Instruction booklet and format for how to write synopsis of Thesis/Dissertation

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Instructions for writing synopsis of Thesis/Dissertation

The synopsis of thesis proposal is a **study plan**, designed to describe the **background, research question, aims and objectives, detailed methodology and references** of the study.

The recommended format of synopsis of thesis/dissertation for the Postgraduate and Superspecialty departments, RIMS, Ranchi is as follows:

The suggested format should include:-

Sl.No.	Topic	No. of Pages	No. of words
1	Title page	1 page	----------
2	Introduction	1-2 pages	300-500
4	Aims and objectives	1 page	Up to 200
5	Material and Methods	4-5 pages	1200-1600
6	References	1-2 pages	5-15 (Vancouver style)
7	Citation of references within the text (Introduction)	Example : Iron deficiency Anemia is the commonest microcytic anemia in India.[3]	• Numbering should be as they appeared first in the text • Mentioned at the end of sentence after full stop • In square bracket • In Arabic numerals • In line with sentence
8	Data Collection forms, PIS, ICF, mandatory certificates	4-6 pages	----------

Other technicalities:

One hard copy of synopsis of thesis/dissertation is to be submitted to TRC.

Number of pages: The synopsis of thesis/dissertation should be restricted to approximately 11 – 12 pages (excluding annexures).

Title: Should be written in 16 font size and marked in bold

Subheading: Should be written in 14 font size and marked in bold

Text: Should be written in 12 font size, Times new roman

Line spacing: Should be in double space (2.0)

Margins: 2.5 cm from both sides

Script: Justified

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General Instructions for writing synopsis of Thesis/Dissertation

- ✓ It should be **free from plagiarism and grammatical errors.**
- ✓ Major sections like Introduction, Aims & Objectives, Material and Methods, References and Annexures preferably **start from a new page.**
- ✓ The Aims and Objectives of the study should be well defined. Aim should be one and objectives should be mentioned in two subheadings –primary (preferably one) and secondary (2-3 in numbers) objectives.
- ✓ Case Record Form, Informed Consent Form and Patient Information Sheet may be printed with single spacing.
- ✓ Case Record Forms should include the parameters relevant to the study only.
- ✓ Sample size should match the feasibility of collecting cases/data within stipulated time (12-18 months).

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Structure of Synopsis of Thesis/dissertation must be described under following headings:-

TITLE PAGE:

The general information should be provided on the **"Title Page"** are as follows:

- The title should be short, accurate, informative and concise.
- The topic should be selected as per **"Feasible, Interesting, Novel, Ethical, Relevant (FINER)** and **Patient, Intervention, Comparator, Outcome (PICO)**" format.
- **It should avoid abbreviations.**
- Title or topic also reflect the study design, e.g.:-
  - → Prospective, retrospective or an ambispective study
  - → Cross-sectional, Cohort or Case-Control study
  - → Randomized controlled trial
- The study design should be written at the end of the title or name of the topic (after punctuation mark).
- Name of student and guide/Co-guide with designation and signature

INTRODUCTION:

- It familiarizes the readers with the background of the proposed study.
- It should reflect the rationality of the study.
- It should mention novelty in the vast sea of research being done globally.

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- Must start from broad overview of the research problem and gradually narrow down towards research question (▼).
- The content under introduction should be organized into 3 – 4 paragraphs.

AIMS AND OBJECTIVES:

- The 'Aim' refers to what would be achieved by the study or how the study would address the research topic.
- The 'Objectives' should be written preferably in the form of primary and secondary objectives.
- Primary objective is the main focus of the research proposal, which usually decides the study design.
- The secondary objectives are the other aspects in the research proposal which need to be answered. The number of secondary objectives should be limited to two or three only.

MATERIAL AND METHODS:

This section should include the following:

i)Study design: It should be mentioned specifically whether descriptive, analyticalor experimental (trials)

A typical experimental design must include:

- whether it is an open label or blinded study
- whether it is an active or placebo control trial
- whether it is a crossover or parallel design (e.g., double blind, placebo, controlled, parallel)

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- A description of the measures taken to minimize/avoid bias including methods of randomization and blinding, maintenance of randomization codes (allocation concealment) and procedures for breaking codes must also be listed out.

ii) Study Site: .....Department/Interdepartmental, RIMS, Ranchi, Jharkhand.

iii) Study duration:A description regarding duration of subject participation including follow-up (if any) and description of discontinuation criteria must be listed out. The timeline should be mentioned in months.

iv) Study population: The target population to be enrolled in the study must be defined and then study population will be selected from the target population as per the eligibility criteria listed out.

v) Eligibility Criteria: The criteria mentioned in headings of inclusions and exclusions should not be mutually exclusive.

