



# GUIDELINE FOR THE RESAERCH PROPOSAL

Supplementary Document for the lectures on  
Research Methodology

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## Student Guideline for the Research Proposal

### 1. General Instructions:

The research proposal should be written in the future tense, with no grammatical errors or spelling mistakes.

It is recommended to maintain the academic style of writing throughout the document.

1. Use simple words.
2. Avoid complex sentences. Write short, clear sentences.
3. Use capital letters appropriately.
4. Avoid redundant terms.
5. Avoid using “etc”, and “/”.
6. Do not start the sentences with numeric values. If you need to start sentences with a numeric value, write the number in words.
7. All numbers below ten (1-9) should be written in words in the text.
8. Avoid using unnecessary abbreviations. An abbreviation is recommended only if it is repeated more than three times in the whole report. Only standard abbreviations and acronyms may be used without deciphering. However, it is recommended to describe the abbreviations and acronyms when they first appear in the text and add a list of such abbreviations and acronyms used in the document in the preliminary material (front matter) of the research report.

Students should avoid the repetition of information and plagiarism. The maximum Similarity index tolerated would be 20%. Quoting and paraphrasing are the accepted methods when referring to other authors' work (refer to the lecture note on the literature review).

Label (title) and number tables, and figures (diagrams, charts, and graphs). Table titles should be placed on the top of the table while titles of figures should be placed at the bottom of the respective figure (refer to the examples, table 1 and figure 1 given below). Ensure that they are relevant to the research.

**Table 1. Injury severity definitions used in some selected studies**

	Severity of Injury	
	Minor	Severe
<b>Feldman et al</b>	Scrapes/scratches, bruises, swelling/bumps, cuts, nose-bleeds, and 'other'	Torn ligaments of cartilage, sprains, fractures, dislocations, loss of consciousness, internal injuries, and chipped or broken teeth
<b>Boyce et al</b>		Amputations, third-degree burns, concussions, crush wounds, fractures, multiple injuries
<b>Schalamon et al</b>	Ligament sprains, contusions, wounds	Fractures, cerebral concussions
<b>Sheps and Evans</b>		Fractures, loss of consciousness, burns, whiplash, open wounds, foreign body in the eye

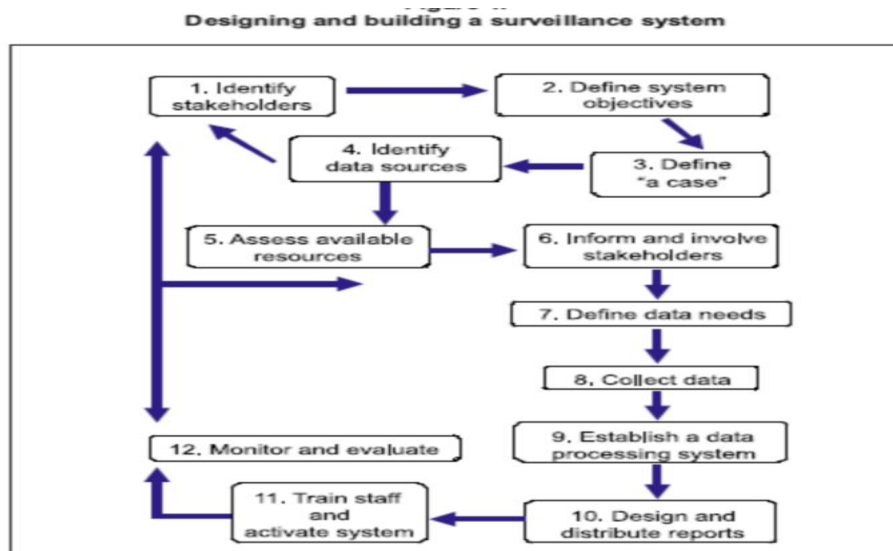


Figure 1. Conceptual Framework of Designing and Building a Surveillance System (Source: WHO injury surveillance guidelines, 2004)

All citations should be written conforming to the Harvard author and date style. Use a reference manager to minimise typographical errors. There is free software like Mendeley for this purpose (refer to the lecture note on referencing). The reference stated in Box one was derived using Harvard author, and date type using EndNote X8.

In-text citation- (Röhrig et al, 2009)

### **REFERENCE LIST**

Röhrig, B., du Prel, J. B., Wachtlin, D. & Blettner, M. (2009) Types of study in medical research: part 3 of a series on evaluation of scientific publications. *Dtsch Arztebl Int*, 106(15), 262-8.

