



SGRD University of Health Sciences, Sri Amritsar

**Guidebook for Submission of
Thesis/Dissertations in
Print and Electronic Format for
MD/MS Course**

Instructions to Candidates

1. Thesis and Dissertation arrangement

Assemble the thesis in this order:

- 1.1.** Cover page: includes the title, author, degree (“Thesis/Project submitted in partial fulfillment of the requirements for the Degree of Master of ... in ...”), and date.
- 1.2.** Declaration by candidate
- 1.3.** Certificate by Supervisors
- 1.4.** Endorsement by the head of the Department and Director Principal
- 1.5.** Creative Common Attribution License 4.0
- 1.6.** Dedication page (optional).
- 1.7.** Acknowledgments page (optional).
- 1.8.** Table of Contents: includes all the subsections of each chapter with page number and the list of appendices (if applicable)
- 1.9.** Abbreviations page: lists all the abbreviations used in the text alongside their fully written unabbreviated form.
- 1.10.** Abstract: a concise summary of the essential information of the work being presented, namely of the study’s scope, purpose and methodology. The reference-free single spaced abstract should not exceed 250 words. (to be included in the plan of thesis)
- 1.11.** Title of Chapters: Introduction, Review of Literature, Aims & Objectives, Material & Methods, Observations, Discussion, Conclusion, summary and Bibliography.
- 1.12.** Plan of Thesis

2. Style and Form

2.1. Paper

Use only one side of high-quality, plain white (unlined in any way) bond paper, minimum 85gm and A4 in size. Erasable paper should not be used.

2.2. Printing

Print should be of high quality laser (not dot matrix) printing with dark black characters that are consistently clear and dense.

2.3. Type and Size

Select fonts type Arial/Times New Roman and size of 12 points for text. The size of the titles should be 14 and Bold, the size of subtitles should be 12 and Bold. Bold and Italics should not be used in the text. Furthermore, colored text should not be used. Use the same type of print size throughout the document.

2.4. Page Numbering

Preliminary pages of the thesis, that is, those preceding the text are to be numbered in Roman numerals. The first page must not show its page number. Pages of the text itself and of all items following the text should be numbered consecutively throughout in Arabic numbers, beginning with number 1 on the first page of the first chapter. Page numbers should be placed in the lower right corner or center of the page. Only the number should appear.

2.5. Spacing

Use double spacing except for long quotations, which are single-spaced. Triple Space before, between after all scientific equation calculations.

2.6. Margins

To allow for binding, the left-hand margin must be 1.5". Other margins should be 1.0". Diagrams, photographs, or facsimiles in any form should be s standard page size, or if larger, folded so that a free left-hand margin of 1.5" remains and the folded sheet is not larger than the standard page.

2.7. Photographs

Professional quality coloured photographs are necessary for reproduction for all the required copies of thesis/ dissertations, but you should be certain the colored figure will print clearly and will not be confusing when printed in black and white.

2.8. CDs/DVDs

Identify with title, name of student and date.

2.9. Sample Pages

The following sample pages are appended to show how these guidelines can be implemented

3. Layout

The following presents a framework for a thesis. The information is offered as a general guideline. Students should always consult their advisor for additional guidelines. In particular, the layout of project reports can be different depending on the type and scope of the project. Note that each chapter should start on a new page.

- 3.1. **Introduction:** background; statement of the problem; definition of terms; purpose of the study; theoretical basis; contributions of the study; organization of the remainder of the study.
- 3.2. **Review of Literature :** chronological, categorical or related theoretical view points related to topic.
- 3.3. **Aims & Objective:** research design or approach (quantitative, qualitative or algorithmic); population and / or sample; collection and tabulation of data; and data analysis procedures.
- 3.4. **Material & Methods:** presentation and discussion of the findings, including limitations.
- 3.5. **Observations, Discussion,. Summary & Conclusions :** summarizes the entire research effort; addresses the initial purpose of the study (stated in the introduction); stresses the importance of the work accomplished; leaves a final impression on the reader. It can also include suggestions for further work.
- 3.6. **References:** references should acknowledge any work done by someone other than the author. The reference should also include work performed by the author if presented or published at an earlier date. References should latest Vancouver style for references. For more information, contact the library.
- 3.7. **Appendices:** material too detailed or lengthy for inclusion in the body of the study (e.g. questionnaires, maps). Appendices may also contain information that might clarify the thesis but is routine in nature or indirectly related to the thesis. Raw data and examples of calculation could be incorporated.

