



NHV – Nordic School of Public Health

MPH handbook – 120 ECTS

Revised November 2011



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Aims of the MPH handbook:

To describe NHV's Master of Public Health programme, its goals and guidelines

To explain the MPH process from admission to graduation

To clarify the rights and responsibilities of the student and the supervisor

Contact information

If you are admitted to the programme and have a supervisor, you should contact your supervisor in case of questions, otherwise please contact:

- For general questions regarding the programme, the MPH secretary at mphsecretary@nhv.se, telephone +46 (0)31 69 39 65.
- For guidance regarding courses within the programme: study advisor Johanna Andersson at johanna.andersson@nhv.se.
- For questions regarding problems finding a supervisor: the Director of Advanced Studies at advancedstudies@nhv.se.

Main features of the MPH programme

NHV's MPH programme has been in accordance with the Bologna process since 2006.

The programme comprises **120 ECTS**, corresponding to two years of full-time study. The course credits amount to **90 ECTS**, of which **32 ECTS** are within compulsory areas and the remaining credits consists of elective courses. The scope of the thesis is **30 ECTS**.

You are entitled to supervision of your thesis work for a maximum of five years from admittance to the programme.

MPH programme objectives

Knowledge and understanding

On successful completion of the programme, the student should be able to:

- Demonstrate knowledge and understanding of the interdisciplinary area of knowledge which includes knowledge within the central areas representing Public Health Science, as well as how these areas relate to each other.
- Demonstrate deepened knowledge and insight within one of the central areas and related current research and development work.

Skills and abilities

On successful completion of the programme, the student should be able to:

- Demonstrate an ability to critically and systematically compile, integrate and summarise knowledge about the health of groups or populations.
- Analyse, evaluate and provide advice about handling questions related to Public Health Science.
- Demonstrate an ability to independently identify and formulate relevant research questions.
- Demonstrate deepened knowledge of methodology within the different areas part of the knowledge area Public Health Science.
- Plan and by applying appropriate methods carry out a qualified research- or investigation project, as well as evaluate said project.
- Demonstrate ability to both orally and in writing give an account for Public Health Science problems and conclusions, as well as for the knowledge which forms the basis for said problems and conclusions.

Judgment and approach

On successful completion of the programme, the student should demonstrate:

- An ability to make his or her own judgment in relation to knowledge from both science and other available information in society.
- Consciousness about different aspects of research- and development work.
- Insight about limitations and possibilities within Public Health Science and its role in society, as well as responsibility for how it is being used.
- An ethical approach in relation to the knowledge area of Public Health Science.

Admission to the MPH programme

Entry requirements

General entry requirement

An academic degree corresponding to at least three years of full-time study at university level.

Specific entry requirement

Completion of at least 15 ECTS course credits at advanced level within one/some of the compulsory areas, see “Courses” for more information.

Application

The annual application period is **August 15 - September 30**. A complete application must be submitted within the application period in order to be considered for the admission process. Programme applications received outside the application period will not be considered. An application form for the programme is available at the website www.nhv.se/mphprogramme during the application period.

Selection procedure

A total of 20 students are annually admitted to the programme. If more applicants than places are available, Nordic applicants are ranked according to the following principles:

1. Quota for each Nordic country.
2. Number of course credits (ECTS) at advanced level or higher within the area of public health
3. The duration of previous academic education (in addition to the general entry requirement).

Citizens from outside the Nordic countries may be admitted to the programme in case of vacancy and if a suitable supervisor is available at NHV.

Admission

A notification of admission will be sent by email in October. If you are admitted, you must confirm that you accept. If we have not received your acceptance within the allotted time, you will lose your place. The commencement/continuation of your studies can be postponed for up to two years from the date of admission. After this date, a new application is required.

If you are not admitted to the programme, you will receive a letter explaining the reason for rejection.

Please note that even though you are applying for the programme, you must also apply separately for the courses you wish to take during the following terms. See our course programme at www.nhv.se/education

Deregistration from the MPH programme

If you find it impossible to adhere to the thesis plan and to complete your MPH studies, you should inform your supervisor along with the MPH secretary with a request to be removed from the MPH register. Deregistration will not be made without your approval.

If you have exceeded the time limit, have not worked actively with the thesis for a longer period of time, have no contact with your supervisor/s, and/or for any other reasons are considered unable to complete the thesis, NHV may suggest a deregistration from the programme. In that case a letter is sent to both you and your supervisor.