Box 1. Example for referencing- the appearance of in-text citations and reference list for a single reference

## **2. Formatting**

### **2.1. Font**

1. The research title on the cover and the title page should be typed in Times New Roman with single spacing, uppercase, and font size 24.
2. The main text of the proposal should be typed in Times New Roman, with one-and-a-half spacing, single column, justified, and font size 12 on A4 paper with a word count of around 2000-2500.
3. The chapter titles should be typed using Times New Roman, uppercase, font size 12, centred, and bold letters.
4. Subheadings should be typed using Times New Roman, font size 12, justified, and bold letters. Different subheading levels should be numbered appropriately (Box 2).

## **CHAPTER TWO**

### **LITERATURE REVIEW**

#### **2.1 Subheading level one**

##### **2.1.1 Subheading level two**

##### **2.1.2 Subheading level two**

Box 2. Subheading levels

**2.2. Margins:** One inch on all four sides of the A4 paper (since there is a shortage of paper, you may use double-sided printing). It should be loosely bound with a spiral binding.

### **3. Structure of the report**

**The structure of the research proposal is as follows:**

#### **Preliminary material (Front matter)**

1. Cover (Refer to the template given in Annex 1)
2. Title page (Refer to the template given in Annex 2)
3. Supervisor's declaration (Refer to the template given in Annex 3)
4. Project summary
5. Table of Contents
6. List of Annexures (If you have already prepared the questionnaires you may submit them)
7. List of Symbols and Abbreviations

#### **Body**

Chapter 1: Introduction

- 1.1 Background
- 1.2 Justification
- 1.3 Objectives
  - 1.3.1. General objective
  - 1.3.2. Specific objectives

Chapter 2: Literature Review

Chapter 3: Methodology

#### **End material (supplementary documents)**

1. List of References
2. Annexures (if relevant)

More specific content information for each chapter is given on page 5.

In general, the research proposal should consist of the following elements:

1. Chapter 1 (refer to the lecture note on “writing a research proposal” for further information)

1.1. Background to the topic, significance, and research problem

The background to the problem (i.e. the problem context, the consequences thereof; the necessity to solve/ improve the status quo; how the study or research can contribute to solve the problem; and the contribution for evidence based knowledge, are aspects that should be discussed in this section.

1.2. Justification

Give an account on the needs for such a study (research gaps, burden), and the proposed benefits of the study. Focus on how you expect your research will contribute to new knowledge in the relevant field

1.3. Research aims and questions [objectives] –(refer to the lecture note on “Research question and setting objectives”)

Objectives should be **SMART**, i.e., **S**pecific, **M**easurable, **A**chievable, **R**ealistic (or relevant) and **T**ime-bound, (or timely). Use action verbs. Give the general objective and 2-4 specific objectives using action verbs.

2. Chapter 2: Review of the literature (refer to the lecture note on “Literature Review”)

Focus on information that are directly related to your specific topic. It is usually best to focus on the most recent and noteworthy literature on the topic. Give a brief account on the methodologies adopted for the literature search. Use quoting, paraphrasing and write a critical evaluation of the available literature on the topic.

Rather than discuss each selected text separately, a literature review should be organised around key similarities, differences, and other points that you want to emphasise on the chosen topic. One way of doing this is organising the chapter according to the order of the specific objectives.

3. Chapter 3: Study/project methods (refer to the methods section of the lecture note on “Writing a Research Proposal” for further information)

3.1 Study methods

Proposed study design, study setting and population, sample size calculation and sampling method, inclusion exclusion criteria, study variables including a conceptual framework, data collecting tools and methods, data analysis plan and ethical considerations

3.2 Timeline and budget

Include a time frame or schedule for the proposed study. Use a Gantt chart. Give a budget estimate.

4. Reference list- Harvard author and date style (refer to the lecture note on reference writing)

**Template for Cover page****RESEARCH TITLE**  
**PROPOSAL**

**Group Number**  
18/19 Batch of Medical Students

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This research proposal is submitted to the Department of Community Medicine under the Communication, Learning and Research-5 module in partial fulfilment of the requirements of the Bachelor of Medicine and Bachelor of Surgery degree.

**2023**

Template for the title page

# RESEARCH TITLE

## Group Number

List of the names of the students with the registration numbers

Supervisor's name with the affiliation  
(If there is a co-supervisor, add the name and affiliation)



## Template for the Declaration

### Supervisor's Declaration

I do hereby declare that the proposed research project documented in this research proposal is based on student-generated ideas on a topic chosen by the students of research group A of 2018/19 batch of medical students under my supervision as a part of their undergraduate research work in partial fulfilment of the requirements of the Bachelor of Medicine and Bachelor of Surgery degree.

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Name

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Signature

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Date

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Official frank