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**THE REGULATION
OF THE PREPARATION AND DEFENCE
OF THE GRADUATE THESIS OF MASTER DEGREE LEVEL
STUDY PROGRAMMES IN ENGLISH OF THE FACULTY
OF NURSING OF THE MEDICAL ACADEMY UNDER
LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

Methodical recommendations

Kaunas, 2018

The Regulation has been finally approved during a meeting of the Council of the Faculty of Nursing of Lithuanian University of Health Sciences 2018-09-13 (protocol No SLF-protocol No SLF-9-5)

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Preamble

The methodical recommendations are addressed to the students of post-graduate level study programmes in English of the Faculty of Nursing of the Medical Academy of Lithuanian University of Health Sciences who prepare the graduate thesis. The students shall write the graduate thesis self-sufficiently under supervision of a tutor of the graduate thesis appointed as per the requirements referred to in these methodical recommendations.

The general provisions are set out in the first part of these methodical recommendations; the basic terms, the functions and responsibility of the students and the **supervisor** are set out in the second part; the procedure for preparation and defence of the graduate thesis are set out in the third part; the requirements of the graduate thesis are set out in the fourth part; the annexes containing the examples of a cover page, a table of content, a list of references, and other documents necessary to ensure a quality of preparation of a graduate thesis and preparation thereof are presented in the fifth part.

We hope that this methodological tool will be useful and will be read often, will provide students with answers to many questions and will help find proper solutions in preparation of the graduate thesis.

Our sincere thanks to all colleagues and experts who helped us prepare these methodological recommendations.

The authors

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I. GENERAL REQUIREMENTS

1. The Regulation of the preparation and defence of the graduate thesis of post-graduate level study programmes in English of the Faculty of Nursing of the Lithuanian University of Health Sciences (hereinafter referred to as the Regulation) establishes the basic terms, propositions and procedure of preparation and defence of the graduate theses of master level study programmes in **Rehabilitation and Nursing** of the Faculty of Nursing of the Lithuanian University of Health Sciences.

2. The Regulation has been prepared on the basis of the following legal acts:

2.1. The Law of the Republic of Lithuania on Science and Studies of 30 April 2009 No XI-242;

2.2. The Regulation of studies of Lithuanian University of Health Sciences approved by the resolution of the Senate of Lithuanian University of Health Sciences of 20 June 2014 No 47-05; as amended by the resolution of the Senate of Lithuanian University of Health Sciences of 23 June 2017 No 92-05;

2.3. The Code of Ethics of Lithuanian University of Health Sciences approved by the resolution of the Senate of Lithuanian University of Health Sciences of 22 November 2013 No 38-07;

2.4. The resolution of the Senate of Lithuanian University of Health Sciences of 21 January 2011 No 5-02 “The Regulations of the procedure of preparation of electronic documents of summaries of the graduate Master’s theses, Doctoral dissertations and monography of Lithuanian University of Health Sciences, submission thereof for uploading and uploading thereof on the storage facilities of the Information system of Electronic documents of Lithuanian science and studies, and use thereof”;

2.5. The Intellectual Property Management Regulations of Lithuanian University of Health Sciences approved by the Decision of the Council of Lithuanian University of Health Sciences of 20 June 2014 No 5-4; amended and supplemented with the Decision of the Council of Lithuanian University of Health Sciences of 22 April 2016 No UT1-3-2;

2.6. The Description of the general requirements of the Master’s degree study programmes approved by the Order No V-826 of the Minister of Education and Science of the Republic of Lithuania of 3 June 2010 No V-826;

2.7. The Order of the Rector of Lithuanian University of Health Sciences of 20 February 2014 No V-220 “Regarding declaration of the authors’ contribution of post-graduate level students and licensing of the author’s rights”;

2.8. The Order of the Minister of Education and Science of the Republic of Lithuania of 23 July 2015 No V-798 “Regarding approval of a description of study programme in Rehabilitation”;

2.9. The Order of the Minister of Education and Science of the Republic of Lithuania of 23 July 2015 No V-803 “Regarding approval of a description of study programme in Nursing”;

2.10. The Order of the Minister of Education and Science of the Republic of Lithuania of 30 December 2016 No V-1168 “Regarding approval of a Description of the requirements of execution of general studies”.

3. The Regulation has been prepared on the basis of the following methodological literature:

a. Berškienė K., Blaževičienė A., Daunoravičienė A., Gurskienė E., Kriukelytė D., Lendraitienė E. *et al.* The Regulation of the preparation and defence of the graduate thesis of post-graduate level study programmes of the Faculty of Nursing of the Medical Academy Lithuanian University of Health Sciences: methodical recommendations. Kaunas, LUHS, 2017.

II. THE BASIC TERMS, FUNCTIONS, OBLIGATIONS AND RESPONSIBILITY

4. **The graduate Master's thesis** is a description of a problem that is relevant for the study programmes in Rehabilitation or Nursing and that has been independently analysed by a post-graduate level student in a scientific manner, and of the way of dealing with the problem. A post-graduate level student must show in the graduate thesis his/her ability to conduct scientific literature search, to solve specific scientific tasks by making use of scientific knowledge, to be peculiar in creating, developing or applying the ideas he/she has developed during scientific research. New factors, phenomena or regularities must be described, the phenomena known to the student must be summarized during preparation of the graduate Master thesis according to another scientific point of view or aspect. A post-graduate student must reveal intellectual maturity, readiness for independent scientific activity.

