

Foreword

This Guideline for Preparation of Thesis sets out procedure to be followed by the residents of the Faculty of Postgraduate Medicine under Khesar Gyalpo University of Medical Sciences of Bhutan when planning to write theses for their master's degree.

This document is intended to guide students in the elements and structure generally contained in a Thesis as well as to provide a reference to the appropriate style manuals and other writing resources.

This Guideline for Preparation of Thesis is prepared after referencing several such guidelines from different universities. In particular this document is largely adopted from the guidelines for preparation of MPhil/PhD Thesis of:

- Institute of Biochemistry, Molecular Biology & Biotechnology, University of Colombo, Sri Lanka; and
- University of Nebraska at Kearney.

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CHAPTER 1: OVERVIEW ON THESIS REQUIREMENT

Background

As per the academic regulation of the University chapter OVERSIGHT MECHANISM FOR EXAMINATION AFFAIRS, section 146. A candidate is mandated to complete thesis and accepted by the examiners for his or her to be eligible to sit for final exit exams.

Research is an essential component of medical education and is integral to the discovery of ideas or knowledge for strengthening evidence-based healthcare. A MD Thesis provides opportunities for students to plan, complete, interpret, and report research. Thesis projects must be original work of the students. Such projects must be designed, written and conducted under the supervision. However, the onus rests with the students to making adequate progress toward completion of the thesis and for producing high quality work.

Thesis project at the level of MD degrees should be the culmination of an independently conducted work that represents the student's original research and critical analysis.

Through completion of a thesis on a specific field of study the student should have achieved the following:

- Demonstrate awareness and understanding of important current work in the field;
- Plan and carry out a research activity;
- Critically analyze the results of the research;
- Deduce and draw reasonable conclusions from the research findings;
- Organize the research findings in the form of a well-written and properly organized thesis;
- The student must submit a prove submission of article (draft) to supervisor for publication in any peer reviewed Journal.

Purpose of Thesis Document

The Thesis document serves the following purposes:

- As a formal documentation of a student's scholarly activity conducted as part of the academic courses at MD level or higher degrees awarded by the Khesar Gyalpo University of Medical Sciences of Bhutan.
- To facilitate the understanding of students' scholarly work by people unfamiliar with the specific work presented.
- To aid students in the preparation of manuscripts from their scholarly work.

CHAPTER 2: HUMAN SUBJECT PROTECTION AND & INSTITUTIONAL REVIEW BOARD APPROVAL.

Protection of Human Subjects in Research

Approval from the Institutional Review Board is required prior to commencement of data collection for a study involving *human subjects*. According to the World Medical Association Declaration of Helsinki, research involving '*human subjects*' would include research involving:

- Actual interaction with a human participant,
- Use of human biological materials; or
- Identifiable human data;

Seeking ethical clearance from Institutional Review Board (IRB)

The Supervisor and student both are mandated with the responsibility of developing the thesis proposal, reviewing research proposals and getting the approval from IRB to conduct the research involving human subjects at University level. Proper planning must be done to ensure adequate time is available when applying for IRB review of the proposal because the process may take a number of weeks depending on when the Board meets.

The IRB process also usually entails making changes to the research proposal. Therefore it is imperative for both supervisor and student to complete this procedure well in advance of the anticipated commencement of the research.

Preparing a Thesis Proposal for Review

A formal research proposal should be written in the format prescribed by the IRB.

Protection of Animal Subjects in Research

If the research involves the use of animals, then the research proposal must be reviewed by an appropriate body/committee mandated with animal protection, rights and safety prior to conducting the research.

CHAPTER 3: SUPERVISOR AND CO-SUPERVISORS FOR THE THESIS WORK.

Head of the respective Departments will assign each student minimum of 2 (1 supervisor and 1 co-supervisor) for his or her research work.

The supervisor shall be an expert/professional from the parent Department of the student and one with in-depth knowledge on the Subject or topic of research to be conducted. However, the Co-supervisor(s) could be from relevant fields or Departments or experts in research works.

ROLES AND RESPONSIBILITIES;

A. Supervisor:

1. Supervisor for thesis should formally agree to guide the student in development, review and finalization of the Protocol and thesis (*ANNEX- 2- agreement form*)
2. Supervisor shall allocate adequate amount of time and provide supportive guidance in terms of scientific inputs
3. Supervisor shall provide a letter of undertaking stating that student has conducted the research under his/her direct supervision and he or she is directly responsible or answerable for the research. (*ANNEX 5- Declaration form*)
4. Supervisor will approve or suggest changes to co-supervisor and student under him or her.
5. Supervisor will have the final authority over the thesis work conducted by students under him or her.

B. Co-supervisor:

1. All Co-Supervisors for thesis should formally review and agree to guide the student (Agreement form)
2. Student may choose co-supervisors from relevant departments/field in consultation with the Supervisor.
3. He or she will be the first contact for the student doing research. He or she will help select topic, develop the protocol and work in close consultation with Supervisor.
4. Verification of the data collected and submit the progress report to HoD and Supervisor quarterly.

CHAPTER 4: COMPONENTS IN THESIS PROPOSAL.

A. COMPONENTS OF A THESIS PROPOSAL ARE AS FOLLOWING:

1. **Title Page** – including the preliminary title of the study, the student’s name, and the institution double-spaced and centered one-third of the way down the page (see sample page)
2. **Executive Summary** - Overall a brief write up on the topic and project
3. **Introduction** – brief overview explaining the background and importance of the study;
4. **Review of the Literature** – sufficient review of the relevant research to demonstrate an understanding of the subject and major components;
5. **Purpose of the Study** – explanation of the problem and what the researcher hopes to achieve by conducting the study
6. **Aims and Objectives** – General and specific objectives - used to guide the direction of the research;
7. **Methods** – describes the methods that will be used to collect data or organize creative products. May include the following depending on the field of study or research objective:
 - Description of the design
 - Criteria for judging credibility and trustworthiness of results (where relevant)
 - Inclusion and exclusion criteria, wherever relevant
 - **Sampling & sample size;** describe the sampling and sample size (Indicate how access to the study population will be achieved)
 - **Variables;** describe aspects of the cases on which data collection and analysis will focus (attach to study tool to be utilized)

 - **Methods of Data Collection;** explain how each variable will be measured (where relevant)

- **Data Analysis;** data analysis plan, statistical methods and tests to be utilized.
- **Ethical Consideration**

8. Referencing

9. **Operational Definitions** – clarification of any terminology in the study that may not be commonly known; provides a similar interpretation for all readers of the study;

10. **Timeline and Budget** – provide a timeline listing the order for all the major steps of the study and indicate the approximate amount of time and money required.

