

**DR. NTR UNIVERSITY OF HEALTH SCIENCES::A.P::VIJAYAWADA - 520 008**



## **Guidelines for writing the PG dissertation**

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**1.General rules of submission**

1. 1. All the postgraduates who are admitted into MD/MS courses are required to carry out work on a selected research project under the guidance of a recognised postgraduate teacher.
1. 2. They must apply to register the topic of their dissertation work with the university in the prescribed proforma within 6 months from the date of commencement of their course, and obtain approval of the same from the university. The application for registration of their work should be properly submitted through the Guide, HOD and the Principal of the institution.
1. 3. Any change in the topic of dissertation work should be applied to the university with sufficient reasons for the change, within 1 year. After 1 year, up to 1½ year, change of the topic will be permitted by payment of fine of Rs.10,000/-. No change will be permitted after this time.
1. 4. No change in the dissertation topic or guide shall be made without prior approval of the university.
1. 5. Four copies of the completed dissertation books, certified by the Guide, HOD and the Head of the Institution will be submitted to the University 6 months before final examination on or before the dates notified by the university.
1. 6. Approval of dissertation work is an essential precondition for a candidate to appear in the university examination.
- 1.7. If the dissertation is approved with minor/major corrects it will be communicated to the candidate through the concerned Principal and HOD and they have to be resubmitted after making necessary correction within the prescribed time and it should be approved before commencement of theory examination.
1. 8. If the candidate fails in the university theory/practical examination but his/ her dissertation is approved, the dissertation will be carried over for the subsequent examination(s).

## 2. General rules of formatting

Paper and size:	bond paper, A4 size
Cover:	tan/black, water proof bind
Number of pages:	not less than 60 and not more than 100 (including references, questionnaires and other annexures)
Page margins:	1" on all sides
Line spacing:	double line
Font:	Arial
Page numbering:	footer
References:	Vancouver style
Binding:	hard bind (spiral binding will not be accepted)

## 3. Parts of the dissertation:

**Page 1.** Should contain the title of the dissertation on the top of the page with quotation, name of the candidate, department, institution and the university to which affiliated.

### **Title**

- **What is it for?** More than just an arbitrary label for naming your work, a dissertation title serves as the first summary of what your piece is all about. A good dissertation title must communicate the essence of your research project and give an accurate sense of what follows.
- **Language.** Take time and effort to formulate a dissertation title in good English. Consult a language specialist if needed.
- **Clarity.** Ambivalence and ambiguity have no place here; a clear, lucid and descriptive title is the best way to make a confident opening statement to the person who will eventually mark the work.
- **Categorisation.** Dissertations come in many forms and are guided by different purposes, even within the same field. Consider therefore the value of signalling from the very outset whether your dissertation is of one type or

another. Make clear what the reader can hope to expect in reading the entire text.

- **Focus.** Keep the title short and relevant to the aims of your research. There is no room whatsoever for extraneous material and padding. The specificity of your title will indicate the focus of your approach as a whole, and therefore demonstrate a certain clarity of thought.
- **Scope.** The full extent of the reach of your research will be discussed in the introductory chapter of your dissertation, but in an impressionistic sense the title can serve to give an idea as to the breadth of your purview. Indicate the span of your dissertation if possible.
- **Distinctiveness.** A good dissertation title will be instantly recognisable and distinct from those of other extended pieces of writing on the same or related topics. To this end it is advisable to avoid dry and generic vocabulary where possible and mark out your dissertation as being somewhat unique.
- **Avoidance of proper names of the persons or institutions.** Do not include proper names of individuals or institutions involved in the research.

**Page 2. Certificate :** certificate should contain the following.

- a. Name of the candidate
- b. Registration number
- c. Period of registration for the postgraduate course
- d. Branch of study
- e. Institution where the work was carried out
- f. Title of dissertation
- g. Name and designation of the guide
- h. Name of the HOD
- i. Certificate that this is an original work done by the candidate and no part of this work was used as basis for obtaining any other degree or publication or part thereof.

The certificate has to be signed by: the candidate, the Guide, and the Principal of the institution.

### Page 3. Acknowledgements

Generally, all help and assistance, like guidance, inspiration, moral support etc., can be acknowledged, in this order.