5. **Master program student** is a person who studies in the Higher Education Institution under the post-graduate level study programme. After having fulfilled all academic requirements of the study programme selected a post-graduate student can defend the graduate thesis. The obligations of a post-graduate student during preparation and defence of the graduate thesis:

5.1. to select on time the thesis's topic also the supervisor of the thesis and a tutor of a scientific work, and an adviser, if necessary;

5.2. to prepare a plan of preparation of the graduate thesis agreed with the supervisor and to consistently adhere to the agreed deadlines (Annex 1);

5.3. to cooperate with the supervisor of the graduate thesis by discussing a course of preparation of the graduate thesis and the emerging problems;

5.4. to provide timely the supervisor with the primary text of the thesis, to make corrections to the graduate thesis taking into account the comments and recommendations of the supervisor;

5.5. to participate in the meetings of the Qualification commission;

5.6. to present his/her graduate thesis during scientific conferences or make it publicly available in peer-reviewed journals;

5.7. to provide the Qualification commission (QC) at the time stipulated with the prepared graduate thesis and other necessary documents, and to participate during review of this thesis held during the final meeting of the QC;

5.8. to upload the graduate thesis in a timely manner on a temporary eLABa ETD storage facility and to submit the graduate thesis to a technical secretary of the Defence commission;

5.9. to adhere to the principles of ethics and academic honesty while preparing the graduate thesis (Annex 3).

6. **The scientific supervisor of the graduate thesis** is a person with a PhD degree. The supervisor is approved by the QC during the first meeting. The supervisor of the graduate thesis must:

6.1. consult a post-graduate student on the way of formation of the thesis' topic and goal of the scientific work, must draw up a plan of preparation of the graduate thesis, which must be provided by a post-graduate student during the first meeting of the QC (Annex 1);

6.2. consult a post-graduate student by discussing the methodology of the graduate thesis, the results of work and presentation of the graduate thesis;

6.3. recommend when necessary advisers of related fields of science;

6.4. monitor in a systematic manner a course of preparation of the graduate thesis, must help dealing with the emerging problems and give comments and proposals during preparation of the graduate thesis;

6.5. participate whenever possible in the meetings of the QC;

6.6. fill in a form of evaluation of the graduate thesis that must be provided by a post-graduate student during the final meeting of the QC (Annex 4).

7. **An adviser of the graduate thesis** is a practitioner of a particular scientific field holding at least Master's or equivalent degree. An adviser gives comments and proposals during preparation of the graduate thesis. An adviser must be approved by the QC.

8. **The Qualification Commission (QC)**. A QC of the relevant study programme consisting of at least 5 persons who have PhD degree and work in the study programmes in Rehabilitation or Nursing of LSMU is composed. Composition of the QC at proposal of the committee of the relevant study programme is approved by the Council of the Faculty of Nursing for a 3-year period. Where relevant, composition of the QC can be changed. The Council of the Faculty of Nursing approves a new QC during the first meeting in September. The dates of the meetings of the QC are published on the Intranet of LSMU at least 5 working days before the date of the meeting of the QC. The functions of the Qualification Commission:

8.1. considers and approves the topic of the graduate thesis selected by a post-graduate student as well as the supervisor;

8.2. where relevant, approves advisers of graduate theses;

8.3. approves the plans of preparation of the graduate theses (Annex 1);

8.4. deals with the issues of change of a topic, a supervisor and an adviser of the graduate thesis;

8.5. evaluates whether a process of preparation of the graduate Master's thesis meets the approved plan of thesis preparation;

8.6. provides conclusion during the final meeting on eligibility of the graduate thesis (Annex 2) for public defence having regard to whether:

8.6.1. the graduate thesis corresponds to the essence of the study programme selected;

8.6.2. the scope of the graduate thesis meets the requirements;

8.6.3. the graduate thesis has all integral structural parts;

8.6.4. an evaluation by the supervisor has been provided;

8.6.5. evidences of publication of the graduate thesis have been provided;

8.6.6. a permit of the Centre for Bioethics to carry out a scientific research has been provided;

8.6.7. a declaration of the Author's contribution and academic honesty has been provided (Annex 3);

8.7. appoints reviewers of the graduate Master's theses;

8.8. deals with other issues related to preparation of the graduate Master's thesis.

9. **A reviewer** is a person PhD degree who evaluates the graduate thesis with a grade. A member of the QC of the particular study programme cannot be a reviewer. A reviewer is approved during the final meeting of the QC. A reviewer:

9.1 evaluates with a grade whether the graduate Master's thesis meets the requirements posed for the graduate thesis;

9.2 provides a technical secretary of the Defence commission within 14 days with a review of the graduate thesis (Annex 5) approved by means of his signature.

10. **The Defence commission (DC)**. The DC is approved by the Rector of Lithuanian University of Health Sciences at proposal of the Dean of the Faculty of Nursing. The DC consists of at least 3 members (apart from a technical secretary of the DC). At least one member of the Commission must be a social partner. He/she is appointed as a chairman of the commission. A member of the Qualification commission cannot be a member of the Defence commission. The functions of the Defence commission:

10.1. organises defence of the graduate Master's theses;

10.2. all members of the commission evaluate graduate theses and presentation thereof as per an approved evaluation form (Annex 6);

10.3. make themselves familiar with graduate theses before a public meeting of the DC;

10.4. takes a decision regarding granting the Master's degree and establishes recommendations regarding access to the graduate Master's theses already defended that are available in eLABa ETD storage facility (Annex 7).

11. **The Appeals Board** is a board approved by the Rector of Lithuanian University of Health Sciences at proposal of the Dean of the Faculty of Nursing. A member of the board who is a supervisor an adviser or a reviewer of the graduate thesis must abstain from the board's work.

III. THE PROCEDURE OF PREPARATION AND DEFENCE OF THE GRADUATE THESIS

12. Post-graduate students make a selection of a topic of the graduate Master's thesis (make their own choice or select from the list of the topics suggested by the unit) **in the first** academic semester. Upon receipt of a written consent of a prospective supervisor of the graduate thesis (Annex 8) a post-graduate student shall select a department in which the graduate Master's thesis will be prepared. The selection must be made in the information system of LSMU (LSMUSIS) until the 15th day of September (part time students – until the 30th day of November). A preliminary topic of the graduate Master's thesis, a plan of preparation of the graduate thesis (Annex 1), a supervisor of the graduate thesis (where relevant, an adviser) are considered and approved during the first meeting of the QC. A secretary of the QC makes entries of an approved topic of the graduate thesis and a supervisor of the graduate thesis (and an adviser) in the protocol of the meeting, comments and recommendations of the members of the commission regarding a topic of the graduate thesis are provided.

