

# **Guidelines for Dissertation Internship**

**PGDM (Hospital & Health Management)**



**International Institute of Health Management  
Research**

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## Important Dates

Steps	Activity
1.	Reporting to the organization for internship and dissertation
2.	Finalization of the draft of dissertation proposal by respective mentors and submission in the Placement Office.
3.	Presentation for SRB Clearance
4.	Submission of revised proposal to mentor for SRB approval
5.	Approval of the draft report by the mentor (Note: - Without mentor approval presentation dates will not be allotted).
6.	Submission of draft presentation to the mentor for approval
7.	Presentation at IIHMR and finalization of the internship and dissertation report incorporating feedback.
8.	Incorporate feedback, and submission of the final report to the library with the Mentor's signature
9.	Collection of 'No Dues Certificate'
10.	Convocation

Time Frame/Deadline will be communicated by academic office as per academic calendar.

## 1.0 Introduction

1.1 On the job training and work experience is an important component of the curriculum. Each student is required to complete Internship and Dissertation. After the completion of didactic courses in the Institute, the students will proceed for their internship and dissertation. Both internship and dissertation work can be done together and simultaneously. Each student has to submit Internship Report and Dissertation, separately.

1.2 The format of the Internship Report is provided in the Annexure. The report will essentially include description of the organization (Organization structure, vision and mission, services provided, human resources, various departments and systems, and work experience in the organization and lessons learned. Without submission of the Internship Report, the degree/diploma will not be awarded.

1.3 Dissertation is a pre-requisite for the award of diploma/degree. The students, who do not submit dissertation in the stipulated time, will not be considered for participation in the Convocation. Preparation and submission of dissertation is in partial requirement for award of post-graduate diploma. **The students will identify a problem and research question and write a synopsis for the approval from the respective mentor.** The proposal will be reviewed by a research board. After approval of the proposal, the student will develop a full proposal including data collection tools.

1.4 In the last few years, the students were placed in various hospitals, health care and health-IT organizations within the country and abroad for internship and dissertation. Most of them came up with reports that were useful for the organizations. The overall assessment of the students depends on their report, presentations and as well as the feedback received from the organizations where they were placed for internship.

1.5 The suggested steps to carry out the internship and dissertation are:

- Contact the administrator/manager (or a designated person) on the first day and explain the purpose of internship and dissertation. The Institute will provide a letter of reference.
- Discuss with the key responsible person in the organization (designated by the administrator) to clarify doubts and reconfirm understanding. The same person (upon being requested by the student) may act as a local preceptor of the student in that organization.
- Prepare a work plan and reporting method in consultation with the local preceptor.
- Keep record of your involvement and progress made on the assignment. You need to keep your mentor and faculty advisor posted on the progress on weekly basis.

1.6 After two weeks, initiate discussion with the local preceptor regarding dissertation:

- Finalize the topic (discuss the topics of proposal as decided by the mentor and student at the Institute). You may have to change your topic as per the suggestion of the local preceptor. The students are allowed to do so, however, a fresh approval of the proposal will be required from the mentor/advisor.

- Write a full proposal describing problem, research question, objectives, methodology including sample size and key respondents, data collection tools and methods of data collection.
- Collect data based on the approved proposal
- Analyze the data and discuss it with the preceptor for confirmation and probable solutions/ conclusions

Describe your findings and observations based on your analysis of the data.

THE HEADINGS AND TITLES, AND FORMATTING GUIDELINES ARE GIVEN IN ANNEXURE.

The above steps are flexible and may interchange if the administrator/preceptor so desire. Preceptor at the host institution would certify that the student has duly worked at the organization/company/hospital till Jan/Feb or for three months from date of joining. Dissertation without the certificate from the organization that the student has undertaken the study in the organization will not be accepted (Suggested format is given in ANNEXURE E).

## 2.0 Dissertation Internship

Internship is an integral part of PGDM (Hospital and Health Management). As a part of the curriculum, each student of final year is required to undergo internship with a reputed organization for a period of three months. Students are expected to put in hard work and not take it as off campus free time.

- **Every student is expected to submit individual report and under no circumstances the same will be accepted as combined activity of a group of students.**

2.1 During internship, the student will assist the administrator/manager in day-to-day operations. Through this process he/she is expected to gain practical knowledge and skills to handle managerial issues related to major departments of the organization. During this period, the administrator/manager may allocate some specific responsibilities to the student according to his/her requirements. The responsibilities may include:

- Assisting selected department managers in their routine work, and/or
- Assisting them to carry out any small project(s)/ feasible to be completed in the time available.