Inclusion criteria:

Exclusion criteria:

vi) Sample size: The number of subjects to be recruited into the study must be listed out. Sample size can be calculated by using Standard formula. Information required calculating sample size is as follows:-

a. Expected prevalence of disease conditions in the population (as per previous studies and or review of literature).

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b. Confidence level desired by the researcher. (e.g. C.I. of 95%).

c. Relative (or absolute) precision of the estimate required by the researcher.

d. Magnitude of the effect considered to be clinically relevant.

The details of sample size calculation too; should be incorporated in the synopsis of thesis proposal. Sometimes the required sample size is so large that it is not practically feasible to collect it within stipulated time frame available to the residents for a thesis. In such a situation, the sample size to be studied would also depend upon the logistics and availability of study subjects and other time constraints.

vii) Sampling procedure: Type and method of sampling procedure should be mentioned eg – simple random sampling, stratified random sampling, systematic sampling, multistage sampling, consecutive or convenient sampling etc.

viii) Study intervention (if any): Should be described in detail.

ix) Outcome of interest: The outcome variables (primary and secondary) and their measurement must be defined. The visits at which these measurements are to be assessed and recorded must be listed out.

x) Data collection methods: The operational definitions of all the study variables should be clearly mentioned.

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xi) Data collection forms: All the data pertaining to the research, including medical history, medication history, physical examination, laboratory investigations and procedures must be entered onto the data collection forms.

STATISTICAL ANALYSIS METHODS:-

i. The section on statistics should include the following parts -

→ Analysis of demographic data and baseline characteristics

→ Analysis of efficacy and safety parameters

ii. The statistics should also mention clearly the study specific statistical tests to be used to derive the conclusions of the study.

REFERENCES:-

i. Relevant references must be listed at the end of the manuscript in Vancouver style.

ii. The references should include recently published articles also.

CITATIONS:-

This is the method of writing the reference number in the text where they appear first.

The following steps should be followed while citing a reference within the text:

- Should be in Arabic number, in square bracket, in line with the sentence and written at the end of the sentence.
- If more than one subsequent reference is cited together then they will be written in range like [2-7].

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- If more than one references are cited who are not in sequence then they will be mentioned in a single square bracket with separation by comma like [2,4,8].
- If more than one references are to be cited which have mixed pattern like subsequent and non – subsequent then they should be written within single square bracket like [2-5, 7,11].

ANNEXURES:-

Appendices include following additional documents:

- The Patient Information Sheet (PIS) in English and Hindi languages
- Informed Consent Form in English and Hindi languages
- Case Record Form
- Questionnaires
- Measurement tools
- Data collection forms

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Checklist to be followed before submission of synopsis of thesis/dissertation :

Sl. No.	Name of Documents	Yes/No
1	Covering letter for submission	
2	Swayam portal registration proof/Score card	
3	Self declaration form	
4	Certificate from DRC	
5	Application to the Chairman, TRC for permission	
6	Application to the Secretary, IEC for permission	
7	Main Manuscript of synopsis of thesis/dissertation	
8	Annexures – CRF/Data collection sheet, PIS, ICF etc	

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RAJENDRA INSTITUTE OF MEDICAL SCIENCES, Ranchi
SYNOPSIS OF THESIS/DISSERTATION
FOR THE PARTIAL FULFILLMENT OF
DEGREE OF MD/MS/DM/MCH IN .....
RIMS, RANCHI

Topic of the Thesis: _____

Synopsis of thesis/dissertation to be submitted at RIMS, Ranchi, towards the partial fulfillment of the requirement for the Degree of Doctor of ..... (Session.....)

Name of the candidate: _____

Signature of the candidate: _____

Name and Designation of the Guide: _____

Signature of the Guide: _____

Place of Study: _____

Signature of the Head of Department

Department of .....

RIMS, Ranchi, Jharkhand

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SELF DECLARATION

I, Dr. _____ hereby declare that the work of the thesis entitled "....., is :

1) My own work and is done with the available resources.

2) Will be conducted under the supervision of Departmental head and my thesis guide.

4) With due permission from the institutional Thesis review and Ethics Committee, RIMS, Ranchi.

Dr. .....

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CERTIFICATE FROM DEPARTMENTAL RESERCH COMMITTEE (DRC)

This is to certify that Dr .....will be working on the topic – " Study on .....in pursuance of his/her thesis during his/her postgraduate study under the guidance of Dr....., Designation.....Department of....., RIMS, Ranchi.

