



Formats for research reports, dissertations and theses in the Faculty of Health Sciences

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Different write-up formats

Research Report Format (30-50%)

- Conventional Monograph
- “Submissible” format of a paper
- Published paper/s (in DHET accredited journal) - * changed in most clinical disciplines, doesn’t require further examination

Masters by Dissertation (100% research)

- Conventional Monograph
- Published paper/s (in DHET accredited journal)

PhD Thesis

- Conventional Monograph
- “Divided block” format
- By publication (in DHET accredited journal)
 - **Section 1:** “Integrated narrative”
 - **Section 2:** The published papers (+ *In press*, submissible format)

Structure and Form of a Monograph Write-up (all degrees)

- Title and Title page
- Candidate's Declaration (Signed)
- Dedication
- Conference Proceedings/Publications
- Abstract
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- Nomenclature/List of Abbreviations and Symbols
- **Body of the write-up (intro/lit review), methods, results and discussion, conclusions).**
- References
- Appendices (including turnitin report and ethics clearance certificate)

pages to be numbered in
Roman numerals

Arabic numbers

If submission by **published paper** or “**submissible**”

- The STUDENT must be first author of at least one of the published paper/s.
- The paper/s must be accompanied by a letter signed by all co-authors stating the role played by the candidate in the writing of the paper and how much of the work reported in the paper was performed by the candidate.
- A published paper must be in a DHET accredited journal. The paper must have been published or accepted for publication after the date of registration of the candidate for the degree.
- “In press” articles must be accompanied by a letter from the journal stating that the article has been accepted for publication.
- In the case of an article in submissible format (MMed/MDent or PhD**), the name of the journal to which the article is to be submitted must be provided.

Structure and Form of a “*Submissible*” format or article “*in press*” Write-up for a MMed/MDent

- Title page including all authors, and degree
 - Candidate’s Declaration (Signed);
 - Declaration stating that the contents of paper are the original work of the author. In the case of multiple authors, a letter signed by all co-authors stating the contribution of the candidate to the paper.
 - Also state the journal*
 - Acknowledgements
 - Abstract
 - Introduction
 - Materials/Methods
 - Results
 - Discussion (and conclusions)
 - References
- Submissible format/*In press* paper (Must be formatted according to journal)
- Appendices (including ethics clearance certificate and the approved research protocol; Journal instructions to authors included if submissible format (not compulsory); letter of acceptance if “*In press*”)

Structure and Form of a *Published paper* Write-up for a Masters by Coursework and Research – only some disciplines sent for examination**

- Title page including all authors, and degree
- Candidate's Declaration (Signed) ,
 - stating that the contents of the paper are the original work of the author. In the case of multiple authors, a letter signed by all co-authors stating the contribution of the candidate to the paper.
- Acknowledgements
- Pdf reprint of the paper/s (excellent quality)
- Appendices (including ethics clearance certificate and the approved research protocol)

Research protocol is NOT for marking – Rationale for including it = more extensive literature review, to assist examiner

Structure and Form of a *Published paper* Write-up for a Masters by Research Dissertation

- Title and Title page
- Candidate's Declaration (Signed) ,
 - stating that the contents of the paper are the original work of the author. In the case of multiple authors, a letter signed by all co-authors stating the contribution of the candidate to the paper, and indicating their agreement to allow the student to submit the published paper for his/her Masters degree purposes
- Dedication
- Conference Proceedings/Publications
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- Nomenclature/List of Abbreviations and Symbols
- **Chapter 1:** Literature review and References (Refs could be separate chapter)
- **Chapter 2:** High quality pdf of the published paper/s quality)
- Appendices (Including Turnitin report, ethics clearance certificate)
Copyrights from the publishers of the article

- The Masters student must be the first author; otherwise the supervisor has to provide a motivation to confirm that the student played a major role in the research project. The published work must have been performed after registration of the student for the Masters degree.

Structure and Form of a *Published paper* write-up for a PhD thesis (flexible)

- Title and Title
- Candidate's Declaration (Signed) ,
 - stating that the contents of the paper are the original work of the author. In the case of multiple authors, a letter signed by all co-authors stating contribution of the candidate to the paper, and indicating their agreement to allow the student to submit the published paper for his/her PhD degree purposes
- Dedication
- Conference Proceedings/Publications
- Abstract
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- Nomenclature/List of Abbreviations and Symbols
- **Chapter 1:** Literature review and/or integrative narrative
- **Chapter 2 - X:** High quality pdfs of the published papers; can include mixture of published, In Press and submissible format.
- **Chapter Y:** Summarizing discussion and conclusion (if not included in Chapter 1)
- **Chapter Z:** References
- Appendices (Including Turnitin report, ethics clearance certificate; Copyrights from the publishers of the article)

General/Other considerations

- Length: varies, discipline specific
- Line spacing (1.5), font 12, generous margins
- Numbering of headings (excluding publications)
- E.g. Chapter 1, 1.1, 1.2, 1.3, 1.3.1, 1.3.2, 1.4, Table/Figure 1.1, 1.2
- Vancouver or Harvard referencing styles; *cited appropriately, and consistently in text*
- Consistency
- A good write-up should use scientific language, and be comprehensive and precise.
- *Figure legends (on bottom of Figure); Table legends (on top of Table); must ALL be cited in text*
- Minimal/no grammatical and spelling errors
- **Scientific content**

THANK YOU

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