RESEARCH SYNOPSIS FORMAT GUIDELINES

1. PAPER: Must use A4 size paper for all copies. The recommended paper quality is 80-90 gm. Use only one side of the page for printing.

2. PRINTING: A laser quality printer should be used for the final copy. The candidate should maintain the quality of the scholarship/research, the soundness of the logic, the originality of ideas, and the lucidity of the prose in the write-up.

Use of headings/chapter titles in a font size larger than 14 is discouraged and the use of excessive ITALICS or BOLD print is not advisable. Acceptable font generated by MS Word program includes Times New Roman.

An example of the font and size is:

i) CHAPTER TITLE (UPPER CASE - Times New Roman -14 - Bold)

ii) Headings (Title case – Times New Roman – 14- Bold)

iii) Sub-headings (Title case – Times New Roman – 12- Bold)

iv) Body text (Title case – Times New Roman – 12 - Normal)

3. SPACING: The text should be printed in double space. Only footnotes, long quotations, table captions, figures, legend and similar special material may be single spaced. Reference entries should also be single spaced (double space between entries).

4. MARGINS: On the left 1-1/2 inches; on the top, bottom, and right 1 inch. These are necessary to allow for binding and trimming. The margin should not be punched in holes, since holes would make binding impossible (It is important that the margins on the thesis meet these requirements so the binding can be made correctly). Page numbers do not need to meet the 1-inch margin requirement.

5. TITLE PAGE: The title page should be in accordance with format annexed. The degree for which thesis is submitted must be indicated i.e. Doctor of Philosophy, Master of Philosophy etc. The month and year shown on the title page should be those in which the final copy is submitted to the University.

6. ABSTRACT: A structured abstract should be included in each copy of the thesis. The abstract should not exceed 400 words for a doctoral and 250 words for other degrees. The abstract should be

a miniature version of the thesis. It should include a summary of the results, conclusions or main arguments presented in the thesis.

7. ASSEMBLING THE RESEARCH REPORT: The thesis should be assembled in the following order:

a. Title page
b. Certificate by the Supervisor (sample attached)
c. Acknowledgement
d. Table of Contents
e. List of abbreviations
f. List of Appendices
g. List of Figures
h. List of Tables, etc.
i. Abstract
j. Text with following Chapters:

- Introduction
- Literature Survey
- Materials and Methods
- Statistical Analysis

k. References
l. Appendices, if any

8. PAGE NUMBERING: Preliminary pages of the thesis i.e., those preceding the 'Text' (Title Page, Certificate, Acknowledgement, Abstract, List of Abbreviations, Table of Contents, List of Appendices and List of Tables) are to be numbered in lower case Roman numerals i.e. (i), (ii), (iii) etc. and placed in the middle at the bottom of each page.

Pages of the text itself and of all items following the text i.e., Introduction, Materials and Methods, Appendices, and References should be numbered consecutively throughout in numeric (Arabic) numbers i.e. 1, 2, 3 etc. beginning with number 1 on the first page of the first chapter or introduction and shown in the middle at the bottom of each page. Page number should not be shown on the Title Page.

RESEARCH TITLE

by

Name of the Student

for

Bachelor of Sciences/ Doctor of Physical Therapy/ Doctor of Pharmacy

under supervision of

Name of the supervisor (with qualification/s, Current designation and institution)
(May add a co-supervisor if required)

UNIVERSITY OF HEALTH SCIENCES, LAHORE

UNIVERSITY OF HEALTH SCIENCES, LAHORE

***Signatures should always be accompanied by an official stamp.**

Title of Research Project:		
Name of the Applicant as per UHS Registration Record:	*Date of Birth.*	
University Registration Number:		
Nationality:	*CNIC #:*	
Address:		
Phone #:	*Email:*	
Name of Research Supervisor	**Signature:*	*Date:*
Name of Research Co-supervisor (if any)	**Signature:*	*Date:*
Name of Head of the Department	**Signature:*	*Date:*
Chairman Undergraduate Research Committee	**Signature:*	*Date:*
Convener, Undergraduate Ethical Review Committee	**Signature:*	*Date:*

Table of Contents:

List of Abbreviations:
(To be arranged in alphabetical order)

Project Summary:
(In form of continuous text without references, maximum of 500 words, and limited to a single page):

It should cover all aspects of the research proposal, including short statement of problem, Research hypothesis/research question, objectives, rationale for proposed study, study design, sample size, sampling technique including method for allocation to groups, methodology, data analysis, and potential significance.

Introduction

(Limited to 500-700 words max.)

Introduction should establish the basis of the research, in three paragraphs, duly supported with references.

First Paragraph: Introduction of the topic. State the research problems. First discuss the modern aspects of the problem and then focus on the specific problems under consideration.

Second Paragraph: Give short summary of the current state of knowledge, gaps or controversy in existing knowledge or if there is inconclusive evidence. Investigator may have his own observations/reasons to question the existing knowledge that need to be verified.

Third Paragraph: The researcher will build rationale for conducting the study considering gaps or controversies in existing knowledge given in second paragraph.

Literature Review:
(Not to exceed 3-4 pages, should consist of three sections)

The first section should cover current state of knowledge citing available literature with references, with gaps or controversy in existing knowledge or if there is inconclusive evidence;

2nd section should introduce the precise nature of the project; the last section should describe goals/objectives in the light of first two sections.

(In-text-references should be given in Harvard style preferably from last five years. A few older references can be given only for historical purpose.)

Hypothesis:

Objectives:

Operational Definitions:
(If applicable, with references for standard criteria or definitions.)