Name and Signature of members of DRC:

1.

2.

3.

Signature of:

Head of Department
Department of .....
RIMS, Ranchi, Jharkhand

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To.
The Chairman
Thesis Review Committee (TRC)
RIMS, Ranchi

Through: The Head of Department

Department of .....

RIMS, Ranchi.

Subject: Regarding permission for my research work for thesis entitled –

.....

Respected Sir,

With due respect this is to request you that the subject of my thesis research work is .....

Which I shall be doing under the guidance of Dr.....,Designation....., Department of ....., RIMS, Ranchi. A copy of synopsis has been attached for your perusal.

Kindly grant your permission and approval for conducting the study in pursuance of research work for which I shall be ever obliged to you.

Thanking You,

Yours sincerely,

Dr

Forwarded by:

H .O. D.
Department of .....
RIMS, Ranchi, Jharkhand

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Synopsis format for thesis/dissertation (Version 1): Application to IEC, RIMS, Ranchi

To.
The Secretary
Institutional Ethics Committee (IEC)
RIMS, Ranchi

Through : The Head of Department ,

Department of .....

RIMS, Ranchi.

Subject : Regarding permission for my research work for thesis entitled –

.....

Respected Sir,

With due respect this is to request you that the subject of my thesis research work is .....

Which I shall be doing under the guidance of Dr....., Designation....., Department of ....., RIMS, Ranchi. A copy of synopsis has been attached for your perusal.

Kindly grant your permission and approval for conducting the study in pursuance of research work for which I shall be ever obliged to you.

Thanking you

Yours' Sincerely,

Dr .

Forwarded by:

H.O.D
Department of .....
RIMS, Ranchi, Jharkhand

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INTRODUCTION

Points to be noted before writing an introduction

Should be in 3-4 paragraphs

Describe background of the topic selected for research based on literature search

Not to be more than two pages or 300 – 500 words

Should be written in Times New Roman and 12 font size

Citations for referenced article should be mentioned at the end of the sentence, after punctuation mark, in superscript using square bracket (for example …[1]).

AIMS AND OBJECTIVES

Aim of the Study:

Primary Objective: It should be only one and preferably framed in such a way that it meets the major aspect of research question.

Secondary Objectives: It should be two to three in numbers, depending upon the research question -

1.

2.

3.

Research question should be in **PICO** format:

Patient/Subject:

Intervention/Exposure:

Comparison (if applicable):

Outcome:

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MATERIALS AND METHODS

Study Design:

Study Site:

Study duration:

Study population:

Eligibility criteria:

Inclusion criteria:

Exclusion criteria:

Sample size:

Sample Size calculation: mention the formula from which sample size is derived

Sample Size in number:

Sampling procedure:

Method of Sample collection:

Complete detail of procedure of any intervention/sample collection

Complete detail of clinical follow up/sample processing (as and where applicable)

Data collection and Statistical analysis:

Details of technique used for data collection

Statistical tools utilized for data analysis

Outcome of interest:

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REFERENCES

All the references should be arranged based on their sequence of appearance in the text.

The reference writing style should be in Vancouver only.

The references should include recently published articles also.

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ANNEXURE – 1

CASE RECORD FORM (CRF)

CASE No.: …… Date : ……..

1. Demographic details of the participant:

Name of the participant: Age/Sex:

Address (Resident of): Mob. No.:

Educational status: Occupation:

2. Clinical Details of participants:

OPD/IPD ID: Date of registration:

Chief complains with duration:

2.1.

2.2.

2.3.

Other details: It should be provided as per the study objectives

ANNEXURE - 2

PROFORMA FOR INFORMED CONSENT FORM (ICF)

(English version)

I_____, son/daughter/spouse of_____, resident of_____, give my full free and voluntary consent to be included as a subject in the study entitled_____

I have been explained in my own language and to my full satisfaction the aim and nature of the study and risks and benefits. I have also been explained that my confidentiality will be maintained and all the investigations/interventions will be carried out only after my consent is obtained. I am aware of my right to opt out of the study at any point without giving any reason and without penalty or loss of routine care benefits.