11. **Annexure** - Study tools, consent form, information sheet and other relevant documents

DOCUMENTS TO BE ATTACHED WITH THESIS PROPOSAL:

1. ANNEX 2: AGREEMENT FORM
2. ANNEX 3- SUBMISSION FORM
3. Study site and IRB Clearance

CHAPTER 5: FINAL THESIS

The following is the recommended content of a research project.

Note: However, the content may vary by discipline, advisor, and/or your committee.

SEQUENTIAL CHAPTER STRUCTURE FOR FINAL THESIS:

Preliminary Pages (the order of);

1. Title Page (Annex 1)
2. submission page (Annex 3)
3. Declaration page (Annex 4)
4. Signed Acceptance Form (Annex 5)
5. Acceptance page (Annex 4)
6. Acknowledgment
7. Table of Contents
8. List of figures/Diagrams
9. List of tables
10. List of appendices
11. List of Abbreviations

Chapter one : EXECUTIVE SUMMARY

Brief write up summarizing the entire study. This section should not exceed more than 300 words.

Chapter Two: INTRODUCTION

Purpose of the Study

The first part of the introduction should clearly state the purpose of the study. There should be a concise statement of purpose provided in this section.

Also include:

- General overview of the topic/problem
- Specific issues
- Existing Gaps
- How will this study address the gaps

Significance of the Study

As part of the purpose of the study, there should be justification for conducting the project. This section should exhibit a clear understanding of what makes your study significant and why it should be conducted.

Chapter Three: LITERATURE REVIEW

The author should provide a breakdown of sub-topics influencing the processes of the research project. Each sub-topic should contain a thorough examination of the literature that influences or is representative of current research on that subtopic.

The literature review should collectively support the process and purpose of the study. A theoretical framework as applicable to the field of study may be included here.

Chapter Four: AIMS AND OBJECTIVES

The author should include both General objective and 2-3 specific objectives, wherever relevant *Statement of the Hypothesis or Research Question*, A clear statement(s) that identifies the precise research question should be included. Each specific measurement to be conducted should be identified.

Chapter Five: METHODS

The methods section is the section that should clearly present each aspect of the process by which the study will be completed. Every attempt should be made to leave no question as to the procedures used to complete the study. Proper scientific methods should be used for this aspect of the study.

Subjects

This section should identify the process for selection, inclusion and exclusion criteria, recruitment, and delineation of the subject pool used for your study. The subject pool should be reflective of the population selected for the study.

Study tools

The instrumentation section should identify the tool(s) used for collection of data.

How the instrument was acquired or created as well as reliability and validity of the instrument should be presented in this section.

Procedures

All aspects pertaining to the entire process conducted should be described.

Careful consideration should be paid to approval and process of methods and treatment of human or animal subjects. All treatments should be carefully described as well as information on risk and benefits for participation must be included in the patient information and consent form.

Statistical Analysis

Provide name of the statistical software & processes used for analysis of data.

The type of statistical tests should be reflective of the research hypothesis or question(s).

Chapter Six: RESULTS

Order of Presentation

Offer your results in an order that is similar to the order you presented your hypothesis or research questions.

Descriptive Data

Provide all the descriptive data such as demographic results

Results of Statistical Testing

Give the results of the statistical processes conducted for your study. Provide only the results and avoid offering conclusions or interpretations of the results.

Interpretations of Statistical Results

Offer a summary of the results with foundational interpretations of what the statistics provide.

Chapter Seven: DISCUSSION/ CONCLUSIONS

Discussion on the Findings

Provide inferences and implications that the results of the study provide you and the reader or others who may have interest in the results. This is a time to expound on your results and offer insight into what your study does or does not contribute to the body of information on your topic.

Conclusions Drawn by Results

Identify specific conclusions resulting from your study. Offer specific insight to what your findings reveal. This section should synthesize your findings with the current knowledge in your area of study.

Limitations, and Assumptions

A brief statement identifying the limitations, and assumptions associated with your study should be provided.

Limitations – factors that were not under the control of the researcher

Assumptions – factors that the researcher assumes were taken into consideration.

Recommendations for Further Research

Provide recommendations to further research on this topic or how parts of your study could be improved upon. If you found as a result of your study that another topic should be looked at in order to offer more insight into this topic, then suggest that at this time. It is important that this part of your conclusion chapter incorporate the implications of your findings in terms of other research in your area of study.

Chapter Eight: REFERENCE/CITATION

Provide a list of references used for this research project. Provide them in the Vancouver system on citation.

Chapter Nine : Operational Definitions

A simple list of operational definitions that directly pertain to this study should be provided. The list should include operational definitions that might be unclear to the reader.

Chapter Ten: APPENDICES

This section must include the following documents, wherever relevant;

Questionnaire/study tool

Informed Consent form

Patient information sheet

Approval letters & Clearance (Example: site & IRB)

Guidelines/SoPs, if relevant.

Large data files or sheets not appropriate for main body of thesis.

CHAPTER 6: FORMATTING REQUIREMENTS

This chapter describes with the formatting requirements for the various components of Thesis written report.

