

# **RESEARCH MANUAL**

## **Synopsis, Thesis and Dissertation Guidelines**

*For*  
**Postgraduate Degree Programs**  
**2021**

*(According to HEC, PMC Policies)*



**ORIC AND RESEARCH CELL**  
**FAISALABAD MEDICAL UNIVERSITY**  
**FAISALABAD**

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## General Policies

Faisalabad Medical University offers wide scope of clinical and basic sciences degrees and diploma program including PhD in Basic Sciences in its constituent and affiliated institutions. FMU will generally follow the HEC guideline postgraduate degrees and diploma programs. However the internal policies of the FMU will be in accordance with academic statutory bodies Academic Counsel, Board of Studies and of Advanced Studies and Research Board (ASRB). ASRB is responsible for overseeing that the requirements for the advanced degrees are met. ASRB and its office will also be responsible that standards necessary for approved organization, format of the exposition as a whole and its sections/chapters, and processing, binding, and storing of thesis and dissertation are also met. It is also the responsibility of chairman advisory committee, members of the advisory committee, the members of board of studies, and other officials who affix their signature on the approval page to see that the style and format is followed. Information and guideline will serve to guide all postgraduate degrees candidates with some variation in the clinical degree/diploma, masters M.Phil and PhD programs in the preparation of copies of thesis and dissertations that are to be submitted to various departments. The ASRB can refuse to accept any thesis and dissertation that fail to meet these standards. The meetings of the academic review boards/committees will be held periodically and may be on contingency basis to meet the essential time lines or work load of reviews and assessments.

It is the student's responsibility to ensure both the deadlines and procedures described in curriculums and training guidelines are met and that all necessary documents are complete and in full compliance with departmental and University requirements. It is the responsibility of the student, supervisor, and approval boards/ committee that synopsis is approved preferably before starting the research for thesis and dissertation. It is the responsibility of the students, adviser, advisory committee, research supervisor (in case of off-campus research), and chairman of departments to check the research/clinical trainings intervention/experiments in the research work and check the validity and accuracy of data recorded.

It is worth mentioning here that the postgraduate training and research dissertations of the Fellowship Program enrolled under the College of Physicians and Surgeon of Pakistan in the FMU constituent and affiliated institutions/ hospitals will follow the CPSP policies and guidelines. FMU polices will not interfere with the FCPS/MCPS PG training programs being conducted in FMU institutions/departments.

### University Enrolment

All graduate and postgraduate students must be enrolled in the university while working on their research dissertation and thesis. Their enrolment must be valid during the research work up to the final clearance of the university and they students have must completed their academic duration at the time of dissertation/thesis submissions.



## Synopsis and Thesis Process

After getting the enrolment in the relevant degree program in the constituent and affiliated institutions of FMU the essential course work for specified credit hours will be immediately commenced. The Chairman/Dean of the clinical and basic sciences faculties will start the course works among the students enrolled in the postgraduate degree programs offered by the departments/institutions.

### Supervisor Engagement

With the commencement of the essential course work in the first and second semesters or during the first year of the enrolment program the chairman/dean of the relevant faculties/institutions, will be responsible for assigning the supervisor to each of the enrolled student in the diploma/degree program in the institutions/departments.

Chairman of the faculty will assign the supervisor with the consultation of the supervisor and the candidates if the sufficient training slots are available in the faculty. For example in the departments of Medicine, Surgery, Gyne/Obs and Pediatrics, a number of supervisors are expected to be available and in such situations the chairman of the faculties will assign the supervisor with the consultation of the supervisor and the candidates. In case of saturation and if only limited training slots are available in the departments, the chairman of the relevant faculty will assign the supervisor for the candidates. In very rare specialties, the supervisor can be assigned with the mutually collocating institutions where the MOU among the departments/institutions and the universities are signed. In case of foreign collocation the supervisor can be assigned if the trainee has the opportunity to engage with the assigned supervisor during the thesis and dissertation work.

### Topic Selection

During the essential course work the candidate will consult the supervisor for the concept paper and thematic discussion with the supervisor. The supervisor will encourage the candidate to finalize the research topic before the end of the course work and at the start of the thesis/dissertation credit hours. At the end of essential course work the candidates are expected to have:

- Finalize the thesis/dissertation topic with the mutual consultation of the supervisor.
- Must have some literature review and methodology have to be clarified
- If student have draft synopsis available it will be appreciated

### Synopsis Approval

- During the thesis credit hours student will submit the complete synopsis under the supervision of his supervisor.
- Supervisor thoroughly review the synopsis and return back to within due course of time to the candidates with his comments and suggestions
- The approval of the synopsis will be taken from the Ethical Review Board of the FMU before submission of the draft to the Chairman of the respective department.
- The student will submit the final draft approved by the supervisor to the Chairman of the respective faculty, institution or department.

- Chairman will constitute the Departmental Review Board (DRB)/ Committee and the meetings of this DRB will held periodically to conduct internal reviews and defense of the synopsis and thesis of the candidates for the approval of ASRB.
- After addressing the comments and suggestions of internal defense the synopsis will be submitted to the Advance Studies and Research Board (ASRB) as per requirement of the degree/diploma programs under HEC policy guidelines.

### Research Work and Data Collection

- After the approval from the academic statutory bodies and ERB the candidate will conduct the field work according the study plan agreed in the synopsis. During the research work candidate will remain continuously engaged with his supervisor. The distant supervision and encamps supervisions will be conditional to the approval from the university statutory bodies.
- The candidate will submit the final report as per Formatting guideline along with clearance of university dues, plagiarism report and other lay down formalities.

### Report Submission

- The thesis drafts will be reviewed with same channels as the synopsis and both internal and external defense as per guidelines.
- Candidate will submit the report after the approval of supervisor to chairman of the department/dean of institution.

### Approval of Thesis Drafts

- The thesis/dissertation drafts will be first thoroughly reviewed by the supervisor. After satisfaction of supervisor the report will be submitted to the chairman/dean. The dean will constitute the Departmental Review Board/Committee and report will be reviewed by DRB
- The candidate will address the DRB comments and minutes and after approval the Chairman will submit the thesis to ASRB.
- After approval from DRB and ASRB the thesis will be submitted to the controller of the examination after fulfilling institutional clearances.
- For degrees other than the PhD the controller of examinations will then nominate two reviews from the relevant specially at least one from the other institution. After addressing the. The controller of examination will nominate external and internal examiners for viva (thesis defense) and scoring evaluation of the thesis for result notification.
- For PhD thesis after approval from DRB and ASRB the controller of examinations will nominate two reviewers from foreign countries out of the list communicated by the chairman.
- Report of external reviewers will be examined by the ASRB and communicated to the candidate if some revisions are suggested they will be addressed by the candidate. After approval form ASRB the controller of examination will arrange the thesis defense and final evaluation as per university policy.

## Synopsis or (Proposal) Format

The candidates must use the given template for preparation of synopsis of Master/M.Phil./PhD. /MD/MS/MDS/MHPE as per guideline provided in the following table. However, the quantum of research work and scope of methodology will vary according the hierarchy of the degree program opted by the candidate. The researches of the doctorate degree, MD/MS have more extensive research work as compared to the other degree programs. This is the minimum generic structured template for each candidate but it will be the discretion of the supervisors and the candidates to add/remove and keep the relevant sections according the study topic and research questions of the relevant specialty. For example if the research of any candidate is sponsored through donor agencies, private entrepreneur or through government scholarship the financial proposal will be essentially be added in the synopsis along with the detail of drugs, reagents, supplies and logistics required for the research. In such cases the technical proposal and the financial proposal both will be evaluated by the ORIC Department. The tasks given in the technical proposal must logical coincide with the financial proposal for the approval of sponsorship.

### **Title of Proposed Project.**

*Properly phrased must reflect main objective, study population and location of study. There should be no abbreviation in the title and it must not exceed 25 to 30 words*

### **Introduction**

*It should be 1-2 pages reflecting background and depth of the problem in global, regional and local context and it must also reflect the rationale of the research study with logical reasoning. References must be cited under APA Style*

### **Objectives of the study/Hypothesis:**

*Specific statement what you actually going to find out from the study. The objectives must be phrased in terms of specific, measurable and achievable sense. If study is analytical then research hypothesis must be stated as a study objective*

### **Methodology**

*Methodology includes many subheadings e.g. study design, setting, duration, sample size, sampling technique, inclusion criteria, exclusion criteria, operation definitions and data analysis plan*

**Study design:** *An epidemiological study design relevant to the study title and objectives give justification how this design will help to achieve the study objectives*

**Study settings:** *Brief description of the place where the study is going to be conducted, The setting will be described in such a way that a reader in any corner of word get orientation where this study was conducted what is the strength and credential of the institutions where the research is being carried out*



**Study duration:** Duration with tentative dates of commencement and completion of the study. The study duration must be added after completion of study work plane/Gantt Chart of the study

**Sample size:** Sample size must be estimated according to the study objectives and the data analysis plane to be used. Mention the software and the inputs for sample size estimation if it is not estimated give justification of selected sample size

**Sampling technique:** Must be matching with the selected study design and objectives. Broad classification probability or non-probability and sub type under these broad classifications must be mentioned. The detail of the selected technique must be reflected in the data collection procedure. For example if selected sampling technique is systematic random sampling then it should be mentioned in data collection procedure how the systematic sampling in your research will be carried out

**Inclusion Criteria and exclusion criteria:** In inclusion criteria operational conditions for the subjected to be enrolled for the study and exclusion criteria for those who fulfill the inclusion criteria but due to some other reasons excluded from the study enrolment.

**Data collection procedure:** This is the description of all those events by which a data collection team or individuals Locate, identify and access to the study subjects. It includes whole of the enrolment process. Data collection procedure is narrated in such a way that it should reflect the level of efforts in the research study if it is sponsored or financed.

The availability and the sources of the material used in research must be clearly mentioned. In case of the experimental studies, drugs, reagents and supplies institutional or sponsored sources must also be clearly mentioned in data collection procedures. If research is expected to be sponsored by some funding agency, donor and private entrepreneur then the financial proposal must be submitted along with the technical proposal as synopsis.

**Data Analysis plan:** This is the reflection of key variables, their types (Qualitative sub type ordinal nominal and Quantitative sub types continuous discrete), descriptive and inferential statistical procedures and software used for the analysis. It also include the data presentation

**Data dissemination:** Mentioned the stakeholders to whom report will be shared and disseminated and modes of dissemination such as:

- Report submission as academic requirement thesis/dissertation
- Research Publications in the peer review journals

**Operational definitions:**

Operational definitions for those specific terms and conditions that needs specific description in the context current study. For example critical cut-off values for malnutrition, anemia diabetes, hypertension or case definition of diseases and risk factors. If some criteria or case definition is

*adopted from literature then give source and reference*

### **Ethical Consideration:**

*Anticipated ethical issues associated with the selected research design & methodology e.g. unusual side effects, risk benefit analysis and disclosure of information to the willing and eligible subjects is required in experimental studies. Consent and other social issues that may arise due to the other selected study designs must also to be anticipated and addressed*

### **Work plan of the dissertation/thesis (Gantt Chart)**

Tasks	1 <sup>st</sup> Month				2 <sup>nd</sup> Month				3 <sup>rd</sup> Month				5 <sup>th</sup> M....	
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4		
Synopsis preparation														
Approval process														
Review and feed back														
Preparation of tools														
Pretesting tools														
Finalizations of tools														
Data collection														
Data entry & cleaning														
Report writing														
Report review														

### **References:**

*References must be cited by Harvard, APA Style or Vancouver Styles but all the references cited must be arranged in to one selected style both in text citation and in listing. The selected style of referencing must be depicted in synopsis and it will remain same in the thesis or dissertation writing. The minor details of each style may not be reflected in this manual the candidate will search the detail of selected referencing style from the relevant literature. The list of references must arranged and Annexed at the end of research proposal /synopsis*

### **Annexures**

#### **Data Collection Tool/Questionnaires**

*For quantitative study designs data collection questionnaires/forms must be structured (closed ended) or semi-structured (closed ended with few open ended options). The open ended questionnaires are only for the qualitative study designs where in-depth interview will be required*

**Other annexes are optional as per proposal contents**

## Formatting Standards

Virtually all synopses, thesis/dissertations submitted are now being written and produced with the assistance of word processors and computers. Preparing a thesis with word processor offers many advantages. The limitations of software or hardware, limited knowledge of the capabilities of software or hardware, and ignorance of approved format and style do not absolve the candidate from the responsibility of meeting the guidelines. The general text of the manuscript must have 1.5 spacing. Tables, long quotations, footnotes, bibliographies and captions may be single spaced. Only single sided copies will be accepted. Strike-overs and chemical corrections such as Sno-Pake, Ko-Rec-Type or Liquid Paper are not acceptable on the final copies.

### Paper

White paper, A4 size must be used and both original and reproduced copies should be on 65-70 gram paper. Standard photo-duplication paper is generally acceptable for the submitted final copies. Onionskin and erasable papers are not accepted.

### Margins

To allow for binding and trimming the following margins must be maintained: 3.5 cm on the left margin and 2.5 cm on the other three margins (right, top and bottom) must be used. Page numbers and other elements separated from the main text of a page must also fall within these margins. Somewhat larger margins should be set to allow for error and for the enlargement produced by some forms of reproduction.

Most word processors i.e. MS-Office can justify the right and left margin. If right justification is used unhyphenated words may not be accommodated in the same line and a large amount of space may be created. Excessive dead space may not be acceptable.

All materials must have adequate margins. Sheets larger than the standard paper size must be folded in an appropriate manner. Dittoes are not accepted. Mimeographed forms or questionnaires if legible and clean but not meeting the margin requirements, may be folded and inserted in white or manila envelope 6½ x 9½ maximum and mounted on a regular size page. Each page enclosed in this manner must be included in the pagination of the entire thesis. The page on which the envelope is mounted should have inclusive page numbers when needed, whereas other pages have single page numbers.

### Pagination

Page numbers are to appear in the upper right hand corner of the page and at least two single spaces above the nearest line of text and within the margin boundaries. The page number for the first page of section/chapter should appear at the bottom of the page. Every page must be numbered and page numbers should appear in the same location on the page except first page of the chapters of the body of the Synopses, thesis and dissertations

## **Preliminary Pages**

Numbers must not be typed on the Title Page or the Thesis Approval pages. The next page is numbered "iv-starts from abstract" and all other pages followed the abstract of preliminary material are numbered consecutively in lower case Roman numerals.