Completion of the MPH programme

You can complete the courses within the programme at your own pace, but within maximum five years from the date of admission you must have submitted your thesis for examination.

Courses

The programme comprises 90 ECTS of individual courses. Of these, at least **32 ECTS** must be within the compulsory areas and the remaining course credits are elective courses. There are two different course levels at NHV: *advanced level* and *research level*. Courses in the MPH programme are usually at an advanced level, but it is possible to include courses at research level. Please note, that you cannot include courses at research level in the MPH degree and later have them credited in a PhD degree as well.

Compulsory courses

Courses within the compulsory areas should comprise at least **32 ECTS**. The courses can be taken at NHV or at other universities/university colleges. For more information about crediting of courses, see “Course credits earned at other institutions”.

There are no requirements regarding the order in which, or when the courses should be taken. You are, however, recommended to take the general course in Public Health Science at the beginning of your studies as this course constitutes the foundation of your education and subsequent courses within the field. Please observe that some courses at NHV have specific entry requirements.

Courses within the following areas are compulsory:

- Public Health Science, 7 ECTS
- Epidemiology, 5 ECTS
- Health Promotion, 5 ECTS
- Health Management, 5 ECTS
- Qualitative Methods in Public Health, 5 ECTS
- Quantitative Methods in Public Health, 5 ECTS

Additional information regarding courses at NHV within the compulsory areas can be found at www.nhv.se/mpsprogramme. If you need guidance regarding course selection, see “Contact information”.

Elective courses

All courses offered by NHV can be included as elective courses within the programme. It is also possible to include courses within the field of public health from other institutions of higher education. For more information about crediting of courses, see “Course credits earned at other institutions”.

Applying for individual courses

You must apply separately for the courses you wish to take within the frame of the programme, see www.nhv.se/application.

NHV has two deadlines for course applications per year: **October 15** for courses given during the following spring term, and **April 15** for courses given during the following autumn term.

As admitted to the MPH programme you have priority for being admitted to NHV’s courses, but no guaranteed place. Priority to courses is only given when course applications have been submitted on April 15 or October 15 respectively, at the latest.

Course credits earned at other institutions

The Director of Advanced Studies makes the decision regarding crediting of courses from other institutions. In order to have a course credited for a course in NHV's MPH programme the following is required:

- The course must be defined as Public Health Science
- The course must be at an advanced level (postgraduate) or higher
- A syllabus or equivalent must be available
- Proof of course completion must be provided

Please note that a course cannot be credited if it has been included in another exam or degree. For detailed information, see www.nhv.se/credittransfer. Application for crediting of courses should be sent to advancedstudies@nhv.se.

Web-based learning

As a student at NHV you need a computer with Internet access. During admission to the programme you will receive login details to NHV's web-based learning platform Fronter. If you have problems connecting to Fronter, please send an email to nhvid@nhv.se. All MPH students have access to a Fronter room with information concerning the MPH programme. News and changes in the programme will be presented in the room, but information will also be sent to all MPH students by email. Make sure that your email address registered at NHV is always updated.

Thesis supervision

You are advised to establish early contact with a supervisor with specific competence within your chosen subject field. The supervisor should provide scientific guidance and support your development during the working process. If you have difficulties finding a suitable supervisor, please contact the Director of Advanced Studies for guidance.

The supervisor can be internal, meaning a teacher at NHV, or external, meaning a teacher at another institution of higher education. Professors, senior lecturers and doctoral students who have obtained an MSc degree or equivalent have the formal requirements to be internal supervisors. External supervisors should have a PhD or other doctoral degree within a discipline relevant to public health science. NHV requires the CV of the proposed external supervisor in order to make a decision. An agreement is then made between NHV and the external supervisor, regulating the compensation and hours of work required for the supervision. Compensation is paid upon examination of the MPH thesis.

The MPH secretary provides a written agreement between you and the supervisor. You are entitled 40 hours supervision. Included in these hours is the time required for the supervisor to read and comment on written material. If you decide to write an article, you should make an agreement with your supervisor regarding co-authorship.

When you have completed your MPH thesis plan and have been assigned a supervisor, you have the possibility of getting access to the reference management tool RefWorks, www.refworks.com. Please contact Librarian susanne.tidblom-kjellberger@nhv.se for more information.