[TYPE THESIS TITLE HERE]

Font: Arial; 22; Bold; Center, spacing: 1.0,

A Thesis submitted in partial fulfillment of the requirements for the degree of
[Font: Arial; 12; Center]

Name of degree
in

Department

[Font: Arial; 18; Center]

Name of College/Institute

[Font: Arial; 16; Center]

By

[Name of Candidate]

[Font: Arial; 18; Center]



**Sri Guru Ram Das University of Health Sciences, Sri
Amritsar**

(Font: Arial; 18; Bold; Center)

[Year of submission]

Font: Arial; 18; Bold; Center

DECLARATION

I declare that the thesis titled [Name of Thesis/ Dissertation] is a presentation of my original research work conducted by me under the guidance of [Name of the Guide], Professor [Designation] of [Department Name, College Name]. No part of this thesis has formed the basis for the award of any degree previously.

I further declare that the interpretations put forth are based on my reading and understanding of the original texts and they are not published anywhere in the form of books, monographs or articles. The other books, articles and websites, which I have made use of are acknowledged at the respective place in the text.

Signature
[Your Name]

[Department Name], [College Name]
[College Address]

DATE:

CERTIFICATE

I certify that [Name of Candidate] has prepared her/ his thesis/ dissertation entitled [TYPE THESIS TITLE HERE], for the award of [Degree Name] degree of the [University Name], under my guidance. He/ She has carried out the work at the Department of [Department Name], [College Name].

This is to further certify that no work under this heading was previously been submitted to the [University name] for the award of any degree or diploma to the best of our knowledge.

Signature
[Co-Supervisor Name]

Signature
[Supervisor Name]

[Designation],
[Department Name], [College Name]
[College Address]

[Designation],
[Department Name], [College Name]
[College Address]

Director Principal
Signature [Principal]
[Designation]
[College Name]

DATE:

ENDORSEMENT BY THE HEAD OF THE DEPARTMENT AND PRINCIPAL

This is to certify that the thesis entitled [TYPE THESIS TITLE HERE] is a bonafide research work done by [Name of the Candidate] under the guidance of [Name & Designation of the Guide]. The facility of working on this thesis do exist in the department, hospital, laboratory under my/our charge and these shall be provided to the candidate for his/her pursuance of his/her plan of thesis.

Signature
HOD
[Official Stamp]

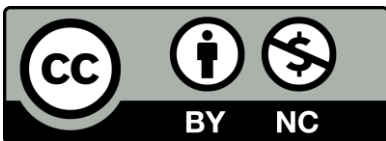
Signature
[Director Principal]
[Official Stamp]

DATE:

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Declaration by the Candidate

This work is licensed under the Creative Common Attribution 4.0 unported License to view a copy of this license visit www.creativecommons.org



@Year, Name

Signature of the Candidate

Date: _____

DEDICATION, IF ANY

ACKNOWLEDGMENT

[Type your Acknowledgement here (Not lengthy. Avoid Superlatives)]

Signature

[Name of the Candidate]

DATE:

TABLE OF CONTENTS

[Type your Table of Contents here]

Page No.

List of abbreviations

List of Figures

List of Tables

List of Graphs

Abstract

Chapter 1. Introduction

Chapter 2. Review of Literature

Chapter 3. Aims and Objectives

Chapter 4. Material & Method (as per study design)

a. Study Flow Chart

b. Data Management & Statistical Analysis

Chapter 5. Observation

Chapter 6. Discussion

Chapter 7. Conclusion & Summary

Chapter 8. Reference

Chapter 9. List of Annexure

LIST OF ABBREVIATIONS USED

[In alphabetical order]

LIST OF FIGURES

[Type your List of Figures here]

Figure No.	Title	Page No.
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LIST OF TABLES

[Type your List of Tables here]

Table No.

Title

Page No.

LIST OF GRAPHS

[Type your List of Graphs here]

Graph No.

Title

Page No.

ABSTRACT (for Plan of Thesis only)

[Type your Abstract here]

Introduction

Aims & Objectives

Material & Methods

Study Design

Time Frame

Participant/population

Sample Size

Observation

Statistical Analysis

Conclusion

Keywords

[Minimum 5 upto Max. 10 (Each keyword should be separated by semicolon)]

INTRODUCTION

[Type your Contents of First Chapter Here]

REVIEW OF LITERATURE

AIMS & OBJECTIVES

MATERIAL & METHODS

OBSERVATIONS

DISCUSSION

CONCLUSION & SUMMARY

REFERENCE
(In Vancouver Style)

LIST OF ANNEXURE

Annexure A: [Type your Annexure A here]

Annexure B: [Type your Annexure B here]

Annexure C: [Type your Annexure C here]

Annexure D: [Type your Annexure D here]

APPENDIX

[Proforma]

The Vancouver style of referencing is predominantly used in the medical field. When referencing your work in the Vancouver style, it is very important that you use the right punctuation and that the order of details in the reference is also correct. This guide is based on AMA Manual of Style and the NLM Style Guide for Authors, Editors, and Publishers.

