



DINSHA PATEL COLLEGE OF NURSING

MANAGED BY: MAHAGUJARAT MEDICAL SOCIETY

Recognized By: Indian Nursing Council New Delhi, Govt. of Gujarat, Gujarat Nursing Council Ahmadabad,

2(F) Recognition By: University Grant Commission New Delhi,

Affiliated By: Sardar Patel University, V.V. Nagar, Anand



Research Report Format

GENERAL INSTRUCTIONS

- On completion of the research work, the Thesis is prepared according to the format provided.
- The students and faculties are advised to strictly adhere to the format.
- The Thesis submitted after deadline and not conforming to the prescribed format will be sent back to the student or department of concerned faculty for revision and resubmission must be done within a month, thereby causing unnecessary delays
- After permission of the IEC, Four copies of the synopsis should be submitted by PG students.
- The length of the Thesis should preferably be restricted to 300 printed pages.
- The students and faculties are advised to restrict the total number of References to less than 200.
- The Thesis should be free from grammatical, lexical and punctuation errors. In addition to the computer spellchecker, a thesis should be proof-read to check that errors do not remain that are not detected by the spellchecker. The thesis should consistently use either American or British spelling but should not alternate between the two. When using numbers in the text, if the first word of a sentence is a number, it should be written in words.
- Writers not fluent in English are encouraged to have their manuscript professionally edited before submission, to improve the English.

The final thesis/ Dissertation shall be presented in accordance with the following specifications:

- The paper used for printing shall be of **A4 size** (21 cm x 29.7 cm) **Bond Paper**.
- **Printing** shall be on **one side** only
- The Card for cover shall not be more than **330 gsm**.
- On front hard cover embossing letters are must. Printed letters will not be considered.

Colour of Hard Sheet:

- B.Sc. Nursing – Black
 - P.B.B.Sc. Nursing – Sky Blue
 - M.Sc. Nursing – Maroon
- The title page and the front cover should include the title of the thesis, Name of the University, degree, name of the candidate, name of the institute and year of submission
 - The thesis shall include a Certificate of guide and a Declaration by the candidate that the work reported in the thesis has been carried out by the candidate himself/ herself and that the material from other sources, if any, is duly acknowledged.
 - The dissertation also needs to be certified by the Principal of the college and research coordinator.
 - The Thesis should be submitted in the compact bound form along with soft copy in PDF format (CD).

Total No. Of copies to be printed: 7

- University – 2
- Principal – 1
- Guide – 1
- Co-guide – 1
- Library – 1
- Student – 1

Font

- Language: In English – Font style **Times New Roman** and For Gujarati **Shruti** font style shall be used.
- For Main Heading Font size shall be of **16 (Capital Bold)**, for Sub-Heading it shall be of **14 (Capital Bold)**, content of the thesis shall be **12** font size.
- As far as possible, use the same font for the entire thesis but, if necessary, different fonts may be used within Tables, Figures, and Appendices.
- Space between Heading and Sub-heading shall be of **2.0** and within content sentences it shall be of **1.5**.
- Paragraphs should be indented, or an empty line left between paragraphs.

Chapter and Page Layout

- Begin each Chapter on a new page. Do the same with each element of the front matter (list of Tables, Acknowledgments, etc.), the Reference section, and each Appendix.
- Avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. The Chapters should begin on a new page, but sections and subsections should not. A "display" page (a page that shows only the Chapter title) can be placed at the beginning of Chapters or Appendices (Separator).
- Pages should be numbered at the bottom in the centre, using Arabic numerals (1, 2, 3) beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in lower-case Roman numerals, beginning with the declaration page (I,II,III).

Margins

- Margin of the pages : **Left side** it shall be **1.5 inches** and other 3 sides it shall be of **1 inches**.

Captions and numbering (Tables and Figures)

- Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure / Illustration should carry a number and caption that clearly describes the nature of data presented.

