

Synopsis Guide

Instructions for Preparation and Submission



Office of the Research

Institute of Physiotherapy & Rehabilitation Sciences,
Peoples University of Medical & Health Sciences for Women,
Nawabshah (SBA).

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Introduction

This guide is intended to help you prepare your synopsis and provides specific format requirements for the preparation and submission of your synopsis to the Office of the Research at the Institute of Physiotherapy & Rehabilitation Sciences. You are advised to prepare your synopsis that conforms to the requirements mentioned herein as well as the recommendations of your supervisor(s) and the committee.

The Synopsis Guide is issued every year (available at the library), and it is the student's responsibility to obtain the most recent edition to be sure that she follows the current and acceptable format. ***Please do not consult or rely on older bound copies of synopsis that may be available in your institute.***

Questions regarding the format of the synopsis inadequately answered in this guide should be directed to the staff of the Office of the Research.

General Guidelines for the Undergraduate Research Project

Your research project is required for the partial fulfillment of your Doctor of Physical Therapy (DPT) degree (i.e. you will not be awarded your degree unless you have finished your research project). The project will be conducted in your final year (9th and 10th semester) and consists of 1 year duration equally divided for synopsis and thesis writing. Consider the following points while proceeding for your project:

1. A single project will be conducted by ideally 4 students in a group, selection of group members is on students' discretion. ***Notice that individual-based research projects are not permissible.***
2. You are required to submit your synopsis duly by the end of 9th semester and thesis by the end of 10th semester (*before the given deadline*). ***Note that you will not be awarded your undergraduate degree if you are unable to complete your thesis project.***
3. Important dates will be displayed simultaneously during each semester. Please make sure to follow the deadlines issued by the Office of the Research.

Guidelines for the preliminary pages

Preliminary pages: They should be included in the synopsis in the following manner:

1. First page should be the title page.
2. Second page should be the approval page.
3. Third page should be the certification page.
4. The third page should be followed by the table of contents and the list of abbreviations (if applicable), each starting on a separate page. The list should be arranged in alphabetical order.
5. There should be a last page attached *at the end* of the synopsis.

Note that you will be provided with the sample pages (*see appendices*) that may be used for preparing your synopsis.

Organization of the Synopsis

These guidelines will help you as to how should you organize the contents of your synopsis. It should be organized in the following manner:

Title: It should reflect the objectives of your study.

1. Introduction: It should contain a brief background on the topic, should highlight the research gap and should clearly state the purpose of the study.

1.1. Significance of the study: It should provide the reason as to why would you be conducting your study.

1.2. Objective(s) of the study: They should start with an action verb (such as to find, to determine, to explore etc.) and be should specific, measurable, achievable, and relevant and time bound (SMART). They should reflect as to what do you plan to do in your research and must identify the primary variables involved in your research.

2. Hypotheses: It is a tentative guess showing expected relationship between two variables. Include both the alternate and null hypotheses (where applicable).

2.1. Alternate hypothesis: It reflects as to what does the researcher expects from his study.

2.2. Null hypothesis: It is opposite to the alternate hypothesis.

3. Operational Definition(s): Definitions may be required in some synopses. An operational definition is a clear, concise detailed definition of a measure and reflects as to how the researcher(s) decide to measure the variable(s) in their study. For example:

Physical activity: Physical activity is defined as any bodily movement produced by skeletal muscles that results in energy expenditure.^[18]

Obesity: Obesity can be defined as a condition of abnormal or excess fat accumulation in adipose tissue, to the extent that health may be impaired.^[19] Body Mass Index (BMI), which is calculated as [(weight in kg) divided by (height in m)²], is considered to be the most useful population-level measure of obesity, and it is a simple index to classify underweight, overweight and obesity in adults.^[19]

Sedentary time: Sedentary behaviors (from the Latin *sedere*, “to sit”) include sitting during commuting, in the workplace and the domestic environment, and during leisure time. Sedentary behaviors such TV viewing, computer use, or sitting in an automobile typically are in the energy-expenditure range of 1.0 to 1.5 METs (multiples of the basal metabolic rate).^[20]

4. Material & Methods:

4.1. Study design: Appropriate study design(s) that you will be using in your study.

4.2. Study setting: Name of the place(s) where the research work will be conducted.

4.3. Duration of the Study: Mention as to how long will it take you to conduct the study (mention the date e.g. from January 2017 to June 2017).

