



Confirmed at the Faculty of Odontology Council

Protocol No 25-20/21 of 28 May 2021

**METHODOLOGY OF WRITING AND EVALUATION OF STUDENT'S  
INDEPENDENT WORK – THE REPORT FOR THE ODONTOLOGY  
INTEGRATED STUDIES PROGRAMME AT LSMU MA FACULTY OF  
ODONTOLOGY**

Kaunas 2021

Student's independent work is an important part of university studies. The report is an independent study work designed to examine in detail a specific theoretical topic (question). When writing a report, the aim of this task is to develop students' ability to gather information on a chosen topic, analyse it, systematise and summarise it. Students of medical and odontology studies, when writing reports, must develop the skills to identify scientific problems. The report deals with a certain topic (question) based on various literature sources. Subject and scientific literature, legal acts, statistical data are used in writing the report.

### **THE PURPOSE OF THE REPORT**

The report and its defence must show in a summarised form:

1. the general level of the student's theoretical knowledge, meaning, subject erudition;
2. the ability to delve into the topic in theoretical terms, meaning, theoretical preparation;
3. the ability to choose appropriate data collection methods and to gather the necessary amount of information, i. e. methodological preparation;
4. the ability to properly analyse the collected material and propose solutions to the chosen problem, integrating theoretical models and practical information;
5. the ability to substantiate the idea of the work.

### **SUBJECT OF THE REPORT**

The lecturer teaching the subject indicates the topic of the report to the student. Students can suggest the wording of the topic themselves, but must agree with the lecturer and get their approval. Thus, the topics can be very diverse, but must meet some general requirements. The topic of the report must reveal a certain theoretical / practical problem in the field of odontology or at least look at a certain issue from a new peculiar aspect. Therefore, the most important thing to remember is that the paper must always describe the sets of facts, as well as look for solutions to the problems of the chosen topic.

### **STRUCTURE OF THE REPORT**

The report consists of an introduction, body, conclusions. The report must have the following structure sequence:

1. title page (Annex 1);
2. contents;
3. introduction;

4. the main body of the report (exposition);
5. conclusion;
6. references.

## **TABLE OF CONTENTS**

The table of contents lists the chapters, sections, paragraphs, and subsections. Numbered in Arabic numerals. Each section, paragraph or subsection must have the number of the relevant chapter or section, extended by an additional digit separated by a full stop. Annexes are not numbered in the table of contents. The pages of the report start numbering from the introduction (including the previous pages).

## **INTRODUCTION**

The introduction describes the relevance of the chosen topic (based on literature data not older than 5 years, in exceptional cases - 10 years), the object of the work, purpose, tasks, and research methods used. The justification of the relevance of the report must reveal the personal need of the author to research the chosen issue. The aim of the report indicates the direction of the research. The tasks of the work show the chosen way of solving the goal, i. e. how the goal will be achieved. The aim and objectives of the research are formulated in the context of verbs: to present, to compare, to determine, to investigate. The introduction is concluded by listing the research methods used.

## **THE MAIN BODY OF THE REPORT (EXPOSITION)**

This part reviews the understanding of various concepts, terms, phenomena on the chosen topic, analyses, systematises and summarises the opinion of various scientists, expresses the opinion of the author of the report on the problem under consideration. Efforts are made to highlight the essential statements and ideas that are relevant to the topic (question).

## **CONCLUSION**

The conclusions must be clear and concise. It is recommended to number the conclusions. They must be related to the tasks of the final work and reflect the significance of the work done. For each task raised, a conclusion must be provided; i. e. there cannot be less conclusions than there are objectives. If the work is not complete, categorical conclusions and statements should be avoided.