## **Text and Reference Matter**

Use Arabic numerals beginning with "1 starts from section/chapter-I i.e. Introduction" on the first page of the text and continue throughout the rest of the thesis including the reference matter. Every page must be numbered consecutively including pages containing non-textual materials such as illustrations, plates, figures, etc.

The insertion of manually prepared tables, figures and illustrations and other last minute changes may make it difficult to accomplish the required sequential pagination. In such cases, page numbers may be added manually using a typewriter after the entire thesis has been assembled provided that all page numbers are of the same type face and type size.



## Guideline for Synopsis Submission

1. Synopsis should be prepared in accordance with the format proposed by ORIC and Research Cell of FMU given in the next section for synopsis writing, available on its website.
2. Synopsis should be printed on A4 paper on single side of page. Prescribed font and format for headings (Headings: Font 14-Times New Roman) and body text (Body text: Font 12-Times New Roman, justified, with line spacing of 1.5), with 3cm margin on left for binding and 2.5cm margin on remaining three sides.
3. Preliminary pages of the synopsis i.e., those preceding the 'Text' (Title Page, Synopsis forwarding proforma, Table of Contents, List of Abbreviations, etc.) are to be numbered in lower case Roman numerals i.e. (i), (ii), etc. and placed in the middle at the bottom of each page. Pages of the text itself, starting from the Project Summary, and all sections following it should be numbered consecutively throughout in numeric (Arabic) numbers i.e. 1, 2, 3 etc. shown in the middle at the bottom of each page. Page number should not be shown on the Title Page.
4. Synopsis, with duly filled and signed proforma (by the supervisor, co-supervisor, Chairman/Head of the Department, Convener Institutional Ethical Review Committee and Principal/Dean/Head of the Institution concerned), should be forwarded through proper channel with signed covering letter from Principal/Dean/Head of the Institution concerned.
5. Certificate of approval of institutional Ethical Review Committee should be annexed with the synopsis.
6. Name of the candidate in synopsis should be strictly in accordance with registration record of the university.
7. For Master/M.Phil/ PhD/MD/MS/MDS/MHPE and Clinical Diploma the candidates are required to submit ten (10) copies of synopsis (tape bound), including a copy with original signatures in the Synopsis forwarding proforma, for presentation to the synopsis Review Committee.
8. For Master/M.Phil./PhD./MD/MS/MDS/MHPE and Clinical Diplomas the candidates are required to submit eight (8) copies of synopsis (tape bound) for presentation to Advanced Studies & Research Board (ASRB).
9. However, Ph.D scholars are required to submit twenty (20) copies of synopsis (tape bound), including a copy with original signatures, for presentation to Advanced Studies & Research Board. Certificate of completion of Ph.D Course Work and passing the Comprehensive Examination shall be mandatory for submission of PhD synopsis.
10. One (1) copy of synopsis shall be submitted in case of final approval of the synopsis by the Vice Chancellor on behalf of the Advanced Studies & Research Board.
11. Candidates are required to email a scanned soft copy of synopsis to the email addresses of concerned departments.
12. For referencing one of the Harvard/Vancouver/APA style may be selected for in-text and bibliographic references has also been available in this guideline and web page of FMU

## Thesis and Dissertation Writing

The detailed organization of a thesis may vary from subject to subject, and from department to department. There are, however, some general rules which should govern format preparation in any thesis, dissertation:

Keep the format as simple as possible. Complexity breeds confusion. The mode of presentation should be consistent throughout the thesis. Keeping these two points in mind can both simplify the task of organizing the thesis and minimize the possibility of it being rejected by departmental format checkers or the office of ASRB.

- Preliminary pages
- The text (main body)
- The appendix

Some sections within the preliminary pages and the Annexure are optional, but the order of items within the thesis, regardless of what parts may be left out, is as follows:

### Preliminary Pages

1. Blank page (optional)
2. Title page (unnumbered)
3. Thesis approval pages (unnumbered)
4. Examiner approval page for master students
5. Vita (optional).
6. Abstract (first numbered preliminary page is **iv**)
7. Dedication (optional).
8. Acknowledgements (optional).
9. Table of Contents.
10. List of Tables (optional).
11. List of Figures & Illustrations (optional)
12. List of Symbols (optional)
13. List Abbreviations (optional).

### Text pages

1. Introduction
2. Review of Literature.
3. Methods and Materials.
4. Results.
5. Discussion.
6. Summary, Conclusions and Recommendations.
7. Literature Cited (References).

## Annexure

1. Tables or charts discretion of supervisor about the tables /graphs to be reflected in the text or in the annexures
2. Questionnaires, Checklists and other data collection tools and guidelines
3. Resource materials like specific criteria, treatment protocol, diagnostic criteria and evaluation scales like Glasgow Coma Scale or any other relevant reference material used in the thesis and dissertation.

## Description of preliminary pages

### Title Page

The title page should have title, candidate name, nature of the report, name of the degree, insignia of the university, names of the department, faculty and university, and month and year defended. The title should be brief but should show the nature of the research reported. The candidate's full name must agree with official records (registration number) in Faisalabad Medical University. The month and year when the thesis was defended in the Board of Study should be listed on the bottom of the title page. Formatting of the title page, which includes spacing and the use of capital and small letters, must be exactly as in the sample title

### Thesis/Dissertation Approval Page

This page should have title of the work at the top, the title should be identical to that on the title page. The page must show the candidate's full name as shown on his/her official graduate record. The name of the degree to be conferred and the specific field of study should be written out in full, e.g. (Master/M.Phil/MD/MS/MDS/MHPE/Clinical Diplomas etc.). This page should have signatures of the supervisory committee, Chairman of the department, convener of the board of studies, Dean of faculty, and ASRB of FMU in original.

### Examiner approval page For Master/Clinical Diploma student only.

This page bears the signature of external and internal examiners as a proof of approval and final viva exam by the external examiner and is inserted after Viva exam before final permanent binding of the thesis. This page should also have title and student name at the top.

### Abstract

An abstract should immediately follow the thesis approval page or examiner approval page and must be numbered accordingly, i.e. page iii or iv. It should contain approximately 200 words, be single spaced, and briefly discuss the rationale, objective, methodology, results (findings) and conclusion.

### Dedication (Optional)

Dedication should appear on a separate page; the spacing should be as the body of the thesis

### **Acknowledgements (Optional)**

Though in Faisalabad Medical University, generally, the students acknowledge help of supervisor, Chairman, Dean of faculty, members of the supervisory committee, friends etc.; however, it is their duty to provide reasonable help which should not be acknowledged. However, it is logical to acknowledge those who helped you beyond their duty; organizations or persons who gave financial support for research, who provided of equipment's, from whom you borrowed equipment, who provided material: who helped you and it was not their duty like help in research method, analysis, etc. Help of friends should not be acknowledged

### **Table of Contents**

Each thesis must have a Table of Contents that shows all major sections, including Literature Cited and Appendix. The amount of detail used in listing, sub-sections within section/chapters is left to the discretion of the author in consultation with the advisor. The wording and presentation of all entries (capitalization, fonts, characters etc.) must be identical to the body of the thesis. All entries must have a corresponding page number with leader dots or dashes connecting the entry to the page number. No section preceding the Table of Contents, nor the Table of Contents itself, may be listed in the Table of Contents. The preliminary sections should follow the Table. The table of content may be simple listing of some preliminaries, section chapter headings and Annexure or detailed table of content showing major sections in the chapters.

### **List of Tables (Optional)**

For the convenience of the reader, a List of Tables may be included. It should be separate from, and immediately follow the Table of Contents. Each entry should have the same number and title as that which accompanies the corresponding table in the body of the thesis. Exceptionally long captions may be abbreviated to the extent of using only the first full sentence. The format of the List of Tables should follow that of the Table of Contents.

### **List of Figures/Illustrations (Optional)**

These are all governed by the same rules as the list of Tables and immediately follow the list of Tables.

### **List of Symbols (Optional)**

For sample list of symbols follow the list of figures.

### **List of Abbreviations (Optional)**

For sample list of abbreviations follow the list of symbols if any.

### **Description of Text Section of Thesis and Dissertation**

The major body of a thesis consists of:

- Introduction
- Review of Literature
- Methods and Materials



- Results
- Discussion
- Summary, Conclusions and Recommendations.
- Literature Cited

## Introduction

The body of the thesis starts with the Introduction (Page 1). It presents the specific problem, purpose, study, and the objectives of the study. The hypothesis are stated and how they relate to the problems. The theoretical implications are discussed and how the present study adds to the foundation of knowledge. Throughout the thesis, care should be taken that the author's personal opinions are not interjected. Writing in the first person should be avoided. The introduction of the thesis should be in more detail and elaborated than presented in the synopses.

## Review of Literature

This indicates the historical background for the study and as a result of this section gaps should be identified of which the present study helps to fill. A logical continuity between the previous and present work should be maintained. Do not report each study separately but synthesize findings and make one analysis. If a number of previous studies have similar results, cite all studies and report the results at once. Logical order should be followed and not alphabetical or chronological as one. The review should be relevant to the research conducted and presented in the exposition. The literature review must sketch the landscape on which the present research is being conducted. The end paragraphs of literature review must be concluded in such a way that the rationale of the current study is can be inferred. For example if you are conducting research on some new diagnostic procedure the previous diagnostic procedures available in the literature must be reviewed and their merits and in the clinical practices must be depicted from the literature and expected benefits of the new diagnostic procedure will provide the basis for the rationale of the study and addition of knowledge in the existing pool of knowledge. It should be remembered that more than two third of the references should not exceed more than 5 years in at the time of thesis and research is being executed. More than two third of the references must be from the peer review journals and rest should from the other published or unpublished literature, documents, reports, books, conferences, news articles, lectures and presentations. Specific methodology for text citation and end listing of reference must be followed for each category of literature referred.

## Methodology Section (Material and Methods)

This section presents a detailed description of the materials used, and the process and procedures of the research. It should be remembered that these should be written in more elaboration as compared to the synopsis and it should over any changed course of methodology due to difficulty in the implementation of actual plan given in the submitted synopsis. It must include the study design of quantitative or qualitative research methods, the description of the reference population and study populations, intervention details, sample size its rationale and method of estimation, and sampling techniques and data collection procedures. In data analysis appropriate study variables for description, dependent and independent variables for comparison and to establish the associations must be identified. The descriptive and comparative analysis must be separately given according to the study

objectives. In comparative statistical analysis the associations, correlations and the statistical test of significance applied to accept or refute the statically stated null hypothesis must be clearly mentioned.

### Results Section

This section describes the data analysis outputs in the forms of the tables, graphs interpretation and inferences drawn from the data. The section should follow a logical sequence and each objective or hypothesis should be treated. Descriptive summaries must be reported with 95% confidence limits of the normal distribution. If analytic and comparative studies are used then statistical association must be estimated and proved with the test of significant where the association are significant or not. Report the data in sufficient detail to justify conclusions. All the data proposed to be recorded in the synopsis must be reported in this section. The discussion of implications is not appropriate here. Generally, the data will be presented in tables and charts; data presented in table must not be presented in charts/figures as it is duplication. Bar graph should be used for presenting the results of levels of qualitative factor and line graph should be used to present results of quantitative factors. It is better to present key statistically findings and significant interaction graphically: The information in the tables should not merely be repeated in the body, an analysis of the data should also be presented.

### Discussion

Discussion places your research as addition in the existing knowledge so in this section the inferences drawn from the results must be discussed in the context of existing knowledge. Discussion is actually is the inductive reasoning on the deductions of the results. Give the why's of the: results. Relate your results to previous findings and how they support or negate previous findings and why. It is better to relate different types of data with each other and extract meaningful important findings. If your results are grossly different from the existing finding then justify the your results in the context of research methodology limitations and artifacts that could arises in previous or your own results also mentioned the limitation for interpretation of your study results

### Summary

Provides an opportunity to summarize the research and literature, and interpret the implications of the results. The conclusions and recommendations reached should be based on the research findings and not the writer's opinions. Although the detailed organization of the text will vary from subject to subject, the mode of presentation must be consistent throughout. This section normally begins with a new page. Only major divisions may begin with a new page and every effort should be made to avoid having partially filled pages except at the end of a section. Whenever the heading of a section or sub-section appears near the bottom of a page, it must be followed by at least one line of text, or the heading should be forced to the top of the next page. Presentation of subsequent sub-sections within a chapter must be continuous. Partially filled pages of text are acceptable only at the end of a chapter or on non-textual pages such as those presenting tables and illustrations.

### Conclusions and Recommendations

Conclusions are the comprehensive summary of the findings must be written at the end of discussion. Conclusions must be based on data drawn inferences and facts not the personal opinions or literature based findings. Conclusions at the ends may lead to some solutions of the problems depicted from the data inferences. The recommendation must be framed on the basis of conclusion and inferences drawn from the data based facts.

## Illustrative Materials

In most cases, the body of the thesis will include certain materials other than ordinary text, e.g. illustrations, formulas, footnotes, etc. In such cases the following guidelines should be observed. Illustrations may be inserted wherever the author feels appropriate, but as a general rule, should appear as near as possible to, the part of the text relating to them.

Sometimes, illustrations cannot be inserted easily into the body of the thesis, without involving the breaking of a paragraph. Possible solutions to this problem include: inserting the illustration at the end of the paragraph; on a separate, non-textual page that immediately follows the page of text on which the illustration was first mentioned; having materials grouped together at the end of the chapter. In any event, all illustrations should be numbered consecutively throughout the entire thesis. Illustrations running longer than one page such as a Table may be continued on one or more pages. In such cases all subsequent pages of the illustration must include the illustration number and the notation that it is continued.

## Tables

Tables are effective ways of presenting quantitative data. They should be self-explanatory and stand alone. When referring to a table in text, refer to it by its number, e.g. the PCR data are shown in Table 1. The title of the table should give full details; units must be given.

## Figures

Illustrations, not tables, are usually called figures. They include photographs, graphs or charts. The number and title of a figure is shown at the bottom of the figure rather than at the top. Non-professional lettering is not acceptable for figures. Simple type face is preferred.