The thesis should have a maximum of **30,000 words**, which includes footnotes, appendices but not including table of Contents, table data, diagrams and bibliography

Paper and Printing

The original thesis must be printed on white A4 paper. Except for the original, duplicate copies may be photocopied.

Word Processing

The thesis must be printed on one side of the paper with a laser or laser-quality printer. Double spacing should be used throughout, including, executive summary, acknowledgments, text, Tables and references.

Margins

A left-hand margin of 1.5 inches, a right-hand margin of 1.0 inch, and top and bottom margins of 1.25 inches each are required unless specified otherwise. Illustrations and appendices should also conform to this requirement.

Illustrations

Photography, maps, diagrams, and drawings may be included in such a way as not to be obscured when the project is bound. Preferably, small illustrations are placed in the text. Original in colour only in the final submission once the panel accepts the project as satisfactory.

Table and Figures

Tables and figures should be numbered and labeled in accordance with the style manual being used. Tables or figures larger than the page size (A4) should be folded leaving binding space on the left margin of at least 2 inches, and any folded edge should fall 0.5 inch within the corresponding edge of the project. Reduction techniques should be used only with special permission.

Pagination

The pages of the text should be numbered consecutively with Arabic numerals according to the style manual being used. Begin page 1 following any preliminary pages, preferably beginning with the page containing the abstract.

Title Page (*for both Thesis proposal and final Thesis*)

It should contain the title of the Thesis, the full name of the candidate, the statement: “A Thesis submitted to the Faculty of Postgraduate Medicine, Khesar Gyalpo University of Medical Sciences of Bhutan in partial fulfillment of the requirements for the Doctor of Medicine/ Master of Surgery in” and the month and year of submission of the Thesis.

Format for the title page and type and size of fonts to be used are given in ANNEX 1.

The title page should closely follow the form illustrated in this guide with respect to order, spacing, and capitalization.

No abbreviations or punctuation should be used.

SUBMISSION page (for both Thesis proposal and final Thesis)

There should be a general information sheet following the title page. This page will include all the information of the student conducting the thesis (ANNEX 3- SUBMISSION FORM).

This is only required of for the thesis proposal but not required for the final thesis.

Acceptance Page (Final Thesis)

This page is required to be included only the final thesis. An acceptance page must be included following the Title page. The Examination panel members will sign it following acceptance of the thesis by the Panel at the time of the thesis defense examination (ANNEX 4:ACCEPTANCE FORM).

Declaration Page (Final Thesis)

The page following the title page shall carry the declaration by the student as given in ANNEX 5: DECLARATION FORM)

Executive Summary (*Both Thesis proposal and Final Thesis*)

An executive summary must be included following the declaration page. It should follow the same guidelines for margins and spacing, and be consistent with the style manual being used. The executive summary should not exceed 300 words and shall be considered as a part of the Thesis to be examined.

Acknowledgement

The page following the abstract shall be the acknowledgements. This should be brief (few lines and not in bullets) and only key persons to be acknowledged identified by name. All funding sources should be acknowledged.

Table of Contents

The page following the acknowledgements shall be the Table of Contents. The list of Tables, Figures and Abbreviations (if any) should follow the Table of Contents. The Table of Contents should list all the principal topics, subdivisions, and enumerate the illustrations, tables, and figures in the order in which they are to be bound.

The Text of Thesis

This could be arranged in the following sequence.

1. *Executive Summary*
2. *Introduction*
3. *Literature Review*
4. *Objectives* (general and specific)
5. *Methods*
6. *Results*
7. *Discussion and Conclusions* (last paragraph of discussion may include conclusions /recommendations / suggestions for future work if any)
8. *References*
9. *Operational Definitions*
10. *Appendices* (if any)

Tables / Figures

These should be numbered sequentially within each section (eg Table 3.1, Table 3.2 etc., if the Tables appear in section 3) in Arabic numerals and arranged in the appropriate place in the text.

Each Table / Figure should be cited in the text using uppercase for first letter (eg. as shown in Table 3.1).

Tables should have a brief title and each column and row a short abbreviated heading. All nonstandard abbreviations used in each Table should be explained in a footnote.

Each Figure should have a legend. Any Figures or Tables adopted from other sources should be indicated. Statistical measures of variations such as, standard deviation, standard error of the mean should be identified.

A Table and a Figure should be confined to one page. If a Table extends to more than one page, Title of the Table and column headings should be given on each page.

Abbreviations and Symbols

Do not use abbreviations in the title and in the executive summary. The full term for which an abbreviation stands should precede its first use in the text, unless it is a standard unit of measurement. Abbreviations used should be generally accepted ones. All abbreviations used should be given in a list of abbreviations in alphabetical order.

Units of Measurement

Measurements of length, weight, and volume should be reported in metric units (metre, kilogram, liter) or their decimal multiples. Temperatures should be given in degrees Celsius, Blood pressures should be given in millimeters of mercury.

It is preferable if haematological and clinical chemistry measurements are reported in the International System of Units (SI) with the equivalent conventional units in parentheses. It is recommended that uniformity be maintained in the “system” used throughout the Thesis.

References (Needs further working)

The Vancouver system of listing references should be used. (Refer ANNEX 6)

Fonts and Style

It is recommended to use Times New Roman, Font size 12 regular, throughout the Thesis except where it is indicated to use a different size or style.

Heading of each section should be in bold, Times new Roman Font size 14 and centered.

Only the first letter of first word should be in upper case except for words written in uppercase eg. DNA.

Subsequent headings should follow the format give in ANNEX 7.

Text should not be justified. And paragraphs should not be indented.

The cover of final thesis:

It should be a hard bound with resin black colour in with letters in golden colour.

CHAPTER SEVEN : THESIS SUBMISSION AND DEFENSE EXAMINATION WITH SUGGESTED TIMELINE

1. THESIS SUBMISSION;

A. Submission for Thesis defense examination:

- **Submission date:** on or before 30th April.

If the student fails to submit the thesis on above mentioned date, he or she will be allowed to submit only after 6 months.