Name (Participant/parent/Guardian)	Signature/Thumb impression	Date and Time
_____	_____	_____
Witness		
_____	_____	_____
Doctor		
_____	_____	_____

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ANNEXURE – 3

PROFORMA FOR INFORMED CONSENT FORM

(Hindi version)

सूचित सहमति प्रपत्र का प्रारूप

मैं.....पुत्र / पुत्री / पत्नी / पिता.....
निवासी.....इस शोध कार्य में भाग लेने हेतु अपनी पूरी, मुक्त एवं स्वैच्छिक सहमति प्रदान करता / करती हूँ। मुझे मेरी भाषा में पूरी तसल्ली के साथ इस शोध कार्य के उद्येश्य, प्रकार एवं जोखिम और लाभ के बारे में बता दिया गया है। मुझे यह भी स्पष्टतापूर्वक बताया गया है कि मेरी निजता अक्षुण रखी जायेगी एवं किसी भी प्रकार की जाँच या क्रिया मेरी सहमति प्राप्त कर ली जायेगी। मुझे यह जानकारी है मैं जब चाहूँ बिना कोई कारण बताये, बिना किसी दण्ड या दैनंदिन सेवालाभ की हानि के शोधकार्य से अपने को अलग कर सकता / सकती हूँ।

नाम	हस्ताक्षर / अंगूठा का चिन्ह	दिनांक एवं समय
(प्रतिभागी / माता–पिता / अभिभावक)		
_____	_____	_____
ग्वाह		
_____	_____	_____
चिकित्सक		
_____	_____	_____

ANNEXURE - 4

Proforma of the Patient/Subject Information Sheet
(English version)

Title:

Site of the investigation:

Name and address of the Principal Investigator:

Contact number of Principal Investigator:

1. Aim and methods of the research (A brief introduction about the investigation along with purpose of the study and procedure of investigation involving human subjects in simplified manner (10-15 lines).

2. Expected duration of the subject participation. The benefits to be expected from the research to the Participants or to others.

3. Alternative treatment/procedure options.

4. Right to prevent use of biological samples (DNA, cell line etc.) at any time during the research.

5. Any risk to the subject associated with the study.

6. Maintenance of confidentiality of records.

7. Provision of free treatment for research related injury.

8. Compensation of subjects for disability or death resulting from such injury.

9. Freedom of individual to participate or to withdraw from research at any time without penalty or loss of benefits to which the subject would otherwise be entitled.
10. Amount of clinical sample in quantity, to be taken should be mentioned.

11. Source of funding for the Investigation.

12. In case of drug trials:
    a) The chemical name of drug, date of its manufacturing and batch number must be mentioned.
    b) Initial bio equivalent study of the drug/references should be provided

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13. Foreseeable extent for information on possible current and future usage of the biological material and of the data to be generated from the research and if the material is likely to be used for secondary purposes or would be shared with others, clear mention of the same.

14. Risk of discovery of biologically sensitive information.

15. Publication, if any, including photographs and pedigree charts.

16. Responsibility of Investigators.

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ANNEXURE - 5

Proforma of the Patient/Subject Information Sheet

(Hindi version)

सहभागी सूचित सहमति प्रपत्र

इस जांच के लिए सहभागी पहचान नम्बर.....

अनुसन्धान

शीषर्क.....

मुख्य अन्वेषक का नाम..... फोन नंबरः

मैंने दिनाँक ..... के सूचना पत्र में दिये गए सभी तथ्यो को पड़ लिया है। मुझे समझ आने वाली भाषा में विस्तारपूर्वक बता दिया है और मैनें तथ्यों को भली भांति समझ लिया है। मैं पुष्टि करता हूँ कि मुझे प्रश्न पूछने का अवसर दिया गया है।

मुझे अध्ययन की प्रकृति, उद्येश्य और इसके सम्भावित लाभ/जोखिमों और अध्ययन की सम्भावित अवधि अन्य प्रासंगिक जानकारी के बारे में विस्तार पुर्वक समझा दिया है। मैं समझता हूँ कि इस अध्ययन में मेरी भागीदारी स्वेछिक है और इस अध्ययन से किसी भी समय बिना कोई कारण बताए, बिना मेरी चिकित्सा देखभाल या कानूनी अधिकारों के प्रभावित हुए अपना नाम वापिस ले सकता/ सकती हूँ।

मैं उपर्युक्त अध्ययन में भाग लेने के लिए अपनी सहमति प्रदान करता/करती हूँ।

सहभागी के हस्ताक्षर/बाएं अंगूठे का निशान दिनांक स्थान

सहभागी का नाम

पिता/पति का नाम

पूरा पता

यह प्रमाणित किया जाता है कि उपर्युक्त सहमति मेरी उपस्थिति में ली गई है।

मुख्य अन्वेषक के हस्ताक्षर दिनाँक : स्थानः

गवाह का हस्ताक्षर	गवाह का हस्ताक्षर
नाम	नाम
पता	पता

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