Note: Before you write your list of references, check with your lecturer or tutor for the bibliographic style preferred by the School. There may be differences in the style recommended by the School.

What is referencing?

Referencing is a standardised way of acknowledging the sources of information and ideas that you have used in your assignments and which allows the sources to be identified. It is important to be consistent when you are referencing.

Why reference?

Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and more fully understand the cited author's work.

Steps in referencing

- Record the full bibliographic details and relevant page numbers of the source from which information is taken.
- Punctuation marks and spaces in the reference list and citations are very important.
- Follow the punctuation and spacing exactly.
- Insert the citation at the appropriate place in the text of your document.
- Include a reference list that includes all in-text citations at the end of your document.

In-text citations

- A citation is an acknowledgement in your text of references that support your work. It is in the form of a number that correlates with a source in your reference list.
- In the Vancouver Style, citations within the text of the essay/paper are identified by Arabic numbers in round brackets or Arabic numbers in superscript. This applies to references in text, tables and figures.
- The EndNote referencing style software uses the Arabic number in brackets
- The identification of references within the text of the essay/paper may vary according to the preferred style of the journal or the preferred style of the department or lecturer. For example superscript may be preferred when referencing. Eg. Example²

The Vancouver System assigns a number to each reference as it is cited. A number must be used even if the author(s) is named in the sentence/text. e.g. Smith(10) has argued that....

- The original number assigned to the reference is reused each time the reference is cited in the text, regardless of its previous position in the text.
- When multiple references are cited at a given place in the text, use a hyphen to join the first and last numbers that are inclusive. Use commas (without spaces) to separate non-inclusive numbers in a multiple citation e.g. (2,3,4,5,7,10) is abbreviated to (2-5,7,10).
- Do not use a hyphen if there are no citation numbers in between that support your statement e.g. (1-2).

- The placement of citation numbers within text should be carefully considered e.g. a particular reference may be relevant to only part of a sentence. As a general rule, reference numbers should be placed outside full stops and commas and inside colons and semicolons, however, this may vary according to the requirements of a particular journal.

Examples –

There have been efforts to replace mouse inoculation testing with invitro tests, such as enzyme linked immunosorbent assays (57,60) or polymerase chain reaction (20-22) but these remain experimental.

Moir and Jessel maintain “that the sexes are interchangeable”.(1)

Citing a specific page:

Eg. Patients showed no signs of diabetes.^{1(p23),9}

Eg. Smithers^{2(pp3,6)} reported no sign of.... (more than one page cited)

Eg. Jones 10(pp23-27) states that....

How to create a reference list/bibliography

- A reference list contains details only of those works cited in the text of the document. (eg. book, journal article, pamphlet, internet site, cassette tape or film). These details must include sufficient detail so that others may locate and consult your references.
- A bibliography is a separate list from the reference list and should be arranged alphabetically by author or title (where no author is given) in the Vancouver style.
- A bibliography lists sources not cited in the text but which are relevant to the subject and were used for background reading.
- A reference list should appear at the end of your essay/report with the entries listed numerically and in the same order that they have been cited in the text.
- Sources cited from the Internet should be in your reference list.

Referencing Software

The University of Queensland Library provides access to EndNote which assists in creating reference lists. The Vancouver Style is included with the Endnote program. You can also download an additional Vancouver Style from the UQ Library that includes the “Vancouver Style Guide to Electronic References” at <http://www.library.uq.edu.au/faqs/endnote/styles.html>

Book

Reference Type	In-text example	Reference list example	EndNote
One author	The book, “ <i>Secrets from the black bag</i> ”, by Butler ¹ shows that OR Butler ¹ purported ‘.....’	1. Butler SW. <i>Secrets from the Black Bag</i> . London: The Royal College of General Practitioners; 2005.	Book
Two to six authors	‘..... needed to influence policy.’ ² OR Cheers, Darracott and Lonne have highlighted the fact that ‘.....’ ²	2. Cheers B, Darracott R, Lonne B. <i>Social care practice in rural communities</i> . Sydney: The Federation Press; 2007.	Book
Six or more authors	Professionals in collaboration ³	3. Hofmeyr GJ, Neilson JP, Alfirevic Z, Crowther CA, Gulmezoglu AM, Hodnett ED et al. <i>A Cochrane pocketbook: Pregnancy and childbirth</i> . Chichester, West Sussex, England: John Wiley & Sons Ltd; 2008.	Book
No author	‘.....do not die from the disease.’ ⁴	4. <i>A guide for women with early breast cancer</i> . Sydney: National Breast Cancer; 2003.	Book
Multiple works by the same author	The main clinical and research interests of Dr Marilyn Campbell ⁵⁻⁶ are focused on [if not previously cited]	5. Campbell MA. <i>A is for anxiety: A parent’s guide to managing anxious children</i> . Brisbane: Post Pressed; 2007. 6. Campbell MA. <i>Anthony the shy alien</i> . Brisbane: Post Pressed; 2006.	Book
Different Editions	What has become known as the “Bible of General Practice” in Australia ⁷	7. Murtagh J. <i>John Murtagh’s General practice</i> . 4 th ed. Sydney: McGraw-Hill Australia Pty Ltd; 2007. An edition number is placed after the title of the work. This is not necessary for a first edition	Book

