

Attention Doctorate of Pharmacy Students

Dissertation Submission Guidelines

PHR 6637

SUBMISSION

1. By end of first semester of third year of study, students should complete Form A
2. Students are asked to upload draft manuscript on Turnitin to obtain an originality report.
3. Submission for examination: Four copies of the dissertation in loose bound format and a copy in digital format.
4. Within six weeks of publication of the result, students shall be required to submit three hard bound copies of the dissertation and one copy in digital format. Hard bound copy requirements: cover colour black with gold letters. A signed Declaration Form is to be included with all copies.

LENGTH

The dissertation should normally be between 20,000 – 30,000 words excluding bibliography, appendices and abstracts.

LAYOUT

PRELIMINARY PAGES Numbered in Roman numerals printed in lowercase

Title Page: Title, name of student, year of submission (20XX) and statement: “submitted in partial fulfilment of the requirements of the Degree of Doctorate in Pharmacy”

Dedication Page optional

Acknowledgement Page

Abstract

Table of Contents

List of Tables (as applicable)

List of Figures (as applicable)

List of Appendices (as applicable)

Glossary (as applicable)

List of Abbreviations (as applicable)

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| 1.1 Title | 2 |
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Chapter 2 Methodology

Chapter 3 Results

Chapter 4 Discussion

References

Appendices (as applicable)

Addendum (as applicable)

CONTENT

Abstract: The abstract should be presented as a continuous text with no sub-headings and should be of not more than 2 pages. At the end of the abstract list not more than 6 keywords.

Introduction Chapter: A comprehensive review of the literature, rationale for the study and objectives of the research.

Content Chapters: Presentation of the methodology adopted and the results obtained. The conventional format of splitting into a chapter for Method and a chapter for Results is recommended. In circumstances where the presentation of the methodology and results from different aspects of the study according to the separate objectives of the research is more clear, this may be considered.

Discussion Chapter: Presentation of overall observations and conclusions including critical approach towards the work by citing limitations. Thoughts on future work should be put forward. End the chapter by highlighting the contribution from this work.

References: Only references cited in the text are included in the list. Cite reference in text with an author – date citation system and list references alphabetically in the references section. The references in the list should be listed according to the International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Please refer to:

http://www.nlm.nih.gov/bsd/uniform_requirements.html

Use of footnotes is recommended for sources such as reports, non-peer reviewed articles, websites and newspaper contributions.

Appendices: Supplementary data, questionnaires and scales, instruments used for data collection, informed consent forms

Addendum: Booklets, leaflets or CDs of material prepared by the student as part of the dissertation

Tables, Figures and Illustrations: A consistent format for titles and captions is to be adopted. Tables, figures and illustrations are to be numbered consecutively in order of appearance within the respective chapter according to type (table, figure or illustration) eg. Figure 1.1, Figure 2.1 (where figure 1.1 is the first figure in chapter 1 and figure 2.1 is the first figure in chapter 2). As much as possible tables and figures should not be split across pages, if this is unavoidable, title has to be repeated on each page. Include citation in text for all tables, figures and illustrations. In addition to the title include a caption explaining the relevance of the data presented in each.

MANUSCRIPT FORMAT

| | |
|-----------------------|---|
| Margins | 3.50cm (1.38 inches) left 2.50cm (0.98inches) top, bottom, right |
| Pagination | Preliminary pages carry lowercase roman numerals on right side of page Numbers start from chapter 1 and continue throughout manuscript including appendices on right side of page |
| Spacing | double spacing |
| Font | Times New Roman or Calibri, size 12 point |
| General Presentation: | Avoid using underlining Keep colours simple and use when necessary Where bullets are required, they should be indented and choose the style adopted in this example Title of sections should be bold and in Title Case |

GENERAL REGULATIONS

How to avoid plagiarism

Plagiarism and collusion guidelines

Guidelines for Postgraduate Students on the use of Turnitin

Available at <http://www.um.edu.mt/registrar/student-conduct>

DISSERTATION CHECKLIST

1. Quality Check

- all pages are present, appropriately numbered and consecutively included in document
- graphs and illustrations included are clear and legible
- Information in Table of Contents tallies with document (titles of subsections and page numbers are accurate)

2. Title Page

- approved title of dissertation listed on cover and title page
- name of student and year of submission on cover and title page
- required statement included in title page

3. Abstract

- maximum word length of 350 words

4. References

- appropriately cited in text
- list of references included according to required format

- graphs, figures, pictures that are carried from other works appropriately referenced
- document checked for plagiarism