4.4. Sample size: Mention as to how many participants will be included in your research. Also, mention the appropriate formula or rationale (reason) used for calculating the sample size.

4.5. Sampling technique: Appropriate sampling technique that you will be using for your research.

4.6. Sample selection: It should include the inclusion and exclusion criteria as well as the basis for both of them.

4.7. Data Collection Instrument(s): The details on tools, instruments or questionnaires to be used in the data collection should be mentioned in this part. Try to focus on the instrument(s) used in your study while keeping in view, the study objectives and refrain from adding any irrelevant information. If appropriate, mention whether permission was sought from the author or not for using the questionnaire.

4.8. Data Collection Procedure: It includes detailed account of how the researcher will perform research and as to how would she be measuring the variable(s) of the study. It includes a detailed information on:

- a) Methods for data collection
- b) Identification of the study variables
- c) Data collection tools used

4.9. Data Analysis: You are supposed to provide the following details for this section:

- a) Name of the software that will be used for data analysis.
- b) Specific statistical test(s) that will be used.
- c) Variable(s) where the statistical test(s) will be used.

4.10. Ethical Consideration: It includes details on ethical concerns in your study i.e. ethical approval, consent form etc.

5. References: They should appear consecutively in the text, should be according to the Vancouver style, should be included in the parenthesis or square brackets “[]” after the punctuation mark (comma, full stop etc.) and should not be superscripted. Reference list should be included at the end of your synopsis and should be followed by the appendices.

Journal Articles: Author(s). Title. Journal title (abbreviated). Publication date; Volume (issue number if known): Page numbers.

Example:

Sarwar S, Tarique S. Perception of educational environment: Does it impact academic performance of medical students? J Pak Med Assoc. 2016;66:1210-1214.

For more than six authors: Imran N, Khalid F, Haider II, Jawaid M, Irfan M, Mahmood A, et al. Student’s perceptions of educational environment across multiple undergraduate medical institutions in Pakistan using DREEM inventory. J Pak Med Assoc. 2015;65:24-8.

If no author is given: Title. Journal title (abbreviated). Publication date. Volume (issue number if known). Page numbers.

Example: Patent briefing. Drug Delivery 2001; 8(3): 179–81.

Book or Chapters: Author(s). Title. Edition (only second and subsequent editions). City of publication. Publisher. Date of publication.

Example: Speicher CE. The Right Test, 3rd ed. Philadelphia: WB Saunders; 1998.

For editors as authors: Author(s), editor(s). Title. Edition (only second and subsequent editions). City of publication. Publisher. Date of publication. Page numbers (if applicable).

Example: Major RH (ed) Classic Descriptions of Disease, 2nd ed. Springfield, Illinois: Baillière, Tindall & Cox; 1939, p. 631–2.

For Book Chapters: Author(s). Chapter title. In: Book editor(s). Book title. City of publication. Publisher. Date of publication. Page numbers.

Example: Stephens NL, Kroeger EA. Ultrastructure, biophysics and biochemistry of airway smooth muscle. In: Nadel JA, ed. Physiology and Pharmacology of the Airways. New York: Marcel Dekker; 1980, p. 31–121.

Conference proceedings: Editor(s). Title. Relevant information (conference; date; location). City of publication. Publisher. Date of publication.

Example: Kimura J, Shibasaki H (eds) Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology, 15–19 Oct 1995, Kyoto, Japan. Amsterdam: Elsevier; 1996.

Conference presentation: Author(s). Presentation title. In: Editor(s). Conference proceedings. Relevant information (conference; date; location). City of publication. Publisher. Date of publication. Page numbers.

Example: Wood F, Strider V. Geothermal changes in Mordica. In: Harrison P, Bloom G, eds. Proceedings of the 21st Annual Meeting of the Geological Society, 20–24 Nov 2000, Sydney, Australia. Amsterdam: Elsevier; 2001, p. 21.

Newspaper or magazine article: Author. Article title. Newspaper name. Date. Newspaper section (if applicable). Page number(s).

Example: Silmalis L. A Lung Health Test for Tunnel. Sunday Telegraph. 14 May 2006; p. 11.

Websites: Author(s). Title [Internet]. Accessed date. Available at: URL: address.

Example: National Asthma Council of Australia. Asthma Management Handbook [Internet]. Accessed 20 June 2005. Available from: URL: <http://www.nationalasthma.org.au/>.