The caption should be at the bottom of the Figure. Number them consecutively throughout, in the order in which they are placed in the text. The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

- Captions and titles of Figures and Tables should appear on the same page as the material itself. Tables should be numbered consecutively with Arabic numerals throughout the thesis. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".
- Tables or Figures of peripheral importance to the text may be placed in an Appendix.

Appropriate use of headings and subheadings

- Headings should be distinguished from the surrounding text by a larger font size, a different font, bolding, italics, or a combination of these. All headings of the same level should use the same style, and headings at lower levels should be less prominent than those at higher levels.

Example:

- Chapter Title (Times New Roman 16 point -Bold Small caps)
- Heading for section (Times New Roman 14 point - Bold Italic)
- Heading for sub-section (Times New Roman 12 point - Bold)
- Heading for part of subsection- (Times New Roman 12 point- Bold Italic)

All headings should be left aligned, except chapter headings, which may be centered. The headings and subheadings can be numbered, if necessary.

FORMAT OF THESIS

The manuscript consists of three main parts: The Preliminaries, The Text, and The Annexure. It is to be arranged in the following sequence:

The Preliminaries

Cover Page

Title Page

Declarations by Student

Certificate by Research Guide

Approval of Thesis

Acknowledgements

Table of Contents

List of Figures,

Tables or Illustrations

List of Abbreviations (optional)

Abstract

The Text

Introduction

Literature Review

Methodology of Research

Findings

Discussion Summary and Conclusion

Bibliography

The Annexure

STRUCTURE OF THE PRELIMINARY PARTS

OUTER COVER (Lay out given in **Appendix-I**)

- The outer cover should carry the following details:
- The full title of the thesis
- The candidate's name
- Thesis - Year
- Institute's Emblem (Stamp)
- Name of the Institute

TITLE PAGE (Lay out given in **Appendix II**)

- The title page should provide the following information in the following order:
- The full title of the thesis
The statement-
- "A thesis presented by"
Candidate's name,
- 'to' Institute's name
- The statement: "In partial fulfillment of the requirements for the award of _____ Degree"
- The year of submission

Type the title of the thesis using capital letters throughout. If it occupies more than one line, double space between lines and arrange in inverted pyramid form. Express formulas, symbols, and abbreviations in words on the title page, even if the "shorthand" forms are conventional and widely accepted.

DECLARATION OF AUTHORSHIP (Format given in **Appendix III**)

The student should make this declaration.

CERTIFICATE BY THE RESEARCH GUIDE (Format given in **Appendix IV**)

The guide has to provide a certificate and if Co-guide is present, separate certificates have to be given by the Guide and Co-guide.

APPROVAL OF THESIS (Format given in **Appendix V**)

To be signed by Guide, Co-guide and External examiner

ACKNOWLEDGEMENTS

The acknowledgement of the thesis is written in gratitude to all those who were instrumental in bringing the thesis to fruition. The language used should be formal. Acknowledge those who have assisted technically (including materials, supplies), intellectually (assistance, advice) and financially (for example, funding agency institutional support, travel grants)

TABLE OF CONTENTS

The thesis must have a table of contents page listing chapter headings, section headings and sub-headings as well as appendices and their corresponding page number, as illustrated below. Indent subheadings as shown below

TABLE OF CONTENTS

	Page No.
Declaration by student	i
Certificate of guide	ii
Approval of thesis	iii
Certificate for Paper Presentation	iv
Acknowledgements	v
List of Figures	
List of Tables	
Abbreviations	
Abstract	xxx
Introduction Subheads ...	1
Literature Review Subheads ...	
Methodology Subheads ...	
Findings Subheads ...	
Discussion Summary and Conclusion Subheads ...	
Bibliography	
Appendices Title.....	A I AII

LIST OF FIGURES

Figure No.	Caption	Page
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LIST OF TABLES

Table No.	Title	Page
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LIST OF ABBREVIATIONS: (optional)

If a large number of abbreviations are used in the thesis, which may be unfamiliar to a reader, a list of abbreviations may be useful.

