

**Guidelines for MSD/DScD/DSc Thesis/Dissertation Submission**

**Boston University Medical Center  
Alumni Medical Library  
Henry M. Goldman School of Dental Medicine**

Revised by the Postdoctoral Curriculum Committee December 3, 2015

A major requirement for the Master of Science in Dentistry (MSD), Doctor of Science in Dentistry (DScD) and Doctor of Science in Oral Biology (DSc) degrees at the Boston University Henry M. Goldman School of Dental Medicine is the completion of a thesis (MSD) or dissertation (DScD, DSc).

This document provides instructions for the proper formatting and submission of this thesis or dissertation.

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## **A. Introduction**

A major requirement for the Master of Science in Dentistry (MSD), Doctor of Science (DSc), and Doctor of Science in Dentistry (DScD) degrees at the Boston University Henry M. Goldman School of Dental Medicine is the completion of a dissertation or thesis. A graduate thesis is a contribution to knowledge. It is important that the findings be presented in a formal standard to increase their usefulness to others. If a thesis is not presented in the form required in these instructions, it will not be accepted, nor will a degree be conferred until corrections have been made. A satisfactorily completed thesis must be approved by a committee of readers (thesis/dissertation defense committee).

This guide in no way sets stylistic or bibliographic rules for the author. These should be determined by the candidate and his/her advisor. Neither does this guide deal with detailed information on how to prepare, research, and write a thesis or dissertation. Other resources address these topics. The purpose of this guide is to inform graduate students of the standards established and adhered to by Boston University, the Alumni Medical Library and the School.

## **B. Electronic Submission**

In order to preserve a record of the achievements of Boston University scholars, and to share the benefits of their research with others, theses/dissertations are submitted electronically and archived in OpenBU, Boston University's online repository, and in Dissertation Abstracts, the ProQuest Thesis and Dissertation database. The Department Chairman, Advisor, and other advisory committee members may require printed copies of the thesis. Check with your department regarding whether printed copies are needed and how they should be presented. Electronic submission of the thesis or dissertation to the Library will usually be the last step before graduation.

## **C. Deadlines for Submission of Thesis or Dissertation**

**Theses and dissertations must be submitted to the readers eight (8) weeks prior to the anticipated date of graduation. This allows ample time for the thesis/dissertation to be read and for corrections/revisions to be made. Delay in submission may result in postponement of the date of graduation, which, in turn, may result in additional tuition.**

The dates for the submission of the thesis to the thesis defense committee are critical for a successful review and for the defense process. Individual departments or programs will set the deadline for submission of the thesis to the defense committee. However, it is expected that the Master's thesis be defended within 45 days of the expected degree award date and that the Doctorate dissertation be defended before the expected degree award date.

## **D. Submission to the Library**

1). Each member of the thesis defense committee must sign one Library copy of the thesis/dissertation signature page. These signatures are to be placed on the Reader's Approval

page, formatted as seen on the sample found on page 15 of this document. Each signature must be original. The Library does not accept photocopies. This document, along with a printed copy of the title page, will be kept on file in the Medical Library as a printed record of the thesis/dissertation's acceptance by the defense committee.

2). A prearranged appointment with the Technical Services Department of the Library is highly recommended to ensure sufficient time for the library review process. A librarian will review the thesis/dissertation to ensure that the formatting is consistent with the guidelines stated in this document. Typically, review of the thesis or dissertation takes 20-30 minutes. If an appointment is not made, the Library reserves the right to have 5 working days for the review and acceptance procedure. Students with a deadline for graduation or those who are leaving the area should incorporate these requirements into their timetable. The librarian will also be able to provide advice on the online submission process and answer any questions about the steps involved.

3). When the thesis/dissertation has been reviewed and any needed corrections are made to formatting, the librarian will accept the printed title page and signed signature page (see point 1 above) and will clear the thesis/dissertation for submission to the ProQuest electronic submission system. The student will then create an account and upload the thesis/dissertation. The librarian will receive notification that the document has been submitted, and will do a final review to be sure everything is complete before approving the submission. The librarian will then notify the School that the thesis/dissertation has been successfully submitted and approved. No degree requiring a thesis/dissertation will be conferred until this notification has been received.