2.2 During the period of internship, the students should observe various protocols observed in the organizations and try to acquire skills to accomplish them. They need to familiarize themselves with different departments, staffing and equipments used in them. The students should also observe mannerism of the existing employees and learn the culture of the organization. Inculcating soft skills is an integral part of understanding the organization. Observing human skills and understanding documentation, finance and accounting procedures will prepare the students for future managerial role.

2.3 The above-mentioned activities assume more importance as a detailed report titled 'Internship Report', about the organization and the work carried out during internship needs to

compulsorily be submitted to the library of the Institute in softcopy. The report will be submitted under following heads:

- Introduction
- Organizational profile
- Services provided by hospital
- Departments visited/worked
- Problems and issues in each department
- Observations/Learning
- Any projects undertaken other than dissertation
- Reporting extraordinary good/adverse events without naming hospital/department

### **3.0 Dissertation**

3.1 Dissertation aims at developing data management and critical analysis skills. In addition, this enables development of writing skills and publishing materials in the research journals. In the dissertation, every student is required to identify a specific problem area / area of interest or a department (for example, human resource management, quality assurance, information system, risk management etc.) for the dissertation. The topic for the study will be decided in consultation with the mentor and the local preceptor and according to the organization's need.. This activity is envisaged as a problem-solving exercise by which the student is expected to:

- Diagnose critical problems within an operational area
- Provide the management with a set of alternative solutions, and
- If possible, design and implement a plan to carry out the most feasible solutions.

3.2 To make the study useful, it is expected that the student will take up this activity after spending a reasonable period (approximately 15 days) on internship. The output of this activity will be a dissertation report, which will be presented and submitted to the organization by the student at the end of the stipulated period.

3.3 Students are required to update progress regularly and seek advice from the internal faculty mentor during the internship period. The reporting to the mentor is a mandatory requirement and those not reporting on regular basis may not get their dissertation evaluated whereby they will not be eligible for award of diploma consequent to not having been able to complete the necessary formalities of the program.

3.4 The dissertation is a teamwork and joint responsibility of the student, preceptor and the mentor. However, the onus of the same is on graduating student to fulfill this mandatory academic requirement as specified by the Academic Office.

### **4.0 Dissertation Presentation**

4.1 After completion of dissertation they will be approved by respective mentors or in absence of respective mentor, a faculty so nominated by Associate Dean Academic and student affairs. **Students will be allowed to give presentation only after approval (signed)from respective mentors.** After approval of dissertation a presentation will be made in front of dissertation

evaluation committee (two internal faculty members and one external examiner) who will grade the dissertation out of 100 marks each. Any observations made by mentor or faculty members during assessment of presentations will be binding on students for rectification. The process will be repeated till the faculty is satisfied with the changes. Any negative feedback received from the host organization will be for negative marks.

4.2 All the presentations will be completed a week before the convocation.

4.3 Act of failure to complete the requirements of the internship and the dissertation by the student will be taken seriously and the student will not be awarded the Diploma and their organization will be informed about their status by the Institute.

4.4 **Students are advised to not use the logo of the organization they are working with on their reports, without their written permission to do so.**

4.5 During presentation any kind of misconduct by the students towards the dissertation evaluation committee members will call for strict disciplinary action.

## **5.0 Mentor to Preparation of Dissertation**

5.1 The mentor to preparation of dissertation is given in subsequent pages as **Annexure A**. To maintain uniformity, these guidelines are mandatory and binding on all students. All mentors are requested to ensure that these are followed before approving the dissertations.

## **6.0 Evaluation Criteria**

- Relevance of the research topic and literature review – 100 Marks
- Research Methodology – 100 Marks
- Achievement of research objectives – 100 Marks
- Overall presentation – 100 Marks

# **Annexures**

## Appendices

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## **Annexure A Mentor to the Preparation of Dissertation (For Hospital & Health Students).**

### **1.0 INTRODUCTION**

In the process of completing the Postgraduate Programme at the IIHMR Delhi and being awarded the Degree, a candidate is required to submit a dissertation without which the course stands incomplete.

In view of this requirement, the Institute has taken the initiative to provide general guidelines for the submission of dissertation. These guidelines will assist students to meet the minimal format requirements set by the Institute to complete the final form of the dissertation.