13. The procedure of the meetings of the QC of **full-time** post-graduate study programme:

13.1. the first meeting of the QC during the first year of post-graduate studies is held at the end of September. Where relevant, the second meeting of the QC is held in June;

13.2. the final meeting of the QC is held during the second year of studies at least **35 days** before defence of the graduate Master's theses.

14. The procedure of the meetings of the Qualification Commission of **part-time** post-graduate study programme:

14.1. the meeting of the QC during the first year of post-graduate studies is held in December or January;

14.2. where relevant, the meeting of the QC during the second year of post-graduate studies is held in June;

14.3. the final meeting of the QC is held during the third year of studies at least **35 days** before defence of the graduate Master's theses.

15. **During the first meeting of the QC** a post-graduate student presents a topic of the graduate thesis, a supervisor of the graduate thesis (where relevant, an adviser). A post-graduate student present briefly: what is a problem of research, what methods of research and/or measures of effect and for what research subjects he/she intends to apply during preparation of the graduate thesis; a plan of preparation of the graduate thesis. A post-graduate student shall provide a chairman of the QC with a completed plan of preparation of the graduate thesis signed by a supervisor of the graduate thesis (Annex 1). It is recommended to specify stages of preparation of the graduate thesis and their dates in the plan of preparation of the graduate thesis: search for and analysis of the sources of literature; writing of methodology; obtaining a permit from the Centre for Bioethics; gathering information for case analysis; case study; discussion;

16. preparation of conclusions and recommendations, publication of the graduate thesis. In event of failure to confirm a topic of the graduate thesis, a supervisor of the graduate thesis or a plan of the graduate thesis by the QC, a post-graduate student shall provide the QC in writing within 7 calendar days with supplements / corrections or a reasoned explanation which are considered by the QC during a virtual meeting and a decision (to approve / to disapprove) is adopted by the same and is presented to the student.

16. After approval of a topic of the graduate thesis by the QC, a post-graduate student must (where necessary) submit a written request to the Centre for Bioethics of LSMU for a permission to carry out a research and must submit all necessary documents. The list of the documents required

for obtaining a permission from the Centre of Bioethics and examples of the documents submitted are available publicly at <http://www.lsmuni.lt>.

17. If a post-graduate student decides **to fundamentally change** a topic of his/her graduate thesis, a supervisor or an adviser of the graduate thesis, he/she must submit a request to the QC and a reasonable explanation of motives of change enclosed thereto. When changing a topic it is necessary to provide a consent of the supervisor of the graduate thesis to change a topic of the graduate thesis and a new plan of preparation of the graduate thesis, and in case of change of a supervisor of the graduate thesis or an adviser – a written consent of a new supervisor or an adviser. After approval of a new topic of the graduate thesis by the QC, a student must repeatedly refer to the Centre of Bioethics of LSMU and must lodge a request for a permission to carry out a research.

18. A post-graduate student prepares the graduate thesis independently, in consultation with a supervisor and / or an adviser, in accordance with the requirements of preparation of the graduate thesis (Section IV). A completed thesis is endorsed with signature of a supervisor of the graduate thesis (of an adviser, if any has been approved) in a cover page of the graduate thesis.

19. During the second meeting of the QC a post-graduate student presents a course of the graduate thesis that is under preparation, provides a chairman of the QC with a plan of preparation of the graduate thesis completed by a tutor of the graduate thesis. The QC makes comments and recommendations on the issues of preparation of the graduate thesis. If the course of preparation of the graduate thesis and conformity of a plan of preparation of the graduate thesis have been assessed to be negative by the QC, a post-graduate student must provide a chairman of the QC in writing within 7 calendar days with supplements / corrections or a reasonable explanation approved by a supervisor of the graduate thesis.

20. A post-graduate student must **at least once** before public defence of the graduate thesis present / publicize the results of the graduate thesis that is under preparation in scientific conference or in a peer-reviewed journal.

21. **The final meeting of the QC** is organised at least **35 days** before the meeting of defence of the graduate thesis. A post-graduate student must provide a chairman of the QC with a completed plan of preparation of the graduate thesis signed by a tutor of the graduate thesis (Annex 1), a form of evaluation of the graduate thesis completed by a tutor of the graduate thesis (Annex 4), and a copy of the graduate thesis printed on paper and signed by a tutor of the graduate thesis. After the final meeting of the QC, a plan of preparation of the graduate thesis must be enclosed to the protocol of the meeting and must be stored under the procedure prescribed by LSMU. A post-graduate student presents during the meeting the graduate thesis prepared by him/her and specifies: the department in which the graduate thesis has been prepared, a title of the graduate thesis, a tutor of the graduate thesis and an adviser (if any), an objective and tasks of the graduate thesis, organisation and methodology of a research, presents briefly the main results obtained, conclusions, and practical recommendations. A student is allowed to present his/her thesis within 10 minutes or less. Taking into account an evaluation by a tutor of the graduate thesis and the criteria referred to in sub-section 8.6 of this Regulation, the QC evaluates eligibility of the graduate thesis for a public defence. If at least one of the criteria referred to in sub-section 8.6 is assessed to be negative, public defence of the graduate thesis is not allowed. A non-defended graduate thesis is regarded as an academic debt. If the QC decides that the graduate thesis is eligible for a public defence:

21.1. the QC appoints a reviewer of the graduate thesis;

21.2. a secretary of the QC puts the name and surname of a post-graduate student on the list of the students allowed to publicly defend their graduate theses that is endorsed with signature of a chairman of the QC. The list is handed over **within 1 working day** to the Dean of the Faculty of Nursing, a technical secretary of the DC and to an administrator of the departments in which the graduate theses have been prepared;

21.3. an administrator of the departments in which the graduate theses have been prepared hands over **within 1 working day** the list of the post-graduate students who are allowed to publicly defend the graduate theses to tutors of the graduate theses. They fill in an electronic register of the graduate thesis and the study booklet, make entry “accomplished” and enter evaluation of the graduate thesis specified in the evaluation form of a tutor of the graduate thesis;

21.4. the QC hands over to the Defence commission the graduate thesis evaluation forms filled in by tutors of the graduate thesis, and its work in connection with coordination of the process of preparation of the graduate theses is regarded as completed.