Materials & Methods/Subjects & Methods:

Patients/Experimental Animals Selection (Inclusion & Exclusion Criteria; attach all proformas used for data collection at the end as annexures)

Study Design:

The study design must be specificized (i.e., Randomized Control trial, Comparative study, Experimental study, Quasi Experimental study, Descriptive/Observational study including Cross-sectional study, etc.

Setting:

Place, where study will be carried out, including the names of collaborating departments and institutes

Sample Size:

To be calculated by appropriate scientific formula and on basis of relevant variables from published research giving its reference. In case of online calculator screenshot should be affixed.

Sampling Technique:

Including both recruitment of study subjects and subsequent allocation to groups

Sample Selection: Inclusion criteria

Exclusion criteria

Methodology:

(Data Collection Procedure)

What variables (Dependent or outcome and independent or predictors and confounding will be studied)?

Details of procedures, techniques, and methods

Data Collection Tools/Instruments to be used in the study.

In case of Surveys/questionnaire, these must be validated.

Statistical Analysis:

Data recording, storage, assessment. List of qualitative and quantitative variables. How data will be analyzed? Software to be used. What parametric or non-parametric tests will be used for different variables i.e., level of significance? How the conclusion will be drawn?

Outcome & Utilization:

(Describe in which way the expected results of your study can be useful in advancement of medical knowledge, and potential translation into health care delivery system.)

Bibliography:

(Latest, preferably those published in last five years. To be given in an alphabetical order in hanging margins, without serial numbers or bullets. All in-text references should be cited in bibliography.)

Note: The prescribed referencing style has been Harvard Style, available https://uhs.edu.pk/downloads/HarvardStyle.pdf (CTRL+ Mouse Click)

Annexures: Including:

- **Acceptance of Responsibility Certificate by Research Supervisors & Co-supervisors** (duly signed by the supervisor & co-supervisor) - Prescribed template has been made available at page 13 of this document.
- **Ethical Considerations** (duly signed by the candidate and the supervisor)
- **Informed Consent Proforma** (English & Urdu Translations) – Prescribed template in English has been made available at pages 14-15 of this document.
- **Estimated Cost of the Project:** which includes the funds required for all chemicals / reagents, laboratory equipment/ materials or study animals (if any) to be utilized in the research needs. Cost estimates should be given in an itemized, tabulated format, including all direct and indirect costs.
- **Plan of work (Gantt Chart):** Schedule/Phasing (In order to achieve the desired objectives of the study, divide your work plan into different phases in a tabular form)
- **Data collection tool/s** including proforma, questionnaire, survey, etc.

ACCEPTANCE OF RESPONSIBILITY CERTIFICATE BY RESEARCH SUPERVISORS AND CO-SUPERVISORS

I, hereby undertake:

i. That the synopsis is being submitted by the student_____ So/Do_____ Registration. No._____ Session_____ Discipline_____ in line with the prescribed timeline by UHS, and the research project will be completed with submission of thesis within the prescribed time limit;

ii. That the prescribed format of UHS for synopsis writing, available on its website, has been followed in the manuscript;

iii. That the proposed synopsis is based on original and novel research;

iv. That the research protocol fulfills all ethical obligations prescribed for conduct of research on human subjects, tissues, biological samples, and experimental animals;

v. That any experiments/techniques mentioned in the synopsis that would be carried outside UHS through collaborative research shall be done after fulfilling all documentary and regulatory requirements as prescribed by the university.

vi. To assume full responsibility of the contents of the synopsis and incorporation of any subsequent observations of review committees and Advanced Studies & Research Board, in their true letter and spirit;

vii. That any research paper resulting from the research project shall be published mentioning affiliation of the author/s with UHS;

NAME OF SUPERVISOR
Designation
Department
Institution
Date

NAME OF CO-SUPERVISOR
Designation
Department
Institution
Date

Informed Consent Form

(Both in English and Urdu translated versions)

Project Title:	_____
Principal Investigator:	_____
Research Team Contact:	_____
Importance of the study/ Purpose of the study:	(It includes brief overview and significance of the study on level of understanding for the person who will be signing the form, keep it simple.)
Description of the Research:	(Basically, informing the participants how they are involved in research if they have to fill questionnaire, give blood samples, tissues sample etc.)
Confidentiality:	(Let the participants know they level of identity protection of any personal information collected for this study. Will their identity be fully protected, if not, then to what level and what will be publicly available?)
Potential Hazards/ Side Effects/ Discomfort to the patients/ Subjects:	(Outline any potential risk or discomforts, and how those risks will be addressed if they arise. If you believe there are no risks involved, since there is never a guarantee, state that there are "no known risks".)

Authorization:

- I, _____S/o or D/o_____ ID No_____ hereby fully agree to contribute to the above-mentioned study and future related studies on these samples. I was given ample time to think and discuss the study. I understand that this study is designed to add to the medical knowledge. I have been informed about the nature of the procedure and the possible risk(s) / discomfort(s) involved. I had the opportunity to ask any questions about the study and I agree to give _____ samples as requested by _____, the researcher.
- I have also been informed about my explicit right to withdraw from the study at any time if I want to.
- I have no objection in case the data obtained from me, and my investigations(s) is published in a research journal maintaining confidentiality.
- I have also been conveyed that my participation / non-participation will not affect my treatment (if applicable).

Patient/ Volunteer/ Subject Name: **Signature**

(Parent/Guardian/Legal Heir in case of Minor / Mental handicap / Deceased)

Researcher Name: **Signature**