### **2.0 ORDER OF CONTENTS**

The structure of the dissertation is based on a standard format which contains the following sections:

- Preface
- Text
- Supplementary

#### **2.1 Preface**

This section consists of the following:

##### **2.1.1 Initial Pages**

- (a) Cover page as per **Annexure B**
- (b) Title Page as per **Annexure C**
- (c) Certificate from mentor and Associate Dean Academic and Student Affairs as per **Annexure D**
- (d) Certificate of completion of Internship/dissertation for the duration of at least three months from the organization. Suggested format is attached as **Annexure E**

##### **2.1.2 Original Literary Work Declaration**

This subsection is compulsory. Please refer to the format given in **Annexure F**.

##### **2.1.3 Abstract**

Generally, the abstract is written after the completion of the text of dissertation. It summarizes the structure of the whole text and the major facts it contains. It should be written in English and contain no more than 500 words. The abstract should be placed on the page immediately after the title page.

Mentor to the Preparation of Dissertation (**Health-IT based projects**).

1. Problem Statement.
2. Scope of the Project
3. Review of Literature
4. Background of Project Implementation
5. Project Management Plan with Gantt Chart, Network /PERT Diagram
6. Change Management with Plan (if available)
7. Activity allocation (if available))
8. Time Allocation (Gantt Chart) for the software project
9. Use case scenario, activity diagram, ER Diagrams, flow chart, Process Mapping, Root Cause Analysis, wherever applicable
10. Data Flow Diagrams if applicable
11. Screen shots if any
12. Lesson Learned (Based on Implementation)
13. References

**Note:- Format of the report as mentioned above, is applicable only for Health-IT based projects such as implementation, process mapping, requirement gathering, Module documentation etc.**

#### **2.1.4 Acknowledgements**

Most dissertations have a subsection to convey appreciation to those who have been involved in the study.

#### **2.1.5 Table of Contents**

The Table of Contents lists the chapters, topics and sub-topics together with their page numbers. Sub-topics and topics should be labeled according to the chapter, for e.g., the first topic in Chapter 1 should be marked 1.1 and the first sub-topic, 1.1.1. The use of letters in brackets for e.g., (a), (b), (c) is appropriate as a means of differentiating sub-topics of the same topic. This numbering system provides a clear picture of the relationship between chapters and topics and shows how they are connected.

#### **2.1.6 List of Figures**

This list contains the titles of figures, together with their page numbers, which are listed in the text. For e.g., figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2.

#### **2.1.7 List of Tables**

This list contains the titles of tables, together with their page numbers, which are listed in the text. The numbering system is according to chapter, for example tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2.

#### **2.1.8 List of Symbols and Abbreviations**

The symbols and abbreviations must be in accordance with international convention.

#### **2.1.9 List of Appendices**

This list is optional and contains the titles of appendices placed in the supplementary section.

### **2.2 Text**

Candidates and supervisors should ensure that the text follows the agreed conventions of the individual faculty. Normally, the text consists of the following chapters:

#### **2.2.1 Introduction**

This chapter contains the introduction to the issue/s in which the study is conducted, the **aims** and **objectives** of the study, and the **outline of the research approach**.

#### **2.2.2 Literature Review**

This chapter surveys previous literature and studies relevant to the field of study. The literature review should be comprehensive and should include recent publications.

### **2.2.3 Methodology**

This chapter explains the research methodology used in the study. The sub-topics for this chapter include the **key research questions, the research design, and the research procedures adopted. It may also, wherever appropriate, indicate sampling methods, research instruments and statistical methods employed.** The purpose of this is to inform the reader about the methods used to collect the data and generate the findings reported.

### **2.2.4 Results**

Results are commonly presented in the **form of text, figures and tables complete with data analysis.**

### **2.2.5 Discussion**

This chapter contains the interpretation of the results. The findings of the research should be compared and contrasted with those of previous studies presented in the literature review. The purpose of this chapter is to discuss the findings of the research.

### **2.2.6 Conclusion**

In this section, **the findings are summarized, and their implications discussed. This section may also include suggestions for future work.**

## **2.3 Supplementary**

Specific items which were not included in the main body of the text should be put in this supplementary section. Typically, this section should include the following:

### **2.3.1 Instrumentation**

Research instruments such as questionnaires, maps and/or computer programmes.

### **2.3.2 Appendix**

Appendices consist of additional illustration of data sources, raw data and quoted citations which are too long to be placed in the text. The appendix supports the written text of the dissertation.