- **Submission :** Should be submitted to the Office of the Controller of Examination with forward from the Supervisor.
- **Number of copies :** Total of 6 copies (5 copies for Examination panel & 1 for official copy)
Thesis submitted for defense can be in spiral binding.

B. Submission of Final Thesis after acceptance by the examination panel :

- **Submission date:** Within 3 month from the date of acceptance.
- **Submission :** Office of the Controller, registry, Dean, Library, Concern Dept, Supervisor and one personal copy.
- **Version and Number of copies :** Hard copy 7 copies & 1 electronic version (including clean final data in excel)

If the candidate fails to clear the thesis, he or she will not be allowed to sit for the final examination

Thesis submitted after acceptance should be hard bound with specific mentioned in page 18.

The student have to produce a prove of evidence that he or she has submitted part of thesis work for publication to any peer reviewed Journal within 1 month from date of acceptance of the thesis.

Publication of any thesis work in a scientific Journal KGUMSB should be acknowledged.

2. Thesis Defense Examination:

- **Date:** 1st Week of June
- **Panel:**
 1. **Internal** - HoD/1 senior Faculty from the parent Dept
 2. **External** - 1 faculty from other relevant field, 2 examiners from outside the Faculty (one preferably from outside Bhutan).

Note: Supervisor/Co-supervisor will be present as observers with no evaluation rights. They will be allowed explain and support in case student is unable to explain technical issues.

3. EVALUATION: (Thesis will contribute 20 % towards the Cumulative marks)

Thesis will be evaluated/reviewed by a panel of examiners within 1 month upon the submission of the thesis. The office of the Controller of examination will nominate Chairman amongst the External panel members.

The minimum passing level (MPL) = 50%.

Evaluation Format:

1. Oral presentation by Candidates - PowerPoint - (up to 30 minutes)
2. Question & answer - (up to 30 minutes)

Marking format:

- Original work - 25 marks
- Presentation - 25 marks
- Question & Answer - 50 marks

4. OUTCOME OF THE THESIS DEFENSE EXAMINATION

The student will be communicated about the acceptance/rejection of the thesis work.

- i. Accepted in Original
- ii. Accepted with changes
- iii. Rejected

- Student failing in thesis defense examination will resubmit the thesis by 30th November for assessment in 1st week of January

5. SUGGESTED TIMELINE FOR THE THESIS WORK:

YEAR	Semester/Term	Activity
PG 1	T ₁ (July - Dec)	Foundation Course (Research, Biostatistics and Epidemiology)
	T ₂ (March)	Submission of Thesis Protocol
	T ₂ (April)	Protocol Review by the faculty research committee Revision and resubmission
	T ₂ (May)	Submission to IRB
	T ₂ (June)	Clearance from IRB
PG 2	T ₃ (July - Dec)	Beginning of the Study- data collection
	T ₄ (Jan - June)	Continuation of the study
PG 3	T ₅ (July - Dec)	Continuation/data compilation/analysis/writing of thesis
	T ₆ (30 th April)	Submission of thesis to Office of the Controller of Examinations
	T ₆ (1 st week, June)	Thesis defense exams
PG4	T ₇ (1 st week, July)	Produce evidence of submission of draft article to any journal
	T ₇ (1 st week, Sept)	Submission of the final version of the copy.
	T ₈ (Jan - June)	End of 8 th term Exams

Note:

- T₁₋₈ - term 1 to 8
- Each term is 6 month long

CHAPTER 8: ACADEMIC INTEGRITY AND COPYRIGHT.

Academic Dishonesty Policy

As per the Academic regulation of the University, it is imperative for a student to pay attention to and ensure academic honesty while conducting research or thesis work.

Misconduct in research /thesis would imply as written in section 191(i) under the chapter examination malpractice and misconduct of the Academic regulation of the University.

A student found guilty of dishonesty in academic work is subject to the disciplinary action as per the academic regulations of the University.

Copyright Issues

No part or in full of any the thesis work shall be published or used for any academic purpose without proper permission from KGUMSB.

Chapter 9: APPENDICES

Annex 1: Title Page - Sample

Title of the MD/MS Thesis

(Times New Roman Font Size to be between 14 and 20 depending on the length of the title,
Bold, Centered and should not exceed 4 lines)

Full Name of the Student

(Times New Roman Font Size between 14 and 16, Bold, Centered)

Do not use Dr / Miss / Mrs / Mr

**A Thesis submitted to the
Faculty of Postgraduate Medicine,
Khesar Gyalpo University of Medical Sciences of Bhutan**

in partial fulfillment of the requirements for the Degree of Doctor of Medicine in

.....

(First 3 lines Times New Roman size 12, bold, Last line size 14 Bold)

Month and Year

(Times New Roman Font Size 14, Bold, Centered)

Annex- 2: AGREEMENT FORM (To be included in the thesis proposal only)

AGREEMENT

I(we),, from Department of have agreed to supervise and guide.....(student's name).....for his/her thesis work on the topic.....

The student will be under my direct supervision during the entire period of thesis work. Therefore, I will be answerable all his/her work and progress during this period.

Signature of the Supervisor-----

Name and Designation of the Supervisor-----

Date-----

Signature of the Co-Supervisor -----

Name and Designation of the Co-Supervisor -----

Date-----

Annex 3: SUBMISSION FORM (Both Proposal and thesis)

SUBMISSION FORM

1.	Title:	Detailed Information	Signature
2.	Student:	Name: Address: Contact : Email :	
3.	Supervisor	Name: Designation: Specialty: Contact : Email:	
4.	Co-supervisor	Name: Designation: Specialty: Contact : Email:	
5.	Study Center		
6.	Study period		
	Signature of the Head of the Department		
7.	Signature and Official Seal of the Dean, Faculty of Postgraduate medicine.		