Edited book	In all cases, it is important to note the outer diameter of the tube ⁸	8. Brooks A, Mahoney P, Rowlands B, editors. ABC of tubes, drains, lines and frames. West Sussex: Blackwell Publishing Ltd; 2008.	Edited book
Book in a series	The binding of ligand to most seven-transmembrane (STM) G-protein-coupled receptors leads to changes in the coupling of G proteins to the receptor⁹ Name of book = Chemokine receptors Title of series = Methods in enzymology	9. Bennett GL, Horuk R. Iodination of chemokines for use in receptor binding analysis. In: Horuk R, editor. Chemokine receptors. New York (NY): Academic Press; 1997. P. 134-48. (Methods in enzymology; vol 288).	Book
Electronic book – entire book	Bartlett concludes that ¹⁰	10. Bartlett A. Breastwork: Rethinking breastfeeding [monograph online]. Sydney, NSW: University of New South Wales Press; 2005 [cited 2009 Nov 10]. Available from: NetLibrary	Electronic book Type of medium field = monograph online Date accessed = the date that the book was cited e.g. 2009 Nov 10 Name of database e.g. NetLibrary – need to enter this manually: Available from: NetLibrary
Translation of a book	Luria discovers that ¹¹	11. Luria AR. The mind of a mnemonist [L. Solotaroff, trans]. New York: Avon Books; 1969.	Book Enter the translator's name in the format shown in the title field

Chapter in an edited book	As discussed by Rowlands and Haine ¹²	12. Rowlands TE, Haine LS. Acute limb ischaemia. In: Donnelly R, London NJM, editors. ABC of arterial and venous disease. 2nd ed. West Sussex. Blackwell Publishing; 2009.	Book section Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the book itself.
Chapter in a book	due to endometriosis (13).....	13. Speroff L, Fritz MA. Clinical gynaecologic endocrinology and infertility. 7th ed. Philadelphia: Lippincott Williams and Wilkins; 2005. Chapter 29, Endometriosis; p.1103-33. Need to enter the Chapter information and page numbers manually	Book Begin a reference to a part of a book with the book itself, then follow it with information about the part.
Chapter from an electronic book	Darwin believes that the natural selection ¹⁴	14. Darwin C. On the Origin of Species by means of natural selection or the preservation of favoured races in the struggle for life [internet]. London: John Murray; 1859. Chapter 5, Laws of Variation. [cited 2010 Apr 22]. Available from: http://www.talkorigins.org/faqs/origin/chapter5.html	Electronic book Insert the Chapter title manually Enter "Cited date" in the "Date accessed" field

Dictionary or Encyclopaedia

Reference type	In-text examples	Reference list example	EndNote
Dictionary	'is defined as' ¹⁵	15. Stedman's medical dictionary. 26 th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p.119-20. Note: Include the defined topic – e.g. apraxia	Book Must manually add the defined topic and page numbers
Dictionary (online)	'is defined as' ¹⁶	16. Stedman's medical dictionary. [Internet]. 26 th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p.119-20. [cited 2009 Nov 11]. Available from: http://www.stedmans.com	Online book Manually add the defined topic and page numbers Enter "Cited date" in the "Date accessed" field
Encyclopedia	'Hanrahan has advocated that' ¹⁷	17. Brookman F. Hair care products. New York: Fitzroy Dearborn; 2003. P. 705-08 (McDonough J, Museum of Broadcast Communications, Egolf K, editors. Reid, JV, illustrator editor. The Advertising Age encyclopedia of advertising; vol. 2) 17a. Brookman F. Hair care products. In: McDonough J, Museum of Broadcast Communication, Egolf K, Reid JV, editors. The Advertising Age encyclopedia of advertising. New York: Fitzroy Dearborn; 2003. vol 2 p. 703-08	Example 17 – need to manually enter 17a - Book

Journal Articles

Elements of the Citation

Author(s) – Family name and initials. Title of article. Title of journal – abbreviated Publication year, month, day (month & day only if available); volume(issue):pages

Note: Journal titles may be abbreviated according to the style used in the PubMed database. Go to the PubMed Journals database site: <http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals> to look up journal abbreviations (to find the full journal name) or journal names in full (to find the journal abbreviation).