### **2.3.3 Bibliography**

All works or studies referred to, in the dissertation in the form of quotations or citations must be included in the bibliography. The references should be written consistently in the format approved by the faculty. Each reference should be written in single spacing format and a double space should be left between references. This list of references should not be numbered.

### 3.0 FORMAT

#### 3.1 Binding

After the Dissertation and the Presentation have been approved by the Mentor and the nominated faculty for the same, four hardbound copies of the dissertation will be prepared and after getting signed by the mentor will be submitted as under:

- Library- One Copy
- Academic Office- One Copy
- To the organization where study was conducted- One Copy
- Student- One Copy (Minimum)
- Mentor (Soft Copy)

The title, author, name of the Institute and year of submission must be printed on the front cover. The spine of the scripts should show the title, author, year of submission and type of degree.

The cover for the hard bound copies should be made from Rexene and should be black in colour. Text should be in Silver embossing on the front cover and on the spine (backbone) of the book of font size 15, font type Times New Roman in bold and uppercase letters. The samples of the text on the spine and layout are indicated below.

Eg.



Hard-copies of the Report [duly bound as indicated above] and soft-copies on CD with scanned certificates within the Report along with presentation are to be submitted to the Placement Office and Library.

Reports of the students who do not adhere to this protocol for the Dissertation Report would not be acceptable, and this could hamper / delay the declaration of the examination results of those students.

#### 3.2 Length

The maximum length (excluding footnotes, appendices, tables and prefaces) for a submission for examination:

Dissertation                      70 - 90 pages (10,000 - 15,000 words)

The candidate may also include any other printed or published work by an individual or a working group to validate his or her findings. Where the contribution is from a working group, the candidate is required to provide a statement indicating which part of the work was carried out by the candidate. The statement should be signed by the rest of the group indicating their consent (this may be included in the Appendix).

Candidates are encouraged to publish papers based on the work during their course of study. Due reference of the Institute must be made in all such papers.

### **3.3     Printing**

#### **3.3.1   Printing Quality**

Sections must be typed using Times New Roman, font size 12. For mathematical texts, the use of Equation Editor or Latex is advisable. Script fonts are not permitted. A high-quality laser or ink-jet printer should be used for the printing.

#### **3.3.2   Line Spacing**

The body of the text should be typed with double spacing. Single-spacing is only permitted in tables, long quotations, footnotes, citation and in the bibliography.

### **3.4     Margins**

The text should have the following margins:

Top	:	2.0 cm
Right	:	2.0 cm
Left	:	4.0 cm
Bottom	:	2.0 cm

Additional guidelines need to be followed:

- Do not type more than one sentence after the bottom margin. If it is necessary to do so, it should only be for a footnote or the completion of the last sentence of the chapter, topic or sub-topic or information in a figure.
- All tables and figures must be placed within the specified margins.
- The last paragraph of the page should contain at least two sentences. If it does not, the paragraph should begin on the next page.

### **3.5     Page Numbering**

All page numbers should *be printed 1.0 cm from the bottom margin and placed at the right hand side* without any punctuation.

- Font size 8 recommended for numbers.
- Roman numerals (i, ii, iii etc) should be used in the Preface section. Although the Title Page is the first page of the Preface, no number is printed on it. Numbering begins on the second page with (ii).
- Arabic numerals (1, 2, 3) are used on the pages of the text (starting with the introduction page) and supplementary sections.

### 3.6 Tables

Tables should be printed within the body of the text at the centre of the frame and labeled according to the chapter in which they appear. For example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2.

The label should be placed **above** the table itself and has the following format:

Table 3.1: (Short Title)

If the table occupies more than one page, the continued table on the following page should indicate that it is a continuation: for example: ‘Table 3.7 continued’. If the table contains a citation, the source of the reference should be placed below the table.

### 3.7 Figures

Figures, like tables are printed within the body of the text at the centre of the frame and labeled according to the chapter in which they appear. For example, figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2.

Figures, unlike text or tables, contain graphs, illustrations or photographs and their labels are placed at the **bottom** of the figure and not at the top (using the same format used for tables).

If the figure occupies more than one page, the continued figure on the following page should indicate that it is a continuation: for example: ‘Figure 3.7 continued’.

If the figure contains a citation, the source of the reference should be placed at the bottom, after the label.