## Quotations

Any material that is duplicated from another source must be given appropriate credit. In the text it should be enclosed with double quotation marks. Long quotations must be indented from both sides.

## Formulas

Mathematical and chemical formulas may be printed or neatly hand lettered. Complex mathematical formulas of two or more lines should not be included in text lines but should be placed in the proper position in the center of the page between lines of text. The lines in structural chemical formulas and hand letter mathematical formulas must be drawn with an ink that will allow the production of clear photocopies. For example:

$$\text{Standard Error} = SE = \frac{SD}{\sqrt{n}}$$

Equations in a text should not project above or below the lines. Those that cannot be displayed on a line of text should have a double space above and below them. Equations can be drawn using MS-Word.

## In text Citations

Text citation in the literature review and introduction must be according to the one selected referencing styles. In APA referencing style it is recommended that the author's surname and date of publication

method of citation be used. The surname and year of publication are inserted in the text at the appropriate point.

#### Examples APA Style:

The concept of health equity has been described as differences in health care that are unnecessary, unfair, and unjust and avoidable (Braveman, 2003; Gilson, 1998 & Alleyne, 2001). The term health equity and health inequality are not synonymous, though they are often used interchangeably (Bambas, 2001 & Money, 1994). Braveman and Gruskin (2003) have categorized equity as an ethical concept, grounded on the principles of distributive rather than procedural justice. Inequity and equity are concepts expressing a moral commitment to social justice (Kawachi, 2002). In operational terms pursuing equity in health means eliminating health inequities that are systematically associated with underlying social disadvantages or marginalization.

#### Note:

- If text reference is inserted at the completion of sentence or paragraph in APA style then it is like this: (Kawachi, 2002).
- If the text reference is inserted at the beginning of the sentence or paragraph it will be like this: Braveman and Gruskin (2003)
- For more details consult APA referencing guide at <https://libguides.murdoch.edu.au/APA>

In Vancouver style of text citations appear in consecutive sequential numbers

#### Examples Vancouver Style:

The concept of health equity has been described as differences in health care that are unnecessary, unfair, and unjust and avoidable (1-3). The term health equity and health inequality are not synonymous, though they are often used interchangeably (4,5). Braveman and Gruskin (5) have categorized equity as an ethical concept, grounded on the principles of distributive rather than procedural justice. Inequity and equity are concepts expressing a moral commitment to social justice (6). In operational terms pursuing equity in health means eliminating health inequities that are systematically associated with underlying social disadvantages or marginalization.

#### Note:

- If text reference is inserted at the completion of sentence or paragraph in APA style then it is inserted before the "." like this: .....avoidable (1-3).
- If the text reference is inserted at the beginning of the sentence or paragraph it will be like this: Braveman and Gruskin (5)
- For more details consult Vancouver referencing guide

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/vancouver.pdf>

#### Annexures (Optional)

In some thesis, it may be desirable to include certain materials e.g. test forms, blank record forms, detailed apparatus descriptions, extensive tables of raw data, computer programs, statistical analysis,



etc. that do not actually form a part of the text. These materials should be included in the Appendix. The Annexure is not given a chapter section. If there are two or more types of materials, they should be headed as appendices.

### **Typing and punctuation Standards**

The following standards should be adhered to:

Colons (:), semi-colons (;), commas (,) should all be followed by a single space. Full stops (.) should be followed by two spaces except after an abbreviation where only a single space is needed. A dependable printer is necessary for controlled formatting and clean, sharp impressions. The type size should be 12 point. Any common, distinctively legible, non-script type face may be used. Laser printer or ink-jet printer should be used for final copy. Photocopies should be very clean and text should be acceptable. For those using printing hardware with fabric ribbons, there should be no smudges, smears, letters filled in, shadows or fuzzy pages. Ink must be uniform. A sufficient number of ribbons should be used to ensure ink uniformity. Printers or typewriters equipped with carbon ribbons or laser printers are preferred. Dot matrix printers are acceptable for thesis production only if they possess near-letter-quality capability. An acceptable dot matrix printout must exhibit the following characteristics: no visible space between the dots of individual characters, smooth and well defined character shapes, and uniformly dark images. Please submit samples of output to the ASRB if there are any questions about the acceptability for thesis submission.

## Referencing Guide

### Literature Citation

Each thesis must have a list of references entitled "Literature Cited" which cites all books, articles, and any other sources of material related to the thesis research (cited in the text). Citations must be arranged according to selected referencing style in Harvard and APA styles. The end list of references is arranged in alphabetical order beginning with the author's surname while in Vancouver style the end list of the references is arranged in consecutive sequential numbers as the citations appear in the text. It is customary for this section to be placed at the end of the thesis. The identified literature only cites references used in the text. Other documents should not be listed. Each entry usually contains the author name /author's names, date of publication, title, journal/book name, volume, issue, and page number.

The recommended styles for FMU are the Harvard, APA and Vancouver Styles. The rationale of these options is to increase the scope of national and international publications of the research. Although every journal has its own formatting guidelines of referencing but many of the medical journals use referencing styles of Harvard, APA and Vancouver. The Vancouver style is also used by College of Physician and Surgeons of Pakistan and British Medical Journal for its dissertations and publications. The comprehensive description of each style is not in the scope of this manual however a brief description with examples of each style is given below. The brief guidelines of each style are annexed in the Annexure of this manual.

### Article in Journals or Periodicals

Give surname and initials of all authors. Use commas to separate surnames and initials. When there are two or more authors use "and" before the name of the last author. A period will follow authors. For the first author, the family name should be followed by the initial. For subsequent authors give initial followed by the family name. Use the name of the organization as the author where the name of the author is not given. Give the year the article was published. If a periodical, give month and date following year. Finish with a period. Capitalize only the first name of the title and subtitle and finish with a period. Give the name of the journal in accordance with the recommendation in the International Standards for Abbreviations. Give inclusive page numbers and finish with a period.

### Harvard Style Article in Journal:

Harvard referencing style uses references in two places in a piece of writing: in the text and in a reference list at the end. In general, each author name that appears in the text must also appear in the reference list, and every work in the reference list must also be referred to in the main text. All the details of the reference are important, even the full stops and commas. In-text references in Harvard style should give the author's family name and the year of the work's publication. If you quote or paraphrase, you should also give a page number.

#### End list citation

- Here is a generic example, as it would appear in a reference list, for a journal article with three authors: Author, A, Author, B & Author, C, YEAR, 'Article title in between single quotes, in

lower case and with no full stop to end', Journal Title in Italics with Capitals, vol. ##, no. #, pp. ##-##.

Note: \_ represents a space.

#### In text Citation

- An in-text reference would look like this: It has been claimed that . . . (Author YEAR, p. #). It could also look like this: Author (YEAR, p. #) claims that . . .

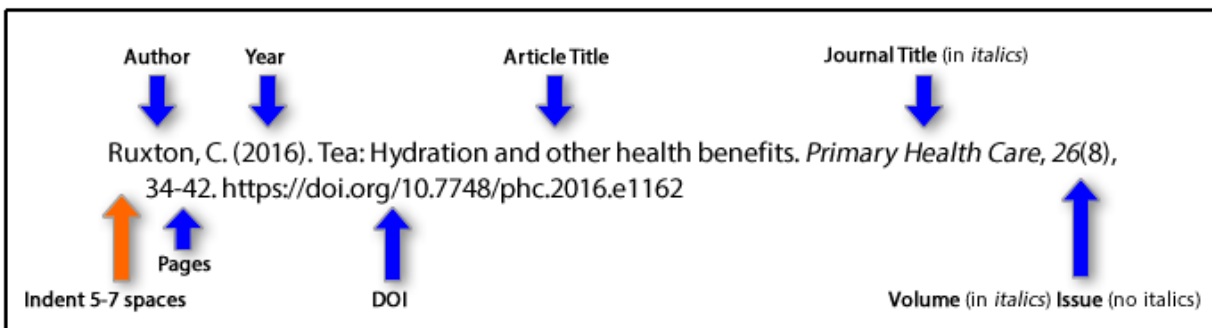
In text and reference list for Journal Citations in Harvard Style

In text Citation	Reference list arrangement
Journal article - Print <b>(Habel 2009)</b>	Habel, C 2009, 'Academic self-efficacy in ALL: capacity-building through selfbelief', <i>Journal of Academic Language and Learning</i> , vol. 3, no. 2, pp. 94-104.
Journal article with two authors <b>(Darwin &amp; Palmer 2009)</b>	Darwin, A & Palmer, E 2009, 'Mentoring circles in higher education', <i>Higher Education Research and Development</i> , vol. 28, no. 2, pp. 125-136.
Journal article with four or more authors <b>(Grosso et al. 2017)</b>	Grosso, G, Stepaniak, U, Micek, A, Stefler, D, Bobak, M & Pajak, A 2017, 'Coffee consumption and mortality in three Eastern European countries: results from the HAPIEE (Health, Alcohol and Psychosocial factors In Eastern Europe) study', <i>Public Health Nutrition</i> , vol. 20, no. 1, pp. 82-91.

#### APA Style Article in Journal

There are two parts to referencing: the citations within the text of your paper and the reference list at the end of your paper. The APA referencing style is an "author-date" style, so the citation in the text consists of the author(s) and the year of publication given wholly or partly in round brackets.

Use only the surname of the author(s) followed by a comma and the year of publication. Include page, chapter or section numbers if you need to be specific, for example if you are quoting, paraphrasing or summarizing:



#### APA Examples Reference List

Barkway, D., & O'Kane, D. (2020). Psychology: Introduction for health professionals. Elsevier.  
 Hunt, E. (2019, Spring). Dig your heels in. Fashion Quarterly, 45.  
 McElrea, F., & Thompson, D. (2019, November). Our traditional criminal justice system. The New Zealand Law Journal, 378–383.

#### **In text Citation**

- In her book, van der Ham (2016) stresses the fundamental importance of education to society.

**OR**

- Central to modern society is a belief in the importance of education (van der Ham, 2016).

### ***Vancouver Style article in Journal***

In the Vancouver style, a consecutive number is allocated to each reference as it is cited for the first time in the text of the assignment. This number becomes the unique identifier of that source and if the source is cited again the same number is repeated. Numbers are inserted to the right of commas and full stops, and to the left of colons and semi-colons. Multiple sources can be listed at a single reference point. The numbers are then separated by commas and consecutive numbers are joined with a hyphen.

Vancouver uses superscript numbers, or standard numbers in brackets, in the text, e.g. <sup>1-4,10,12</sup> or (1-4,10,12).

The references are listed at the end of your assignment in the numerical order in which they are cited in the text.

### **Books**

For author and date of publication refer to section on Journals. If the book is edited, place "ed" or "eds" in parenthesis after the name of the last editor. Capitalize only the first word of the title and the subtitle. If there are more than one edition (ed) or volume (vol), they should be included in parenthesis. Give the publisher, followed by a colon, and the name of the city. End with a period. The examples of Harvard style are given from APA and Vancouver please consult the relevant Annexure at the end

#### **Harvard Style**

Author/Editor/Compiler's surname Initials. Title of the book. # ed.[if not 1st] Place of publication: Publisher's name; Year of publication.

Example:

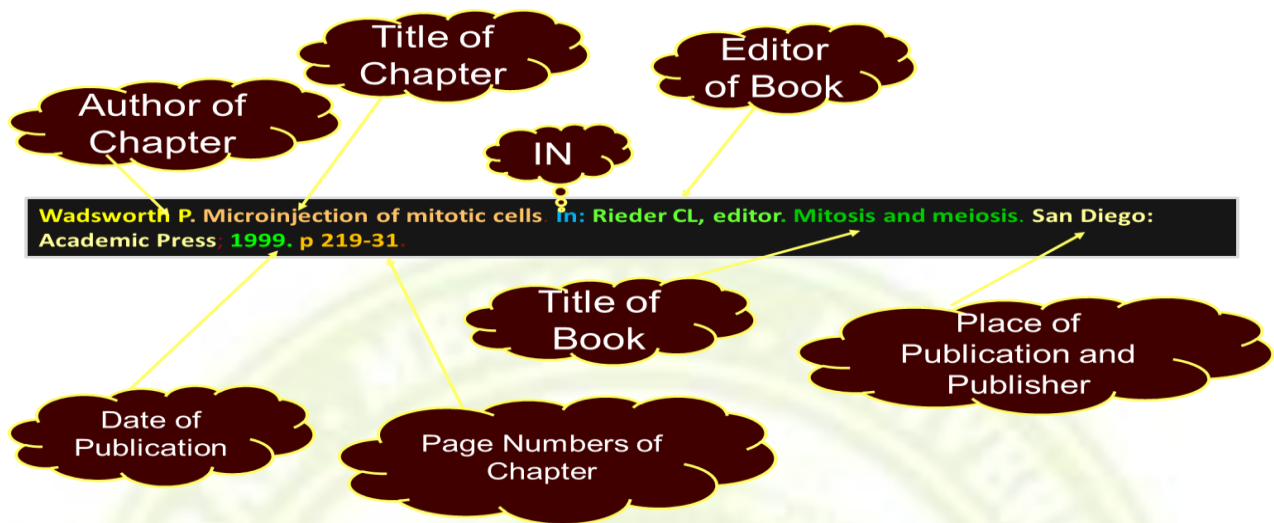
Carlson BM. Human embryology and developmental biology. 3rd ed. St. Louis: Mosby; 2004.

#### **Chapter in a Book**

When the reference is taken from a Chapter written by the separate authors then the referencing arrangement as per Harvard Referencing style is given below

Author's surname Initials. Title of chapter. In: Editor's surname Initials, editor. Title of the book. # ed.[if not 1st] Place of publication: Publisher's name; Year of publication. p. #. [page numbers of chapter]





#### Example

Blaxter PS, Farnsworth TP. Social health and class inequalities. In: Carter C, Peel JR, editors. Equalities and inequalities in health. 2nd ed. London: Academic Press; 1976. p. 165-78.