4). Although students can set up their accounts with ProQuest at any time, they should not upload their theses/dissertations to the site before consulting with a librarian and receiving approval to submit their documents. Theses or dissertations submitted without librarian review are likely to contain formatting errors, and if this is the case they will be rejected and revisions required. Theses and dissertations will not be approved for release to OpenBU and the ProQuest database until the printed title page and signed copy of the signature page are received by the Technical Services department.

5). Neither binding of print copies nor application for copyright is done by the Library. ProQuest will file copyright for a fee, and sells bound print copies that may be ordered during the submission process. Students who wish to file copyright may also do so themselves, and the Technical Services librarians can refer students to local binding options if they wish to have print copies bound.

6). Submission of your thesis/dissertation via the ProQuest system constitutes publication of your work. You will own the copyright to your work (and may republish it in any form without seeking permission from ProQuest), but ProQuest will be your publisher and will have rights to distribute the work as governed in the publication agreement. If copies of your work are purchased from ProQuest, you will receive royalties, as detailed in the agreement.

## E. Thesis Format

### Preliminary Pages in sequence

### Page No.

Title Page**	i (counted, not printed) sample on page 12
Copyright Page (if applicable)	ii (counted, not printed) sample on page 13
Reader's Approval Page**	iii (counted, not printed) sample on page 14
Dedicatory Page (optional)	iv
Acknowledgments (optional)	v
Abstract**	vi
Preface (optional)	vii
Table of Contents**	viii
List of Tables (if any)	ix
List of Figures (if any)	x
List of Illustrations or Schemes (if any)	xi
List of Abbreviations (if applicable)	xii
Glossary (if applicable)	xiii

\*\* Required

### First page of text

1

Following the preliminary pages is the text of the dissertation or thesis, which begins with Arabic numeral 1.

Following the conclusion of the thesis/dissertation is, in the following order:

- Appendices (if applicable)
- Bibliography (required)
- Vita (required, the last numbered pages)

#### 1) Title page:

The form and contents of the title page must follow the sample shown on page 13. All the information shown on the sample is required. ProQuest cannot reproduce characters such as mathematical formulae, non-alphabetical symbols, superscripts, subscripts, or non-Roman scripts, and these may not be used in the title: any of these elements referenced in the title must instead use an English equivalent. The use of acronyms is discouraged, but not prohibited. Diacritics or accent marks are acceptable. Scientific formulae and abbreviations should be avoided in titles whenever possible. Please note that the title should be in full caps as noted in the example on page 12.

#### 2) Copyright Page (if applicable):

It is your decision whether or not to have your work copyrighted. You may want to ask your advisor's opinion on the subject, but even if you do not officially register your copyright, you will still have some basic copyright protections.

Should you register copyright on your dissertation? Copyright legislation of 1976 ensures that your work already has a degree of protection even if you do not register it. Registration, however, establishes a public record of your copyright. You cannot file an infringement suit until you have registered, nor can you sue for infringement that occurred prior to registration. Also, you may be unable to recover attorney's fees or sue for so-called "statutory damages" which the law provides in cases where real damage is difficult to show.

A sample copyright page is provided on page 14 of this Guide if you choose to file. Be aware that ProQuest can file copyright for you for a \$55 fee: you may purchase this service during the online submission process. Thesis/Dissertation writers may also register copyright on their own for \$35 at the U.S. Copyright Office web site: <http://www.copyright.gov>. If you decide you do not want to have your manuscript copyrighted, **do not** include a copyright page in the work.

### **3) Readers Approval Page:**

As documentation of Advisor/committee approval of the document, every thesis/dissertation student must submit to Alumni Medical Library a printed approval page with the **original signatures** of **all** of the candidate's committee members, or readers. Photocopied or faxed signatures are not acceptable. Administrative assistants cannot sign and initial for readers who are out of town. The signatures cannot be divided up and placed onto two or more pages. A sample approval page is provided on page 15 of this Guide. Authors should place a reader's official title after their name (e.g., Professor of Oral and Maxillofacial Surgery). If one or more of your readers is not a B.U. faculty member, you should place the name of their institution after their official title.

If your committee asks you to include a signature page for the Department Chair as well, this should be placed on a separate page, and should also be printed, signed, and submitted to the Medical Library in hardcopy.