## 4.0 MISCELLANEOUS INFORMATION

### 4.1 Bibliography

The Vancouver style of referencing will be used in Bibliography. All sources used should be properly referenced according to the Vancouver Style of reference. Failure to do so is plagiarism and is a serious academic offense. Proper references are a reflection of professionalism and respect for other scholars and practitioners. A reference of Vancouver style of referencing is given in **Annexure G**

Candidates are also advised to refer to previous research reports, dissertations or theses and additional information related to the preparation and presentation of research available at the Institute's library.

## **4.2 Units of Measurement**

The International System of Units (SI) must be used for all scientific and laboratory data. If other units of measurement are used, they need to be converted to SI units and placed in paren.

## **4.3 Research Ethics**

Research Ethics involve all the moral and professional issues relating to research. The most serious breach of ethical standards in writing dissertation is the offence of plagiarism: the expropriation of the intellectual property of another. Plagiarism is defined as the use of original work, ideas or actual texts created by others, without acknowledging the original source. Such acknowledgement should be made by:

- (i) Including the source in the bibliography; and/or
- (ii) Including the citation by acknowledging the source in the text.

For example:

*'Civic education turned away from concentrating on the founding to concentrating on openness based on history and social science' (Bloom, 1987).*

**Annexure B** (Cover page)

Internship Training

at

Name of the Organization

Study/Project Title

by

Name \_\_\_\_\_

Enroll No. \_\_\_\_\_

Under the guidance of

\_\_\_\_\_

PGDM (Hospital & Health Management)



**International Institute of Health Management Research  
New Delhi**

**Annexure C (Title Page)**

Internship Training

at

Name of the Organization

Study/Project Title

by

Name \_\_\_\_\_

Enroll No. \_\_\_\_\_

Under the guidance of

\_\_\_\_\_

PGDM (Hospital and Health Management)



**International Institute of Health Management Research  
New Delhi**

(Completion of Dissertation from respective organization)

The certificate is awarded to

**Name** \_\_\_\_\_

in recognition of having successfully completed his/her  
Internship in the department of

**Title** \_\_\_\_\_

and has successfully completed his/her Project on

**Title of the Project**

**Date** \_\_\_\_\_

**Organisation** \_\_\_\_\_

He/She comes across as a committed, sincere & diligent person who has  
a strong drive & zeal for learning.

We wish him/her all the best for future endeavors.

**Training & Development**

**Zonal Head-Human Resources**

Annexure D

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that \_\_\_\_\_ student of PGDM (Hospital & Health Management) from International Institute of Health Management Research, New Delhi has undergone internship training at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The Candidate has successfully carried out the study designated to him during internship training and his/her approach to the study has been sincere, scientific and analytical.

The Internship is in fulfillment of the course requirements.

I wish him all success in all his/her future endeavors.

Associate Dean, Academic and Student Affairs  
IIHMR, New Delhi

Mentor  
IIHMR, New Delhi

## Certificate of Approval

The following dissertation titled **“TITLE OF YOUR PROJECT”** at **“YOUR ORGANIZATION”** is hereby approved as a certified study in management carried out and presented in a manner satisfactorily to warrant its acceptance as a prerequisite for the award of **PGDM (Hospital & Health Management)** for which it has been submitted. It is understood that by this approval the undersigned do not necessarily endorse or approve any statement made, opinion expressed or conclusion drawn therein but approve the dissertation only for the purpose it is submitted.

Dissertation Examination Committee for evaluation of dissertation.

Name

Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Certificate from Dissertation Advisory Committee**

This is to certify that **Mr./Ms./Dr. Your Name**, a graduate student of the **PGDM (Hospital & Health Management)** has worked under our guidance and supervision. He/ She is submitting this dissertation titled “ TITLE OF YOUR PROJECT” at “YOUR ORGANIZATION” in partial fulfillment of the requirements for the award of the **PGDM (Hospital & Health Management)**.

This dissertation has the requisite standard and to the best of our knowledge no part of it has been reproduced from any other dissertation, monograph, report or book.

Institute Mentor Name,  
Designation,

Organization

Organization Mentor Name  
Designation,

Organization

Annexure E

**INTERNATIONAL INSTITUTE OF HEALTH MANAGEMENT RESEARCH,  
NEW DELHI**

**CERTIFICATE BY SCHOLAR**

This is to certify that the dissertation titled .....

.....

..... and submitted by (Name) .....