ABSTRACT

- The Abstract is a summary of the contents of the thesis. The Abstract is submitted prior to the submission of the thesis and will carry a cover page (format given in Appendix-VI) It should be concise, and comprehensive, maximum 150 words and should have the following details:
- The background and objectives, hypothesis, methods, major findings and significance/ implication of the findings
- The results can include quantitative data. Citations are generally not included in the Abstract. The Abstract should not include internal headings, diagrams or other illustrations. Like the text, it must be double-spaced.
- The length of the Abstract should not exceed 2 pages.
- In the Thesis, the Abstract should be placed before the main text and when it forms part of the thesis, it should carry the heading 'ABSTRACT'.

THE TEXT OF THE THESIS

The text of the thesis is usually divided into chapters with subheadings within the chapters to indicate the orderly progression of topics and their relation to each other. All chapter headings should be typed consistently. When there are subheadings, each level of heading should be clearly distinguished typographically from the other levels, and the variations should be selected so as to reflect in an obvious way the hierarchy of headings (that is, higher level headings should look more important). Always allow at least one extra line of space above subheadings, and preferably below as well.

INTRODUCTION: The thesis should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored further, or where new research findings justify a reconsideration of established knowledge. Having precisely defined the research problem, the introduction should propose a solution to this problem. This response should make explicit the objective of the research, not simply state an intention to explore or discuss. The study should be based on a well-defined hypothesis, which should be clearly stated. How the research makes an original contribution to the theoretical body of knowledge and also the study's practical significance should be mentioned. It is especially critical that the Introduction is well written. Without a clearly defined purpose and strong theoretical grounding, the thesis or dissertation is fundamentally flawed from the outset.

The final section of the Introduction should provide a brief overview of each of the main chapters that the reader will encounter.

LITERATURE REVIEW: It is called the Literature Review because the contents of this chapter are based on published material. The purpose of the literature review is to summarize, evaluate and compare the main developments and current debates in the field, which are specifically relevant to the subject of research embodied in the thesis. Literature review should also aim at and ways to address these issues with the present research program.

A critical review of the available solutions to the problem that was addressed and identifying the knowledge gaps in the current literature would establish benchmarks against which the contributions of the study can be assessed. Therefore, the most recent information relating to the field of study has to be presented.

METHODOLOGY/ DESIGN OF STUDY: The following information is meant to serve as a general suggestion and not as a rigid prescription. The supervisor and the student may decide how this part of the dissertation should be structured.

Although this section varies depending on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Following description of the research design, provide a detailed description of the procedure followed. Citations in this section should be limited to data sources and references of where to find more complete descriptions of procedure.

Description of the statistical analysis and tests performed are also to be given

FINDINGS: The results are actual statements of observations, including statistics, tables and graphs. Mention negative results as well as positive. Use S.I. units throughout the thesis. Break up results into logical segments by using subheadings. Key results should be stated in clear sentences. Do not repeat in the text all the values given in tables. Present the same data as graph as well as table.

DISCUSSION: The purpose of this chapter is not just to reiterate the findings, but discuss the observations in relation to the theoretical body of knowledge on the topic. This chapter should also address the implication of the findings. Interpret results in terms of the background laid out in the introduction. Include the evidence or line of reasoning supporting each interpretation Break up the section into logical segments by using subheads Outline the limitations of the study, and propose areas for future research.

SUMMARY AND CONCLUSION: Start with a few sentences that summarize the most important results and conclude by giving the strongest and most important statement that highlights the outcome of the study. The conclusion should provide answers or solutions to the questions or problems raised in the introduction. The argumentation of the thesis should be summarized briefly, and if appropriate, elaborate on how the research findings and results will contribute to the field in general and what sort of broader implications these may have. Suggestions may be made for further research where appropriate (Recommendations).