Intensive thesis supervision

It is possible to stay at NHV for up to ten days and work on the thesis while at the same time receiving supervision. Intensive thesis supervision is part of the total number of hours you are entitled to. The supervisor should be available during the chosen time period. You must pay for the accommodation but will be reimbursed for travel expenses (round trip) for *two* occasions according to current NHV regulations.

MPH thesis plan

The plan for the MPH thesis should be developed with your supervisor. The thesis plan must be registered at NHV, along with an agreement signed by you and your supervisor.

The MPH thesis plan should not be more than five A4 pages long and should contain the following:

- Name
- Working title
- A description showing the project's Nordic and public health science relevance
- Relevant theoretical framework
- Relevant and meaningful previous research
- Aims, problems or hypotheses
- Description of the expected societal and scientific benefits of the study
- Description of the planned method: design, selection/informants, data collection method and procedure, method for analysis, equipment/materials
- If permission from an ethics committee is required, this must be applied for in the relevant country before the study. It is the responsibility of the student to ensure that this is done. A discussion on ethical considerations should be included in the plan
- A list of references, written according to the Harvard or Vancouver reference system.

The thesis plan should describe how the study will be carried out, as well as the time, resources and contacts available. If the studies are pursued within an existing research project at NHV or another institution, this should be stated along with the funding body. The thesis plan should present a timetable and the name of your supervisor. The agreement between you and your supervisor is finally added to the thesis plan.

Layout and formal aspects should be designed according to the rules stipulated for the thesis, see "Typographical design of the MPH thesis plan and MPH thesis".

Registration of the MPH thesis plan

The MPH thesis plan is ready for registration when:

1. The supervisor (if external) is approved by NHV.
2. An agreement on supervision is signed by you and the supervisor.
3. The thesis plan is approved by the supervisor.

When the above requirements are fulfilled you send the MPH thesis plan to the MPH secretary.

Examination of the MPH thesis

You will obtain the degree of Master of Public Health when you have successfully completed 90 ECTS of courses and the MPH thesis of 30 ECTS has been approved for publication.

The diploma for Master of Public Health will be awarded in connection with the printing of the MPH thesis if all courses within the programme have been completed. Otherwise, the diploma will be awarded when the final course credits have been obtained. It is your responsibility to inform the MPH secretary about this.

MPH thesis examination

Submission for thesis examination is scheduled four times a year: **February 1, May 1, September 1 and December 1.**

When your supervisor agrees that the thesis is ready for examination, a complete version should be submitted by email to the MPH secretary. The abstract sheets, which are written in a specific template and can be downloaded from the “MPH room” on Fronter, should be submitted as a separate document. The English abstract is compulsory, regardless of what language the thesis is written in.

Please note that *the supervisor must notify the MPH secretary* that the thesis is approved for submission and examination. Without this approval, the thesis will not be examined.

The Board for Advanced Studies handles all MPH theses and the thesis examiner is usually chosen from the Board.

Prior to the oral examination, the Board for Advanced Studies makes an assessment of the thesis, based upon the following three levels:

- 1** = Approved to be presented at a MPH seminar. There may be minor corrections that must be completed before the seminar.

2 = Not approved. Some corrections must be made and the revised thesis should be sent to the examiner as soon as possible with an accompanying letter describing the changes made.

3 = Not approved. Major rewriting of the thesis is needed. The revised thesis is sent to the MPH secretary at a later, regular examination opportunity. A letter describing the changes must be enclosed.

Student and supervisor will be informed about the result after the Board for Advanced Studies examination meeting. If corrections are needed, a deadline for submitting a revised thesis is given. If the thesis is assessed as level 1 or 2, you and your supervisor will be notified by email. If the thesis is assessed as level 3, the Director of Advanced Studies will contact your supervisor by telephone before the result of the review is sent to you by email.

The revised thesis should always be sent to the MPH secretary who forwards it to the examiner or to the Board for Advanced Studies, depending on previous decisions. When assessed as level 2 and having the prospect for attending the next MPH seminar, please note that you must submit a revised thesis *no later than a month before the seminar*.

If the thesis upon a third review is still not assessed as ready for seminar presentation, you may request a new examiner.

MPH seminars

Once the MPH thesis has been approved for oral presentation and examination, it is compulsory to present it at a MPH seminar. At the seminar, you will also act as the opponent on a fellow MPH student's thesis.

Three or four MPH seminars are held annually. Dates and programmes are announced on Fronter.