22. A post-graduate student may defend the graduate thesis only subject to authorisation of the Rector at proposal of the Dean of the Faculty of Nursing. A decision to allow a post-graduate student to defend the graduate thesis is executed by the order of the Rector.

23. The Rector sets a date of defence of the graduate theses and appoints the Defence Commission for certain study programmes at proposal of the Dean of the Faculty of Nursing.

24. A date of defence of the graduate theses is announced in the bulletin boards of the Dean’s office of the Faculty of Nursing and of the relevant departments, and in the Intranet of LSMU (at least 35 days before the date of the defence meeting).

25. A post-graduate student **within 7 days** after the final meeting of the QC:

25.1. uploads the graduate thesis (without annexes) on the temporary eLABa ETD storage facility. After having reviewed the graduate thesis uploaded on the temporary eLABa ETD storage facility a tutor of the graduate thesis approves that the graduate thesis has been handed over for defence. This version of the graduate thesis is presented to the members of the DC. The graduate thesis uploaded on the temporary eLABa ETD storage facility and printed and the one printed on the paper must be homogeneous;

25.2. provides a technical secretary of the DC with a printed and bound graduate thesis (signed by a tutor of the graduate thesis and an adviser) and with an electronic version of the graduate thesis (in PDF format). After having verified whether the graduate thesis has been uploaded on and is available in eLABa ETD storage facility, a technical secretary of the DC signs in the sheet of submission of the graduate theses. A belatedly presented graduate thesis is not registered and a student is not allowed to defend such the graduate thesis.

26. A **registered graduate thesis** is submitted within 5 days by a technical secretary of the DC to a reviewer (a written or electronic version of the graduate thesis and a form of the graduate thesis review are submitted). A reviewer prepares **within 14 days** as per a form established (Annex 5) a thesis review (and endorses the same by placing his/her signature), and returns a review to a technical secretary of the DC. As long as a review is not available, the graduate thesis cannot be included in the meeting of defence of the graduate theses. A technical secretary shall make the comments and questions of a reviewer as well as evaluation of the graduate thesis accessible to the students who wish to make themselves familiar with a review of their graduate thesis.

27. A technical secretary shall make an electronic version of the graduate thesis accessible to the members of the DC **at least 7 days** before the meeting of defence of the graduate theses, and shall submit a printed copy of the graduate thesis, a review of the graduate thesis, evaluation of the graduate thesis by a tutor of the graduate thesis (Annex 4) for the meeting of defence of the graduate theses, and shall prepare an access to the graduate theses that have been published in the temporary eLABa ETD storage facility.

28. Post-graduate students present a prepared **graduate thesis report** during the meeting of the graduate theses defence. The following details must be specified in the report: university and its department in which the graduate thesis has been prepared, an author of the graduate thesis, a tutor of the graduate thesis, an adviser (if any), a topic and an objective of the graduate thesis, organisation and methodology of a research, the key results, findings, practical recommendation, proofs of publication of the graduate thesis. A student is allowed to present his/her thesis within 10 minutes or less. Then a student answers the questions asked by a reviewer and the members of the Defence Commission for 10 minutes or less.

29. The members of the DC evaluate each graduate thesis during the meeting as per the criteria approved by the Council of the Faculty of Nursing, and fill in a form of evaluation of the graduate theses by the member of the DC (Annex 6).

30. If a tutor, an adviser or a reviewer of the graduate thesis is a member or a chairman of the DC, he/she must abstain from the procedure of evaluation of the graduate thesis.

31. The final evaluation of the graduate thesis consists of: **an evaluation by a tutor of the graduate thesis (10%), an evaluation by a reviewer of the graduate thesis (40%) and an average of an evaluation of the members of the Defence Commission (50%).**

32. A post-graduate student who has successfully defended the graduate thesis is granted a Master's degree by the Defence Commission.

33. Entry on a topic of the graduate thesis and an evaluation grade is made in the protocol of the DC and in the column of the final exam of the study booklet. These details along with a conclusion of the DC (Annex 7) shall be handed over within 1 working day to the Dean's office of the Faculty of Nursing.

34. A secretary of the DC surrenders a printed copy of the graduate thesis and an electronic version of the graduate thesis, evaluations by a reviewer and a tutor of the graduate thesis to the responsible departments of the relevant study programmes to store them for a period of 5 years.

35. If **an unfair behaviour of a post-graduate student** during preparation and / or defence of the graduate thesis is determined, a tutor, an adviser, a reviewer of the graduate thesis or the QC / the DC contact the Dean's office of the Faculty of Nursing and lodge a request to compose a Commission. After having assessed all circumstances and documented evidences the Commission adopts the final decision. After the Commission confirms that a student behaved unfairly while preparing or defending the graduate thesis, such the student is not allowed to defend the graduate thesis or the graduate thesis is considered to be undefended. Unfair behaviour is considered to be any attempt by a student to use sources of information in unauthorized ways and duplication of the graduate thesis. A non-self-sufficient (plagiarized) thesis is considered to be a thesis containing a part thereof written by another author or when a whole thesis is written by another author (entire paragraphs or pages are taken from a paper of another author and used as a part of the graduate thesis, without reference to authorship); copyrights of other authors are infringed in the graduate thesis. Duplication of the graduate thesis is a re-submission of own scientific work or a part thereof for evaluation when a work has been already presented and defended in the past in the same or other educational institution in Lithuania or abroad without mentioning this fact in the sources. A duplicated part of the graduate thesis shall not be evaluated and shall be considered to be an academic dishonesty. Use of the parts of the graduate thesis that have been earlier prepared by a student himself/herself is permitted during preparation of the graduate thesis: this must be clearly specified in the text and in the list of literature sources. A part of the previously evaluated theses cannot exceed 20% of the whole size of the graduate thesis.

36. An undefended graduate thesis is considered to be an academic debt, a student is removed from a list of student.

37. A graduate who wishes to defend the graduate thesis and seeks a better evaluation, can be allowed not earlier than after one year to defend the graduate thesis for a fixed fee by the Rector's decision at the proposal of the Dean of the Faculty, with the approval of the rectorate.

