

Guidelines for Preparation of Project/ Case Study Report for BPT Students



Suggested format for Preparation of Project/ Case Study Report for “Bachelor of Physiotherapy” BPT

1. Arrangement of Contents:

- a) Cover Page Title Page (Same as cover Page)
- b) Declaration by the student
- c) Certificate by Internal/ External Guide
- d) Acknowledgement from student
- e) Dedication
- f) List of Symbols
- g) List of abbreviations
- h) List of Tables
- i) List of figures
- j) Table of contents
- k) Content:
 1. Introduction (Subtopic: Prevalence and Incidence, About the Topic)
Review of the Literature (Minimum 10 review of literature in recent 5 years of span)*
 2. Case Presentation
 3. Data Analysis
 4. Result
 5. References

*All the content should be written as Individual chapter, with one page dedicated to chapter number and name before the individual body starts. Prevalence and incidence as well as about the topic will be the sub chapters in the introduction and chapter 2 should be review of literature and so on.

Paper & Typing dimension.

Milk white papers which do not deteriorate rapidly are to be used. The paper must be with informally even edges. Photocopies should be on copy bond available at most reproduction centers. The report should be typed in one side of the paper only. Whole of the report (except the cover and title page) should be typed in Times New Roman font size of 12, justified and a line spacing of 1.5 left, Margin 3 cm, Right margin 2 cm. Top margin 2.5 cm and Bottom margin 3.5 cm to be maintained. In case of mathematical expressions equation editor is to be used. Each chapter should start at a fresh page with a heading of a chapter

Pagination

Each page must have a number designation, though numbers may be at center at the bottom of the page and pages of chapter heading if the student prefers. All pages must be numbered consecutively as follows:

- Lower-case Roman numerals (i.e., i, ii, iii, iv, v, vi, etc.) are used for preliminary pages. The numerals appear at the right bottom of the page, approximately ½” above the bottom.
- Arabic numerals (i.e., 1, 2, 3, 4, 5, 6, etc.) are used for the body of the thesis/project. The numerals appear in the right bottom corner of the page, approximately ½” up from the bottom and ½” in from the right margin.
- Material inserted after final typing should be numbered as in this example: 21, 21a, 21b, etc. This expedient should be used sparingly.

Appendices and the bibliography or reference list should be numbered consecutively with the rest of the thesis.

Caption of figure & tables.

Caption of figure and table should be provided at the bottom of the table and diagram. Captions should be italicized and should be at the center. Figure and table numbers should be in tune with the chapter numbers (e.g., the first figure of the chapter I should be numbered as Fig.1.1, first figure of chapter II should be numbered as Fig. 2.1 and so on.

References

Vancouver style.

The reference numbering (Arabic Numerals., 1, 2 in the body of the project should be in superscript.

Guard Sheets

A blank white page (Preferably thick) must be placed at the beginning and end of the report.

“Title of the Project”

(Times New Roman, Bold, Font size 18 & 1.5 Line spacing)

Submitted for partial fulfillment of requirement for the award of degree

Of

Bachelor of Physiotherapy

(Font Size 16)

Session 20XX-20XX (Font Size ‘16’)

Supervision By

Name of the Guide:

Designation:

Department:

Submitted By:

Name of the Student:

Enrolment No.:

Semester:



Department of Physiotherapy
Jharkhand Rai University
Ranchi, Jharkhand

DECLARATION

I the undersigned solemnly declare that the report of the project work entitled <Name of the Project>, is based my own work carried out during the course of my study under the supervision of <Name of the guide/s>

I assert that the statements made and conclusions drawn are an outcome of the project work. I further declare that to the best of my knowledge and belief that the project report does not contain any part of any work which has been submitted for the award of any other degree/diploma/certificate in this University or any other University.

(Signature of the Candidate)
Name of the Candidate
Enrolment No.

CERTIFICATE

On the basis of Project Report submitted by “Name of student”, student of Bachelor of Physiotherapy, I hereby certify that the Project Report “_____” Which is submitted to the Department of Physiotherapy, Jharkhand Rai University in partial fulfillment of requirement for the award of the degree of Bachelor of Physiotherapy is an original contribution with existing knowledge and faithful record of work carried out by him/her under my guidance and supervision.

To the best of my knowledge this work has not been submitted in part or full for any Degree or Diploma to this University or elsewhere.

Date:

Internal Guide

(Signature)

Name:

Designation:

External Guide

(Signature)

Name:

Designation:

Head of the Department

(Signature)

Name:

ACKNOWLEDGEMENT

Through this acknowledgement I express my sincere gratitude towards all those people who helped me in this project, which has been a learning experience. This space wouldn't be enough to extend my warm gratitude towards my project guide " _____ " for efforts in coordinating with my work and guiding in right direction.