## BIBLIOGRAPHY

This section lists the sources of the literature used. There should be about 20-40 of them. Bibliographic descriptions should follow the requirements of the journals "Medicina" or "Stomatologija". References should be numbered according to the order in which they are used in the text, in square brackets: [1]; [2,4,7] or [2–5]. This section should follow the conclusions. Unpublished data and summaries may not be used. The names of all authors must be indicated in the references. When citing an author who is the author of a book chapter, the title of the book chapter should also be indicated. Cited using the Vancouver system and "Uniform requirements for articles submitted to biomedical journals" (JAMA. 1997;277(11):927–934), [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)).

Examples:

1. Standard magazine article in English.

Juodzbaly G, Wang HL. Soft and hard tissue assessment of immediate implant placement: a case series. Clin Oral Implants Res. 2007 Apr;18(2):237-43. doi: 10.1111/j.1600-0501.2006.01312.x. PMID: 17348889.

2. Article not in English

Ellingsen AE, Wilhelmsen I. Sykdomsangst blant medisin- og jusstudenter. Tidsskr Nor Laegeforen. 2002;122(8):785-7.

3. Chapter of a book

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in humansolid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-113.

4. Dissertation.

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

5. Online magazine article.

Juodzbaly G, Wang HL, Sabalys G. Injury of the Inferior Alveolar Nerve during Implant Placement: a Literature Review. J Oral Maxillofac Res 2011;2(1):e1. URL: <http://www.ejomr.org/JOMR/archives/2011/1/e1/v2n1e1ht.htm>

## **APPENDICES**

This is not a necessary section, but if appendices have been used, copies should be added after the literature review, at the end of the work. The appendices contain material of secondary importance, but the text deals with it. These can be literature search history, figures, statistics, and more. Appendices are named and numbered. The text is linked to the appendices by references.

## **GENERAL METHODOLOGICAL REQUIREMENTS**

**Scope of work.** The recommended volume of the work is 10-15 pages (starting with the introduction and ending with the conclusions).

**Text requirements.** The works are printed on a computer (28-30 lines per page), on one side of A4 format, white sheet. Margins are left: 20 mm at the top and bottom, 30 mm at the left and 10 mm at the right. Printed in size 12 *Times New Roman* font. Special characters or characters that cannot be printed on a computer are entered by hand. The work is printed at 1.5 line spacing.

**Page numbering.** The pages of the work must be numbered, starting from the title page (the page numbers of the title page, summary and content are not written on it). Pages are marked with Arabic numerals in the lower right corner of the page.

**Binding.** Reports are bound so that the title page is visible.

**Language.** The work must be written in the correct Lithuanian language. Exceptionally, with the permission of the lecturer, the paper may be written in English.

**Spelling and punctuation.** The report must meet the current Lithuanian spelling and punctuation requirements. Foreign nouns are written in the original language according to the norms established by the Lithuanian Language Commission. Russian surnames are written in Latin characters without a patronymic.

**Citations.** References to scientific literature publications cited in the text (number in the bibliography) are enclosed in square brackets, for example: [12]. Verbatim quotes are written in quotation marks. Quotation marks must be in Lithuanian, for example, „computer“. Non-Lithuanian quotations are translated into Lithuanian (the original can be placed in a footnote). Texts must be quoted in strict accordance with the source cited. Even obvious typographical errors in the cited source cannot be corrected. Cited sources and authors are indicated in the

text. When quoting several authors, the name of the first author is written, with the suffix “and others” or “with co-authors”, and the number of the cited source is indicated in square brackets. The full bibliographic description of the cited source is provided in the bibliography. If the cited work is not written in Latin letters, the references need to be transliterated, for example, by Lukov et al. [19].