Reference type	In-text examples	Reference list example	EndNote Reference Type
Standard journal article – one author	As highlighted by Snowdon, ¹⁸	18. Snowdon J. Severe depression in old age. <i>Medicine Today</i> . 2002 Dec;3(12):40-47.	Journal article
Standard journal article – two authors	McInnes & Bollen have developed a perspective which identifies ¹⁹	19. McInnes D, Bollen J. Learning on the job: metaphors of choreography and the practice of sex in sex-on-premises venues. <i>Venereology</i> 2000; 13(1):27-36.	Journal article
Standard journal article – three to six authors	By using meta-analysis, Skalsky et al ²⁰	20. Skalsky K, Yahav D, Bishara J, Pitlik S, Leibovici L, Paul M. Treatment of human brucellosis: systematic review and meta-analysis of randomised controlled trials. <i>BMJ</i> . 2008 Mar 29;336(7646):701-4.	Journal article
Journal article – more than six authors	Hanna et al ²¹ report in this article that	21. Hanna JN, McBride WJ, Brookes DL, Shield J, Taylor CT, Smith IL, Craig SB, Smith GA. Hendra virus infection in a veterinarian. <i>Med J Aust</i> . 2006 Nov 20;185(10):562-64.	Journal article
Journal article – in press	O'Leary ²² states that.....	22. O'Leary C. Vitamin C does little to prevent winter cold. <i>The West Australian</i> . Forthcoming 2005 June 29. Can include date, volume and issue number if provide	Journal article Add manually – “Forthcoming” and year and date if provided.

			“Forthcoming” is used instead of “in press”
Electronic article – with DOI number	Fletcher & Wagstaff (23) argue that	23. Fletcher D, Wagstaff CRD. Organisational psychology in elite sport: its emergence, application and future. <i>Psychol Sport Exerc.</i> 2009;10(4):427-34. doi:10.1016/j.psychsport.2009.03.009.	Electronic article Add DOI manually
Electronic article – without DOI number	According the Lemanek ²⁴	24. Lemanek K. Adherence issues in the medical management of asthma. <i>J Pediatr Psychol</i> [Internet]. 1990 [cited 2010 Apr 22];15(4):437-58. Available from: http://jpepsy.oxfordjournals.org/cgi/reprint/15/4/437 Enter cited date manually and change medium to Internet or leave as serial online as entered by Endnote	Electronic article Note: In the URL field, enter the URL of the journal’s website (for subscription-based journals), or the full URL of the article (for articles available free on the web)
Cochrane Library Review	Results found by Shaw et al (25).....	25. Shaw KA, O'Rourke P, Del Mar C, Kenardy J. Psychological interventions for overweight or obesity. <i>Cochrane Database of Systematic Reviews</i> [Internet] 2005 [cited 2010 Apr 10]. Available from: http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD003818/frame.html	Electronic Article Entered cited date manually and change the medium to “Internet”
Article from UQ eReserve (eSpace)	Results found by Shaw ²⁶ Results found by Shaw (26)....	26. Shaw J. Epidemiology and prevention of type 2 diabetes and the metabolic syndrome. <i>Med J Aust</i> [Internet] 2003;179:379-83. Available from: University of Queensland Library E-Reserve	Electronic article Enter database name in the URL field and change the type of medium from “Serial online” to “Internet”

Conference papers

Elements of the citation

Author(s) of paper – Family name and initials. Title of paper. In: Editor(s) Family name and initials, editor(s). Title of conference; Date of conference; Place of conference. Place of publication: Publisher's name; Year of publication. p. Page numbers.

Reference type	In-text examples	Reference list example	EndNote
Published conference paper	This is well documented in the literature.²⁷⁻²⁸ This is well documented in the literature. (27-28)	27. Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC. Degoulet P. Piemme TE, Reinhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North Holland; 1992. P. 1561-5	Conference paper Endnote will enter the editors with the conference paper authors – remove the editors manually. Conference title includes the year, date and place where conference took place Put a full stop after the title of the conference - Endnote puts a ; Place of publication – enter this in the “Conference Location” field
Unpublished conference paper	It has been found that endemic STD's (28).....	28. Bowden FJ, Fairley CK. Endemic STDs in the Northern Territory: estimations of effective rates of partner exchange. Paper presented at: The Scientific Meeting of the Royal Australian College of Physicians; 1996	Conference paper In the “conference title” field type in

