

RESEARCH PROPOSAL FORMAT & GUIDELINES FOR ARTICLE PUBLICATION

Following guidelines should be followed for the submission of research proposal to the Institutional Review Board:

1. **COPIES:** Hard copy along with soft copy of the research proposal shall be submitted by the author to the Institutional review board committee of IM&DC.
2. **PAPER:** Must use “A4 size paper”. Use only one side of the page for printing.
3. **FONT:** The manuscript font style should be “Verdana” and the alignment of text should be “justify”. Font size should be “12” for text and “14” (Bold and underlined) for headings.
4. **MARGINS:** On the left 1-1/2 inches; on the top, bottom, and right 1 inch. These are necessary to allow for binding and trimming. Page numbers do not need to meet the 1 inch margin requirement.
5. **SPACING:** The text should be printed in 1.5 space. Only foot notes, long quotations, table captions, figures, legend and similar special material may be single spaced. Reference entries should also be single spaced.
6. **WORDS:** Should not exceed 2000 words.
7. **BINDING:** Ring binding is recommended. Staple binding is also acceptable.
8. **TITLE PAGE:** The title page should be in accordance with format annexed. (Annexure A)
9. Research proposal manuscript should be in accordance to the format annexed. (Annexure B)

RESEARCH PROPOSAL



Title of the Research proposal

Name of Researchers with Designations:

Name of Supervisor: _____

Signature of Supervisor: _____

Date of Submission: dd-mm-yyy

Islamabad Medical & Dental College

Research proposal manuscript headings:

- 1) Proposed Title
- 2) List of abbreviations
- 3) Introduction
 - a) Literature review
 - b) Rationale
- 4) Research question
- 5) Objective
- 6) Hypothesis & null-hypothesis
- 7) Operational Definition
- 8) Methodology
 - a) Sample
 - i) Description of sample
 - ii) Size
 - b) Inclusion criteria
 - c) Exclusion criteria
 - d) Sampling technique
 - e) Data collection Tools
 - f) Data collection procedure and variables of interest
 - g) Data analysis
 - h) Anticipated ethical Issues
- 9) Budget and Timelines
- 10) References
 - a) Vancouver citation style should be used for research proposal
 - b) Minimum of 5 and maximum of 15 references

Members of the research group:

1. Senior Faculty
2. Maximum of 3 house officers
3. 1 demonstrator if required

CRITERIA FOR HOUSE JOB CERTIFICATE:

- House officers with 6 months contract will require IRB approval letter of their synopsis for eligibility to receive house job certificate
- House officers with 1 year contract will require approval of data collection and results submission in addition to the Synopsis approval letter from IRB.
- For postgraduate resident who have to publish two articles other than their thesis for eligibility to sit in the final exam should be the first and the corresponding author.
- All proposals should be submitted to the secretary IRB after approval from the supervisor.