### **4) Dedicatory Page (optional):**

Most students choose to place the dedication, if any, as part of the acknowledgments (see below); however, you may use a separate page and include it here.

### **5) Acknowledgments (optional):**

Although not required, some candidates insert a brief acknowledgment or foreword. This must be placed at the correct pagination of the preliminary section and must be numbered and noted in the Table of Contents.

### **6) Preface (optional):**

Usually there is no reason to include a preface in your thesis or dissertation. Only in cases where the work needs to be explained or where the author's contribution to work with several authors needs to be noted is a preface necessary.

Note: A preface includes acknowledgments and appears where the acknowledgments normally would appear. Do not include both an acknowledgement page and a preface.

### **7) Abstract:**

The abstract should give a succinct account of the dissertation or thesis so that a reader can decide whether or not he or she wants to read the complete work. Your abstract must include the heading as outlined in the samples on page 16 (MSD) and page 17 (DScD, DSc) of this guide. A thesis abstract (MSD) is limited to 250 words, and a dissertation abstract (DScD, DSc) is limited to 350. The ProQuest database will cut off abstracts over these word limits, so it is important to keep within the allowed number of words. The heading is not included in the word count. An abstract contains a clear, very brief statement of the problem, procedure and/or method followed, the results, and the conclusions.

The abstract should be prepared carefully, as it will be published in Dissertation Abstracts without editing or revision. The Abstract should be double-spaced. Graphs, charts, tables, and illustrations should not be included in the abstract. Symbols and foreign words or phrases should be printed clearly and accurately to avoid errors.

### **8) Table of Contents:**

The Table of Contents is the only index the reader has to your paper. Be sure the organizational order you display in the Table of Contents matches the order in the text. In addition, titles of sections listed in the Table of Contents must match exactly the titles that appear in the text. Page numbers must be accurate and include the page numbers where each entry occurs. This must include the dedication/ acknowledgments/preface if applicable, abstract, list of tables and/or figures if applicable, and all the main divisions of the thesis, subdivisions, the appendix if applicable, the bibliography and the curriculum vita. Word processing programs like Microsoft Word can automatically create a Table of Contents for you, but be certain to check it over for accuracy.

### **9) List of Tables and Figures/List of Illustrations and Schemes:**

The List of Tables, Figures etc. must include the page number on which each respective table, figure, etc. falls. Figures (i.e. graphs, photographs, and other illustrative materials) are to be listed on a separate page. Figures must be numbered in Arabic numerals consecutively (Figure or Fig. 1, 2, 3, etc. or 2.1, 2.2 etc.) in order of appearance and captioned.

### **10) List of Abbreviations (if applicable):**

If you include a List of Abbreviations, it must be arranged alphabetically, not by order of appearance of the abbreviation in the text.

## 11) Glossary

A glossary is a list of terms in a particular domain of knowledge containing the definition for those terms. Traditionally, a glossary appears at the end of a book and includes terms within that book which are either newly introduced or at least uncommon.

### Text:

While not all the parts of the text listed here are required in all theses, those present are to be in the following order:

- Introduction
- Main Body
- Concluding Section
- Nomenclature (if applicable)
- Appendices (if applicable)
- Bibliography
- Curriculum Vitae

Particular attention should be given to check spelling and grammar. Try to insert plots, graphs and tables into body of the text, and **NOT** at the end of the thesis. Do not repeat references as NEW references.

### 1) Appendices:

Appendices should be placed immediately before the bibliography. Rare exceptions are allowed at the discretion of your major advisor. If you are using copied materials from another source, make sure the print is clear, dark, and legible. Also be sure that you have permission if you are reproducing copyrighted materials in your work.

### 2) Bibliography:

Single-space your citations and leave one double space between each. If you are using an article-style format for your work, where each chapter has its own separate bibliographic section, then you must also include a cumulative bibliography at the end of the work, arranged alphabetically by the last name of the primary author.