		June 24-25; Darwin, Australia.	“Paper presented at:” and then enter all details of conference including the date and where conference took place. Manually remove the word ‘In:’ that will appear before the conference name when using EndNote
Conference proceedings	Research (29) supports.....	29. Kimura J. Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996. In the “conference title” field type in “Paper presented at:” and then enter all details of conference including the date and where conference took place. Enter the place of publication in the “Conference location” field ALTERNATIVELY: In the ‘Publisher’ field – enter the place of publication, publisher and the year eg. Amsterdam: Elsevier; 1996	Conference paper Note: EndNote will put the word ‘In:’ followed by the editors names again after the conference name – manually remove this. In the “Year of Conference” field enter the <u>publication year</u> NOT the year the conference was held In the ‘Publisher’ field – enter the place of publication, publisher and the year eg. Amsterdam: Elsevier; 1996

Newspaper and magazine articles

Elements of the citation

Author(s) – family name and initials. Article title. Newspaper title (edition of paper eg. Weekend edition). Date of publication – year month (3 letter abbreviation) day: Sect. Location eg. A:12 or Business 5 (5 is the page number) column number is applicable eg. col. 1)
(Sect = Section)

Reference type	In-text examples	Reference list example	EndNote
Newspaper article with author	“many parents did not feed their babies enough” ³⁰	30. Purdon F. Colder babies at risk of SIDS. The Courier Mail 2010 Mar 8:9 31. Robertson J. Not married to the art. The Courier Mail (Weekend edition). 2010 Mar 6-7: Sect. ETC:15	Newspaper article ‘Year’ field – enter year and date eg. 2010 Mar 6-7 ‘Section’ field enter - ETC 9 is the page number – put 9 in the ‘Pages’ field 15 is the page number ‘Edition’ field eg. (Weekend edition) – enter manually
Newspaper article without	The counsellors ³²	32. Meeting the needs of counsellors. The Courier Mail 2001 May 5:22	Newspaper article 22 is the page

author			number
Magazine article	The findings of the research (33).....	33. Marano HE. Making of a perfectionist. Psychol Today. 2008 Mar-Apr;41:80-86	Magazine article Note: put the full date including months if provided in the year field. Endnote puts a single bracket where the colon is between the volume and page numbers – manually fix this
Electronic newspaper or magazine article	Reports of the extent of damage in Chile ³⁴	34. Bajak F. Why Chile dodged Haiti-style ruin. Toronto Star (Canada)[serial online]. 2010 Feb 28[cited 2010 Mar 14]; Sect. News:A14 Available from: Australia/New Zealand Reference Centre	Newspaper article Would be better to do this manually – too many corrections to make Page A14
Electronic newspaper article on the Internet	The success of the Clem7 tunnel (35).....	35. Driver told: "Don't use Clem7 tunnel". The Courier Mail [Internet]. 2010 Mar 16 [cited 2010 Mar 16]; Available from: http://www.couriermail.com.au/news/car-with-flat-tyre-the-first-to-cause-problems-in-clem7-tunnel/story-e6freon6-1225841179464 36. Sack K. With Medicaid cuts, doctors and patients drop out. The New York Times [Internet]. 2010 Mar 16 [cited 2010 Mar 16]; Health:A1. Available from: http://www.nytimes.com/2010/03/16/health/policy/16medicaid.html?ref=health	Web Page Would be better to do this manually – too many corrections to make

Reports and other Government publications

Elements of a report citation

Author(s). Title of report. Place of publication: Publisher; Date of publication – year month if applicable. Total number of pages if applicable eg. 24 p. Report No.: (if applicable)

Reference type	In-text examples	Reference list example	EndNote
Government /Organisation /Scientific /Technical report	Climate change ³⁷	37. Australia. Parliament. Senate. Select Committee on Climate Policy. Climate policy report. Canberra: The Senate; 2009 38. Page E, Harney JM. Health hazard evaluation report. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2001 Feb. 24 p. Report No.: HETA2000-0139-2824	Report 37. Enter the place of publication and publisher together in the ‘City’ field 38. Enter year and date in the ‘Year’ field ‘City’ field add place of publication and publisher Add page number manually Add the words “Report No.:" manually and remove brackets from the report number (these will be added by EndNote)

Thesis

Elements of the citation for a thesis

Printed Thesis: Author. Thesis title [type of thesis]. Place of publication: Publisher; Year.