- ↓ Scientific, theoretical, practical guidance
- ↓ Encouragement-both authoritative and inspirational
- ↓ Support with recording data and statistical analysis
- ↓ Help with graphics, charts and tables
- ↓ Insightful comments and corrections
- ↓ Cooperation from peers/seniors/other faculty
- ↓ Technical, instrumental laboratory support
- ↓ Broad institutional support

The order, therefore would be:

Guide

Co-guides by seniority

Head of the department, if different

Senior faculty

Senior postgraduates

Patients/subjects

Statistician

Sponsors if any

Technicians

Head of the institution.

*Acknowledgements to one's family and friends is out of place in a dissertation, as it is an official document.*

**Page 4. Index/table of contents:** This should contain the names of sections and page numbers against them.

Introduction

Aims and objectives of the study

Review of literature

Methodology: Materials and Methods (pre and para clinical )/Patients and Methods ( clinical)

Observations and results

Discussion

Conclusions & Summary

References

Tables

Annexures

**Page 5. List of abbreviations used in the text**

This avoids the need to explain the full terminology at every step. Abbreviations should be taken from standard terminology so that the need to consult this page is reduced to the minimum.

#### **6. Introduction:**

- **Give a brief review of current status.**
- **Discuss the motivation for the work**
- **Be specific about what the work is trying to achieve.**

This section should contain the following paragraphs.

Para 1. Brief description of the problem/issue taken for study, how important and how common is the disease/problem, how it affects people and morbidity/mortality issues, or health consequences.

Para 2. Epidemiological importance of the subject of study

Para 3. Why the topic has been chosen. Whether the topic is least explored in that region, or in the state/country, or that the available information published as on date is insufficient to draw conclusions to progress further in management of patients/diagnosis of disease.

Para 4. Justify the infrastructural facilities, materials (patient /samples) and the proposed outcome of your study in all probability.

#### **7. Aims and objectives of the study:**

This should be expressed as points. Brief about what you want to do, point by point (including number of patients/samples) and what result do you expect to achieve.

#### **8. Review of literature**

This should not be more than 20 pages. The review should be comprehensive and should be confined to the topic of study, and should compulsorily include the most recent articles published in relation to your study. Every effort must be made to collect as much information as possible. One or two of the most relevant pictures may be included. A table containing comparison of similar studies done earlier may also be included.

The author cannot put forward his/her own ideas/ suggestions, or use his own derivations in review of literature. The section should contain only the facts of already done research in this area.

#### **9. Methodology :**

This section may be named as 'materials and methods' when it refers to laboratory work, and 'patients and methods ' when it refers to clinical work. It should contain the sample number, type of study, control group if any, inclusion and exclusion criteria, and every detail of how the work is undertaken. Minute details of standard procedures may be omitted and are given at the end of the book under annexure. Mention ethical issues and methods adopted for statistical analysis.

#### **10. Observations and Results:**

The findings of the study should be analysed and should be arranged in tables, charts and diagrams. The photographs of observations taken during the course of study should also be included. The text in this chapter should explain the observations, table wise.

#### **11. Discussion:**

- Analyze data and relate them to other studies.
- Possible explanations for any variation in the results
- Significance of results in terms of hypothesis and their practical implications
- Evaluate strengths and weaknesses of work
- Recommendations for further work

- Avoid using personal pronouns(I, We)

This section should be in more than 20 pages. The findings of the study should be analysed along with the already known information about the problem studied. The implications of the observations of the study should be projected. The limitations of the study, and recommendations of areas for further study in future can also be discussed.

The author can use his ideas and derivations based on the findings of his/her study. He/she can also project the difficulties faced by him/her during the course of study, and suggest methods to overcome them.

## 12. Conclusions & Summary

This section should contain, in points, the net result of the study.

## 13. References

The word 'references' is appropriate for dissertations, rather than 'bibliography'. The references may be arranged in vancouver style.

## 14. Tables:

Tables should be serially numbered, accurately named with reference to the data presented and the statistical analysis (if any) presented at the bottom of the table.

## 15. Annexures

This section contains : the proforma used for the study, ethical clearance certificate, consent forms used in the study, master chart of all the data, details of the standard procedures used ( which are avoided in materials and methods),and any other information which is relevant.

Introduction	Why did you do it?
Aims and Objectives	What do you want to achieve?
Review of literature	What have others done?
Methods	How did you do it?
Results	What did you find?
Discussion	What does it mean?
Summary and Conclusions	What do you want to say now?
Tail	The raw material employed in the study