#### Journal article on the internet

The arrangement as per Harvard style is below for APA and Vancouver styles please consult relativist Appendix:

Author's surname Initials. Title of article. Abbreviated Title of Journal [serial on the Internet]. Year of publication Month day [cited Year Month Day]; Volume Number(Issue number):[about number of pages or screens]. Available from: URL (Uniform Resource Locator)

#### Example

Aylin P, Bottle A, Jarman B, Elliott P. Pediatric cardiac surgical mortality in England after Bristol: descriptive analysis of hospital episode statistics 1991-2002. BMJ [serial on the Internet]. 2004 Oct 9;[cited 2004 October 15]; 329:[about 10 screens]. Available from:<http://bmj.bmjjournals.com/cgi/content/full/329/7470/825>

#### Conference papers

Unpublished paper arrangement by Harvard style is as under:

Surname Initials . Title of paper. Paper presented at: Name of conference; (year, month);place.

#### Example

Bowden FJ,Fairley CK. Endemic STDs in the Northern Territory with estimations of effective partner exchange. Paper presented at:The Scientific Meeting of the Royal Australian College of Physicians;2004 June 24-25;Darwin Australia.

Published conference paper

Author Initials. Title of paper. In: Surname of editor, Initial ed. Title of conference. Place: Publisher; year, page.

**Example**

Nørvåg K. Space-Efficient Support for Temporal Text Indexing in a Document Archive Context. In: Koch T, Sølvberg I, Research and Advanced Technology for Digital Libraries. 7th European Conference; 2003 17.-22. August; Trondheim, Norway: Springer; 2003. p. 511-522.

**Article in new papers and magazine**

Newspaper arrangement is:

Surname Initials. Title of article. Title of newspaper. Year, date, page.

Example:

Purdon F. Colder babies at risk of SIDS. The Courier Mail.2005,25 March;p.8

Articles in magazines the arrangement is:

Surname Initials. Title of article. Title of magazine. Year, date, page.

Example:

Grosh A, Graff J. A strike at Europe's heart. Time magazine. 2004, 22 March;p.22-28.

**Important abbreviation used in reference citations**

Abbreviation	Detail
ch.	chapter
doi	digital Object Identifier
ed.	edition
et al.	and others
fig; figs	figure(s)
hptt	hypertext transfer protocol
ill	illustrator(s)
p.	page(s)
para or paras	paragraph(s)
pt pts	part(s)
rev	revised
suppl	Supplement
URL	Uniform Resource Locator
www	World Wide Web

## HEC Guidelines

The specific requirements for doctorate degree as per HEC policy are summarized in the box below:

### HEC Guideline for PhD Program

1. **Foreign Expert Evaluation:** The Ph.D. Dissertation must be evaluated by at least two Ph.D. experts from technologically/academically advanced foreign countries in addition to local Committee members. The list of countries provided in HEC Annex 4.4(a)
2. **Open defense:** An open defense of Dissertation is essential part of PhD Program after positive evaluation.
3. **Research Paper:** Acceptance/publication of at least one research paper in an HEC approved “X” category journal is a requirement for the award of Ph.D. degree (“Y” in case of Social Sciences only).
4. **Plagiarism Test:** The Plagiarism Test must be conducted on the Dissertation before its submission to the two foreign experts, as described below.
5. **Copy of PhD Dissertation to HEC:** A copy of Ph.D. Dissertation (both hard and soft) must be submitted to HEC for record in Ph.D. Country Directory and for attestation of the PhD degree by the HEC in future.
6. **Faculty Requirement for PhD Program:** There should be at least 3 relevant full time Ph.D. Faculty members in a department to launch the Ph.D. program.
7. **How many scholars can be supervised by one supervisor?** One supervisor can supervise five PhD Scholars that can be increased to eight under special circumstances in certain teaching departments subject to prior approval of the Higher Education Commission (HEC).

[https://hec.gov.pk/english/scholarshipsgrants/Documents/MPHIL\\_PhD\\_Criteria.pdf](https://hec.gov.pk/english/scholarshipsgrants/Documents/MPHIL_PhD_Criteria.pdf)

## Evaluation and Feedback Systems

Synopsis and thesis submitted to the supervisor, departments and institutions are subjected to internal and external evaluation to provide the opportunity of criticism by various stakeholders for the improvement of the quality of the research. The manuscript submitted by the candidates are essentially be evaluated by the members of the various bodies each time the evaluation have different scope and areas of evaluation. The scope of evaluation varies according the level of degrees and the interests of the various stakeholders and sponsors. Usually the synopsis and research manuscripts are subjected to evaluation by following agencies and stakeholders.

1. Supervisor and candidates
2. Departmental Review Boar/ Committee
3. Ethical Review Board
4. Reviewers nominated by institutions/universities statutory bodies
5. Reviewers appointed by controller of examinations
6. Foreign countries evaluators specifically in PhD thesis evolution
7. Public defense of thesis

Currently the evaluation system is passing through a transition phase from hard manuscript to the soft manuscript shared through the online communication systems. Preferably the evaluation should be done on soft manuscript by clearly indicating and preserving the comments by exchange of the track changes drafts of the manuscripts. However some of our senior faculty members are not comfortable with the soft evaluation so the comments on the hard copies and printed drafts will be shared.

### Supervisor Evaluation and candidate feedbacks

It is expected that there is frequent and extensive sharing of drafts manuscript between the supervisors and the candidates. Supervisor initially may review rough hard draft of the manuscript but preferable should conduct review on soft draft with track changes. After the refinement the candidate must submit and share drafts with “Comments, Compliance Matrix (CCM)”. A CCM will give specified detail of comments and the feedback of the candidates. The template of CCM is given as under.

### Specimen of Comments Compliance Matrix for Candidates

Serial No	Reviewer Comments	Feedback
	Reviewer 1	
1.	Page 25 table title is not explicit	Title explicitly revised
2.	Page 60 Apply test of significance	Test applied
3.	Page 70 revise reference citation	Revised
4.	????	????
	Reviewer 2	
1.	Title phrasing not correct	Corrected
2.	Page 3 Objective not cleared	Revised and clarified



3.	???	???
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Candidate must use CCM matrix for each for evaluation carried out by the reviewers nominated statutory academic bodies e.g. Controller Examination, Board of Study, ERB, ASRB and the foreign country evaluators.

### **Evaluation by Ethical Review Board**

Faisalabad Medical University has established Ethical Review Board (ERB) to ensure the quality of research in the context of human rights. ERB has its own domain of evaluation based on the ethical standard of the research. Board can share the manuscripts to the members in soft and hard forms as per convenience of the members and the ethical comments and decisions are communicated to the candidates by the convener of the board in written approval forms. It is the obligation of the candidate that he must get the ethical clearance of the synopsis before preceding the research work. ERB can recommend the departments, institutions and statutory academic bodies of the university to stop the research at any stage if not is not duly approved by the ERB.

### **Review by Departmental and Institutional Review Board**

Department internal review board is constituted by the Chairman/Dean of the Department/Specialty that consists of minimum three senior level professors. Essentially two professors nominated from relevant especially for which degree is to be awarded and two from the allied subjects. For example if thesis of MS Urology is to be evaluated then two professors from Urology and two from any allied specialties e.g. anesthesia, general surgery radiology, pediatrics etc. The manuscript of the synopsis or research report must be shared (preferably in soft or hard manuscripts) couple of days prior to the date when the candidates are called for presentation and defense before the Departmental Review Board (DRB). It is essential that the evaluation minutes or comments are communicated to the candidates in written form or with track changes drafts. Both synopsis and the thesis of all degrees programs are mandatory to be approved by the DRB and ASRB.

### **Review by Advance Studies and Research Board.**

Usually the reviewers nominated by the academic bodies are provided with the structured template for evaluation of hard copies but the soft manuscripts are shared as such and after receiving all the reviewer's feedback comments and then they are communicated to the candidates. For ASRB the focal person communicate the date of meeting for synopsis defense to the candidate and share the copies of synopsis with each member. After the meeting focal person will communicate the ASRB minutes to the candidate with copy to supervisor and chairman/dean of the department. The candidate will address the minutes of the meeting and communicate to the focal person of ASRB. The approval of synopsis and thesis of all degree programs MD/MS/M.Phil./PhD. from ASRB is mandatory. Thesis approved by DRB and ASRB will be submitted to the controller of examinations for the evaluation of reviewers from the relevant specialty and scoring by the internal and external examiners in Viva. For PhD thesis the controller will send to foreign countries reviewers.

### **Review by the Internal and External Reviewers by the Controller of Examination**

Thesis of MD/MS/M.Phil. degrees are evaluated by the reviewers appointed by the controller of examination. At first step the thesis reports are sent to two external of the specialty for evaluation. The

comments of the reviews are communicated by the controller of examination to the candidates. The candidates will address the comments and suggestions of the reviewers and submit back the controller of examination. The controller will communicate the draft to the reviewers and after the satisfaction the controller will approve the thesis for viva voce and scoring assessment. The controller will nominate the internal and external examiners for the presentation of thesis for viva voce and scoring. After this evaluation the evaluation score will be incorporated in the marks sheet for notification of the result of the candidate.

### **Review by Foreign Countries Reviewers**

In higher degree programs, doctorate and post-doctorates the manuscripts are shared with the foreign countries evaluator as per HEC policy. In such case the Dean of the institutions will communicate the manuscript they must be essentially in soft copies and feedback is then communicated to the candidates. The candidate must respond in the form of Comments Compliance Matrix if the reviewer asks some revisions. A list of 10 foreign reviewers is communicated to the controller of the examinations by the Chairman/Dean of the Faculty and then controller selects any two reviewers and keeps it highly confidential.

### **Public Defense**

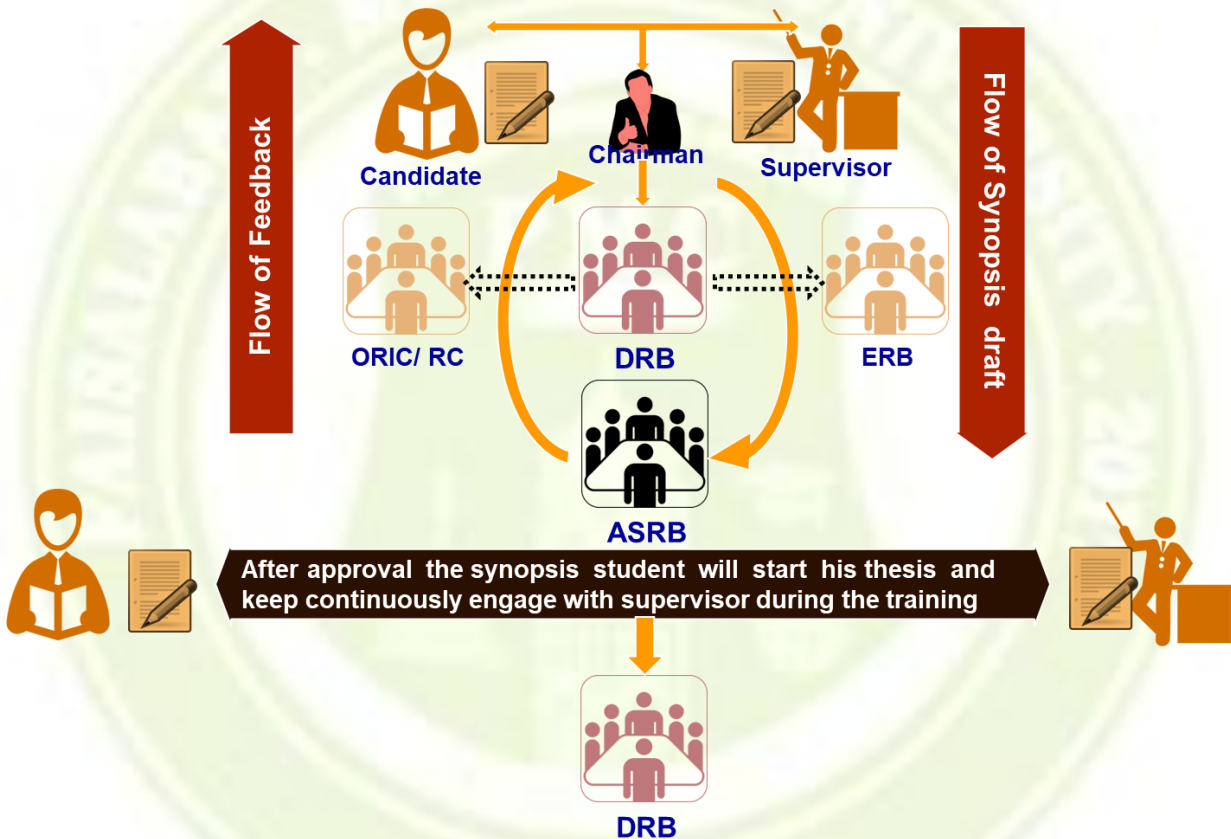
Public defense is the requirement PhD Preprograms as per HEC requirement. It is done in a public presentation in which teachers, students, and the general public can participate. The Scholar presents his/her Research Work and answers the questions of the audience. Public thesis defense is mandatory, in the presence of a board of senior researchers, consisting of members from an outside organization or a university. The University concerned will notify in advance the date, Time and venue of the event via its website, News Papers and electronic media.