When the Board for Advanced Studies decides that the thesis is ready for presentation at a MPH seminar, you must sign up no later than one month before the seminar.

During the seminar, time is given for a presentation of the thesis and a discussion with the student opponent, the examiner and the auditorium. The opposition aims to create a critical academic discussion. As a student opponent you should prepare questions that can highlight the thesis' strengths and weaknesses, and provide the respondent with the opportunity to deepen the results and provide a broader perspective on the approach and methodology presented in the thesis. More detailed instructions for this procedure will be provided by email prior to the seminar.

The examiner gives the mark Passed or Failed at the seminar. If revision is needed after the presentation, you do not have to give a new oral presentation.

Publishing and printing

You are responsible for submitting a complete version of the MPH thesis including appendices for printing. All documents must be sent to the MPH secretary by email. The thesis is preferably sent as a pdf file and the abstract sheets as a word file.

When the MPH secretary has received a thesis for printing, the English abstract is sent to a scientific editor. The MPH secretary will send back the abstract to you for approval or further amendments. Printing and publishing of the thesis is done when you have submitted the final version of the abstract to the MPH secretary.

An “MPH Thesis Publication Right Transfer Agreement” is drawn up and sent to you for approval and signature along with a printed sample copy of the thesis. The agreement gives NHV the right to publish the thesis abstract and the complete thesis on the NHV website.

NHV is responsible for printing the MPH thesis. This is usually printed in black and white, but it is possible to print figures, tables and pictures in colour. The cover is also printed in colour. You will receive ten bound copies of the thesis while additional copies can be ordered at your own cost from NHV’s reception.

Prior to publication, you will be contacted by NHV’s Public Relations Officer for the purpose of writing a press release of your study.

Each approved thesis gets a serial number and is provided with a standard cover. The thesis is distributed to co-operating institutions and organizations. The thesis can also be purchased directly from NHV or be downloaded from the website: www.nhv.se/master.

MPH thesis outline

The MPH thesis corresponds to 30 ECTS. It can be written in Danish, Norwegian, Swedish or English and should be at least 30 and no more than 50 pages long exclusive of appendices. It may be written as a monograph or as an article along with a summary. The article does not have to be published in order for the thesis to be approved.

The monograph or article and summary can generally be outlined as follows:

- Title page
- Abstract/summary (in a specific form)
- Key words (in a specific form)
- Table of contents
- Introduction
- Nordic and public health perspective
- Relevant theoretical framework
- Aims and research questions
- Methods

- Results
- Discussion
- Conclusion
- Acknowledgements
- References

The title should cover the essential content of the thesis. The title should comprise a maximum of 15 words. In an English title the first word along with all the initial letters of the content words are written with capital letter. Words such as *a, an, the, and, but* and *to* are not written with capital letter unless they constitute the first word of the title.

The abstract/summary should always be written as a structured abstract in English. You also have the option to include an abstract in a Scandinavian language. It should contain the subheadings Aim, Method, Results, Conclusion and should also include maximum five key words.

The table of contents presents the levels of headings and page references. If many levels are used, the lowest ones do not need to be included in the table.

The introduction provides a background, presents the problem area and relevant previous research along with the theoretical framework. The introduction should give an overview of relevant Nordic and international research within the field. It should clarify how the thesis' topic fits into the current research field and what knowledge the study is expected to contribute with. The public health perspective should be presented in a clear way, preferably with a separate heading.

Aim(s) and research questions. The aim of the study should be described as briefly and concisely as possible. Research questions are written here.

Methods describe the design and considerations taken when deciding the method, selection of informants, data collection, measuring instrument/interview guide and the analysis process. In this section it should also be explained how validity and reliability aspects are ensured.

Ethical considerations should always be described and based on the ethical recommendations in the country where the study is conducted.

The results are presented numerically and as written text. Tables and figures are useful here. The presentation must answer the research questions.

The discussion evaluates the results theoretically and practically. In a hypothesis-deductive method, the discussion is logically linked to the references included in the introduction. If an inductive method has been chosen, the discussion can be linked to theories and empirical materials not previously included. Suggestions for future research can be of value. A critical review of the validity of the results and the reliability of the chosen method should also be included, along with a discussion of the usefulness and generalizability of the study. Furthermore, an account of the lessons

learned and suggestions for how you would choose to carry out the study in the future may form an important part of the discussion.

The conclusion summarises the study and provides recommendations for future practice.