Annex 4: ACCEPTANCE FORM(Only for final thesis)

This thesis is accepted in partial fulfillment of the requirement for the degree of Doctorate of Medicine (MD) in, awarded by the Khesar Gyolpo University of Medical Sciences of Bhutan, Thimphu, Bhutan.

Panel of Examiners:

Chairperson:

Members:

Examiner 1.....

Examiner 2.....

Examiner 3.....

Date of approval:

Khesar Gyolpo University of Medical Sciences of Bhutan, Thimphu, Bhutan.

Annex 5: DECLARATION FORM(Only for final thesis)

Declaration

I declare that the work described in this Thesis was carried out by me under the supervision of ----- as partial fulfillment for the Degree of MD in..... of the Faculty of Postgraduate Medicine, Khesar gyalpo University of Medical Sciences of Bhutan.

This work has not been submitted earlier or concurrently for any other degree/diploma in this University or in any other Institution. To the best of my knowledge it does not contain any material published, written or communicated by another person except where due reference is made in the text.

Signature of the student

Name of the student -----

Date -----

I/ We confirm to my/our best of knowledge that the above particulars are correct

Signature of the Supervisor -----

Name and Designation of the Supervisor-----

Date -----

Signature of the Co-Supervisor -----

Name and Designation of the Co-Supervisor -----

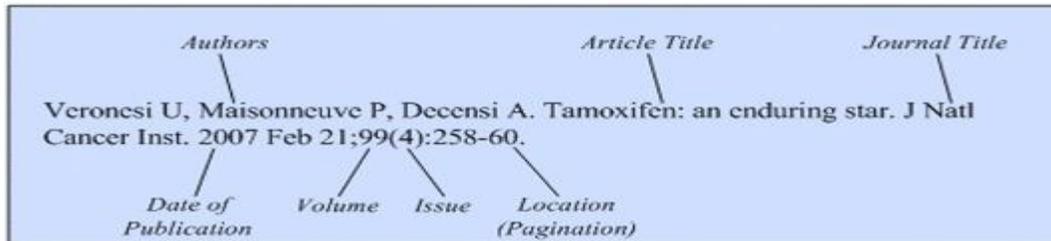
Date -----

Annex 6: Citation and references

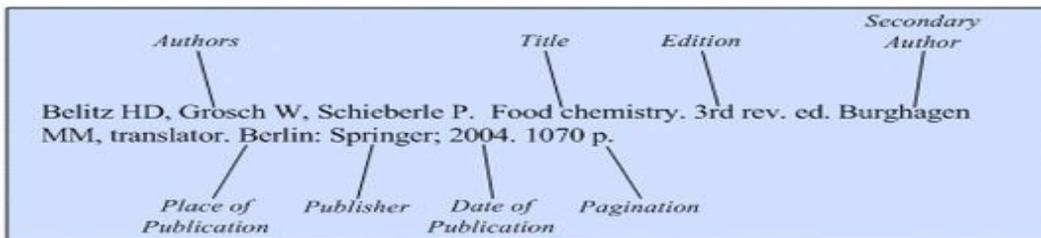
For details please refer: Citation and introduction to citing Journal articles

Citation and Introduction to Citing Journal articles:

Sample Citation and Introduction to Citing Journal Articles

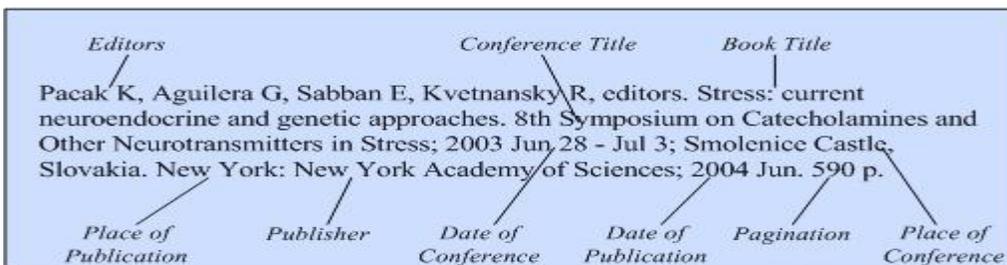


Sample Citation and Introduction to Citing Entire Books



Sample Citation and Introduction to Citing Conference Proceedings

- with a title for the book of proceedings as well as a conference title:

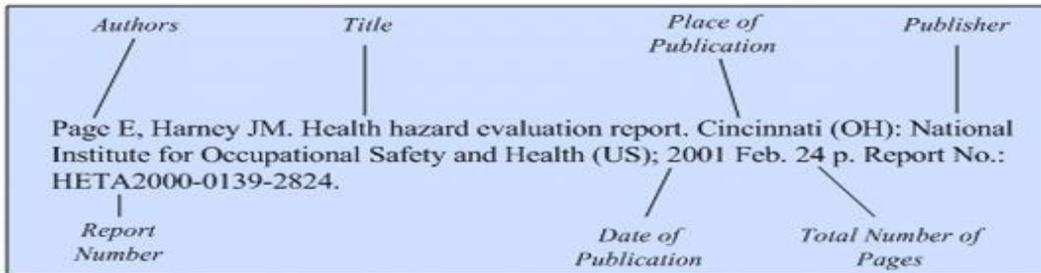


- with only a conference title:

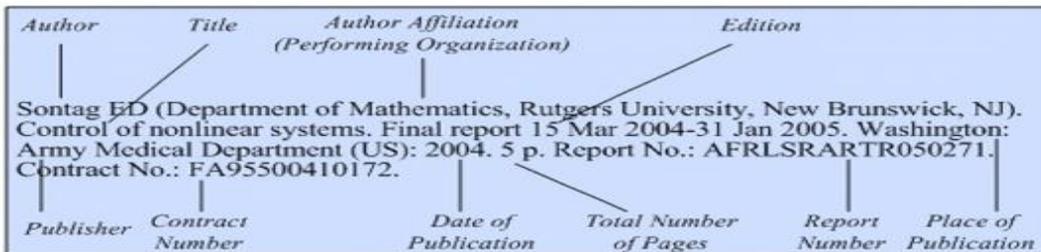


Sample Citation and Introduction to Citing Entire Reports

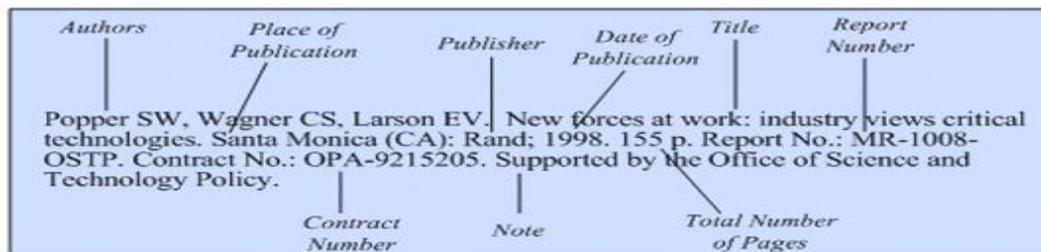
- written and published by the sponsoring organization:



- written by the performing organization and published by the sponsoring organization:



- written and published by the performing organization:

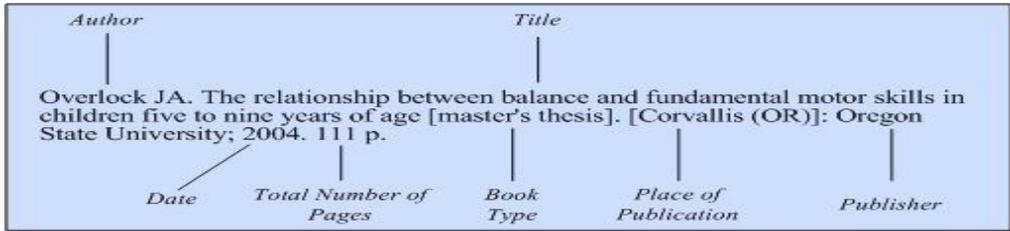


Sample Citation and Introduction to Citing Entire Dissertations and Theses

- The general format for a reference to entire dissertation, including punctuation:

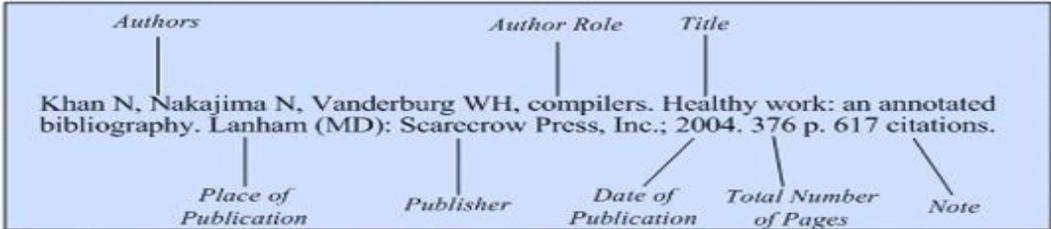


- The general format for a reference to entire master's thesis, including punctuation:

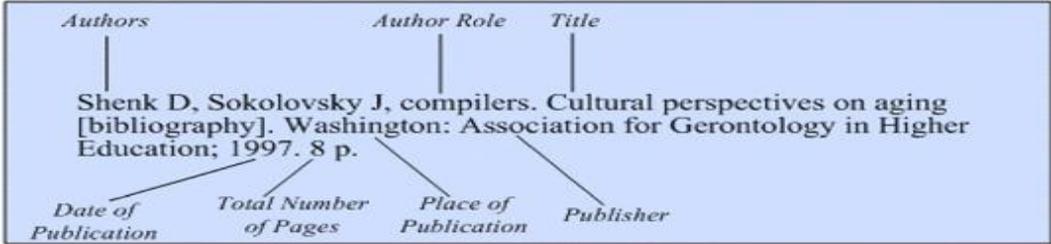


Sample Citation and Introduction to Citing Entire Bibliographies

- with bibliography in the title:

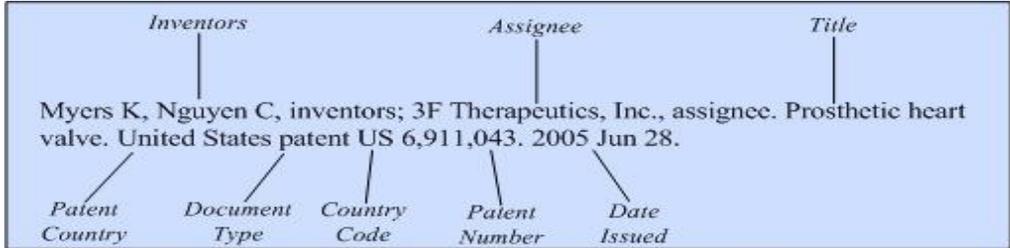


- Without bibliography in the title:



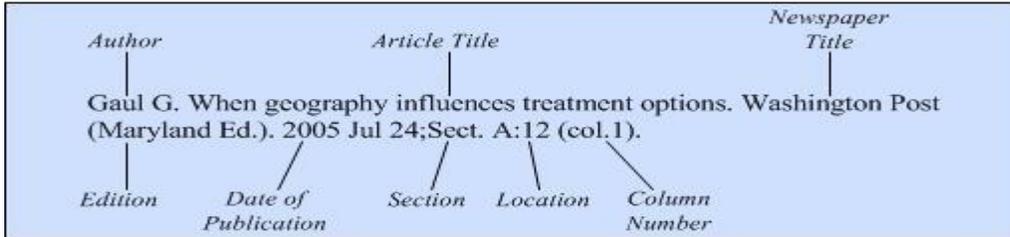
Sample Citation and Introduction to Citing Patents

- The general format for a reference to a patent, including punctuation:



Sample Citation and Introduction to Citing Newspaper Articles

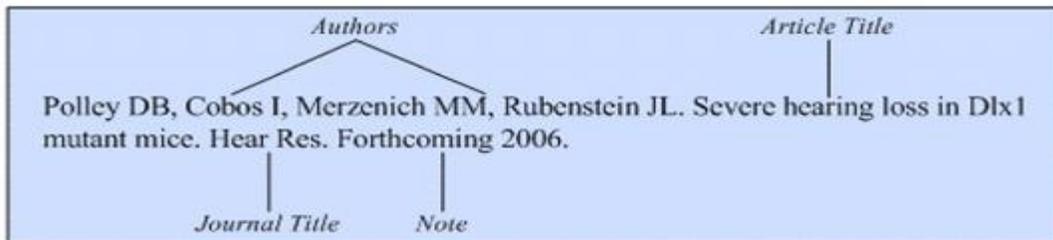
- The general format for a reference to a newspaper article, including punctuation:



*** Citing Unpublished Material

Sample Citation and Introduction to Citing Forthcoming Journal Articles

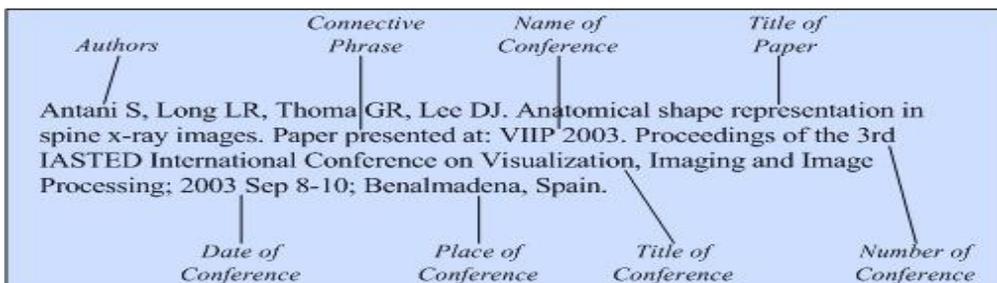
- The general format for a reference to a forthcoming journal article, including punctuation:



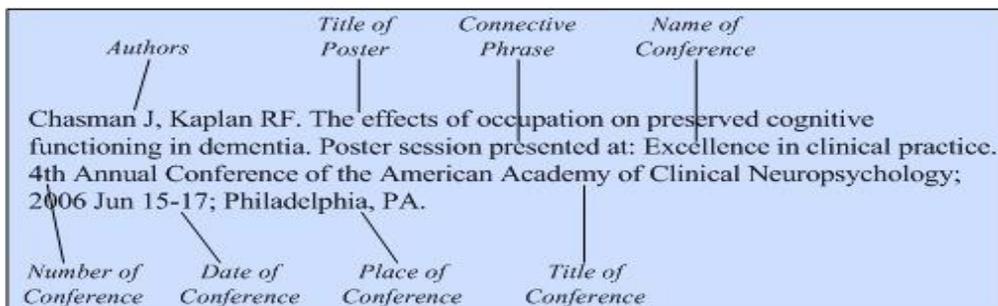
Sample Citation and Introduction to Citing Papers and Poster Sessions Presented at Meetings

The general format for a reference to an unpublished conference paper or poster session, including punctuation:

- for a paper:



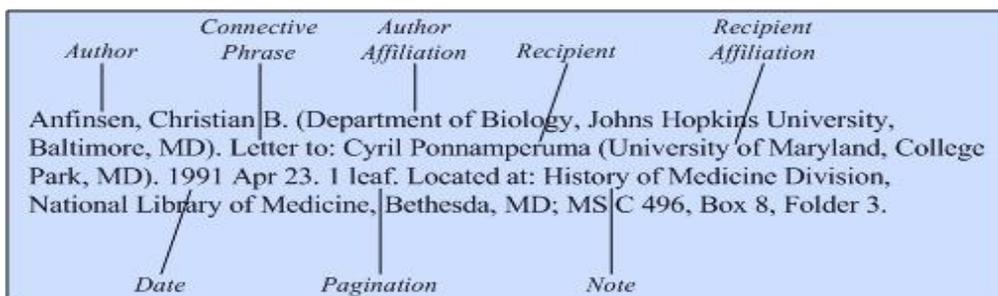
- for a poster session:



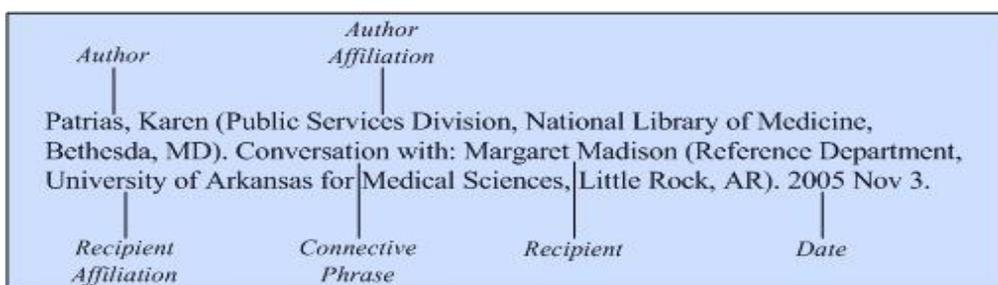
Sample Citation and Introduction to Citing Letters and Other Personal Communication

The general format for a reference to a letter or other type of personal communication, including punctuation:

- **letter:**

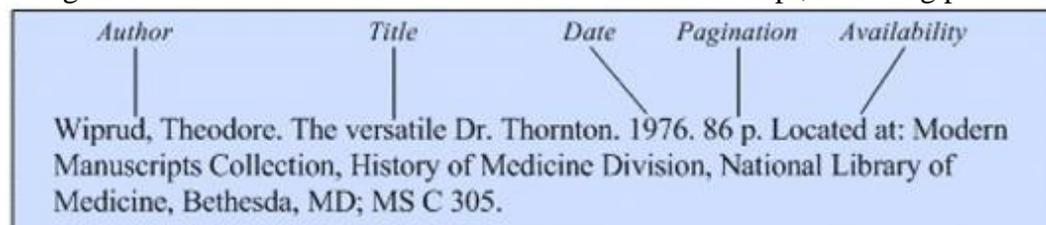


- **other personal communication:**



Sample Citation and Introduction to Citing Individual Manuscripts

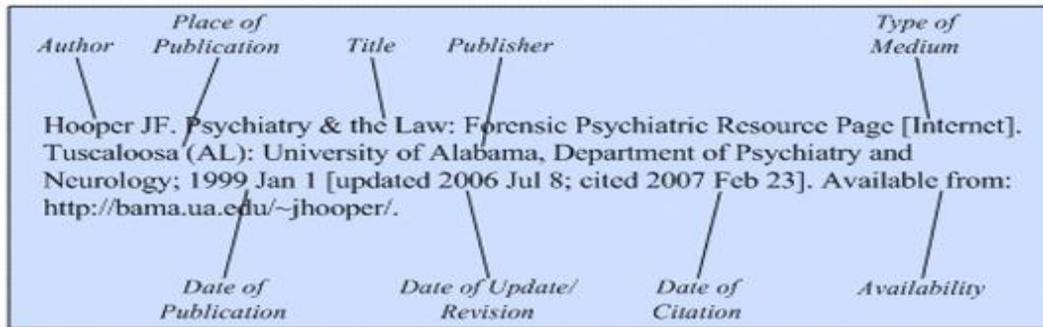
The general format for a reference to an individual manuscript, including punctuation:



***[Citing Material on the Internet \(Online\)](#)

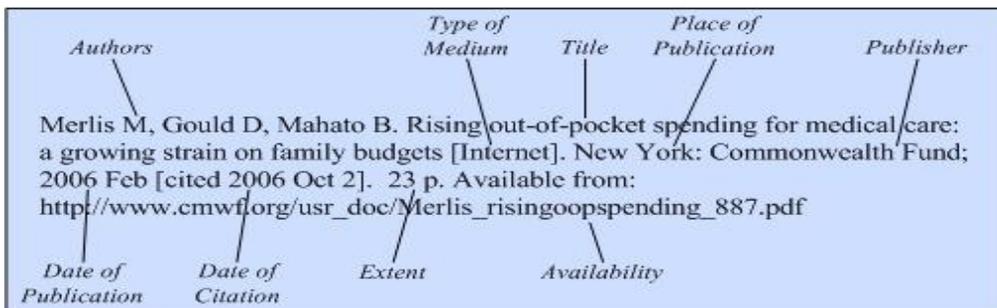
Sample Citation and Introduction to Citing Homepages

- The general format for a reference to a homepage, including punctuation:



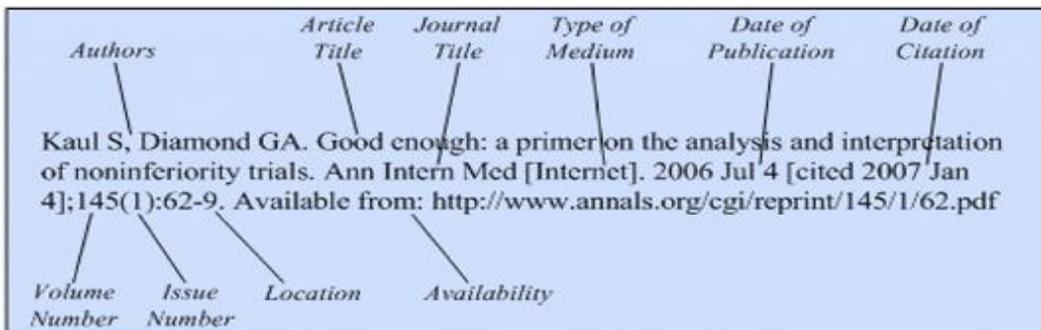
Sample Citation and Introduction to Citing Entire Books and Other Individual Titles on the Internet

- The general format for a reference to an entire Internet book, including punctuation:



Sample Citation and Introduction to Citing Journal Articles on the Internet

- The general format for a reference to an article from a journal published on the Internet, including punctuation:



Sample Citation and Introduction to Citing Electronic Mail

- The general format for a reference to an electronic mail message, including punctuation:



For Bhutanese Authors:

- Full name should be written

eg. : *Tashi Tenzin, Jigme Jamtsho, Tashi Tobgay*

However, there are 3 words name, then the middle name should be written only in Initials.

eg. : Tashi T. Tenzin or Sandip S. Damal

Annex 7: Fonts and Style Example

Font size and type indicated against the headings. Four levels of headings are shown other than the Section heading.

3. Results (Bold Font Size 14)

3.1 Lipid profile of patients and controls (Bold underlined font size 12)

Baseline characteristics of the patients and controls are shown in Table 3.1. All the patients had significantly higher ($p < 0.05$) levels of total cholesterol, triglycerides and LDL cholesterol and significantly lower levels of HDL cholesterol.

3.1.1 Effect of gender on total cholesterol (Bold font size 12)

Total cholesterol levels stratified by gender is shown in Table 3.2. Women had significantly lower levels of.....

3.1.1.1 Effect of drug A on total cholesterol by gender (underlined regular font size 12) 3.1.1.1.1

Adverse effects of drug A in women (regular font size 12)

Spacing between paragraphs using “add space” command should appear as given below.

Results

3.1 Lipid profile of patients and controls

Baseline characteristics of the patients and controls are shown in Table 3.1. All the patients had significantly higher ($p < 0.05$) levels of total cholesterol, triglycerides and LDL cholesterol and significantly lower levels of HDL cholesterol.

Baseline socio-demographic characteristics are shown in Figure 1.

3.1.1 Effect of gender on total cholesterol

Total cholesterol levels stratified by gender is shown in Table 3.2