### **Evaluation and Feedback Frameworks**

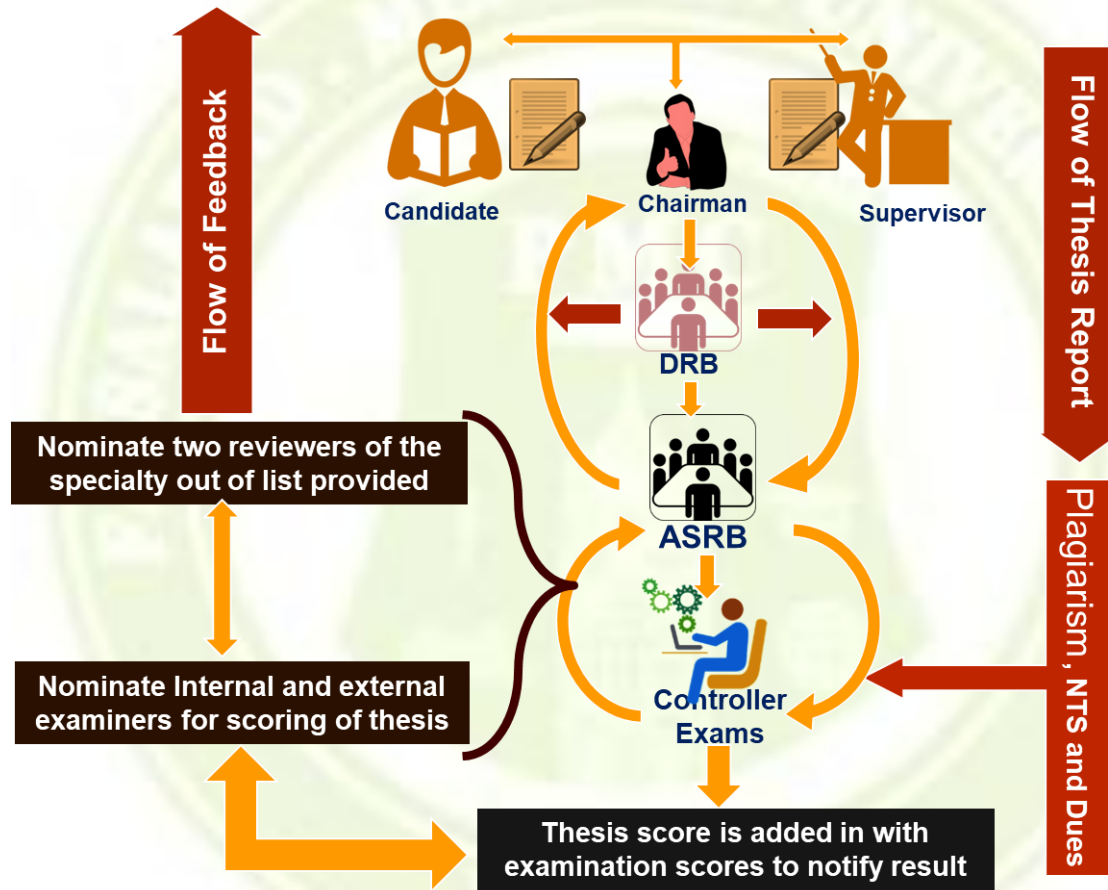
The whole of the evaluation process is explained by three evaluation frameworks as illustrated in diagrams below.

1. Framework illustrates the evaluation and feedback flow channels for the synopsis of all degree programs
2. Framework illustrates the evaluation and feedback flow channels for the degrees other than PhD programs
3. Framework indicates the evaluation and feedback flow chart for the PhD programs

## Evaluation Framework for Synopsis of PG Programs

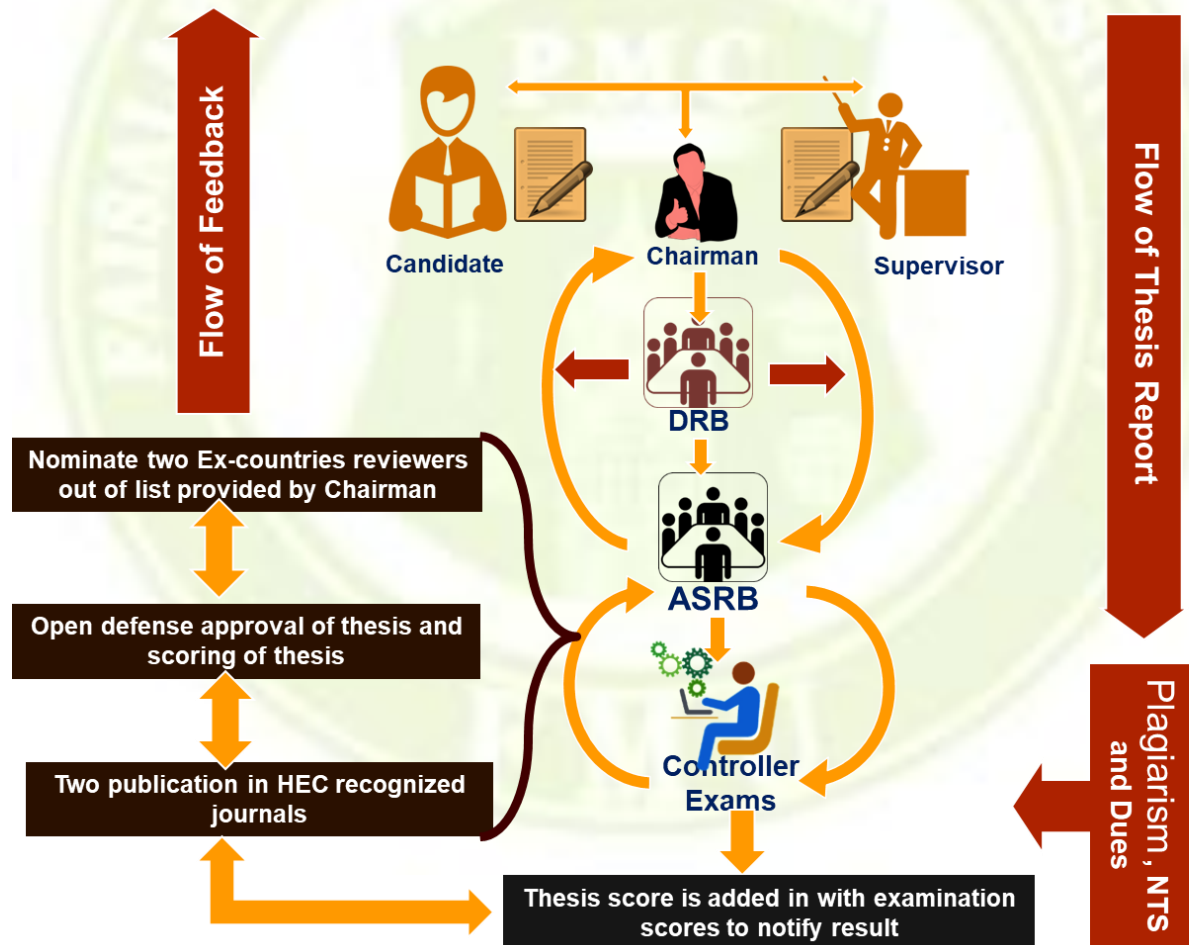


## Evaluation Framework for Thesis/Dissertations of MD/MS/ M.Phil. And Equivalent Degree Programs





## Evaluation Framework for PhD Thesis/Dissertation



## Research Cell

### Scope and functions:

Research Cell has been recently established in FMU to provide the technical assistance for the research quality improvement in the constituent and affiliated institutions. Research cell is established mainly for two functions.

- Training and Capacity building for Supervisor and the Trainees
- Technical advisory body for research standards and guidelines

Training and capacity building of the faculty and the postgraduate trainee regarding research methodology and execution of the research according to the research guideline and protocols will be carried out through compulsory and optional trainings workshops.

### Mandatory Training Workshops:

For supervisors to qualify as supervisor of any discipline/specialty of basic and clinical sciences there will be one compulsory workshop on Research Methodology and Basic Data Analysis Skills. The workshop will be a three full working days and 9 learning sessions.

For trainee two mandatory workshops, one similar to the supervisor's on research methodology and basic data analysis skills and another two days' workshop on synopsis and thesis writing skills. The mandatory trainee workshop will be conducted before the start of the synopsis and research work.

### Optional Workshop:

The research cell will arrange workshops time to time on research methodology on sponsored program with collocation of ORIC. The supervisor and trainee can get enrolled in these workshops for strengthening their skills in research methodology and medical writings.

Technical advisory role

### Coordination and Technical Assistance

Research cell is work in coordination with the other university functionary and statutory tiers of the university to strengthen the research monitoring and evaluation process. It has technical advisory role to the academic statutory bodies like Board of Studies, ASRB, ERB and the faculty and the supervisors.

## Office of Research Innovation and Commercialization (ORIC)

### Context:

ORIC is a functionary tier of the Faisalabad Medical University like other universities. It links academic research with the professional entrepreneurs both in government and private sectors. All the HEC academic grants are channelized through the ORIC tier of the universities when the research proposals are sponsored by the private companies, international health agencies like WHO, UNICEF, DFID etc. ORIC is meant for institutionalization of research marketing for professional growth and development. Currently the ORIC of the university is under the process of accreditation with HEC for establishment of Research Incubation Center for the students and the faculty. However if the student's proposals are professionally strong and attractive for the private companies, national and international sponsors the academic researches can be channelized for financial support for the postgraduate students and the faculty members and staff. ORIC office will keenly scrutinize each proposal submitted by the students of any diploma or degree program to channelize for sponsorship or scholarship programs through various collocations and MOU with such institutions. University is trying utmost efforts to create financial support for the research scholars.

### Functions

It is intended that ORIC in FMU would work on commercialization of research and helping startups to incubate, grow, create new jobs, products, services, markets, carry out innovation and bring in funding. The functions are:

- Secure funds for contractual research in the field of medicine and healthcare
- Generate revenues from Healthcare Research Commercialization
- Secure Investments for Incubates
- Create Jobs and Internships for the trainee and Medical Faculty

### Services Offered

- Generating financial resources for research
- Provide information to faculty about various available research grants
- Link faculty with relevant healthcare stakeholders e.g. international health agencies and government
- Interface between faculty and the health related commercial sector and health sponsors
- Work with patent counsel to assess patentability/licensing
- Negotiate terms of with for research Joint ventures and MOUs with the health sponsoring institutions
- Assist with negotiating problematic sponsored research agreements

## **Annexures**

1. Research Topic Enrolment Template
2. Template for PhD Synopsis Title Page
3. Template for PhD Thesis Report Title Page
4. Synopsis Title Page for Master/M.Phil/MD/MS and Clinical Diplomas
5. Master/M.Phil/MD/MS/Clinical Diplomas Thesis Report Title Page
6. Template for Synopsis Approval page
7. Template for Thesis/Dissertation Approval page
8. Abstract Specimen
9. Harvard Referencing Guide
10. Vancouver Referencing Guide
11. APA Referencing Guide
12. List of Counties for PhD thesis reviewer engagements



### A-1 Template for Research Topic Enrolment

#### Research Topic Enrolment Form

1. Name of the constituent /affiliated institution:	
2. Name of Specialty /Department :	
3. Degree/Diploma programs enrolled :	
4. Subject of post-graduation:	
5. Name of the candidate:	
6. University Enrolment Number:	
7. Date of enrolment	
8. Semester/Year /Session of enrolment	
9. Duration of Degree/Diploma Program	
10. Name and designation of supervisor:	
11. Study Setting: Units/Departments	
12. Title of the Research	
13. IT Code or Research Title	

Signature of the Candidate

Signature of the Supervisor

**Research Synopsis**

**Immune Response to Natural Exposure and Vaccination against the  
COVID-19 in Pathology Department Punjab Medical College  
Faisalabad**

**Research Scholar  
Farwa Batool  
PhD Immunology**

**Supervisor**

**Prof. Dr. M. Ashraf Majrooh**



**Departments of Pathology  
PUNJAB MEDICAL COLLEGE FAISALABAD  
FAISALABAD MEDICAL UNIVERSITY FAISALABAD**

**Immune Response to Natural Exposure and Vaccination against the  
COVID-19 in Pathology Department Punjab Medical College  
Faisalabad**

**BY**

**Farwa Batool**

*A thesis submitted to The Faisalabad Medical University, Faisalabad in partial  
fulfillment of the requirements for the degree of*

**DOCTOR OF PHILOSOPHY IN IMMUNOLOGY  
(MICROBIOLOGY)**

**APRIL 2022**



**Department of Pathology  
PUNJAB MEDICAL COLLEGE FAISALABAD  
FAISALABAD MEDICAL UNIVERSITY FAISALABAD**

## Research Synopsis

# Impacts of Health Cards Bearing Out of Pocket Charges among the Patients Visiting For Angioplasty in Cardiology Ward of Allied Hospital Faisalabad

**Sumaira Ashraf**  
**M.Phil Community Medicine**

Supervisor

**Prof. Dr. Nadia Tufail**



**Departments of Community Medicine**

**PUNJAB MEDICAL COLLEGE FAISALABAD**  
**FAISALABAD MEDICAL UNIVERSITY FAISALABAD**



**Impacts of Health Cards in Bearing Out of Pocket Financial Burden  
among Patients Visiting For Angioplasty in Cardiology Ward of  
Allied Hospital Faisalabad**

**Sumaira Ashraf**  
**M.Phil/MD/MSPH Community Medicine**

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**Departments of Community Medicine**

**PUNJAB MEDICAL COLLEGE FAISALABAD**  
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Research Synopsis  
Immune Response to Natural Exposure and Vaccination against the COVID-19 in  
Pathology Department Punjab Medical College Faisalabad

By

**Research Scholar  
Farwa Batool  
PhD Immunology**

**Approved by:**

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Associate Professor of Microbiology

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Prof. Sabtul Hasnain  
Chairman pharmacology

Chairman Advanced Study and Research Board

**Department of Pathology  
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**A-7: Template thesis/dissertation approval page**

**Immune Response to Natural Exposure and Vaccination against the COVID-19 in  
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**Department of Pathology  
PUNJAB MEDICAL COLLEGE FAISALABAD  
FAISALABAD MEDICAL UNIVERSITY FAISALABAD**

# Differentiation of severe coronary artery calcification in the Multi-Ethnic Study of Atherosclerosis

Megan Coylewright

Department of Medicine, Johns Hopkins University School of Medicine, Baltimore, MD 21287, United States.

## Abstract

**Background:** Coronary artery calcium (CAC) scores predict coronary heart disease (CHD) risk. Little is known, however, about the distinctive risk among asymptomatic individuals with very high CAC ( $\geq 1000$ ) compared to high CAC (400-999).

**Methods:** We compared CHD risk factors and event rates between participants with very high CAC ( $n = 257$ ) and high CAC ( $n = 420$ ) among adults free of clinical CHD in the Multi-Ethnic Study of Atherosclerosis (MESA). CAC was measured at baseline, and participants were followed for a median of 68 months.

**Results:** Very high CAC ( $\geq 1000$ ), compared to high CAC (400-999), was associated with male gender (OR 3.10,  $p < 0.001$ ) and older age (OR 1.42 per 10 year increase,  $p < 0.001$ ). Chronic kidney disease (CKD) was associated with very high CAC (OR 1.66,  $p = 0.009$ ) with a greater prevalence of moderate CKD (GFR 30-59) in the  $\geq 1000$  group (25% vs. 18%). Those with very high CAC were more likely to develop angina (adjusted HR 1.72 [95% CI 1.03-2.90],  $p = 0.04$ ), but not more likely to experience myocardial infarction, resuscitated cardiac arrest, or CHD death (adjusted HR 1.17, [95% CI 0.64-2.12]  $p = 0.61$ ) compared to high CAC. Total CHD event rates were greater for very high CAC (3.7 per 100 person-years) compared to high CAC (2.6 per 100 person-years).