Online Thesis: Author. Thesis title [type of thesis on the internet]. Place of publication: Publisher; Year [cited date – year month day]. Available from: Name of database/web address

Reference type	In-text examples	Reference list example	EndNote
Thesis	The research is support by Kay (39)....	39. Kay JG. Intracellular cytokine trafficking and phagocytosis in macrophages [PhD thesis]. St Lucia, Qld: University of Queensland; 2007.	Thesis Remove square brackets from place of publication manually
Thesis – retrieved from database/internet	The research ⁴⁰	40. Pahl KM. Preventing anxiety and promoting social and emotional strength in early childhood: an investigation of aetiological risk factors [PhD thesis]. St Lucia, Qld: University of Queensland; 2009 [cited 2010 Mar 24]. Available from: University of Queensland Library E-Reserve	Thesis Remove square brackets from place of publication manually Add cited date Add Available from:...etc

Webpages

Elements of the citation

Author. Title of publication [type of medium – Internet]. Place of publication (if available): Publisher (if available); Date of publication – year month day (supply year if month and day not available)[updated year month day; cited year month day]. Available from: web address.

Reference type	In-text examples	Reference list example	EndNote
Web page - with author	Behaviour medication (41)...	41. Atherton, J. Behaviour modification [Internet]. 2010 [updated 2010 Feb 10; cited 2010 Apr 10]. Available from: http://www.learningandteaching.info/learning/behaviour_mod.htm	Web Page Add in square brackets the updated & cited dates or add all the information into the cited year field and edit to suit
Web page - no author	Coping with ADHD (42).....	42. The family impact of Attention Deficit Hyperactivity Disorder (ADHD) [Internet] 2009 Nov 1 [updated 2010 Jan 1; cited 2010 Apr 8]. Available from: http://www.virtualmedicalcentre.com.au/healthandlifestyle.asp?sid=192&title=The-Family-Impact-of-Attention-Deficit-Hyperactivity-Disorder-%28ADHD%29&page=2	Web Page Same as example 41
Webpage – no date	Memory loss ⁴³ is linked....	43. McCook A. Pre-diabetic condition linked to memory loss [internet]. 2010 [cited 2010 Apr 14]. Available from: http://preventdisease.com/news/articles/pre-diabetic_memory_loss.shtml If neither a date of publication nor a date of copyright can be found for a Web site, use the date of update/revision and/or the date cited	Web Page Same as example 41
Webpage – corporate author	Swine flu (44)....	44. Queensland Health. Pandemic (H1N1) 2009 (Human Swine Influenza) [Internet]. 2010 [updated 2010 Feb 19; cited 2010 Apr 7]. Available from: http://www.health.qld.gov.au/swineflu/	Web page Same as example 41
Web Article with DOI	Drug dependence ⁴⁵	45. Degenhardt L, Bohnert KM, Anthony C. Assessment of cocaine and other drug dependence in the general population: ‘Gated’ vs. ‘ungated’ approaches. Drug Alcohol Depend [Internet]. 2008 Mar 1 [cited 2010 Apr 15]; 93(3):227-232.	Electronic article Endnote has type of

		Available from: http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2756072/ DOI: 10.1016/j.drugalcdep.2007.09.024	medium as serial online – change to Internet Enter DOI manually
Web Article with no DOI or feely available on Web	Research shows that diabetes (46)....	46. Merzouk H, Bouchenak M, Loukidi B, Madani S, Prost J, Belleville J. Fetal macrosomia related maternal poorly controlled type 1 diabetes strongly impairs serum lipoprotein concentrations and composition. J Clin Pathol [internet]. 2000 [cited 2010 Apr 15]; 53:917-923. Available from: http://jcp.bmjjournals.com/content/53/12/917.full.pdf+html	Electronic article Endnote has type of medium as serial online – change to Internet
Image on a webpage	The image of the rash ⁴⁷	47. Scarlet Fever Rash Picture (Hardin MD Super Site Sample) [image on the Internet]. 2005 [updated 2008 Feb 1; cited 2010 Apr 14]. Available from: http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html	Web page Enter updated & cited date in the 'Access Year' field and correct accordingly

Other Internet Sources:

Reference type	In-text examples	Reference list example	EndNote
Podcasts	The latest fossil discover ⁴⁸ ...	48. Dirks, P. "MissingLink" fossil discovery in South Africa [podcast on the internet]. Sydney: ABC Radio National; 2010 [updated 2010 Apr 9; cited 2010 Apr 14]. Available from: http://www.abc.net.au/rn/breakfast/stories/2010/2868072.htm	Web Page Add the update and cited dates to the 'Access Year' field – but will have to modify accordingly
Blog Post	The list ⁴⁹	49. East J. New medical journals terms list. 2010 Jan 25 [cited 2010 Apr 20] In: East J. EndNote: EndNote updates at UQ [Internet]. St Lucia, Queensland: University of Queensland Library. 2007-2010-. [about 5 screens]. Available from: http://blogs.library.uq.edu.au/endnote/2010/01/25/new-medical-journals-term-list/	Blog Please rewrite Endnote output style for this.

Personal Communication (oral, written & email)

Personal communication is entered manually in the text of your document. It cannot be done through EndNote. Personal communication should be included in the text of your document – **cited in text only**.