In the *acknowledgements* the participants/informants, sponsors, supervisor(s) and others are thanked for their assistance.

The references are written using either the Vancouver or Harvard reference system, or according to the instructions of a scientific journal. The maximum number of references is 75.

When the thesis is written as a summary and article

If you decide to write an article as part of your thesis, it must be clearly stated that you have an affiliation with NHV. You may have more affiliations, but it is important that NHV is mentioned since the article is part of your thesis within the MPH-programme. All co-authors should be included.

Make sure that you avoid copyright difficulties. Feel free to contact the Director of Advanced Studies if you feel uncertain about using your material in both an MPH degree and in an article (read more below).

In addition to the article it is required that you write a summary in which the theme is broadened and further developed. The article can be either a published version or a manuscript. The manuscript should follow the typographical instructions of the journal, alternatively NHV's instructions for thesis writing. The title of the journal for which the paper is intended should be stated.

The summary can be outlined using largely the same headings as the thesis. It should, however, not merely be a repetition of what is already written in the article but should broaden both the perspective and the discussion.

The introduction should have a more generalised perspective than the article. Here, there is space for presenting and discussing a broader spectrum of research and theories. Also include an in-depth discussion of the study's public health and Nordic relevance. Significant international studies should be described and the overall aim of both the article and the summary stated.

In the methods section a summary of the different parts of the article or manuscript is provided. Furthermore, a deeper discussion and description of the applied method, analyses and research process should be included, similar to writing a monograph.

The results are summarised in a well-structured and clear manner with reference to the article or manuscript. Results which are not included in the article may be presented.

The article or manuscript is presented as an appendix.

Please observe that there may be journal regulations for publishing the article in a thesis, for example regarding date of publication. It is recommended that the article is accepted for publication by a journal *before* the thesis is submitted for examination at NHV. If the article has been published, the rights to publish it in the thesis should be indicated. These rights can be obtained from the journal/publisher.

Typographical design of the thesis plan and MPH thesis

Layout

Manuscripts are printed in A4 format.

The abstract/summary must be written in a specific form according to NHV regulations. The form can be downloaded from the MPH room at Fronter.

Key words (maximum five) should be descriptive and searchable in databases.

The top margin should be 3 cm and the bottom margin at least 3.5 cm.

The left and right margin should be 3 cm.

Page numbers are centred 1.5 cm from the bottom edge of the page.

The thesis should always begin with a list of contents, placed at page number 3. Page number 4 is left as a blank page. The introduction always begins on a right-hand page (a right-hand page always has an uneven number and a left-hand page always has an even number). Thereafter all pages, including potential appendices, are numbered consecutively. Appendices should have the same margins as stated above. Abstracts are not included in the page numbering and are also submitted in a separate file.

NHV is responsible for completing the cover of the thesis prior to publication and printing. The cover is not included in the page numbering.

The font size should be 12 pt in Times New Roman for all sections of the thesis, including appendices.

Spacing should be single-spaced in the running text. The space between paragraphs, between headings and paragraphs and between headings should be one row. The space before the start of a new heading should be two blank rows.

Numbers up to and including ten (10) should be spelled out, whereas numerals should be used for the numbers 11 and above.

Figures should be inserted in the text and numbered in consecutive order using Arabic numerals. They must be kept within the margins listed above. Text in figures should have at least font size 12 pt. When referring to figures in the running text, write Figure X or (Figure X). There should be a legend below each figure, e.g.:

Figure 2. The number of drug cases submitted to HSAN per year.

Tables should be inserted in the text and numbered in consecutive order using Arabic numerals. They must be kept within the margins listed above. The font size should be at least 12 pt. When referring to tables in the running text, write Table Y or (Table Y). There should be a legend above each table, e.g.:

Table 3. List of comparable and other cases reported in accordance with Lex Maria.

Spacing between running text and figures/tables and between figures/tables and running text should be two blank rows.

Headings should be placed to the left. Up to four levels can be used, for example:

HEADING LEVEL ONE (upper case 16 pt, normal)

Heading level two (lower case 16 pt, bold)

Heading level three (lower case 14 pt, bold)

Heading level four (lower case 12 pt, bold)

The list of contents should include headings for at least two levels and be placed at the beginning of the thesis (usually as page 3). The list should preferably comprise only one page.

The list of references should include all references quoted in the thesis.