**Plagiarism.** Plagiarism is considered one of the biggest misdemeanours in the academic community and is seen as cheating. Plagiarism can be defined as the presentation of the work of strangers or other authors as their own. It is important to remember that a report (like any other academic text) is an author's work, so anything that is not in quotes or references is considered the student's original thoughts and words. There are three ways to use another author's thoughts in your text: an exact quote, a paraphrase, and a summary. In the case of an exact quotation, the author's idea is rewritten in quotation marks word for word, without changing anything, and the source of the quotation is indicated, giving the number of the page (s). In the case of summarisation and paraphrasing, the text is summarised and reworded in author's of the report own words, without changing the content and leaving the terms. Paraphrasing differs from a summary in that in the case of a summary, the main idea of the author is brought forward and the details are given afterwards; paraphrasing does not change the course of text argumentation. In all three cases, it must be clear where the thoughts of the other author begin and end. The following statements are used to define the beginning: “As suggested by X”, “As X points out”, “According to X” etc., and the reference marks the end of other authors' thoughts. Plagiarism is possible even if the thoughts of other authors are incorrectly or insufficiently paraphrased and despite the fact that the original source is cited. In other words, even if there is an author and page in parentheses at the end of the sentence, but the retrieved sentence is changed only minimally (by replacing two or three words); such a case will also be considered plagiarism. Therefore, it is best either to retell the idea in your own words so that the whole sentence structure and most of the words are changed, or to quote the sentence / paragraph. Plagiarism is considered to be a place in a report where the thoughts of a published or unpublished author's work are rewritten without quoting; paraphrased or summarised thoughts from the published or unpublished author's work, research or lecture material, without reference to the source; a table, graph or chart, in whole or in part, without reference to the source. The text of other authors may not exceed 20 percent of the report.

**Footnotes.** Footnotes are for comments. They must be numbered in the submitted work. Printed in size 10 font, 1.5 line spacing.

**Tables.** The tables are numbered in Arabic numerals throughout the work in sequence. The title is written above the table, on the left edge. The word "Table" and its number are written in size 12 bold font. Explanations are written below the table. Each column must have a name. A new table row must be created for each row. There should not be more tables than text. Where necessary, they should be further clarified. When the table is mentioned in the text, its number is indicated. If they are taken from other publications, indicate the source and author. Example table:

**Table 2.** Description of patients

		Placebo	Treatment with	P
Gender (m. / f)		7 / 5	7 / 5	
Age (in years)	31 – 40	0	2	$\chi^2 = 6.8;$ $df = 5;$ $P = 0.238b$
	41– 50	0	2	
	51– 60	5	5	
	61– 70	2	2	
	71– 80	4	1	
	81– 90	1	0	
Average age ( SN )		65.9 ( 10.8)	54.9 ( 11.5)	0.77b
Neutrophil count, mean (SN)		3.94 ( 1.37)	3.61 ( 2.15)	0.48b

a  $\times 10^3$  cells / mm<sup>3</sup>.

bStatistically unreliable when P <0.05 (MonteCarlo test).

SN = Standard deviation;  $\chi^2$  = Chi-Square test.

**Figures** (illustrations, diagrams, diagrams, graphs). Figures are numbered consecutively in Arabic numerals. The number of the figure, the abbreviation of the word “fig.” and the title are written at the bottom, starting from the left edge in bold size 12 font.



FIGURE

**Figure 1 Figure title**

There should be no more figures or illustrations than text; if necessary, the figures and illustrations must be further explained, printed in high quality, marked with a number. If figures are taken from other publications, indicate the source and author.

**Abbreviations, symbols and nomenclature.** The symbol % must be used to indicate percentages, h - hours, min - minutes, s - seconds. *In vitro*, *in vivo*, *in situ* and other Latin expressions must be written in italics. Only standard abbreviations are used. All units must be marked in metric system. Abbreviations in the title are avoided. When the abbreviation is mentioned for the first time in the text, its full title must be written, with the abbreviation in brackets, except for standard units of measurement. If in doubt about the spelling of terms, the international Webster dictionary should be used (<http://www.merriam-webster.com/>). Teeth are described by full name or using a two-digit FDI notation system.