38. A post graduate student who disagrees with an evaluation of the graduate thesis defended shall have the right to file an appeal (Annex 9) to the Rector **within 1 working day** from announcement of the results regarding an evaluation of the DC. An appeal must be filed in writing. It must include the parts of an evaluation or the procedures that evoked disagreement as well as the motives of disagreement. The Appeals Board composed by the order of the Rector shall consider an appeal not later than within 3 working days from the date of filing of an appeal. A decision of the Appeals Board shall be submitted to an appellant by a registered mail and electronically not later than 2 working days after adoption of the decision. An appeal can be brought before the Dispute Resolution Commission against the decisions of the Appeals Board regarding infringements of adoption of procedural decisions.

IV. THE REQUIREMENTS OF THE GRADUATE THESIS

39. **The graduate thesis consists of:** a Title (cover) page; a Table of content; an Abstract (*in English*); Abbreviations (*if needed*); a Vocabulary (*if needed*); Introduction; 1. Literature review; 2. Organisation and methodology of a research; 3. Results; 4. Discussion of the results; Conclusions; Practical recommendations; a List of scientific reports, publications; a List of literature sources; Annexes.

40. **Title page.** It must be laid out the way it is shown in the Annex 10. It must contain the main information about the graduate thesis: a faculty and a department of LSMU in which the graduate thesis has been prepared, an author of the graduate thesis, a title of the graduate thesis, a name of the study programme and a state code thereof, a tutor and an adviser (*if any*) of the graduate thesis, a place and year of the graduate thesis preparation.

41. **Table of content.** Titles of sections and subsections of the graduate thesis are listed in the table of content. A table of content refers to a page in which each section and subsection begins. A page of a table of content is inserted after a title (cover) page. Numbering of sections and subsections must be specified in a table of content. Arabic numerals must be used for numbering. Two digits separated with a full stop are used for numbering of subsections, whereas a number of paragraph representing a smaller part of structure consists of three digits. Titles of sections in a table of content are printed in capital letters, while titles of subsections and sections are printed in lower cases. Components of the graduate thesis such as an abstract, abbreviations, a vocabulary, introduction, conclusions, practical recommendations, a list of scientific reports, publications, a list of literature sources and annexes contained in a table of content and in the graduate thesis are not numbered.

42. **Abstract.** This is a section that introduces a content of the graduate Master's thesis (presentation of the essence). An abstract is a mandatory part. It must be written in a separate page. A size of an abstract – up to 1 page. The following details must be specified in the heading of an abstract: full name of the author, a title of the graduate thesis, a tutor of the graduate thesis and a unit in which the graduate thesis has been prepared. The following details must be contained in the text of an abstract: an objective of the graduate thesis, methodology of a research, participants of a research, conclusions of the graduate thesis (Annex 11).

43. **Acknowledgement** (optional part of the graduate thesis). A small section of acknowledgement is sometimes inserted after an abstract. A table of content does not refer to such section. However, it is included in the total number of all pages. An author of the graduate thesis may offer his/her personal thanks to the persons who helped him/her prepare the graduate thesis.

44. **Abbreviations.** A description of abbreviations is written in a separate page. Both known and usual terms as well as the terms offered by the author himself/herself that are discussed in the text are presented. A whole (non-abbreviated) term must be written in the text for the first time, followed by its abbreviation in the brackets printed in capital letters. Abbreviations consisting of letters are written without full stops.

45. **Vocabulary.** Specific terms used in the graduate thesis are listed in alphabetical order in this section.

46. **Introduction.** This section briefly discusses relevance and novelty of the topic, specifies interfaces of the topic of the graduate thesis with the study programme. An objective of the graduate thesis is specified at the end of this section. A recommended size of introduction – up to 2 pages.

47. **Review of literature.** It must contain description of the research and theoretical studies carried out in Lithuania and abroad in connection with a topic of the graduate thesis. There is no restriction of the maximum number of quoted sources. However, **at least 35 scientific publications (80% of them – not older than 10 years)** must be quoted in the graduate thesis. Quoting of popular public magazines and newspapers is prohibited. A size of this section – no more than 25% of the size of the whole graduate thesis.

48. **Organisation and methodology of a research.** This section must contain description of planning (organisation) of a research, ethics of a research, selection of research subjects

(population, sample), characteristics of research subjects, methodology and measures of a research, measures of effect / programmes applied, the methods of the data analysis. A copy of a permit issued by the Centre for Bioethics must be presented in the annexes.

49. **Results.** This section presents and analyses the summarized research data and results of the data analysis. The section may have subsections, it starts and ends with text. The data of a case analysis can be presented both as a text and in tables and / or figures. Tables and figures must be discussed, commented and analysed in the text, and must be presented under the references in the text referring to them. The information provided in the text, tables and figures cannot be duplicated.

50. **Discussion of the results.** When discussing the results of the graduate thesis, they must be compared with the results of other already completed scientific works of this field. A size of this section – 1-3 pages.

51. Depending on the specifics of the graduate thesis, the sections “Results” and “Discussion of the results” can be combined. In this case, a name of this section would be *Results and their discussion*.

52. **Conclusions.** This section contains the findings based on the results of a research. Conclusions represent an answer to the tasks formed at the beginning of the graduate thesis. Conclusions must be specific and brief.

53. **Practical recommendations.** Specific measures / methods for solving the problem (-s) raised must be presented in the graduate thesis. Recommendations are provided as per the determined results of the author’s research.

54. **List of literature sources.** A list must contain **at least 35 sources** (see item 47). Only those literature sources that are quoted in the graduate thesis can be presented in the list. Non-transliterated descriptions must be presented (e.g. sources written in Russian language must be presented written in Russian letters). Sources of literature must be listed as per sequence of their quoting in the text. A bibliographic list of sources of literature shall be formed in accordance with the Vancouver system (Annex 12). If only an article published in an electronic form is quoted, an exact e-mail address must be specified at the end of description of the source.