Appendices to the thesis should be kept to a minimum. The appendices should have the same margins and font size as the thesis in general. Appendices should be included in the list of contents and their page numbers should follow those of the thesis.

Writing references

When you have completed your MPH thesis plan and have been assigned a supervisor, you have the possibility of getting access to the reference management tool RefWorks, www.refworks.com. Please contact Librarian susanne.tidblom-kjellberger@nhv.se for more information.

In MPH thesis plans and theses, either the Harvard or Vancouver system or instructions from the scientific journal in which articles are published should be used for citations and the list of references. If the last alternative is chosen, the journal's instructions should be submitted together with the thesis.

A common feature of the Harvard and Vancouver systems is that a complete journal reference should contain the following: the author (or equivalent), the title, the journal (or equivalent), the year of publication, the volume (or equivalent), in certain cases also the number in the volume, and the first and last page. In the case of monographs and sections in monographs by a certain author/authors, some of the above parts do not have

to be included, but others are added, such as the name of publisher and place of publication.

Documents with ISSN- or ISBN numbers can be used as references. Other publications and sources (pamphlets, reports, unpublished manuscripts, lectures etc.) can be referenced in the running text, but should not be included in the list of references. References of electronic documents are treated the same way as printed materials, with the addition of the web address and when the material was accessed. Footnotes should be avoided in both MPH theses and MPH thesis plans.

In articles intended for publication, the journal's specific instructions for references are must be used. The instructions are found on the journal's website or in the printed version of the journal under "Instructions to Authors".

The Harvard system

There are several versions of the Harvard reference system. NHV has decided to use the version available in NHV's research management tool RefWorks, www.refworks.com.

In this system, references in the text are cited by providing the author's surname and year of publication. For example one author (Author 2009); two authors (Author and Author 2009); three authors (Author, Author and Author 2009); four or more authors (Author et al. 2009). If a cited document does not have an author the name has to be replaced by a suitable alternative, for example the organization or group that has published the document. A Swedish government official report published in 1997 may be cited as either (Statens offentliga utredningar 1997: number) or (SOU 1997: number).

The list of references is written in alphabetical order according to the first word used in the citation. All author surnames are provided, even if there are 25 authors.

In principle, the same method is used for electronic references as for printed references.

Examples of the Harvard system

Book, Edited Clemens, L.S., Morris, A. (eds) 2009, *Public Health in the Nordic Countries*, 2 edn, Europe Publishers, London.

Book, Section Brown, E. 2010 "Clinical Epidemiology" in *Modern Epidemiology*, eds. Andersson, A., Emerson, R.W., Frost, D., Sage Books, London, pp.147-153.

Book, Whole Lewis, R.D. 2006, *When Cultures Collide*, 3 edn, Nicholas Brealey, Boston.

Journal Article	Swift, R.M., Lesch, O.M., et al. 2005, “Challenges and opportunities for medications development in alcoholism”, <i>Alcoholism, clinical and experimental research</i> , Aug; vol. 29, no.8, pp.1528-1540.
Journal, Electronic	Swift, R.M., Lesch, O.M., et al. 2010. “Challenges and opportunities for medications development in alcoholism”, <i>Alcoholism, clinical and experimental research</i> , [Online] Aug; vol. 29, no. 8, pp.1528-1540.
Dissertation/Thesis	Flato, B., 1999, <i>Outcome and predictive factors in juvenile arthritis and allied disorders</i> . Oslo, Norway: University of Oslo
Web Page	Alternative 1 World Health Organization. Health Topics. 2008; www.who.int/topics/rehabilitation/en Accessed: 5 June 2008. Alternative 2 WHO Ottawa Charter for health promotion. 1986; from www.who.int/hpr/NPH/docs/ottawa_charter_hp.pdf Accessed 21 April 2009

The Vancouver system

There are several versions of the Vancouver reference system. NHV has decided to use the version available in NHV’s research management tool RefWorks, www.refworks.com.

In this reference system, references in the text are numbered with the number provided in brackets (1) in the order they appear for the first time. If more than one reference is cited, they are written (1, 4, 7). If the references appear in a sequence of numbers, they are written (1, 4-7). In the text, the reference number can be combined with the surname of the author, for example Möller (2) has carried out ---, Hallberg and Carlsson (3) have shown ---, Kjeldsen et al. (5) were unable to ---, Kjeldsen and co-workers (5) have ---.