**Scientific names.** The names of the bacteria are written in the text without abbreviations, meaning, in two words in italics (e.g. *Streptococcus sanguis*). When these names are mentioned a second time, the species name may be indicated by one of the first capital letters (e.g. *S. sanguis*). If the species name may cause confusion, the full name shall be provided. If the species name of the bacterium is written in the native language, it begins with a lower case letter, in a simple font (e.g. streptococci). Medicines, equipment, devices are described using generic rather than trade patented names. If the trade name is mentioned for the first time in the text, the manufacturer, city, country must be indicated: *Inagel F-13*® (*Ina FoodIndustry Co., Ltd.*, Nagano, Japan).

**Text distribution.** The text is divided into chapters. If necessary, it can be divided into sections and subsections. Parts of the text are numbered in Arabic numerals. The title of the chapter is written in the centre of the page, in capital letters, in bold size 14 font: **TITLE OF CHAPTER**. Sections are numbered only within a chapter, so the section sequence number



consists of the chapter and section numbers, which are separated by full stops, for example: 2.1., 2.2. The title of the section is written in lower case, except for the first letter, on the left edge, in bold size 12 font. If the text is further subdivided into subsections, these are numbered according to the same principle: the first digit indicates the chapter number, the second the section number and the third the subsection number, for example: 2.1.1., 2.1.2.

The introduction, conclusions, bibliography and appendices are presented as separate chapters. They do not need to be numbered. Each chapter should start on a new page and the sections and subsections on the same page. A single line of text separates section and subsection titles before and after it. If the chapter title is followed by a section title, a single line space is left between them. You cannot write a title on one page and start text on another.

**EXAMPLE OF THE COVER PAGE**



**LITHUANIAN UNIVERSITY OF HEALTH SCIENCES (size 12 font\*)**

**MEDICAL ACADEMY**

**FACULTY OF ODONTOLOGY**

**CLINIC (where the work is conducted)**

**NAME, SURNAME (size 14 bold font)**

course, group (size 12  
font)

**TITLE OF THE REPORT (size 16 bold font)**

Integrated odontology studies report (size 12 font)

**Reviewed by (size 12 bold font)**

academic title, name, surname, signature (size  
12 font)

Kaunas, year (size 12 font)

\*Note The text written in blue is for explanatory purposes.

## REPORT ASSESSMENT FORM

**Assessment:**

.....

**Lecturer:**

.....

*(academic title, name and surname)*

**Date of assessment:** .....

Line No.	Parts of the report	Criteria for evaluating the structural and methodological requirements of the report	Assessment* (From 1 to 10)
1	Introduction	Is the novelty, relevance and significance of the topic justified in the introduction of the work?	
2	Goal, objectives	Are the goal and objectives properly and clearly formulated? Are the goal and objectives interrelated?	
3	Selection of articles	Do the selected articles properly reflect the chosen topic? Are the selected articles suitable for the selected tasks?	
4	General theoretical preparation	Is the general level of the student's theoretical knowledge, meaning, subject erudition sufficient?	
5	Specific theoretical preparation	Was the author able to delve into the topic in a theoretical aspect; is there a good theoretical preparation for a particular issue?	
6	Methodological preparation	Were appropriate data collection methods chosen and the necessary amount of information gathered, i. e. was the methodological preparation good?	
7	Discussion and interpretation of results	Was the student able to properly analyse the collected material and propose solutions to the chosen problem, integrating theoretical models and practical information? Was the student able to substantiate the idea of the work by summarising and interpreting the results, and expressing their point of view?	
8	Conclusion	Do the conclusions reflect the topic of the final work, the set goals and objectives and are they based only on the analysed material? Are the conclusions clear and concise? Suggestions and practical recommendations (optional).	
9	Bibliography	Is the bibliographic list of references compiled in accordance with the requirements and are the references in the bibliography to the text correct? Are the sources cited, not older than 10 years, make up at least 70 % of all sources and not older than 5 years - at least 40%?	
10	General requirements	Do the attached appendices help understand the topic under consideration? Is the scope, structure, language, layout and quality of the text appropriate?	
		Final grade (1 to 10 average score)	