**Conclusions:** Both high and very high CAC are associated with an elevated risk of CHD events in those without symptomatic CHD at baseline; however, very high CAC is associated with an increased risk of angina, but not CHD death or MI, compared to high CAC.

WRITING CENTRE



## Harvard Referencing Guide

Harvard referencing style uses references in **two places** in a piece of writing: in the **text** and in a **reference list** at the end. In general, each author name that appears in the text must also appear in the reference list, and every work in the reference list must also be referred to in the main text. All the details of the reference are important, even the full stops and commas. In-text references in Harvard style should give the author's family name and the year of the work's publication. If you quote or paraphrase, you should also give a page number.

Here is a generic example, as it would appear in a reference list, for a journal article with three authors:

Author, AA, Author, B & Author, C YEAR, 'Article title in between single quotes, in lower case and with no full stop to end', *Journal Title in Italics with Capitals*, vol. ##, no. #, pp. ##-##.

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### Journal articles (Print and online)

#### Required information and layout:

Author's family name, Initial(s) year of publication, 'Title in single quotes', *Journal Title in Italics*, vol. ##, (volume number) no. #, (issue number) pp. #-# (page numbers the article covers).

#### Journal article - Print

(Habel 2009)

Habel, C 2009, 'Academic self-efficacy in ALL: capacity-building through self-belief', *Journal of Academic Language and Learning*, vol. 3, no. 2, pp. 94-104.

#### Journal article accessed via a University of Adelaide Library database

These can be in PDF or html format. They are referenced in the same way as print articles (above). It is **no longer necessary** to include information such as "Online", a URL, or a database name. This is because in many subjects electronic articles are the norm; any URL provided for a library-accessed database will include the University Library proxy and will not help your reader access the article; and the contents of databases can change.

#### Journal article from web, freely available from an e-journal's website

As for print journal articles, but include date viewed and the URL. If volume, issue, or page numbers are missing, they can be omitted or relevant information substituted (e.g. month of publication, article number).

(Ticker 2017)

Ticker, CS 2017, 'Music and the mind: music's healing powers', *Musical Offerings*, vol. 8, no. 1, article 1, viewed 21 May 2017,  
<<http://digitalcommons.cedarville.edu/cgi/viewcontent.cgi?article=1064&context=musicalofferings>>.



**Journal article with DOI (Digital Object Identifier)**

DOIs are generally not needed for Harvard citation styles. However, if your lecturer requires them, they should be included at the end of the reference. If a DOI is given, do not include date viewed or <URL>.

- (Jeeyoo et al. 2017) Jeeyoo, L, Ji-Eun, L, Yuri, K, Lee, J, Lee, J-E & Kim, Y 2017, 'Relationship between coffee consumption and stroke risk in Korean population: the Health Examinees (HEXA) study', *Nutrition Journal*, vol. 16, pp. 1-8, DOI:10.1186/s12937-017-0232-y.

**Journal article in press/advance online publication**

The terms "in press" and "advance online publication" may have slightly different definitions for different publishers. However, they usually refer to articles that have been **accepted for publication** but not yet "officially" published.

They should be cited in the same way as print journal articles (volume and issue numbers may be unavailable). Give the journal information, then "in press" or "advance online publication", then follow with DOI if available/required, **or** date viewed, <URL>.

- (Muldoon 2012) Muldoon, K, Towse, J, Simms, V, Perra, O, & Menzies, V 2012 'A longitudinal analysis of estimation, counting skills, and mathematical ability across the first school year', *Developmental Psychology*, advance online publication, DOI:10.1037/a0028240.

**Journal article with two authors**

- (Darwin & Palmer 2009) Darwin, A & Palmer, E 2009, 'Mentoring circles in higher education', *Higher Education Research and Development*, vol. 28, no. 2, pp. 125-136.

**Journal article with three authors**

List all authors in the order they appear on the article. Use an ampersand (&) to separate the last two authors.

- (Maier, Baron & McLaughlan 2007) Maier, H, Baron, J & McLaughlan, R 2007, 'Using online roleplay simulations for teaching sustainability principles to engineering students', *International Journal of Engineering Education*, vol. 23, no. 6, pp. 1162-1171.

**Journal article with four or more authors**

In the in-text citation, list only the first author, then et al. In the bibliography, list all authors in the order they appear on the article. Use an ampersand (&) to separate the last two authors.

- (Grosso et al. 2017) Grosso, G, Stepaniak, U, Micek, A, Stefler, D, Bobak, M & Pajak, A 2017, 'Coffee consumption and mortality in three Eastern European countries: results from the HAPIEE (Health, Alcohol and Psychosocial factors In Eastern Europe) study', *Public Health Nutrition*, vol. 20, no. 1, pp. 82-91.

**Books, E-Books and Book Chapters****Required information and layout:**

Author's family name, Initial(s) year of publication, *Title (in italics)*, Publisher, Place of Publication.

**Book - Print**

- (Connell 2009) Connell, R 2009, *Gender*, Polity Press, Cambridge.

**E-Book accessed via a University of Adelaide Library database**

Same as for print book. If a DOI is available and your lecturer requires it, this may be included at the end of the reference (see example of "Journal article with DOI", above).

**E-Book from web (freely available online)**

Same as for print book, but include date viewed and URL. If an eBook is "born digital" (it has only ever been published online) and no place of publication can be located, only list the publisher. If it has a DOI, this may be listed in place of the date viewed and URL.

- (de Grosbois 2015) de Grosbois, T 2015, *Mass influence: the habits of the highly influential*, Wildfire Workshops, viewed 21 May 2017, <<http://www.massinfluencethebook.com>>.

**Book with two or three authors**

List all authors in the order they appear on the title page of the book. Use an ampersand (&) to separate the last two authors.

- (Campbell, Fox & de Zwart 2010) Campbell, E, Fox, R & de Zwart, M 2010, *Students' guide to legal writing, law exams and self assessment*, 3rd edn, Federation Press, Sydney.

**Book with four or more authors**

In the in-text citation, list only the first author, then et al. In the bibliography, list all authors in the order they appear on the title page of the book. Use an ampersand (&) to separate the last two authors.

(Henkin et al. 2006)                      Henkin, RE, Bova, D, Dillehay, GL, Halama, JR, Karesh, SM, Wagner, RH & Zimmer, MZ 2006, *Nuclear medicine*, 2nd edn, Mosby Elsevier, Philadelphia.

**Book chapter in compiled book (each chapter written by a different author)**

This example is for a book with multiple authors and editors. For the in-text citation, list the author(s) and date. For the bibliography, give author/chapter information, then editors (initials, then surname), title, publication information. You must also give the chapter page numbers.

(Warner 2010)                      Warner, R 2010, 'Giving feedback on assignment writing to international students - the integration of voice and writing tools', in WM Chan, KN Chin, M Nagami & T Suthiwan (eds), *Media in foreign language teaching and learning*, De Gruyter, Boston, pp. 355-382.

**Book with an edition number**

For a book with an edition number, add the number and the abbreviation 'edn' after the title of the book. There is no need to include edition information if a book is a first edition, or if no edition is mentioned.

(Carroll 2012)                      Carroll, AB 2012, *Business & society: ethics, sustainability, and stakeholder management*, 8th edn, South-Western Cengage Learning, Mason, Oklahoma.

**Book with no author**

Use the title in place of the author name.

(Style manual for authors, editors and printers 2002)                      *Style manual for authors, editors and printers* 2002, 6th edn, John Wiley & Sons, Milton, Qld.

**Book with a volume number**

(Cowie, Mackin & McCaig 1983)                      Cowie, AP, Mackin, R & McCaig, IR 1983, *Oxford dictionary of current idiomatic English*, vol. 2, *Phrase, clause and sentence idioms*, Oxford University Press, Oxford.

**Book written in a foreign language**

Translate the book title only.

(Lemmens 1996)                      Lemmens, M 1996, 'La grammaire dans les dictionnaires bilingues', in H Béjoint & P Thoiron (eds), *Les dictionnaires bilingues (Bilingual dictionaries)*, Duculot s.a., Louvain-la-Neuve, Belgium, pp. 71-102.

**Book translated from a foreign language**

(Jansson 1948)                      Jansson, T 1948, *Finn family Moomintroll*, trans. E Portch, Puffin Books, London.

**Conference Publications****Required information and layout:**

Author's family name, Initial(s) year of publication, 'Title of paper', in Editor's initial(s) Editor's family name (ed.), *Title of conference*, Conference Organiser/Publisher, Place of publication, pp. xxx-xxx.

**Conference paper published in book of proceedings**

(Goldfinch 2005)                      Goldfinch, M 2005, 'A pilot discussion board for questions about referencing: what do students say and do?' in G Grigg & C Bond (eds), *Supporting learning in the 21st century, proceedings of the 2005 Annual International Conference of the Association of Tertiary Learning Advisors Aotearoa/New Zealand (ATLAANZ)*, Dunedin, New Zealand, pp. 179-191.

**Conference paper – online edited proceedings**

(Crisp, G, Hillier, M & Joarder, S 2010)                      Crisp, G, Hillier, M & Joarder, S 2010, 'Assessing students in Second Life – some options', in CH Steel, MJ Keppell, P Gerbic, & S Housego (eds), *Curriculum, technology & transformation for an unknown future. Proceedings of the 27th Annual ASCILITE Conference: Curriculum, technology and transformation for an unknown future*, Sydney, pp. 256-261, viewed 15 July 2011, <<http://www.ascilite.org.au/conferences/sydney10/proceedings.htm>>.

**Conference presentation – unpublished**

(Butler 2009) Butler, D 2009, 'Using video worked examples to enhance learning in a first year mathematics course', paper presented at the 4th ERGA conference, University of Adelaide, 24-25 September.

**Newspaper or magazine article****Required information and layout:**

Author's family name, Initial(s) OR Publication Name year, 'Title of article', *Title of news or magazine site*, date of publication OR volume and issue, page numbers if applicable, viewed date (if online publication), <URL>.

**Newspaper or magazine article**

(Robertson & Kyriacou 2010) Robertson, D & Kyriacou, K 2010, 'Skating on thin ice', *Advertiser*, 20 November, p. 9.

**Newspaper or magazine article viewed online**

(Banks 2010) Banks, D 2010, 'Tweeting in court: Why reporters must be given guidelines', *The Guardian*, 15 December, viewed 25 November 2015, <<http://www.theguardian.com/law/2010/dec/15/tweeting-court-reporters-julian-assange>>.

**Newspaper or magazine article with no author**

Give the publication name in place of the author name. For articles viewed online, include date viewed and URL.

(Evening Express 2014) Evening Express 2014, 'Firearms officer drove at 60mph on wrong side of road in Aberdeen', *Evening Express*, 22 May, p. 12, viewed 18 April 2017, <<http://www.eveningexpress.co.uk/news/local/firearms-officer-drove-at-60mph-on-wrong-side-of-road-in-aberdeen-1.382464>>.

**Data set****Required information and layout:**

Author's family name, Initial(s) OR Authoring body year, *Title of dataset*, Physical location (if applicable), DOI or viewed date, <URL>. If a DOI is given, do not include date viewed or <URL>.

**Data set with DOI**

(U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Office of Applied Studies 2013) U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Office of Applied Studies 2013, *Treatment episode data set -- discharges (TEDS-D) -- concatenated, 2006 to 2009*, DOI:10.3886/ICPSR30122.v2.

**Data set – no DOI**

(Bureau of Meteorology 2011) Bureau of Meteorology 2011, *High-quality Australian daily rainfall dataset*, Bureau of Meteorology, viewed 17 November 2011, <<ftp://ftp.bom.gov.au/anon/home/ncc/www/change/HQdailyR>>.

**Webpage****Required information and layout:**

It is best, wherever possible, to reference the specific page or section of a website that you are using, rather than the whole website.

If a website document doesn't have an author (individual or corporate), start with the title of the document in italics followed by the date. If there is no date, use n.d.

Author's family name, Initial(s) OR Authoring body year, *Title of webpage (in italics)*, Title of website, viewed date, <URL>.

(World Health Organization 2014) World Health Organization 2014, *WHO recommendations for routine immunization – summary tables*, World Health Organization, viewed 1 May 2014, <[http://www.who.int/immunization/policy/immunization\\_tables/en/](http://www.who.int/immunization/policy/immunization_tables/en/)>.

**Social media****Required information and layout:**

Author's family name, initial(s) year, Title (in italics), source type, day and month of publication (if applicable), viewed date, <URL>.

**Blog**

(Smalls & Brook 2010)

Smalls, S & Brook, S 2006, *My great blog*, blog, viewed 10 January 2008, <<http://mygreatblog.blogspot.com>>.

**Blog post**

To reference an individual post within a whole blog, include the name of the whole blog and the date of the specific post. (Bergmann 2011)

Bergmann, L 2011, 'The active voice versus the passive voice', blog post, *Grammar Gang*, 5 July, viewed 27 July 2011, <<http://theagrammargang.blogspot.com.au/2011/07/helpnest-feature-5-active-voice-versus.html>>.

**Facebook post**

(Smith 2015)

Smith, P 2015, *Rethinking higher education the team is everything*, Facebook, 25 April, viewed 16 June 2015, <<https://www.facebook.com/pages/Peter-P-Smith/196037770427320>>.

**Podcast**

(Isherwood 2012)

Isherwood, B 2012, *Where ideas come from*, podcast, 12 September, viewed 5 June 2014, <<http://itunesu.rmit.edu.au/node/862>>.

**Twitter**

(Obama 2016)

Obama, B 2016, *It's time for Senate leaders to put politics aside...* / Twitter, 17 May, viewed 19 May 2016, <<https://twitter.com/BarackObama/status/732589315478290432>>.

**YouTube**

(Bainbridge State College 2010)

Bainbridge State College 2010, *Plagiarism: how to avoid it*, YouTube, 5 January, viewed June 5 2017, <<https://www.youtube.com/watch?v=2q0NIWcTq1Y>>.

**Other reference types (print or online)****Artwork**

(Gaudernack 1907)

Gaudernack, G 1907, *Plique a jour*, enamelled vase, Kunstindustrimuseet, Oslo.