55. **Annexes.** Additional, auxiliary information self-sufficiently prepared by the author of the graduate thesis (e.g. survey questionnaires, a research protocol, a detailed description of the applied program of effect, tables and figures not covered in the text, etc.) must be contained in the annexes. All annexes start with a new page and are numbered in consecutive order. A text is linked with annexes with help of references. The annexes **must** contain a copy of a permit of the Centre for Bioethics to carry out a scientific research and a declaration of the Author’s contribution and academic honesty (Annex 3).

56. A scope of the graduate thesis – **at least 40 pages** (annexes are not counted as a part of a scope of the graduate thesis). A scope of the graduate thesis cannot be artificially increased: presentation of disproportionally large figures, tables in the text, spaces between lines larger than those given in the item 60.1, etc.

57. The graduate thesis must be printed and bound (1 copy). The graduate Master’s thesis must be bound in the manner preventing removal of pages. A cover of the graduate thesis must be transparent. An electronic version of the graduate thesis where the graduate thesis is presented in a PDF format must be provided.

57. The graduate thesis must be written in a correct English language, must be free of proofreading mistakes, and must comply with English spelling and punctuation rules (Annex 2). Thoughts and ideas must be expressed in a clear and consistent manner in the graduate thesis. No corrections and erasures can be made in the graduate thesis.

59.1. 59. The general requirements for the text: **Format, density and font.** The text must be printed on one side of a standard white paper sheet with a size corresponding to A4 (210 x 297 mm), a space between lines – **1.5 interval**. Margins: on the left side – 3 cm, on the right side – 1 cm, at the top and the bottom – 2 cm. Page orientation – **Portrait**. The text in the page must be aligned as per both fields (the left and the right margins). The text must be written in black, using *Times New Roman 12-point font size* of a standardised character encoding system. The titles of the

sections must be printed in capital letters, using a **Bold** 16-point font size, the text must be centred. The titles of the sub-sections, small sections must be printed in lower cases, starting with a capital letter, using a **Bold** 14-point font size; the text must be aligned as per the left margin. The first line of a paragraph must be pushed 1.5 cm to the right side. A space corresponding to two empty lines must be made when a subsection or a section ends.

59.2. **Numbering of pages.** Arabic numerals must be used for page numbering in the top margin, at the middle of the page; neither full stops nor dashes shall be used. Numbering of pages shall start with a title (cover) page (no number shall be written on the latter); all pages must be numbered in serial order.

59.3. **Tables.** Tables in the graduate thesis should be sequentially numbered using Arabic numerals (e.g. table 1). Table number and title should be written above the table. The name must start with a capital letter followed by lower cases. The title of table must be written using **Bold** and *Italic* fonts, and must be centred. No full stop should be placed at the end. If there is not enough space for the title of table in one line, then there must be no 1.5 interval between the lines. A source and authorship of a quoted table must be specified between brackets under the title of table. Reference to a particular table must appear in the text, a number of that table must be specified.

59.4. **Figures.** Figures such as charts, schemes, drawings, photos, etc., must be of good quality and proper resolution. The number and the title of figure must be written under a figure using **Bold** and *Italic* fonts, and must be centred. No full stop should be placed at the end. The abbreviation of figure must be written first followed by its number (e.g. fig. 1). Figures in the graduate thesis are numbered sequentially using Arabic numerals. If there is not enough space for the title of figure in one line, then there must be no 1.5 interval between the lines. Reference to a particular figure must appear in the text, a number of that figure must be specified.

A source and authorship must be specified between brackets (at the bottom of the title of figure) next to the figures taken from other publications (without infringing copyright).

59.5. **Quoting.** When a source of literature is quoted in the text, its number must be specified between brackets using Arabic numerals (e.g. [1] or (1)) (Annex 12). A full bibliographic description of a quoted source must appear on the list of literature sources. Word-for-word quotes must be written between quotation marks. The author of a quote must be specified between brackets: the surname of the author, the year of publication and the page must be provided. Texts must be quoted in strict observation of the source quoted. The authors are forbidden from making corrections of even obvious proofreading mistakes of the text quoted.

V. ANNEXES

Annex 1

APPROVED

by the Council of the Faculty of Nursing of LSMU
2018-09-13 protocol No SLF-9-5

INDIVIDUAL PLAN OF PREPARATION OF THE GRADUATE MASTER'S THESIS

The study programme “.....”, year, group
(Name)

A post-graduate student.....
(Full name)

A topic of the graduate thesis:
.....
.....

A supervisor of the graduate thesis
(Scientific degree, full name)

Date	Activity planned to be carried out	Evaluation by a supervisor of the graduate thesis (<i>acomplished / not acomplished</i>), signature, date

Post-graduate student

(Full name, signature)

Supervisor of the graduate thesis

(Full name, signature)

Chairman of the Qualification Commission

(Full name, signature)

EVALUATION OF THE GRADUATE MASTER'S THESIS BY THE QUALIFICATION COMMISSION

Author of the graduate thesis _____

Title of the graduate thesis _____

Tutor of the graduate thesis _____

No	Evaluation criteria	Yes	No
1.	The graduate thesis corresponds to the essence of the study programme selected		
2.	The scope of the graduate thesis meets the requirements		
3.	The graduate thesis has all integral structural parts		
4.	An evaluation by the tutor has been provided		
5.	Evidence of publication of the graduate thesis has been provided		
6.	The supervisor recommends to defend the graduate thesis		
7.	A permit of the Centre for Bioethics to carry out a scientific research has been provided		
8.	A declaration of the Author's contribution and academic honesty with a signature affixed thereto has been provided		
	THE GRADUATE THESIS IS RECOMMENDED TO BE DEFENDED		

Chairman of the Qualification Commission

(Full name, signature)

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
MEDICAL ACADEMY
FACULTY OF NURSING

(Full name of the post-graduate student, student ID No)

**DECLARATION OF THE AUTHOR'S CONTRIBUTION AND ACADEMIC
HONESTY**

The ___ th of ___ 20 ___

Title of the graduate Master's thesis _____
(Title)

I have (please tick the right line with "x" and fill in as appropriate):