If you use abbreviated journal or conference titles in your references, then you must add a list of all those abbreviations, in alphabetical order, with the corresponding complete titles. The List of Abbreviated Journal Titles should be placed at the start of your bibliography. Some journal abbreviations have now become the accepted title of the periodical, (e.g. EMBO J is simply EMBO Journal, not European Molecular Biology Organization Journal). Below is an example of how your list may appear, along with some commonly-used journal abbreviations and their corresponding full titles:



List of Abbreviated Journal Titles:

BMJ	BMJ: British Medical Journal
EMBO J.	EMBO Journal
FASEB J.	FASEB Journal
FEBS Lett.	FEBS Letters
IEEE J. Oceanic Eng.	IEEE Journal of Oceanic Engineering
JAMA	JAMA: the Journal of the American Medical Association
PNAS	Proceedings of the National Academy of Sciences of the United States of America

### **3) Curriculum Vitae:**

This is a short description of your professional life, up to the point of being awarded your degree. Your vita may be written in either résumé or narrative format. You must include such basic information as your full name, your year of birth, and a contact address (e.g., your department) where you can be reached for at least the next 1–2 years. A vita may also include (but is not limited to) your previous education, degrees, awards or honors, professional positions held, and publications. Please try to limit your vita to no more than three pages. Both Master and Doctoral degree candidates must include a vita in their work. Vita pages should be numbered consecutively with the rest of the document, and the vita should be included in the table of contents.

#### **Footnotes:**

Footnotes or notes may be numbered consecutively throughout the thesis/dissertation, or throughout each chapter. They may be at the bottom of pages, at the end of chapters, or at the end of the main body of the text immediately preceding the bibliography. Candidates are reminded that a consistent and established style must be followed in the bibliography, footnotes, and notes.

#### **Publication of a Series of Papers as a Thesis**

It is not acceptable to bind together a series of published papers in reprint format and submit this collection as a thesis.

The thesis must be a coherent document with an overall introductory section, a main body, and an overall concluding section. Terminology and nomenclature must be consistent throughout the thesis. Subject to these constraints, to copyright considerations, and to permission from the Advisory Committee, it may be possible to utilize material previously published, submitted, or accepted for publication as chapters or sections of the thesis. However, this material must be presented in the same typeface and format as the rest of the thesis. Care should be taken to eliminate redundancies in such topics as methodology and introductory comments.

Where material previously published (or in press) by the author is included as part of the thesis, it is mandatory to provide full details of authorship, journal name, volume, page limits, year and title of article (or comparable information for Proceedings, Books, etc.) in a Preface or Foreword. In the

case of joint authorship, there must be a statement clearly stating the role of the respective authors and, in particular, making very clear the extent and nature of the contribution of the thesis author. This statement should be signed by the co-authors or at least by the senior author other than the candidate to indicate that they are in agreement that the contributions of the thesis author are as stated.

## **F. Specifications:**

### **1) Printout of Title and Signature Pages:**

A high standard, letter quality print is expected; poor print and inferior grades of paper will not be approved.

### **2) Typeface and Font:**

A medium-sized, clear typeface, e.g. pica or elite, is advised; Times Roman font size 12 is recommended. One typeface and one size must be used throughout. For the Library pages, print only on one side of the paper: check individual requirements for any additional printed copies. For further instructions, see appropriate sections below.

### **3) Paper:**

High quality bond paper, 8 1/2 x 11 inches (21.5 x 28 cm), must be used for the printed title and signature pages; 20-24 pound (75 - 90 gm<sup>2</sup>) stock. Paper must be white, not cream, grayish, nor colored. Erasable paper must not be used. Recycled paper must be white (not off-white) and acid-free. Pages with holes, such as those made by binder rings, are not acceptable for the Library's copy. Individual departments may have different standards if printed copies are required: check with your department.

### **4) Pagination:**

The preliminary pages are to be numbered in small roman numerals (ii, iii, iv, etc.); the text in Arabic. The title page is "i" but is not numbered. For subsequent numbering, please refer to E. Thesis Format, Preliminary Pages in Sequence, p. 5 in this document. The first page of the text is "1" and the numbering continues throughout, including pages with tables and figures, the appendices, bibliography, and vita. Every page - other than the title page, copyright page (if applicable) and signature/Chair's signature pages - must be numbered. For ease of reading, the numbers should be placed at least 1/4 inch (7 mm) from the edge of the page; they may be either in the center at the bottom or on the right of the page.