..... Enrollment No. ....

under the supervision of .....

for award of PGDM (Hospital & Health Management) of the Institute carried out during  
the period from ..... to .....

embodies my original work and has not formed the basis for the award of any degree,  
diploma associate ship, fellowship, titles in this or any other Institute or other similar  
institution of higher learning.

Signature

## **FEEDBACK FORM**

**Name of the Student:**

**Name of the Organisation in Which Dissertation Has Been Completed:**

**Area of Dissertation:**

**Attendance:**

**Objectives achieved:**

**Deliverables:**

**Strengths:**

**Suggestions for Improvement:**

**Suggestions for Institute (course curriculum, industry interaction, placement, alumni):**

**Signature of the Officer-in-Charge/ Organisation Mentor (Dissertation)**

**Date:**

**Place:**

## **Annexure G (Vancouver Citation Style)**

The Vancouver Style is the citation style used by most biomedical journals and many scientific journals. It came out of a meeting of medical journal editors in 1978, held in Vancouver, BC, and is maintained by the International Committee of Medical Journal Editors (ICMJE). It is also known as the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*.

All sources used should be properly referenced according to the following guidelines. Proper citations are a reflection of your professionalism and respect for other scholars and practitioners. Failure to do so is plagiarism and is a serious academic offense.

### ***Additional Resources on the Vancouver Style***

For the complete mentor to the Vancouver Style, please consult this online book:

#### **Citing Medicine, 2nd ed.**

<http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.TOC&depth=2>

This book provides very detailed examples for almost any type and variation of resource: conference papers, wikis, journal articles with a supplement, etc.

Uniform Requirements for Manuscripts (URM) Sample References can be found at:

[http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)

### ***Using Vancouver Style***

Vancouver Style uses in-text citations and a Reference List at the end of your document.

- Citations within the text of your paper are identified with a number in round brackets.  
**Example: Jones (8) has argued that...**
- References are numbered consecutively in the order they are first used in the text. The full citations will be included in the Reference List at the end of your document, with matching numbers identifying each reference.
- When multiple references are cited together, use a hyphen to indicate a series of inclusive numbers. Use commas to indicate a series of non-inclusive numbers. A citation with these references (4, 5, 6, 7, 14, 19) is abbreviated to (4-7, 14, 19).  
**Example: Multiple clinical trials (4-6, 9) show...**
- The original number used for a reference is reused each time the reference is cited.

**Example: “...the theory was first put forward by Lee (7) in 1999, but there was disagreement (3, 5, 8) over its importance.”**

- Include the page number for any direct quotes or specific ideas.

**Example: “...has been proven demonstrably false.” (4, p23)**

- The citation in brackets is placed after any commas and periods, and before any colons and semi-colons.

**Example: ...a new definition. (13, p111-2)**

**...this option is preferred (11);**

### **Indirect Citations**

An indirect source is when one author is quoted in the text of another author. These types of citations are generally not accepted in Vancouver Style, so seek permission from your instructor. Include the author and date of the original source in the text. Use “as cited in” or “as discussed in” to say where you found the quotation and provide the citation to that reference.

**Example: James Wallace (2001) argued (cited by 5, p26), that...**

### **Reference List**

Provide full citations in your Reference List, included starting as a **new page** at the end of your document. Follow the examples included in this mentor for different types of resources:

- Books
- Articles in Journals
- Websites
- Other Resources
- Personal Communication

### ***Books***

#### **Standard Format for Books:**

Author Surname Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher; Year.

#### **Book with One Author or Editor**

1. Mason J. Concepts in dental public health. Philadelphia: Lippincott Williams & Wilkins; 2005.
2. Ireland R, editor. Clinical textbook of dental hygiene and therapy. Oxford: Blackwell Munksgaard; 2006.

### **Two-Six Authors/Editors**

3. Miles DA, Van Dis ML, Williamson GF, Jensen CW. Radiographic imaging for the dental team. 4th ed. St. Louis: Saunders Elsevier; 2009.
4. Dionne RA, Phero JC, Becker DE, editors. Management of pain and anxiety in the dental office. Philadelphia: WB Saunders; 2002.

### **More than Six Authors/Editors**

5. Fauci AS, Braunwald E, Kasper DL, Hauser SL, Longo DL, Jameson JL, et al., editors. Harrison's principles of internal medicine. 17th ed. New York: McGraw Hill; 2008.

### **Organization as Author**

6. Canadian Dental Hygienists Association. Dental hygiene: definition and scope. Ottawa: Canadian Dental Hygienists Association; 1995.

