

Guideline for BS Project Report and MS Thesis Submission

1. **Language:** English; either British or American spelling, but not mixed.
2. **Paper Size:** A4 (printed on at least 80g offset papers, but not more than 100g paper, single side printing)
3. **Margin:** 1.0 inch at all borders
4. **Line spacing:** 1.5
5. **Font:** *Times New Roman* (12 Pt) or *Calibri* (11 pt)
6. **Pagination:** Page number location must be consistent. Landscaped pages must be numbered in the same location as other pages in the dissertation/report (bottom - center of portrait oriented A4 pages). Front material pages, beginning with the Dedication page (if included), receive lowercase Roman numerals. The body of the dissertation, which usually begins with the first page of the Introduction or Chapter 1, receives Arabic numerated page numbers starting with the number 1.
7. **Length/Volume:** **For BS project report**, maximum **50** pages including everything (title page, abstracts, table of contents, contribution of authors/preface, acknowledgments, bibliography/reference list, and appendices)
For MS thesis, maximum **150** pages including everything (title page, abstracts, table of contents, contribution of authors/preface, acknowledgments, bibliography/reference list, and appendices).
8. **Content:** A report/thesis ideally should follow the following points:
 - Cover or Title page
 - Certificate from supervisor (only in seminar copy)
 - Dedication (if any)
 - Acknowledgments (only in seminar copy)
 - Abstract (ideally one page, but not more than two pages)
 - Table of contents (this may also include: List of Figures, List of Tables, List of Abbreviations)
 - Introduction and/or Literature review
 - Rationale/Hypothesis/Aims/Objectives
 - Materials and Methods
 - Results

- Discussion
 - Conclusion
 - References
 - Appendix (if any)
- 9. Appendices:** Useful to present supplementary or raw data, details of methodology, consent forms, or other information that would detract from the presentation of the research in the main body of the thesis/report, but would assist readers in their review. All material in appendices will be open to examination.
- 10. Supplemental Data:** Very long bioinformatic (or other statistical) supplemental data tables that are not possible to include in the appendix, may be uploaded in any public or private repository. Web Link to this repository must be clearly mentioned in report and must be available for downloading at least for 6 months from the date of report submission.
- 11. Figures:** Figure must be of high resolution (300 – 500dpi) and figure labeling must be clearly visible. (In case of very big size figures that are not visible in detail in the prescribed paper size, a high resolution full size digital figure must be uploaded in any public or private repository in PNG or PDF format. Web Link to this repository must be clearly mentioned in report and must be available for downloading at least for 6 months from the date of report submission.)
- 12. Figure Legends:** Figure should have figure legend. Font size: 10pt for *Times New Roman* or 9pt *Calibri*.
- 13. Reference style:** Should cite in the text as (first author's surname *et al.*, year) and the list of References/Bibliography should be arranged alphabetically.

Example of published articles:

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002; 347(4): 284-287.

Accepted, unpublished papers:

Same as above, but write “In press” instead of the page numbers.

Electronic journal articles:

Huynen MMTE, Martens P, Hilderink HBM. The health impacts of globalisation: a conceptual framework. *Global Health* 1: 14. Available at: <http://www.globalizationandhealth.com/content/1/1/14>. Accessed 25 January 2012.

Books

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical Microbiology*. 4th ed. St.

Louis: Mosby; 2002.

Book chapters

Hansen B. New York City epidemics and history for the public. In: Harden VA, Risse GB, editors. AIDS and the historian. Bethesda: National Institutes of Health. pp. 21-28; 1991.

- 14. Number of copies:** Three copies must be submitted to the chairman of the respective exam committee (two for examiners and one for seminar library. No acknowledgment and supervisor's certificate in Examiners copy). Copies for respective supervisor and co-supervisors should be arranged separately.
- 15. Advisor Approval Form or Supervisors Certificate:** Please collect “*Advisor Approval Form*” from your supervisor. Certificate has to be fixed in one of the 3 copies of reports after dully signed by the Supervisor and/or co-supervisor(s) (if any).
- 16. Binding:** MS thesis must be book binding, however, BS Project Report may either be spiral or book binding.
- 17. Cover:** The cover page must contain: Thesis/Project title, Exam Roll number, Registration number, Academic Session, Year of submission.
- 18. Plagiarism:** Plagiarism is scientific misconduct, therefore, it is both the supervisor's and the student's duty to check for plagiarism. If a submitted thesis/report is shown to contain plagiarism, the Examination Committee will report it to the higher authority for strict action according to the rules of the University. A written thesis/report can be checked for plagiarism using a free online plagiarism checker tool, for example: **Viper:** <http://www.scanmyessay.com/>
- 19.** All books/thesis/journal/etc borrowed from the GEB seminar library must be returned and a clearance certificate from the GEB seminar librarian must be taken before thesis/report submission by all students. No thesis shall be accepted to deposit without this clearance.
- 20.** Students must submit a soft copy of the final thesis/report to their respective supervisor.