Web document: Author(s). Title [Internet]. Website title. Accessed date. Available at: URL: address.

Example: Jenkins C. Asthma [Internet]. Health Insite. Accessed 13 January 2004. Available at: URL: <http://www.healthinsite.gov.au/>.

Source: The Complete Guide to Medical Writing. Edited by Mark C Stuart: pp#69-72.

6. Appendix/Appendices: It should contain followings and anything further required:

- a) Proforma/Questionnaire
- b) Participant Consent Form
- c) Ethical approval letter of the ethical review board

- d) Any data collection instruments/tools that will be used in the study.
- e) Permission letter/email to use the questionnaire(s), if applicable.

Checklist for synopsis

□ Preliminary Pages

- Title page
- Approval page
- Certification page
- Table of contents
- List of abbreviations/symbols (optional)

□ Text of the synopsis

- Title
- Introduction
- Significance of the study
- Objectives of the study
- Hypothesis (optional)
- Operational Definitions
- Material and Methods
- References

□ Appendices

- Proforma
- Consent Form
- Ethical approval
- Data Collection Tool(s)
- Permission to use the tool(s)

General Formatting Requirements

Page size & Orientation: The synopsis should be typed on the A4 (8.27 x 11.69) sized paper (*one-sided required for printed copy*). Make sure to use the Portrait-Oriented pages, landscape-oriented pages are permissible only if necessary.

Page Margins & Justification: Set the margins of 1.5 inch (4cm) on the left side, and 1 inch (2.5cm) on the other three sides for all the pages. Only for *the title page*, change the top margin to 1.75 inch while the rest of the margins remain unchanged. Make sure that the margins are consistent throughout the document. All the sides of the pages should be right and left justified.

Page Numbering: All the pages should be numbered in Arabic numerals (*except the preliminary pages*) at the bottom center. All the preliminary or initial pages should be numbered in Roman numerals at the bottom center. *Do not include page numbers in your title page, approval page, certification page and the table of contents page.*

Line Spacing: The body of the synopsis must be double-spaced. The first line of each paragraph should begin at 6 character spaces farther from the left margin. Use section or page breaks to start a new section or page respectively. Single space is allowed in following sections (if any):

- Block quotations
- Tables and figures and their captions (if any)
- References (if single spaced, double-space between entries)

Font Size and Type: The body of the synopsis should be in 12 point Times New Roman. The first level headings should be capitalized, bold, centered and in 16 point, the second level headings should be 14 point bold, left-aligned, and the third level headings should be 13 point bold, left-aligned and should be consistent throughout the document.

Windows and Orphans: No heading or subheading should appear at the bottom of the page with less than two lines of the text underneath. In this case, the heading must be pushed to the top of the next page.

Submission Procedure and Deadlines

Ethical Committee Review and Initial Format Review: All the students are suggested to submit their synopsis to the Office of the Research prior to submitting their final draft so that it may be reviewed by the Institutional Review Board (IRB). Make sure that the IRB will take approximately 1-2 week to review your synopsis and return it to you. You are suggested to submit your synopsis as a single Word File to the Office of the Research at researchiprs@pumhs.edu.pk. The subject of the email should be “*Ethical Committee Review [Name of the Group Leader, Group ID]*” and the body of the email should contain information about your synopsis. You are suggested to submit a hard copy (*single for the whole group*) also.

Final Submission: All the students are required to submit the electronic and hard bound copies to the Office of the Research. Your synopsis will only be acceptable if:

1. All revisions have been completed.
2. All formatting corrections identified by the Office of the Research have been made.
3. A copy of the official signature/approval page, containing the signatures of all of your committee members’ signatures has been submitted to the Office of the Research (a template is available in the *appendices*).

Submitting Electronic copies: All the individuals will be required to submit electronic copy of their synopsis, preferably a MS Word (version 2010 and over) and a PDF file through email at researchiprs@pumhs.edu.pk, copied to their supervisor. The title for the submitted email must be “*Final Synopsis Submission [Name of the Group Leader, Group ID]*”.

Submitting Hard copies: The hard copies will also be required per group. Hard copies (*spiral bound*) should be submitted only when instructed by the Office of the Research or the Supervisor(s). The front cover should bear the title, your full name, the name of the degree for which the thesis is submitted, and the year of submission. The back cover should contain the title of the institution and the university. For more information about the binding please contact the Office of the Research.

Timeline for Synopsis Preparation and Submission