### **No Author/Editor**

7. Scott's Canadian dental directory 2008. 9th ed. Toronto: Scott's Directories; 2007.

### **Government Document**

8. Canada. Environmental Health Directorate. Radiation protection in dentistry: recommended safety procedures for the use of dental x-ray equipment. Safety Code 30. Ottawa: Ministry of Health; 2000.

### **Chapter in a book**

9. Alexander RG. Considerations in creating a beautiful smile. In: Romano R, editor. The art of the smile. London: Quintessence Publishing; 2005. p. 187-210.

### **E-book**

10. Irfan A. Protocols for predictable aesthetic dental restorations [Internet]. Oxford: Blackwell Munksgaard; 2006 [cited 2009 May 21]. Available from Netlibrary:

<http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=181691>

### **Multiple Authors**

Cite authors in the same way for all types of resources: articles, websites, videos, etc.

List up to the first **6** authors/editors, and use “et al.” for any additional authors.

### ***Articles in Journals***

Journal articles can be accessed in three different ways: (1) from the print (paper) copy; (2) from the journal’s website; or (3) from an online article database like Medline. You will cite the article differently depending on how you accessed it.

### **Standard Format for Journal Articles:**

Author Surname Initials. Title of article. Title of journal, abbreviated. Date of Publication: Volume Number (Issue Number): Page Numbers.

### **Finding the Journal Abbreviation**

Vancouver Style does not use the full journal name, only the commonly-used abbreviation: “New England Journal of Medicine” is cited as “N Engl J Med”.

If the abbreviation is not stated, use the **PubMed Journals Database** to find your journal: <http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals>. The correct abbreviation will be listed.

### **Journal Article in Print**

11. Haas AN, de Castro GD, Moreno T, Susin C, Albandar JM, Oppermann RV, et al. Azithromycin as a adjunctive treatment of aggressive periodontitis: 12-months randomized clinical trial. *J Clin Periodontol*. 2008 Aug; 35(8):696-704.

### **Journal Article from a Website**

12. Tasdemir T, Yesilyurt C, Ceyhanli KT, Celik D, Er K. Evaluation of apical filling after root canal filling by 2 different techniques. *J Can Dent Assoc [Internet]*. 2009 Apr [cited 2009 Jun 14];75(3):[about 5pp.]. Available from: <http://www.cda-adc.ca/jcda/vol-75/issue-3/201.html>

### **Creating Small URLs**

If the URL of an article is long, go to:

[www.tinyurl.com](http://www.tinyurl.com)

Create a working link to a website that is shorter.

### **Journal Article from an Online Database**

13. Erasmus S, Luiters S, Brijlal P. Oral hygiene and dental student's knowledge, attitude and behaviour in managing HIV/AIDS patients. *Int J Dent Hyg* [Internet]. 2005 Nov [cited 2009 Jun 16];3(4):213-7. Available from Medline:

<http://cclsw2.vcc.ca:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=cmedm&AN=16451310&site=ehost-live>

14. Monajem S. Integration of oral health into primary health care: the role of dental hygienists and the WHO stewardship. *Int J Dent Hyg* [Internet]. 2006 Feb [cited 2009 Jun 21];4(1): 47-52. Available from CINAHL with Full Text: <http://tinyurl.com/kudbxw>

### **Websites**

#### **Standard Format for Websites:**

Author Surname Initials (if available). Title of Website [Internet]. Place of publication: Publisher; Date of First Publication [Date of last update; cited date]. Available from: URL

### **Publication Information Online**

Publication information is often unavailable on websites and is not standardized like books or journals.

Vancouver Style requires the "Place of Publication", the "Publisher" and the "Original Publication Date" as part of the citation. If these pieces of information are not given, use: [place unknown], [publisher unknown] or [date unknown].