I escalate a heartfelt regard to our Head of Department " _____ " for giving me this opportunity to undertake this project.

I also wish to express my indebtedness to my parents as well as my family member whose blessings and support always helped me to face the challenges ahead

At the end I would like to express my sincere thanks to all my friends and others who helped me directly or indirectly during this project work.

Place:

Date:

Student Name:

Enrolment no.:

DEDICATION

I dedicate my research work to all my teachers who contributed in my academic growth with whose blessing could reach this level

Chapter – I

Introduction

References

Books:

Author's Surname INITIALS. Book Title. Edition (if not first). Place of publication: Publisher; Date.

- Glover IA, Grant PM. Digital communications. 3rd ed. Harlow: Prentice Hall; 2009.

Note: If there are no authors, only editors, use the same format as above and follow the last-named editor with a comma and the word editor or editors.

Chapter in Edited Books:

Author of chapter's surname INITIALS. Title of chapter. In: Editor's surname INITIALS, editor(s). Book Title. Edition (if not first). Place of publication: Publisher; Date. Pages

- Li CW, Wang GJ. Mems manufacturing techniques for tissue scaffolding devices. In: Bhansali S, Vasudev A, editors. Mems for biomedical applications. Cambridge: Woodhead; 2012. p. 192-217.

Note: Pagination is always shortened to the fewest numbers necessary. For example you would write 23–5, not 23–25.

Conference Paper:

Author of paper's Surname INITIALS. Title of paper. In: Editor of proceedings' surname INITIALS, editor(s). Conference Title; Conference date; Place of conference. Place of publication: Publisher; Publication date. Pages.

- Rice AS, Farquhar-Smith WP, Bridges D, Brooks JW. Cannabinoids and pain. In: Dostorovsky JO, Carr DB, Koltzenburg M, editors. Proceedings of the 10th World Congress on Pain; 2002 Aug 17-22; San Diego, CA. Seattle (WA): IASP Press; 2003. p. 437-68.

Electronic Book:

Author's Surname INITIALS. Book Title [Internet]. Edition/version. Place of publication: Publisher; Date of original publication [Date cited]. Available from: URL.

- Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <https://www.nap.edu/catalog/10149/improving-palliative-care-for-cancer>.

Note: The dates in Vancouver are in the format: year month day (the month is abbreviated to 3 letters). For example [cited 2018 Oct 10]

Electronic Journal Article:

Author's Surname INITIALS. Title of article. Title of journal (abbr) [Internet]. Date of publication [Date cited]; volume number(issue):pages. Available from: URL

- Hulka BS, Stark AT. Breast cancer: cause and prevention. Lancet [Internet]. 1995 Sep 30 [cited 2022 Nov 22];346(8979):883-7. Available from: <https://www.sciencedirect.com/science/article/pii/S0140673695927131>
- Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [Internet]. 2002 Jun [cited 2018 Sep 12];102(6):23. Available from: <https://www.jstor.org/stable/3522839>
- Li Y, Li S, Meng X, Gan R-Y, Zhang J-J Li, H-B. Dietary natural products for prevention and treatment of breast cancer. Nutrients [Internet]. 2017 Jul 8 [cited 2022 Nov 14]; 9(7): [38 p.]. Available from: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5537842/pdf/nutrients-09-00728.pdf>

Note:

- If there are more than 6 authors, list the first six then add et al.
- Journal titles are abbreviated. You can use the NLM Catalog (<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>) to find the correct journal abbreviation.
- Give the date as Year Month (abbreviated) Day
- Do not repeat page numbers unless they are followed by a letter. For example 123-125 becomes 123-5 but 124A-126A is correct.
- If no numbers appear on the pages of the article, it is usual to give an estimation of the length in square brackets. For example [20 p.] or [10 paragraphs].

Journal Article:

Author's Surname INITIALS. Title of article. Title of journal (abbr). Date of publication;volume number(issue):pages.

- Pollack CV, Reilly PA, Eikelboom J, Glund S, Verhamme P, Bernstein RA, et al. Idarucizumab for Dabigatran reversal. N Engl J Med. 2015 Aug 6;373(6):511-20.
- Rowe SM, Miller S, Sorscher, EJ. Cystic Fibrosis. N Engl J Med. 2005 May 12;352(19):1992-2001.