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It is recommended you get permission from the source/author of your personal communication. Personal communication in the text of your document must include:

- Date of communication
- Type of communication – oral, written (eg. Letter, written communication) or email (include email address)
- Affiliation (university, organisation)- optional and highest academic degree

Conversation:

In a conversation with a A. B. Smith, MD (April 2010)....

Letter:

According to a letter by C. D. Jones (Assoc. Prof., Dept of Philosophy, University of Pittsburgh, PA) in November 2010.....

According to C.D. Jones , PhD (written communication, November 2010).....

E-mail:

In-text: In an email from E. Ferguson, PhD (efergus@uq.edu.au) in August 2010.....

Reference List: Ferguson E. How to cite in your assignments [online]. E-mail to Abe Smith (smithie@uq.edu.au) 2010 Apr 20 [cited 2010 April 28].

It is important to keep a copy of the email.

Pamphlets

Elements of the citation

Author. Title of brochure/pamphlet [pamphlet]. Place of publication: Publisher; Year of publication.

Reference type	In-text examples	Reference list example	EndNote
Pamphlets/Brochures	As listed in the pamphlet ⁵⁰ by the...	50. Pharmaceutical Society of Australia. Medicines and driving [pamphlet]. Sydney: Pharmaceutical Society of Australia; 1998	Pamphlet Need to add 'pamphlet' in square brackets

Package Inserts (The printed material about the use and effects of the product contained in the package)

Elements of the citation

Name of Medicine [package insert]. Place of publication: Publisher; Year of publication.

Reference type	In-text examples	Reference list example	EndNote
Package Insert	One of the side effects ⁵¹ listed.....	51. Lamasil [package insert]. East Hanover, NJ: Sandoz Pharmaceuticals Corp; 1993.	Pamphlet Need to add 'package insert' in square brackets

Lecture Notes

Elements of the citation

Lecturer. Title of Lecture [unpublished lecture notes]. Course code: course name, Institution where delivered; lecture given – date lecture given.

Reference type	In-text examples	Reference list example	EndNote
Lecture notes	In the lecture given by Smith (52)....	52. Johnson A. Week three: Foucault [unpublished lecture notes]. BESC3009: Relating with Young People, University of Queensland; lecture given 2010 Apr 20.	Manuscript 'Year' field add – lecture given and year and date 'Title' – add after title in square brackets [unpublished lecture notes] 'Collection title' – add the course code and course name 'City' – enter the institution name

Video or DVD

Elements of the citation

Author/Producer (producer/director). Title [Type of Medium]. Place of Publication: Publisher; Publication Year. Extent (eg. 1 DVD): physical description – duration, sound, colour, size.

Reference type	In-text examples	Reference list example	EndNote
Video or DVD	Examination of the neonate (53) revealed.....	53. Robinson J (producer). Examination of the term neonate: A family centred approach [DVD]. South Hurstville, NSW: Midwifery Educational Services; 2005. 1 DVD: 37 min., sound, colour, 4 ¾ in.	Computer Program Programmer: put in author/director/producer Add manually in round brackets what they are – eg. (producer) Add [DVD] manually Add the description of the DVD in the year field

Film or Broadcast

Elements of the citation

Producer, Director. Title [type of medium]. Series title. Place of Publication: Distributor; Date released.

Reference type	In-text examples	Reference list example	EndNote
Television or radio programs	As seen in the MacNeil/Lehrer news hour ⁵⁴	54. The medical profession in the 1990's [television broadcast]. The MacNeil/Lehrer news hour. New York, Washington D.C.: Public Broadcasting Service; 1993 Oct 11	Film or Broadcast Add – type of medium in manually - The MacNeil/Lehre news hour in the 'Series Title' field - New York, Washington D.C. in 'Country' field - Public Broadcasting Service in 'Distributor' field - year and date in Year Released field -

Indirect citation/Secondary source

A secondary source/indirect citation: Is when the ideas of one author are published in another author's text but you have not read or accessed the original author's work. In the list of references provide the details of the author of the work you have read.

Reference type	In-text examples	Reference list example	EndNote
Book as a secondary source	Higgins discusses Newman's research in his work ⁵⁵	55. Higgins D. Horizons: the poetics and theory of the intermedia. Illinois: Southern Illinois University Press: 1984	Book
Journal as a secondary source	Clements quoted Chandler in his article ⁵⁶ ...	56. Clements C. The facts about cocaine (drugs), Science and Children [serial online]. 2007 [cited 2010 Apr 20]; 44(7): 44. Available from: ProQuest	Electronic Article Add Available from: database name – manually If citing from a printed journal choose Journal Article in EndNote