### **5) Margins:**

For ease of reading, margins should be at least 1 1/4 inches (32 mm) on the left edge, and 3/4 inch (19 mm) on the three outer edges of each page of the document, particularly if printed copies will be made.

## **6) Spacing:**

Copy must be double-spaced except the acknowledgment, block quotations, notes, footnotes, captions on tables and figures, and appendices; these may be single spaced. The bibliography should be single-spaced but with double spacing between entries.

## **7) Graphs, Symbols, Accents, etc.:**

When graphs are used in the thesis, label all axes with correct units. Avoid 3D rendered graphs - use 3D graphs if there are 3 axes. Show standard deviation as error bars. All graphs should have clear and concise captions. If you use colors, choose colors, line style, line widths and symbols that can be discernible after black and white copying. Set same scale range, breaks, and units for plots that are to be compared. Double check the table of contents for figure numbers. It is recommended to distribute graphs, figures, and tables throughout the text.

## **8) Quality of Type, Print, and Photocopies:**

If your department requires a hard copy, the quality of type, print, and photocopies must be high (minimum resolution: 300 dpi) and this excellence maintained throughout; the letters should be sharp, black, unbroken, and unvarying in intensity from line to line and page to page.

## **9) Photographs and Graphs:**

When used, photographs should be clear, with strong contrast. Black and white graphs are recommended whenever possible. Color graphs tend not to copy well: if color is used, be sure that the graph will still be understandable if copied in black and white. Use symbols and line features to distinguish curves within any given plot.

## **10) Scanning Electronic Microscopes (SEM's) and Photomicrographs:**

When included in the thesis, SEMs and photomicrographs should use same units for figures to be compared. Import scale bar for photomicrographs (e.g. a scale bar labeled as "100 mm"). Use visible arrows, triangles, and labels to point out key features. Double-check the table of contents for figure numbers.

## **G. Delayed Circulation or Publication**

During the submission process, ProQuest offers the option to delay publication (i.e., inclusion in the thesis/dissertation database) by 1 or 2 years. This should be requested only if the materials cover a sensitive subject, which cannot safely be published at this time (i.e. see below, Patentable Materials). A written statement approving the delay must be signed by the Thesis Advisor and Department Chair, and submitted to the Library in print along with the title page and signed signature page. If there is a compelling reason that a delay longer than two years is needed, please speak to the Librarian when you meet to discuss formatting.

## **H. Patentable Materials**

By University policy, the University owns the rights to inventions, software and other products of research developed by students as part of their graduate work. It should be noted that any form of public disclosure of patentable material before a formal patent application has been filed in at least one country, might compromise potential patent protection in other countries. Deposition of a thesis in the OpenBU repository and in the ProQuest thesis database constitutes publication, and is such disclosure. If it appears that the subject matter of the research to be incorporated into the thesis is likely to lead to patentable or licensable material, the matter should be discussed with the primary advisor and department head before the intended date of depositing the thesis in the Library.

**Sample Title Page:**

BOSTON UNIVERSITY  
HENRY M. GOLDMAN SCHOOL OF DENTAL MEDICINE

THESIS/DISSERTATION  
(select the appropriate term for your document, based on your degree program)

by

**TITLE IN FULL CAPITALS, BOLD TEXT, AND CENTERED**  
(double spaced if more than one line)

**FULL LEGAL NAME IN ALL CAPITAL LETTERS, BOLD AND CENTERED**

(Students with compound last names, or names frequently inverted in native usage, should indicate verbally or in writing to the library which is the surname to ensure accurate bibliographic citation when the thesis/dissertation is added to the library catalog)

Other Earned Degrees, Colleges, Years

(Each previous degrees earned should be on a separate line, e.g.,  
B.A. Boston University, 2005  
M.A. University of Pennsylvania, 2009)

Submitted in partial fulfillment of the requirements for the degree of  
Doctor/Master of Science in Dentistry (indicate appropriate degree)  
In the Department of (indicate Department)

20\_\_  
(Year of Graduation, not year in which thesis/dissertation is completed)

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**Sample Copyright Page:**

(Do not include this page if you are not formally filing copyright on your work with the U.S. Copyright Office)

© Copyright by  
FULL NAME IN ALL CAPTIALS  
20\_\_

(A Roman numeral does not appear on this page, although the page is counted as ii if included)

**Sample Reader's Approval Page:**

Approved by:

First Reader \_\_\_\_\_  
Name of First Reader, Ph.D.  
Professor of.....