(Turner 1812)

Turner, JMW 1812, *Snow storm: Hannibal and army crossing the alps*, Oil on canvas, 145×2360 mm, Turner Collection, Tate Gallery, Britain.

**Australian Bureau of Statistics**

(Australian Bureau of Statistics 2008)

Australian Bureau of Statistics 2008, *Australian social trends 2007*, cat. no. 4102.0, ABS, viewed 31 October 2008, <<http://www.ausstats.abs.gov.au>>.

**The Bible**

(Psalm 23: 1-2)

[Only include in reference list if details are necessary.]

**Dictionary**

(*Longman dictionary of contemporary English* 2003)

*Longman dictionary of contemporary English*, 3rd edn, 2003, Pearson Education Limited, Harlow, UK. [Only include in reference list if details are necessary.]

**Encyclopaedia – author prominent**

(Crystal 1995)

Crystal, D 1995, *The Cambridge encyclopedia of the English language*, Cambridge University Press, Cambridge.

**Encyclopaedia – author not prominent**

(*Encyclopaedia Britannica* 1966)

*Encyclopaedia Britannica* 1966, Encyclopaedia Britannica Inc., Chicago.

**Email, phone conversation, letters, interviews**

Treat as a personal communication; do not include it in the reference list.

It is preferable to include the details in your written text. e.g. A Polish learner's dictionary was written in 2009 (Pius ten Hacken, personal communication, 5 November 2010).

**Lecture in which you take your own notes**

Treat as a personal communication; do not include it in the reference list.

It is preferable to include the details in your written text. e.g. During a lecture in the topic 7052 'Electromagnetic theory and RFID applications' given at the University of Adelaide on 12 July 2010, Professor Peter Cole said ...

**Lecture notes given out during a lecture**

(Cole 2010)

Cole, P 2010, 'Part 5: advanced electromagnetic theory', lecture notes distributed in the topic 7052 Electromagnetic theory and RFID applications, University of Adelaide, on 12 July 2010.

**Maps**

(Mason 1832)

Mason, J 1832, *Map of the countries lying between Spain and India*, 1:8,000,000, Ordnance Survey, London.

**Media release**

(Smith 1999)

Smith, A (Minister for Justice and Commons) 1999, *Coastwatch initiative bears fruit*, media release, Parliament House, Canberra, 21 July.

**Pamphlet – organisation as author**

(Health Department Victoria 1987)

Health Department Victoria 1987, *Quit: give smoking away in 5 days*, Victorian Smoking and Health Program booklet, Anti-Cancer Council and National Heart Foundation, Melbourne.

**Patent**

(Hill 1956)

Hill, L 1956, *Hills hoist*, Australian Patent 215772.

**Picture or graph**

(Willison & O'Regan 2006)

Willison, J & O'Regan, K 2006, *Research skill development framework*, viewed 14 December 2010, <<http://www.adelaide.edu.au/clpd/rsd/framework/>>.

**Play**

(William Shakespeare, *Hamlet*, act 3, scene 1, line 64.)

Shakespeare, W 1968, *Hamlet*, The Syndics of the Cambridge University Press, London. [Only include in reference list if details are necessary.]

**Poem**

(John Keats, *Ode to a nightingale*, verse 7, lines 1-2.)

[Only include in reference list if details are necessary. Reference the source from which you found the poem, e.g. book or website.]

**PowerPoint presentation**

(Aguilar 2001)

Aguilar, F 2001, 'Polyethylene biodigesters: production of biogas and organic fertilizer from animal manure', PowerPoint presentation, viewed 14 December 2010, <[http://www.adelaide.edu.au/biogas/poly\\_digester/](http://www.adelaide.edu.au/biogas/poly_digester/)>.

**Radio broadcast**

(*The search for meaning* 1998)

*The search for meaning* 1998, radio program, ABC Radio, Sydney, 24 March.

**Report – print and online**

For online reports, include date viewed and <URL>. See 'Reports by organisations without a specific author' (next entry) for example).

(Bradley, Noonan & Scales 2008) or give the name:  
(The Bradley report 2008)

Bradley, D, Noonan, P, Nugent, H & Scales, B 2008, *Review of Australian higher education*, Australian Government, Canberra.  
Short name: Bradley report. Give a reference to the longer name: eg See *Review of Australian higher education*.



**Reports by organisations without a specific author**

(*The least developed countries report* 2010)

*The least developed countries report* 2010, United Nations Conference on Trade and Development, viewed 14 December 2010, <<http://www.unctad.org/Templates/webflyer.asp?docid=14129&intItemID=2068&lang=1>>.

**Television broadcast**

(*Letters and numbers* 2010)

*Letters and numbers* 2010, television program, SBS Television, Melbourne, 6 October.

**Thesis**

(Miller 2002)

Miller, J 2002, 'An investigation into the use of anglicisms in modern European Portuguese', MA thesis, Flinders University, Adelaide.

**Video, film, DVD**

Specify the format (e.g. video recording) after the date. Add other useful information after the citation, e.g. directed by...

(*Coco Chanel & Igor Stravinsky* 2010)

*Coco Chanel & Igor Stravinsky* 2010, video recording, Madman Entertainment, Australia. Directed by Jan Kounen.

**Notes****And / &**

- For in-text references, use 'and' between names in the text and '&' between names in brackets.
- Use '&' between authors' names in the reference list.

**Authors/Editors**

- An author is someone who has written a particular text, such as a book or journal article.
- An editor is someone who has compiled a text, such as a dictionary, or a book to which several authors have contributed.
- For two authors with the same family name, writing in the same year, include their initials in the in-text reference. e.g. E Peters 2007, P Peters 2007. Give complete reference details as usual in the reference list and list them alphabetically in order of the family name followed by the authors' initials.
- Use the name of the first author and then 'et al.' for 4 or more authors in in-text references. Give all the authors in the reference list entry.

**Dates**

- Website with no date – write n.d.
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- For secondary sources, give both sources in the text (e.g. Smith 2001 in Wright 2004) and only put the book you have physically used in the reference list (e.g. Wright, IM 2004, *How to quote*, Book Press, Adelaide).

**Special exceptions**

- For classics (e.g. Virgil), give the line number and the date of the edition you have used in the reference list but not in the text.
- Details of dictionaries, plays and poetry are not usually included in the reference list, unless you are studying a text and need to give publication and edition details.

All the examples in this style sheet are based on:

Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, rev. Snooks & Co., John Wiley & Sons, Milton, Queensland.

Please use this style manual for examples of other types of reference not included here.

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## 34 Vancouver Referencing

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Note: this page is only an introduction to the Vancouver referencing system. For an authoritative guide please refer to:

**International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. Med Educ 1999;33:66-78.** This is available online at <http://www.icmje.org/> with examples at [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html).

For a comprehensive guide, please refer to the American Medical Association's publication manual:

**American Medical Association manual of style: a guide for authors and editors. 9<sup>th</sup> ed. Baltimore: Williams & Wilkins; 1998**

*It is very important that you check your department's or school's assignment guide as some details, eg punctuation, may vary from the guidelines on this page and the above sources do differ on some points. You may be penalised for not conforming to your school's requirements*

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### What is Referencing?

Referencing is a standardised method of acknowledging sources of information and ideas that you have used in your assignment in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works, must be referenced.

There are many acceptable forms of referencing. This information sheet provides a brief guide to the Vancouver referencing style. The Vancouver style of referencing is predominantly used in the medical field.

When referencing your work in the Vancouver style, it is very important that you use the right punctuation and that the order of details in the reference is also correct. In this style, the journal titles used in the references are abbreviated from an authoritative list (see below).

A reference list at the end of the assignment contains the full details of all the in-text citations.

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### Why Reference?

Referencing is necessary to avoid plagiarism, to verify quotations, and to enable readers to follow-up and read more fully the cited author's arguments.

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### Steps Involved in Referencing

1. Note down the full bibliographic details including the page number(s) from which the information is taken.

In the case of a **book**, 'bibliographical details' refers to: author/editor, year of publication, title, edition, volume number, place of publication and publisher as found on the front and back of the title page. (Not all of these details will necessarily be applicable).

In the case of a **journal article** the details required include: author of the article, year of publication, title of the article, title of the journal, volume and issue number of the journal, and page numbers.

For all **electronic information**, in addition to the above you should note the date that you accessed the information, and database name or web address (URL).

2. Insert the citation at the appropriate place within the text of the document (see examples below).

3. Provide a reference list at the end of the document (see examples below).

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### In-Text Citations

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In the Vancouver style, a consecutive number is allocated to each reference as it is cited for the first time in the text of the assignment. This number becomes the unique identifier of that source and if the source is cited again the same number is repeated. Numbers are inserted to the right of commas and full stops, and to the left of colons and semi-colons. Multiple sources can be listed at a single reference point. The numbers are then separated by commas and consecutive numbers are joined with a hyphen. Vancouver uses superscript numbers, or standard numbers in brackets, in the text, e.g. <sup>1-4,10,12</sup> or (1-4,10,12).

The references are listed at the end of your assignment in the numerical order in which they are cited in the text.

The main advantage of the Vancouver style is that the text reads more easily, without the intrusion of in-text citations which can be difficult to keep brief. The reader can also check the references as they read through the text, without having to search through the list alphabetically for the first author of a particular reference.

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### How to Create a Reference List

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In the Vancouver style, the reference list is arranged numerically in the order in which references are cited in the text.

When referencing your work in the Vancouver style, it is very important that you use the right punctuation and that the order of details in the reference is also correct.

Book and journal titles are not italicised or placed in quotation marks. Journal titles are abbreviated. A list of abbreviations for the titles is available online. Connect to PubMed at <http://www.ncbi.nih.gov/entrez/query.fcgi>, click on "Journals Database" and then enter the full journal title to view its abbreviation.

## Examples of referencing:

Books	In-Text Example	Reference List Example
<i>Single author</i>	The theory was first propounded in 1993 by Comfort <sup>1</sup> that ... <b>OR</b> Comfort <sup>1</sup> claimed that '...'	1. Comfort A. A good age. London: Mitchell Beazley; 1997.
<i>2 – 6 authors</i>	'... new definition of disability.' <sup>2</sup> <b>OR</b> Madden and Hogan have stated that '...', <sup>2</sup>	2. Madden R, Hogan T. The definition of disability in Australia: moving towards national consistency. Canberra: Australian Institute of Health and Welfare; 1997.
<i>More than 6 authors</i>	Numerous academic librarians <sup>3</sup>	3. Rodgers P, Smith K, Williams D, Jones A, Brown W, Green B, et al. The way forward for Australian libraries. Perth: Wombat Press; 2002.
<i>No author</i>	'...the most-accepted definition.' <sup>4</sup>	4. Oxford dictionary for scientific writers and editors. Oxford: Clarendon; 1991. p.56
<i>Multiple works by same author</i>	University research <sup>5-6</sup> has indicated that...  <b>[if not previously cited]</b>	5. Brown P. Corals in the Capricorn group. Rockhampton: Central Queensland University; 1982.  6. Brown P. The effects of anchor on corals. Rockhampton: Central Queensland University; 1988.
<i>Editor</i>	The most comprehensive work on the subject <sup>9</sup> ...	9. Kastenbaum R, editor. Encyclopedia of adult development. Phoenix: Oryx Press; 1993.
<i>Different Editions</i>	The latest preferred style ... <sup>10</sup>	10. Renton N. Compendium of good writing. 3rd ed. Milton: John Wiley & Sons; 2004.  <b>An edition number is placed after the title of the work - this is not necessary for a first edition.</b>
<i>Encyclopedia or Dictionary</i>	'is defined as ...' <sup>4</sup>	4. Oxford dictionary for scientific writers and editors. Oxford: Clarendon; 1991. p.89

<i>Article or chapter in a book</i>	As discussed by Blaxter <sup>11</sup> ...	11. Blaxter M. Social class and health inequalities. In: Carter C, Peel J, editors. Equalities and inequalities in health. London: Academic Press; 1976. p.369-80
<i>Article or chapter in a book – no author</i>	Achieving a life of its own <sup>12</sup> ...	12. Solving the Y2K problem. In: Bowd D, editor. Technology today and tomorrow. New York: Van Nostrand Reinhold; 1997. p.27-40
<i>E-book</i>	Pettinger's work on the topic <sup>13</sup> ...	13. Pettinger R. Global organizations [monograph online]. Oxford: Capstone Publishing; 2002 [cited 2004 Sep 28]. Available from: Curtin University Library and Information Service E-books.
<b>Print Journals</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
<i>Article</i>	As mentioned by Wharton, <sup>14</sup> ...	14. Wharton N. Health and safety in outdoor activity centres. J Adventure Ed Outdoor Lead 1996;12(4):8-9.
<i>Article – no author</i>	It's a growing problem in the U.K. <sup>15</sup> ...	15. Anorexia nervosa. Br Med J 1969;2(1):529-30.
<i>Newspaper article – with or without author</i>	'... not responsible'. <sup>16</sup>	16. Towers K. Doctor not at fault: coroner. The Australian. 2000 Jan 18;3.
<i>Newspaper article – no author</i>	'...not responsible'. <sup>17</sup>	17. Doctor cleared by coroner. Sydney Morning Herald. 2000 Jan 24;12
<i>Press release</i>	As stated by the company <sup>18</sup> ...	18. Watersmith C. BHP enters new era [press release]. Melbourne: BHP Limited; 2000 Mar 1.
<b>Electronic Journals</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
<i>Full text from an electronic database</i>	The economic policy issues raised by the Internet are discussed in detail by Madden <sup>19</sup> ...	19. Madden G. Internet economics and policy: an Australian perspective. Economic Record [serial online]. 2002 [cited 2002 Oct 16]; 78(242):343-58. Available from: ABI/Inform.
<i>Full text from an</i>	The internet has had a huge impact on	20. Internet economics and policy: an Australian