Note:

- If there are more than 6 authors, list the first six then add et al.
- Journal titles are abbreviated. You can use the NLM Catalog (<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>) to find the correct journal abbreviation.
- Give the date as Year Month (abbreviated) Day
- Do not repeat page numbers unless they are followed by a letter. For example 123-125 becomes 123-5 but 124A-126A is correct

Newspaper Article:

Author's Surname INITIALS. Title of article. Newspaper title. Date;Section: (column).

- Levine S. Obesity increase creating special needs. Miami Herald. 2006 Jan 4; Sect. A:1 (col. 1).
- Tynan T. Medical improvements lower homicide rate: study sees drop-in assault rate. The Washington Post. 2002 Aug 12; Sect. A:2 (col. 4).

Note:

- Name of newspapers are never abbreviated, although a leading "The" may be dropped if desired
- If the article is unsigned, begin the reference with the title of the article

- Sections may be named, for example 'Metro Section', 'Holiday Extra', etc. Use these names in a reference only when the section lacks a number or letter.

Newspaper Article on the Internet:

Author's Surname INITIALS. Title of article. Newspaper title [Internet]. Date of publication [Date cited];Section (if applicable). [pages]. Available from: URL

- Carey B. Psychiatrists revise the book of human troubles. New York Times [Internet]. 2008 Dec 17 [cited 2018 Oct 16];Health [about 3 p.]. Available from:
https://www.nytimes.com/2008/12/18/health/18psych.html?_r=1&em

Note: When a location (pagination) for the article is not provided, as often occurs, calculate the length of article using the best means possible, e.g. in terms of print pages, screens, or paragraphs.

Patent:

Inventor's Surname INITIALS, inventor(s); Assignee's name, assignee. Patent title. Patent country and document type Country code and patent number. Date issued.

- Pagedas AC, inventor; Ancel Surgical R&D Inc., assignee. Flexible endoscopic grasping and cutting device and positioning tool assembly. United States patent US 20020103498. 2002 Aug 1.

Reference Book Entry on the Internet:

A reference book is usually known by its title, and can be referenced as a dictionary. This would be the case for the majority of key reference books in medicine, e.g. BNF and BNFC. The template given below is to reference a particular **entry** from the **online** version of a reference book:

Book title [Internet]. Publication place: Publisher; year. Entry title; [date updated; date cited]. Available from: URL.

- British National Formulary [Internet]. London: Royal Pharmaceutical Society; 2019. Aspirin; [updated 2019 Nov 12; cited 2019 Nov 27]. Available from: https://www.medicinescomplete.com/#/content/bnf/_456850132.

We have compiled examples taken from other reference books in a Word document. [Click here to download it.](#)

Report:

Author's Surname INITIALS. Title of report. Place of publication: Publisher; Date published. Report No.:

- Page E, Harney JM. Health hazard evaluation report. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2001 Feb. Report No.: HETA2000-0139-2824.
- Barker B, Degenhardt L. Accidental drug-induced deaths in Australia 1997-2001. Sydney (Australia): University of New South Wales, National Drug and Alcohol Research Centre; 2003.

Note: When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: Harvard Medical School, Department of Genetics.

Thesis/ Dissertation:

Author's Surname Initials. Title [publication type]. Place of publication: Publisher; year.

- Roberts S. Studies of the origins and control of occupational exposure to cytotoxic drugs [PhD thesis] Bath: University of Bath; 2008.
- Harston DN. Formation of cancer cells [MRes dissertation]. London: University of London; 2014.

Unpublish Material/ Personal communication:

Emails, letters, conversations, interviews and lecturer's presentations are examples of sources that are often unpublished. Documents generally available to scholars in an archive or a depository can usually be included in a reference list. However, many publishers do not permit placing any form of unpublished material in the end references. Most authorities recommend placing references to personal communications such as letters and conversations **within the running text, not as formal end references**. Include the nature and source of the cited information, using a term or terms to indicate clearly that no corresponding citation is in the reference list.

Place the source information in parentheses.

For example:

... and most of these meningiomas proved to be inoperable (2003 letter from RS Grant to me; unreferenced, see "Notes") while the few that ...

Website:

Author(s)/Organisation. Title of webpage [Internet]. Place of publication: Publisher; Year of original publication OR Year of Copyright [updated year month day; cited year month day]. Available from: URL.

- National Institute for Health and Care Excellence. Antiplatelet treatment: management [Internet]. London: NICE; c2018 [updated 2018 Jun; cited 2018 Sep 28]. Available from: <https://cks.nice.org.uk/antiplatelet-treatment>.

Note:

- Use the date that the page was first placed on the Internet. If it cannot be found, use the date of copyright, preceded by the letter 'c'.
- If neither a date of publication nor a date of copyright can be found, use the date of update/revision and/or the date cited.