LIST OF REFERENCES:

All publications cited in the thesis should be presented in a list of references following the text. Students/Faculties are advised to restrict the total number of references to 200.

The researcher is responsible for the accuracy of the References.

References should follow the **Vancouver style of Bibliography format**.

Please note: You may not need to use all of these elements for every citation.

Whole book

- Author's surname and initials or given name
- Title of publication
- Title of series, if applicable
- Volume number or number of volumes, if applicable
- Edition, if not the first
- Editor, reviser, compiler or translator, if other than the author
- Publisher
- Place of publication (first named)
- Year of publication
- Page number(s), if applicable
-

Parts of books (Chapters, sections, conference papers, etc.)

In addition to the details for the Whole Book (see above) record the following information specific to the part:

- Author's surname and initials or given name (of the part)
- Title of the part
- Inclusive page numbers of the part

Journal articles

- Author's surname and initials or given name
- Title of the article
- Title of the journal
- Volume and issue number
- Year of publication
- Inclusive page numbers

Electronic documents

Some examples of electronic format documents are internet pages, journal articles published on the internet or journal articles retrieved from a fulltext database.

Some documents are published in both paper and electronic formats, for example government reports and journal articles. Please cite according to the format you have accessed.

For electronic journal articles, record the descriptive elements specified above for journal articles. In addition, record relevant data from the following list.

The following is a list of common descriptive elements you may need to record for citation of an electronic document. This list is comprehensive. The elements you record will depend upon the type of electronic document you are describing.

- Author's surname and initials or given name if present
- Title of the document
- Title of the webpage
- Database name
- Page or section numbers if given
- Format (online or cdrom or electronic if you are not sure)
- Year of publication or latest update date
- Internet address
- Email address
- Date of access date (the date you looked at the document)

Please note: Not all electronic documents have an obvious author or title, so you will sometimes need to use your own judgment to determine these details.

Be aware that pagination may not be present or appropriate for many electronic publications.

THE ANNEXURE

Appendices (optional):

Appendices may include the formulas, diagrams, protocols, or any similar data that are not contained in the body of the thesis. The number can be given as A-1,A-2 and listed as such in the table of contents.

ANNEXURE

Appendix I- Layout of Outer cover

TITLE OF THESIS
(Capitals, bold and inverted pyramid form)

NAME

B.Sc. Nursing THESIS

Year

(Institute Emblem)

DINSHA PATEL COLLEGE OF NURSING, NADIAD

Appendix II – Layout of title page

TITLE OF THESIS
(Capitals, bold and inverted pyramid form)

A THESIS PRESENTED BY
(NAME)

TO
DINSHA PATEL COLLEGE OF NURSING, NADIAD

IN PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE AWARD OF
DEGREE

YEAR

Appendix III-Format for declaration by student

CERTIFICATE

I..... hereby certify that I had personally carried out the work depicted in the thesis entitled, “.....”,
except*.....

No part of the thesis has been submitted for the award of any other degree or diploma prior to this date.

Signature

Name of the Candidate

Date

(* If external help was sought declare and acknowledge)

Appendix IV- Format for declaration by Guide:

Name of the guide
Division/Department

This is to certify thatin the
department/division ofof this Institute has
fulfilled the requirements prescribed for the degree of _____ at the
Dinsha Patel College of Nursing, Nadiad

The thesis entitled, “.....” was carried out
under my direct supervision. No part of the thesis was submitted for the
award of any degree or diploma prior to this date.

*Clearance was obtained from the Institutional Ethics Committee for carrying
out the study

Signature
Date

* As and when applicable.

If an external/ Co-guide was present a similar declaration should be given

Appendix V - Format for approval of thesis

The thesis entitled

.....

...

Submitted by

.....

..... for the degree of

DINSHA PATEL COLLEGE OF NURSING, NADIAD
Is evaluated and approved by

.....

Name of the guide.

(Name of thesis examiner)