### **Website with Author**

15. Fehrenbach MJ. Dental hygiene education [Internet]. [Place unknown]: Fehrenbach and Associates; 2000 [updated 2009 May 2; cited 2009 Jun 15]. Available from: <http://www.dhed.net/Main.html>

### **Website without Author**

16. American Dental Hygienists' Association [Internet]. Chicago: American Dental Hygienists' Association; 2009 [cited 2009 May 30]. Available from: <http://www.adha.org/>

### **Part / Article within a Website**

17. Medline Plus [Internet]. Bethesda (MD): U.S. National Library of Medicine; c2009. Dental health; 2009 May 06 [cited 2009 Jun 16]; [about 7 screens]. Available from: <http://www.nlm.nih.gov/medlineplus/dentalhealth.html>

### **Blog**

18. Skariah H. The tooth booth dental blog [Internet]. Mississauga (ON): Hans Skariah; 2004 - [cited 2009 Jun 20]. Available from: <http://dentaldude.blogspot.com/>

### **An Entry / Article within a Blog**

19. Skariah H. The tooth booth dental blog [Internet]. Mississauga (ON): Hans Skariah; 2004 - .Dental did you know: breastfeeding duration and non-nutritive sucking habits; 2009 May 18 [cited 2009 Jun 20]; [about 1 screen]. Available from: <http://dentaldude.blogspot.com/2009/05/dental-did-you-know-breastfeeding.html>

### **Image on the Internet**

20. McCourtie SD, World Bank. SDM-LK-179 [image on the Internet]. 2009 Apr 29 [cited 2009 Jun 14]. Available from: <http://www.flickr.com/photos/worldbank/3486672699/>

### **Other Resources**

#### **Newspaper Articles**

<p>Like journals, newspapers are cited differently depending on how the article was accessed.</p> <p>Include a working “permanent link” to any article accessed online.</p>
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21. Fayerman P. Women must now wait to 40 for publicly paid amnio test. Vancouver Sun. 2009 Jun 9; Sect. A:5.

22. Health Canada issues warning over fake toothbrushes. The Globe and Mail [Internet]. 2009 April 10 [cited 2009 Jun 23]. Available from: <http://www.theglobeandmail.com/news/national/health-canada-issues-warning-over-faketoothbrushes/article973190/>
23. Waldman D. Mouth is ‘window on the rest of the body’: oral health, dental hygiene is linked to more than teeth, gums. The National Post [Internet]. 2009 Apr 14 [cited 2009 Jun 22]. Available from Canadian Newsstand: <http://cclsw2.vcc.ca:2048/login?url=http://proquest.umi.com/pqdweb?did=1680306071&sid=1&Fmt=3&clientId=6965&RQT=309&VName=PQD>

### **Video recordings**

24. Dental dam: still the best dry-field technique [DVD]. Provo (UT): Practical Clinical Courses; 2007.
25. Cuaron A, director; Abraham M, producer. Children of men [DVD]. Universal City (CA): Universal; 2006.

### **Dictionary, Encyclopedia or Similar Reference Book**

Entries in reference books are either signed or unsigned. The author will be listed at the start or end of the individual entry. An editor(s) will usually be listed at the front of the book but the editor is not included in the citation for reference works.

### **Unsigned**

26. Mosby’s dental dictionary. 2nd ed. St. Louis: Mosby Elsevier; 2008. Frenotomy; p. 273.

### **Signed (and Online)**

27. Murchison DF. Dental emergencies. In: Merck Manual of Diagnosis and Therapy [Internet]. 18th ed. Whitehouse Station (NJ): Merck; 2009 [last modified 2009 Mar; cited 2009 Jun 23]. Available from: <http://www.merck.com/mmpe/sec08/ch096/ch096a.html?qt=dental&alt=sh>

### ***Personal Communications***

### **Personal Letters and Conversations**

Personal communication (with the exception of email) should not be included in the Reference List, as they are unpublished and cannot be easily traced by the reader. Instead, acknowledge personal conversations and letters within the text in parentheses.

### **Conversation**

“...in conversation with a fellow student from the Dental Hygiene program (Affleck, Ben. Conversation with: Matt Damon. 2008 Sep 07.)”

### **Personal Letter**

“...this information was later confirmed in a letter (Hepburn, Katherine. Letter to: Spencer Tracy. 2005 Mar 03. 4 pages.)”

### **Email**

Email correspondence is included in the Reference List as emails are easily traceable and dated.

28. Bloom, Orlando. Searching Medline for dental hygiene articles [Internet]. Message to: Johnny Depp. 2008 Nov 11 [cited 2009 Jun 22]. [3 paragraphs].

#### **Permission**

When citing any personal communication, you must have written permission from the cited person(s) to use that communication.

Acknowledge the permission in a footnote or in a “Notes” section at the end of the text.

## **PROPOSAL FORMAT (2-3 PAGES)**

1. Background
2. Objectives/Key Research Questions.
3. Methodology
4. Expected Outcome
5. Time Frame
6. References.

**Be in constant touch with mentor & get proposal approved by mentor.**