<input type="checkbox"/>	independently formed and defined the topic of the graduate thesis, the scope of the research on the basis of personal observations: (please specify your previous research in this field, other sources and research that helped formulate the problem, objectives and tasks of the graduate thesis)
<input type="checkbox"/>	selected from those suggested by the tutor of the graduate thesis or other scientists, lecturers: (please specify full name of the scientist or lecturer):

I have been advised by researchers, lecturers and specialists during collection and assessment of material, and preparation of the graduate thesis, their contribution during preparation of the graduate thesis:

I have been using the following measures and infrastructure of Lithuanian University of Health Sciences while collecting material (please tick as appropriate if any has been used; please specify expression in a percentage: if no measures and infrastructure belonging to other persons have been used – 100%, if any have been used – please specify a size of the University's part):

Laboratory and laboratory instruments	<input type="checkbox"/>	%
Reagents	<input type="checkbox"/>	%
Other measures and materials (substances) (please specify)	<input type="checkbox"/>	%

I confirm that my graduate Master's thesis has been written independently, the material provided is not plagiarized, falsified, the data of the research are not fake, the graduate thesis has not been duplicated. Quotes from other sources used both directly or indirectly are marked in literature

references. Contribution of other persons (if any is available in the graduate thesis) has been clearly declared. I confirm that the graduate thesis is written in correct Lithuanian/English language.

(Signature)

(Full name of the post-graduate student)

I, who is freely disposing of the proprietary rights of author towards my graduate thesis, grant Lithuanian University of Health Sciences with a non-exclusive, unpaid, undated, unlimited in terms of territory licence to reproduce the graduate thesis in any form or way, to publish, translate, display to the public, make available the same on Internet as well as to adapt or otherwise remake, use the same in further research, to distribute copies thereof in the form of sale, rent, lending or by otherwise transferring ownership or management as well as by importing, exporting.

(Signature)

(Full name of the post-graduate student)

**EVALUATION BY THE SCIENTIFIC SUPERVISOR OF THE GRADUATE
MASTER'S THESIS**

Author of the graduate thesis _____

Title of the graduate thesis _____

Study programme _____

Evaluation criteria	Weighting factor	Evaluation (0-10 points)	Comments
Independently	0.2		
Consistency, systematicity, timely performance of a plan of the graduate thesis	0.3		
Evaluation of the parts of the graduate thesis	0.3		
Compliance of the graduate thesis with formal requirements of structure, execution and language	0.2		
Evaluation			

	<i>Yes</i>	<i>No</i>
Is the graduate thesis eligible for a public defence?		

Comments if negative evaluation:

(Position, scientific degree held by, full name, signature of the tutor of the graduate thesis, date)

EVALUATION BY THE REVIEWER OF THE GRADUATE MASTER'S THESIS

Author of the graduate thesis _____

Title of the graduate thesis _____

Study programme _____

Parts of evaluation of the graduate thesis	Criteria	Weighting factor	Evaluation (0–10 points)	COMMENTS OF EVALUATION (mandatory)
Formal compliance	Compliance of the graduate thesis with formal requirements of structure and execution, quality of summary	0.1		
	Compliance of the graduate thesis with the requirements of style and correct language	0.1		
Introductory part	Definition of relevance and novelty of the research, formulation of the objectives of the research	0.1		
Theoretical part	Comprehensiveness of the literature review, compliance with the topic of the graduate thesis, novelty and eligibility of sources, systematization and summarization thereof	0.15		
Analytical part	Organisation of the research and description of the methodology	0.1		
	Clearness and consistency of presentation and description of the research results, reasonableness of interpretation of the results	0.2		
	Quality of scientific discussion (consideration), compliance with a content of the graduate thesis	0.1		
Conclusions and practical recommendations	Specificity and reasonableness of conclusions and practical recommendations, compliance with the topic and tasks of the graduate thesis	0.15		

Evaluation**Questions of the reviewer (2–5)**

--

(Position, scientific degree held by, full name, signature of the reviewer, date)

**EVALUATION BY THE MEMBER OF THE COMMISSION OF THE GRADUATE
MASTER'S THESIS DEFENCE**

Author of the graduate thesis

Title of the graduate thesis

Study programme

Graduate thesis evaluation criteria	Weighting factor	Evaluation (0-10 points)	Comments
Quality of visual material	0.2		
Planning and management of time of presentation of the graduate thesis	0.1		
Consistency of presentation of the graduate thesis, presentation of results, reasonableness of conclusions, eligibility of practical recommendations	0.4		
Logical and reasoned answers to questions	0.2		
Ethics and culture of presentation of the graduate thesis	0.1		
Evaluation			

(Position and scientific degree held, full name, signature)

Annex 7

APPROVED

by the Council of the Faculty of Nursing of LSMU

2018-09-13 protocol No SLF-9-5

**CONCLUSION OF THE COMMISSION OF THE GRADUATE THESIS DEFENCE
OF POST-GRADUATE LEVEL STUDY PROGRAMME “.....“**

Full name of the post-graduate student	Title of the graduate thesis	Conclusion on establishment of access to the defended graduate thesis			Master's degree is granted
		published without restrictions in eLABA ETD storage facility	the graduate thesis is published in the Intranet of the University only	only data on the graduate thesis (metadata) are handed over to eLABA ETD storage facility	
					<input type="checkbox"/> yes <input type="checkbox"/> no
					<input type="checkbox"/> yes <input type="checkbox"/> no
					<input type="checkbox"/> yes <input type="checkbox"/> no
					<input type="checkbox"/> yes <input type="checkbox"/> no

Date of the meeting of the Defence Commission: _____

Chairman of the Defence Commission: _____
(Full name, signature)

Members of the Commission:

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

MEDICAL ACADEMY

FACULTY OF NURSING

Study programme “ _____ ” year _____ group _____

Post-graduate student _____
(Full name)

Tel. No _____ E-mail address _____

REQUEST

(Date)

I hereby request you to be a tutor (adviser) of my graduate Master’s thesis.

