Do not use space key before (,), (.), (:), (:). The space key should be used after.
- Do not use the space key before and after >, =, /, ±, or × in the text (t=18, 25×70).