<i>electronic database – no author</i>	the Australian economy <sup>20</sup> ...	perspective. Economic Record [serial online]. 2002 [cited 2002 Oct 16]; 78:343-58. Available from: ABI/Inform.
<i>Full text newspaper, newswire or magazine from an electronic database – no author</i>	Promoted as a 'frontier state' <sup>21</sup> , Western Australia is seen by overseas tourists as ...	21. WA packed with overseas appeal. The West Australian [serial online]. 2003 [cited 2004 Nov 13] Nov 12;47. Available from: Factiva.
<i>Full text from the internet</i>	Recreational venues of a seasonal nature can still be profitable <sup>22</sup> ...	22. Sopensky E. Ice rink becomes hot business. Austin Business Journal [serial on the Internet]. 2002 [cited 2002 Oct 16];10(4). Available from: <a href="http://www.bizjournals.com/austin/stories/2002/10/14/s_mallb1.html">http://www.bizjournals.com/austin/stories/2002/10/14/s_mallb1.html</a> .
<i>Article from Curtin E-Reserve</i>	'...tips on speaking to groups of health care professionals.' <sup>23</sup>	23. Davidhizar R, Dowd, SB. The art of giving an effective presentation. Health Care Supervisor [serial online]. 1997 [cited 2002 Oct 16];15(3):25-31. Available from: Curtin University Library and Information Service E-Reserve.
<i>Article from a CD-ROM (BPO)</i>	Marketing is money well spent, even in hard times, according to La Rosa. <sup>24</sup>	24. La Rosa SM. Marketing slays the downsizing dragon. Information Today [serial on CD-ROM] 1992 [cited 2002 Oct 16];9(3):58-9. Available from: UMI Business Periodicals Ondisc.
<b>World Wide Web</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
<i>Document on WWW</i>	A good example of how students can learn online about referencing at their own pace can found at Curtin University. <sup>25</sup>	25. Department of Health. Creutzfeldt Jakob disease: guidance for healthcare workers [web page on the Internet]. 2003 [cited 2003 Nov 9]. Available from <a href="http://www.doh.gov.uk/pdfs/cjdguidance.pdf">http://www.doh.gov.uk/pdfs/cjdguidance.pdf</a>
<i>Document on WWW – no article title</i>	... Curtin University Library launched an improved version of their homepage. <sup>26</sup>	26. Curtin University of Technology [homepage on the Internet]. 2004 [cited 2004 Dec 21]. Available from: <a href="http://www.curtin.edu.au">http://www.curtin.edu.au</a>
<i>Document on WWW – No</i>	Both Leafy Seadragons and Weedy Seadragons are protected species. <sup>27</sup>	27. Leafy seadragons and weedy seadragons [web page on the Internet]. 2001 [cited 2004 Dec 10]. Available from:

<i>author</i>		<a href="http://www.windspeed.net.au/~jenny/seadragons/">http://www.windspeed.net.au/~jenny/seadragons/</a> .
<i>Document on WWW – No date</i>	A link between these conditions has been noted by McCook. <sup>28</sup>	28. McCook A. Pre-diabetic condition linked to memory loss [web page on the Internet]. No date [cited 2003 Feb 7]. Available from: <a href="http://www.nlm.nih.gov/medlineplus/news_11531.html">http://www.nlm.nih.gov/medlineplus/news_11531.html</a>
<b>Government Publications</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
<i>Acts of Parliament</i>	The <i>Environmental Protection Act</i> 1986 <sup>29</sup> ...	29. Environmental Protection Act of 1986, WA [statute on the Internet]. 2002 [cited 2004 Dec 21]. Available from: State Law Publisher .
<i>Cases</i>	State-federal relations in this issue were tested in court as far back as 1915 <sup>30</sup> ...	30. The State of New South Wales v. The Commonwealth (1915) 20 CLR 5
<i>Australian Bureau of Statistics Bulletin</i>	... change from the figures published in 1999 by the ABS. <sup>31</sup>	31. Australian Bureau of Statistics. Disability, ageing and carers: summary of findings. Canberra: ABS; 1999. ABS publication 4430.0.
<i>Australian Bureau of Statistics from AusStats</i>	... change from the figures published in 1999 by the ABS. <sup>32</sup>	32. Australian Bureau of Statistics. Disability, ageing and carers: summary of findings [serial online]. 1999 [cited 2004 Oct 14]; ABS publication 4430.0. Available from: AusStats.
<i>Census Information</i>	... information from the 2001 census now becoming dated. <sup>33</sup>	33. Australian Bureau of Statistics. Census of population and housing: 2001 Census Basic Community Profiles and Snapshots: Postal Areas: postal area 6050: B01 selected characteristics. First release processing [data table online]. 2001 [cited 2002 Nov 20]. Available from: AusStats.
<i>Government Reports</i>	... a new approach to resource assessment on the macro level. <sup>34</sup>	34. Resource Assessment Commission. Forest and timber enquiry. Volume 1. Draft report. Canberra: Australian

		Government Publishing Service; 1991.
Other Sources	In-Text Example	Reference List Example
<i>Personal communication, e-mail, discussion lists (no web archive)</i>	It was confirmed by S. Savieri (personal communication, April 24, 1999) that an outbreak occurred in London at this time.	<b>Not included in reference list as they cannot be traced by the reader.</b>
<i>Films and videorecordings</i>	... as seen in the Lonergan film, <i>You Can Count on Me</i> . <sup>35</sup>	35. Scorsese M, producer; Lonergan K, director. <i>You can count on me</i> [motion picture]. United States: Paramount Pictures; 2000.
<i>Television and radio programmes</i>	...then AMA chief, in a television interview. <sup>36</sup>	36. The medical profession in the 1990's [television broadcast]. The MacNeil/Lehrer news hour. New York, Washington D.C.: Public Broadcasting Service; 1993 Oct 11.
<i>ERIC document (microfiche)</i>	...examined the advantages and disadvantages of country education. <sup>37</sup>	37. Davis RK, Lombardi TP. The quality of life of rural high school special education graduates. In: Rural goals 2000: Building programs that work [microfiche]. ERIC document No.: ED394765.
<i>E-mail discussion list – web archive</i>	... as discussed by Little. <sup>8</sup>	38. Little L. Two new policy briefs. ECPOLICY [discussion list on the Internet]. 2002 Apr 16 [cited 2002 Nov 13]. Available from: <a href="http://www.askeric.org/Virtual_Listserv_Archives/ECPOLICY/2002/Apr_2002/Msg0003.html">http://www.askeric.org/Virtual_Listserv_Archives/ECPOLICY/2002/Apr_2002/Msg0003.html</a>

# APA Referencing (7th ed.): A brief guide

Updated 10 February 2020



## What is referencing?

Referencing is acknowledging the source/s of the information, ideas, words, and images you have used in your assignment. You use referencing to distinguish between your ideas and words and those that belong to other people; to support what you are writing by referring to evidence; to enable readers to investigate ideas they find interesting/useful; to show your tutor exactly which sources you have read; and to avoid plagiarism.

There are different styles of referencing. EIT uses the American Psychological Association (APA) referencing style.

Referencing has two parts, **in-text citations** and a **reference list** at the end of your assignment.

## In-text citations

An in-text citation is in the body of your assignment and can be either a paraphrase or quotation.

**Paraphrasing** is putting in your own words what the author has written. When paraphrasing, there are two ways you can reference: the author's name can be incorporated in your text or included in brackets with the year of publication.

### In-text citation paraphrasing examples

In her book, van der Ham (2016) stresses the fundamental importance of education to society.

OR

Central to modern society is a belief in the importance of education (van der Ham, 2016).

**Quoting** is copying the author's exact words. When quoting, there are two ways you can reference: the author's name can be incorporated in your text, or can be included in brackets with the year of publication and the page number.

### In-text citation quoting examples

"We all know that educational activity is central to society" (van der Ham, 2016, p. 1).

OR

Van der Ham (2016) claims that "We all know that educational activity is central to society" (p. 1).

## The reference list

- The reference list should be on a separate page at the end of your assignment with the title "References" centered at the top, and in bold.
- All authors' names begin with the surname(s), followed by their initials. If there is no author, place the title in the author position.
- The list is to be in alphabetical order.
- Use hanging indents to format your references.

## Example of a reference list

### References

Barkway, D., & O'Kane, D. (2020). *Psychology: Introduction for health professionals*. Elsevier.

Hunt, E. (2019, Spring). Dig your heels in. *Fashion Quarterly*, 45.

McElrea, F., & Thompson, D. (2019, November). Our traditional criminal justice system. *The New Zealand Law Journal*, 378–383.

## Authors

All authors' names begin with the surname(s), followed by their initials.

If there is no author, place the title in the author position.

<b>One author</b>	Diclemente, C. C. (2018). <i>Addiction and change: How addictions develop and addicted people recover</i> (2nd ed.). The Guildford Press.
<b>Two authors</b>	McElrea, F., & Thompson, D. (2019, November). Our traditional criminal justice system. <i>The New Zealand Law Journal</i> , 378–383.
<b>3 to 20 authors (list all authors)</b>	Lamastra, L., Balderacchi, M., Di Guardo, A., Monchiero, M., & Trevisan, M. (2016). A novel fuzzy expert system to assess the sustainability of the viticulture at the wine-estate scale. <i>Science of the Total Environment</i> , 572, 724–733. <a href="https://doi.org/10.1016/j.scitotenv.2016.07.043">https://doi.org/10.1016/j.scitotenv.2016.07.043</a>
<b>No author</b>	New Zealand's 'most instagrammed' spot overrun by illegally parked cars. (2019, November 21). <i>New Zealand Herald</i> . <a href="https://www.nzherald.co.nz/travel/news/article.cfm?c_id=7&amp;objectid=12287034">https://www.nzherald.co.nz/travel/news/article.cfm?c_id=7&amp;objectid=12287034</a>

## Books

### BOOK WITHOUT DOI

Author(s) Year of publication Book title in italics Publisher  
 ↓ ↓ ↓ ↓  
 Barkway, D., & O'Kane, D. (2020). *Psychology: Introduction for health professionals*. Elsevier.

### BOOK WITH DOI

Author(s) Year of publication Book title in italics  
 ↓ ↓ ↓ ↓  
 American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). <https://doi.org/10.1037/0000165-000> ← DOI

**Note:** This example does not have a publisher as the publisher is the same as the author.

### ONLINE BOOK

Author(s) Year of publication Book title in italics Publisher  
 ↓ ↓ ↓ ↓  
 National Health Committee. (2015). *The introduction of fit for purpose omics-based technologies—Think piece*. Ministry of Health. <https://www.health.govt.nz/publication/introduction-fit-purpose-omics-based-technologies-think-piece> ← URL

**Note:** Include a DOI if one is given in place of the URL.

### CHAPTER IN AN EDITED BOOK

Chapter Author Year of publication Chapter title Don't forget "In" Book Editor(s) Book title in italics  
 ↓ ↓ ↓ ↓ ↓ ↓ ↓  
 Chand, N. (2019). Standardized turmeric and curcumin. In R. C. Gupta, A. Srivastava, & R. Lall (Eds.), *Nutraceuticals in veterinary medicine* (pp. 3-24). Springer. <https://doi.org/10.1007/978-3-030-04624-8>  
 Chapter pages Publisher DOI

## Journal Articles

### JOURNAL ARTICLE – PRINT

Author Year of publication Article title Journal title in italics Volume in italics Issue  
 ↓ ↓ ↓ ↓ ↓ ↓  
 Foxall, D. (2013). Barriers in education of indigenous nursing students: A literature review. *Nursing Praxis in New Zealand*, 29(3), 31-37. ← Page(s)

**Note:** Include the DOI after the page numbers if one is given.

### JOURNAL ARTICLE – ONLINE WITHOUT DOI

Author Year of publication Article title Journal title in italics Volume in italics Issue Pages  
 ↓ ↓ ↓ ↓ ↓ ↓ ↓  
 Stanton, R. (2019). Dyslexia and oral skills: A student's journey. *ATLAANZ Journal*, 4(1), 55-70. <https://journal.atlaanz.org/index.php/ATLAANZ/article/view/63/112> ← URL

### JOURNAL ARTICLE – ONLINE WITH DOI

Author(s) Year of publication Article title Journal title in italics Volume in italics Issue Pages  
 ↓ ↓ ↓ ↓ ↓ ↓ ↓  
 Issel, L. M., Bekemeier, B., & Kneipp, S. (2012). A public health nurse research agenda. *Public Health Nursing*, 29(4), 330-342. <https://doi.org/10.1111/j.1525-1446.2011.00989.x> ← DOI

## Webpages

### WEBPAGE

Author Year of publication Web page title Website name URL  
 ↓ ↓ ↓ ↓ ↓  
 Cuncic, A. (2019). *The Mandela effect*. Verywellmind. <https://www.verywellmind.com/what-is-the-mandela-effect-4589394>

## No Date

### NO DATE

**Include (n.d.) in place of the publication date.**

Author No date Web page title Website name URL  
 ↓ ↓ ↓ ↓ ↓  
 Kalter, L. (n.d.). *Ducks & more: Animals offer flyers emotional support*. WebMD. <https://www.webmd.com/balance/stress-management/news/20191125/ducks-more-animals-offer-flyers-emotional-support>



**Annex 4.4(a)**

**List of Technologically/Academically Advanced Countries for Evaluation of the PhD Dissertation**

(For all subjects unless noted otherwise)

1	Afghanistan <sup>1&amp;7</sup>	25	Japan
2	Australia	26	Luxemburg
3	Austria	27	Malaysia
4	Belgium	28	Netherland
5	Brunei <sup>2</sup>	29	New Zealand
6	Bulgaria	30	Nigeria <sup>2</sup>
7	Canada	31	Norway
8	China <sup>3</sup>	32	Oman <sup>7</sup>
9	Croatia <sup>4</sup>	33	Poland
10	Czech Republic	34	Portugal
11	Denmark	35	Romania
12	Estonia <sup>4</sup>	36	Russia
13	Finland	37	Singapore
14	France	38	Slovak Republic <sup>4</sup>
15	Germany	39	Slovenia <sup>4</sup>
16	Georgia <sup>4</sup>	40	South Africa
17	Greece	41	South Korea
18	Hong Kong	42	Spain
19	Hungry	43	Sweden
20	Iceland	44	Switzerland
21	India <sup>2&amp;5</sup>	45	Turkey
22	Iran <sup>6&amp;7</sup>	46	United Kingdom
23	Ireland	47	United States
24	Italy	48	All Arab Countries <sup>2</sup>

- 
- 1- Pashto  
2- Arabic, Islamiyat and Islamic Studies  
3- Sciences, Engineering & Technology  
4- Mathematics Only  
5- Brahvi, Punjabi, Saraiki, Sindhi and Urdu  
6- Persian  
7- Balochi