(Signature of the student)

I consent:

(Scientific degree and position held by, full name of the tutor (adviser) of the graduate thesis, the unit)

(Signature of the tutor (adviser) of the graduate thesis)

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
MEDICAL ACADEMY
FACULTY OF NURSING

(Full name of the student, student ID No, e-mail address, telephone number)

(Name of the study programme, year, group)

To: the Rector of Lithuanian University of Health Sciences

APPEAL
REGARDING AN EVALUATION OF THE GRADUATE MASTER'S THESIS

The _____ th of _____ 20__

The text of an appeal must contain the student's request to consider correctness of an evaluation of the graduate thesis. The post-graduate student must clearly and reasonably substantiate his/her request.

(Signature of the student)....

EXAMPLE OF A TITLE PAGE



LITHUANIAN UNIVERSITY OF HEALTH SCIENCES (14 pt*)

MEDICAL ACADEMY (12 pt)

FACULTY OF NURSING (12 pt)

INSTITUTE / DEPARTMENT (where the graduate thesis has been carried out) (12 pt)

FORENAME SURNAME (14 pt)

TITLE OF THE GRADUATE MASTER'S THESIS (16 pt)

The graduate thesis (12 pt) of the Master's degree study programme "please enter" (state code please enter)

Tutor of the graduate thesis (12 pt)

(Scientific degree held, full name, signature) (12 pt)

Adviser of the graduate thesis (12 pt)

(Scientific degree held, full name, signature) (12 pt)

KAUNAS, 20.. (12 pt)

**Note. The text printed in blue is indicative, explanatory by its nature.*

EXAMPLE OF AN ABSTRACT

ABSTRACT

Forename Surname. Title of the graduate Master's thesis*. The graduate Master's thesis. The tutor – scientific degree held Forename Surname. Lithuanian University of Health Sciences, Medical Academy, the Faculty of Nursing, Institute / Department (in which the graduate thesis has been carried out). Kaunas, year; pages (shall be specified without annexes) p.

Text (objective, methodology of the research, research subjects, conclusions of the graduate thesis).

*Note. Please enter a required information instead of the text printed in blue.

EXAMPLES OF QUOTING AND A LIST OF LITERATURE SOURCES

QUOTING

The surname of the author must be specified in the text when an author is quoted, and **a number** of a source quoted in the list of literature sources must be specified next to the surname or at the end of the sentence in bracket, e.g.:

According to George (1)...

If several authors are quoted, the following formulation can be used in the text:

Lenard et al. (2) substantiate this statement.

If information available in several sources is presented in the text, numbers of all sources of the list of literature sources must be specified between brackets, e.g.: (1,3,25) or (2-5, 14, 25-28).

Mentioning of the author's surname in the text is optional. But a number of the quoted source of the list of literature sources must be specified at the end of sentence, e.g.:

Each health problem must be assessed according to certain criteria (3).

If thoughts of an author which can be found in the paper of the other author are quoted, both authors must be specified, e.g.: ((25) – quote from (15)).

LIST OF LITERATURE SOURCES

Book:

Surname and the first letter of the forename of the author. The title of a book. Edition (if there are previous editions of the book). Place of publication: Publishing house; year. Number of pages.

One author:

George JB. Nursing theories: the base for professional nursing practice. 6th ed. Essex: Pearson; 2014. 696 p.

Two–six authors:

Varžaitytė L, Lendraitienė E, Kriščiūnas A, Savickas R, Milinavičienė E. Rehabilitation of persons who have suffered traumatic brain injury: training book.

Kaunas: Publishing house of Lithuanian University of Health Sciences; 2015. p. 95.

More than six authors:

Barčaitė E, Blaževičienė E, Gulbinas A, Jaruševičienė L, Klumbienė J, Nadišauskienė RJ. et al.

Health research for beginners: University textbook. Kaunas: Crisis Research Centre; 2014. p. 143.

Part of book:

Balagué N, Hristovski R, Vainoras A, Vázquez P, Aragonés D. Psychobiological integration during exercise performed until exhaustion. In: Davids K, editor. Complex Systems in Sport. London and New York: Routledge Taylor & Francis Group; 2014. p. 62-81.

Article in the journal:

Surname and the first letter of the forename of the author. Title of the article. Abbreviated title of the journal. Date of publication; Volume (Number): pages.

Abbreviated title of the journal is available at:

<http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals>

If there are more than six authors of the article, the first six authors must be specified, followed by *et al.* or *etc.*

1. Mongirdienė A, Kubilius R. Effect of physical training on indices of platelet aggregation and fibrinogen concentration in patients with chronic heart failure. *Medicina*. 2015; 51 (6): 343-350. Available from:

<http://www.sciencedirect.com/science/article/pii/S1010660X15000919>.

2. Wijma AJ, van Wilgen CP, Meeus M, Nijs J. Clinical biopsychosocial physiotherapy assessment of patients with chronic pain: The first step in pain neuroscience education. *Physiother Theory Pract*. 2016 Jun 28:1-17.

Conference documents:

Soraka A, Svediene L, Sapezinskiene L. Dance movement impact on independence and balance of people with spinal cord injuries during rehabilitation. In: 10th congress of European Federation for Research in Rehabilitation - EFRR; 2009 September 9-12; Riga (Latvia). Bologna: Medimond; 2009. 37-40 p.

Electronic documents:

Patient education materials [Internet] [cited 2016 Feb 12] Available from:

<http://www.guideline.gov/resources/patient-education.aspx>.

Dissertations, graduate Master's theses:

1. Repšaitė V. An effect of differential training on functional movements and self-sufficiency of persons who have suffered a stroke [Doctoral dissertation]. [Kaunas]: Lithuanian University of Health Sciences, Medical Academy; 2015. p. 137.

2. Naginienė I. Assessment of the professional competence of operating room nurses [the graduate Master's thesis]. [Kaunas]: Lithuanian University of Health Sciences, Medical Academy; 2015. p. 71.

More information on how a bibliographic description of the source quoted should be presented is available at: Patrias K. *Citing medicine: the NLM style guide for authors, editors, and publishers* [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 - [updated 2015 Oct 2; cited *Year Month Day*]. Available from: <http://www.nlm.nih.gov/citingmedicine>