Second Reader \_\_\_\_\_  
Name of Second Reader, Ph.D.  
Associate Professor of .....

Third Reader \_\_\_\_\_  
Name of Third Reader, Ph.D. (if applicable)  
Lecturer in .....  
Forsyth Institute

A Roman numeral does not appear on this page, although this page is counted.  
The first page on which a number appears is the acknowledgments page.  
If no acknowledgments, then the first page on which a number appears is the first  
page of the abstract.



**Sample Abstract Heading for MSD Thesis:**

**TITLE OF MASTER’S THESIS IN FULL CAPITALS AND CENTERED**

**FULL NAME IN ALL CAPITALS AND CENTERED**

(as it appears on title page)

**Boston University**, Henry M. Goldman School of Dental Medicine, 201\_

Major Professor: (name) , Professor of .

**ABSTRACT**

(Body of abstract follows on the same page - double-spaced, not to exceed 250 words.)

**Sample Abstract Heading for DScD or DSc Dissertation:**

**TITLE OF DOCTORAL DISSERTATION IN FULL CAPITALS AND CENTERED**

**FULL NAME IN ALL CAPITALS AND CENTERED**

(as it appears on title page)

**Boston University**, Henry M. Goldman School of Dental Medicine, 201\_

Major Professor: (name) , Professor of .

**ABSTRACT**

(Body of abstract follows on the same page - double-spaced, not to exceed 350 words.)

## **Checklist for Submission of Thesis (MSD) or Dissertation (DSc/DScD)**

Theses and dissertations must be submitted to the readers eight (8) weeks prior to the anticipated date of graduation. This allows ample time for the thesis/dissertation to be read and for corrections/revisions to be made. Delay in submission may result in the postponement of the date of graduation, which, in turn, may result in additional tuition.

The checklist below is intended to provide you with a brief review of some important facts for thesis/dissertation submission. Please refer to previous pages in this document for a more detailed explanation of the requirements for completing your thesis or dissertation.

### **Checklist**

- When a thesis/dissertation has been successfully defended, edited, and approved by the Thesis Defense Committee and Department Head, please make an appointment with the Technical Services Department of the Library (Laura Sobel, Technical and Information Services Librarian: 617-638-4259, lsobel@bu.edu) at least one week in advance of requesting the Library review and acceptance. Please bring your thesis in electronic format via laptop or memory/flash stick. Recommendations for corrections may be provided by the Library staff. The review generally takes 20-30 minutes. If an appointment is not made, the Library reserves the right to have 5 business days for the review and acceptance procedure.
- Acceptable paper for final copies of title/signature pages: high quality bond paper, 8 ½ x 11” must be used; 20-24 pound stock.
- Complete the Title Page as per directions on page 13
- Copyright Page (if applicable.)
- Complete the Reader’s Approval Page as per directions on page 14 of Guidelines for MScD/DScD/DSc Thesis/Dissertation Submission.
- Dedicatory Page and/or Acknowledgments (if applicable).
- Abstract as per directions on page 16 or 17 (limited to 250 words for a thesis, 350 words for a dissertation).
- Table of Contents. Make sure the organizational order matches the content. Page numbers must be accurate. It pays to double check these details; they are a source of frequent errors.
- List of Tables, Figures, and Illustrations (if applicable).
- List of Abbreviations (if applicable).

- Appendices (if applicable).
- Bibliography.
- Vita.
- After the Library review and approval of your final draft, the Technical Services staff will accept the printed title page and signed signature page, and you will be cleared to submit your thesis online via the ProQuest site (<http://www.etsadmin.com/cgi-bin/main/submitting>). Once submitted, it will be reviewed and approved by the Library, and confirmation of submission will be sent to the Dental School. The approved thesis will be processed for online access, and will be available in OpenBU and via the ProQuest thesis and dissertation database, Dissertations and Theses Global, approximately 8-12 weeks later.