In principle, the same method is used for electronic references as for printed references. An in-depth description of how to reference electronic sources can be found on the web site *National Library of Medicine Recommended Formats for Bibliographic Citation*, www.nlm.nih.gov/pubs/formats/recommendedformats.html.

Examples of the Vancouver system

Book, Edited

Clemens LS, Morris A, editors. Public Health in the Nordic Countries. 2 ed. London: Europe Publishers; 2009.

Book, Section

Brown E, Clinical Epidemiology. In: Andersson A, Emerson RW, Frost D, editors. Modern Epidemiology. London: Sage; 2010. p.147-153.

Book, Whole

Lewis RD, When Cultures Collide. 3 ed. Boston: Nicholas Brealey; 2006.

Journal Article

Johnson BA, Mann K, Willenbring ML, Litten RZ, Swift RM, Lesch OM, et al. Challenges and opportunities for medications development in alcoholism. Alcohol.Clin.Exp.Res. 2005 Aug;29(8):1528-1540.

Journal, Electronic

Johnson BA, Mann K, Willenbring ML, Litten RZ, Swift RM, Lesch OM, et al. Challenges and opportunities for medications development in alcoholism. Alcohol.Clin.Exp.Res. 2005 Aug;29(8):1528-1540.

Dissertation/Thesis

Flato B. Outcome and predictive factors in juvenile arthritis and allied disorders. Oslo, Norway: University of Oslo; 1999.

Web Page

Alternative 1

World Health Organization. Health Topics. 2008; www.who.int/topics/rehabilitation/en Accessed: 5 June 2008.

Alternative 2

WHO Ottawa Charter for health promotion. 1986;, from www.who.int/hpr/NPH/docs/ottawa_charter_hp.pdf Accessed 21 April 2009



Guidelines for assessment of the MPH thesis

Abstract

- Does the abstract follow the instructions provided?

Choice of subject and title

- Is the subject relevant to Public Health Science?
- Does the title reflect the content of the thesis and is it of appropriate length?

Introduction

- Is there a logically described background to the problem addressed in the thesis?
- Are scientific references adequately quoted in the background?
- Are the aims, research questions and problem clearly formulated?
- Is there an explanation of why the topic of the thesis is interesting?
- Is a connection to relevant problems established?
- Can the purpose of the thesis be achieved and is the chosen method appropriate?

Method

- Is there a clear description and explanation of the applied scientific approach?
- Does the methods section or the discussion describe why the chosen method is the most suitable for answering the research questions?
- Is there an adequate description of how selection, data collection and analysis were carried out?
- Are credibility, validity and reliability aspects discussed either in the methods section or in the discussion?
- Are relevant scientific references cited in the method's description?
- Are ethical aspects considered?

Results

- Are the collected data and the basis for analysis presented in a clear and well-structured manner?
- Are tables and figures clearly presented?
- Has an adequate screening of the findings been accomplished so that only relevant data and analyses are presented?
- Is the presentation of results free from discussion and value statements (except for situations where it is necessary, for example in certain qualitative studies)?

Discussion

- Is the discussion clearly linked to the aim of the thesis?
- Has anything new been discovered?
- Is there argumentation for the conclusions drawn?
- Are the results compared to other research within the same subject field?
- Has the author reflected upon the reliability and validity of the results?
- Are the Nordic/international perspectives and the significance for public health apparent?
- Is there a critical stance towards the chosen method?
- Are suggestions for further studies provided?

Theoretical awareness

- Are the theories referred to suitable for achieving the purpose of the thesis?
- Is the author's choice of perspective made clear?
- Are the concepts and theories used in the thesis discussed?
- Is there a critical stance towards the descriptions and generated/applied theories?

Readability, layout and use of language

- Is the thesis well planned?
- Is the inner logic between the different parts of the thesis clear to the reader?
- Are the most important conclusions of the thesis clearly presented?
- Is it easy to find what one is looking for in the thesis?
- Is the thesis interesting to read?
- Are the formal aspects such as headings, references and language etc. in order?

Final assessment

- Does the thesis as a whole meet the requirements of an MPH thesis at NHV?

MPH handbook – 120 ECTS

Study guide for the MPH programme (120 ECTS).

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The Nordic School of Public Health (NHV)
P.O. Box 12133
SE-402 42 Gothenburg
Phone: +46 (0)31 693900
Fax: +46 (0)31 691777
E-mail: administration@nhv.se
www.nhv.se