**Guide to Style and Format of Thesis**

**M.D./M.S./D.M./M.Ch Courses**

 **Paper:** A4 size; good quality bond paper

 **Language**: British English

 **Font**:

Running Text: Times New Roman 12 Title and Chapter Headings: >12 but <18

Legend in Times New Roman 10

 **Margin**: left side (binding edge) - 1.5 inches & other three sides - 1 inch. All written and

Illustrative material should fall within these margins.

 **Line Spacing & Paragraph**: 1.5 line spacing and 1 tab (5 space) indent, justified, no hyphenation for paragraphs

 **Tables and Figures**: All tables (tabulated data) and figures (charts, graphs, images, diagrams etc.,) should be numbered sequentially using Arabic numerals and referred to in the body of the text (e.g. Table2, Figure 2 etc). They should be inserted as close to the text as possible and the list provided in the preliminary pages of the thesis. Images, photographs etc must be scanned in good resolution

 **Page order and Pagination**: Page number should be at the right bottom- corner of each page; Numbering of pages should start from the introduction section and end with the bibliography section of the main text; preliminaries should not be numbered.

 **Limit on Pages / Words**: As a general guide, Master’s thesis is around 50-75 pages with a word length of 15,000 to 20,000. Maximum limit shall be 100 pages and 30,000 words. This excludes bibliography, annexure and the preliminaries.

 **Referencing**: Vancouver Style

Refer Article: International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals.. *BMJ (Clinical research Ed.)*. 1991; 302(6772):338–41.

Refer Website: https:/ / [www.**cite**thisforme.com/ **Vancouver**](http://www.citethisforme.com/Vancouver)

 **Synopsis/ Abstract** of the thesis should be self- complete without any citations and word length not exceeding 300 words

 **Binding**: Hard binding

 **Spine of the Bound Thesis**: should have the course name, title of the thesis and the month & year of examinations

 **Color of Wrapper**: Light Green.

 **Sequence of Contents in the Thesis:**

|  |  |
| --- | --- |
|  | **Hard Copy ( Sections)** |
| 1. | Front Cover ( See template) |
| 2. | Title page ( See template) |
| 3. | Declaration by the candidate ( See template) |
| 4. | Certificate by the Guide/ HOD/ Head of Institution (See template) |
| 5. | Acknowledgements ( Optional) |
| 6. | Table of Contents |
| 7. | Abstract/ Synopsis |
| 8. | List of Figures, Tables or Illustrations |
| 9. | List of Abbreviations / Glossary |
| 10. |  Introduction **( Page numbering to start from this section)** |
| 11. | Aims and objectives |
| 12. | Review of literature |
| 13. | Material and methods |
| 14. | Results and analysis |
| 15. | Discussion |
| 16. | Summary and conclusion |
| 17. | Bibliography **( Page numbering to end with this section)** |
| 18. | Annexures Numbered using Roman numerals ( e.g. Annexure I, Annexure II etc) in the following order |
| 18 i | Annexure I – IHEC clearance certificate |
| 18 ii | Annexure II- Plagiarism Certificate |
| 18 iii  | Annexure III- others as necessary for the study  |

**SUBMISSION OF THESIS/ DISSERTATION:**

**This has to be done in 2 ways: 1) Online submission**

 **2) Hardcopy submission**

**THE FIRST STEP IS ONLINE SUBMISSION FOLLOWED BY HARDCOPY SUBMISSION AS DETAILED BELOW**

 **1) Online submission:** This has to be done using the URL link  <http://cet.care.edu.in/>

 Suitable details have to be filled in before the submission is done.

The entire thesis has to be uploaded as a single pdf file & also as a single word document.

 The file should be named as follows: Register number – First name of the candidate.

 The following documents have to be separately uploaded as pdf files with appropriate sign

 and seal

 1) Declaration by student

 2) Declaration by guide

 3) IHEC approval certificate

 4) Plagiarism certificate

 5) PG Dissertation Copyright form (as per the format attached)

**Once the entire process is complete and the thesis is submitted, the student will receive an email with an attachment mentioning the amount which has to be paid in the accounts section for thesis submission with and without fine. Accordingly the amount has to be paid and the receipt has to be submitted along with the hardcopies of the thesis. Only then the thesis will be processed further.**

 **2) Hardcopy submission**

**Number of Copies to be submitted**: Two hard bound copies: one for the library and one for the department.

**Dateline for Submission of Thesis:**

* + - For M D/ M S Courses: Six months before the commencement of the exam session: April Session ( regular): 15th October ( of the preceding year).

 For example: 15th October 2022 for those appearing in April 2023session.

 October Session ( supplementary) : 15th April ( of the current year)

 For example: 15th April 2023 for those appearing in October 2023 session.

* For DM / M Ch Courses: Six months before the commencement of the exam session:

 August Session ( regular): 15th February.

 For example: 15th February 2023 for those appearing in August 2023 session.

 February Session ( supplementary) : 15th August ( of the preceding year)

 For example: 15th August 2023 for those appearing in February 2024 session.

 **Late Submission of Thesis** with penal fee shall be seven days after the cut- off



**PG DISSERTATION COPYRIGHT FORM**

Title of Thesis:

……………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………

|  |  |
| --- | --- |
| Article Type: (Research / Review Paper/ Others): |  |
| IHEC/IAEC approval No. & Date: |  |
| Student Name: | Department: |
| Batch: | Registration No.: |
| E-mail: | Contact Number: |
| Guide Name / Dept./ Designation: |  |

**COPYRIGHT AGREEMENT**

I/We hereby declare and agree that:

1. The Thesis submitted is an original work conducted at Chettinad Hospital and Research Institute.
2. The thesis has neither been published in any journal nor is under consideration for publication.
3. The thesis does not contravene any existing copyright or any other third party rights.
4. We transfer(s), assign(s), or otherwise convey(s) all the copyright ownership, including any and all rights incidental thereto, exclusively to Chettinad Academy of Research and Education the rights to revise, edit, develop, promote, preprint, print, reprint, publish, republish, distribute, translate in all languages and media and create derivative work out of this thesis in part/whole throughout the world.
5. That the Student/Guide, reserve the following rights:
	* First authorship to the student and corresponding authorship to the guide.
	* To use all or part of the thesis including tables/figures in their future works with proper acknowledgement to the copy right holder.

Signature of the student Signature of the guide

Date: Date: