**SREE CHAITANYA INSTITUTE OF PHARMACEUTICAL SCEIENCES KARIMNAGAR**

Guidelines to prepare M.Pharm Project documentation

**Font:**  1. Chapter names - 16 Times New Roman(TNR) (bold) all caps

 2. Headings - 14 TNR (bold) all caps

 3. Subheadings - 14 TNR (bold) Capitalize Each Word

 4. Sub-Subheadings - 12 TNR (bold) Capitalize Each Word

 5. Body of Project - 12 TNR

 6. Text in Diagrams - 12 TNR (all lower case)

 7. Diagrams/ Table headings/ Fig. Headings' - 12 TNR Sentence case

 8. If any text - 12 TNR Sentence case

 9. References - 12 TNR Sentence case

**Spacing :**

* 2 Line Spacing between heading and body text
* 1.5 line spacing in body text.
* New paragraph starts with a single tab.

**Margins :** Left **1.25"** Right **1.0"**

 Top **1.0"** Bottom **1.0"**

**Page numbers:**  Position: Bottom and Middle

 1. Front Pages: Small Roman numbers

 (Excluding Title page, Certificate page, Acknowledgement page and Declaration page)

 2. Body pages 1, 2, 3…..

 3. Annexure 1, 2, 3……………

 (Separate for each Annexure)

 4. References 1, 2, 3……………

**Pages:** **Size:** **A4** paper **colour:** White

**Documentation:** Printed binding

**Binding Cover:** Light blue (Pharmaceutics), Light Yellow ( Pharmaceutical Analysis & Quality Assurance)

 **Front pages:** Page Title page

 Page Certificate from the college.

 Page Acknowledgement

 Page i Contents

 Page ii Nomenclature

 Page iii List of tables

 Page iv List of figures

 Page iv Abstract

**References:** The references should be numbered serially in the order of their occurrence in the text and their numbers should be indicated within square brackets for e.g. [3].  The section on references should list them in serial order in the following format.

1. For textbooks - Sidney H Avner, Introduction to Physical Metallurgy, Tata McGraw-Hill, Second Edition, 1997.
2. For papers - M.T.Browne, M.T.Hillary, "Optimising the variables when deep drawing CRI cups", Journal of Material Process Technology, Vol. 136, 2003, pp 64-71.
* The **body or the text** of the reportshould have font size 12. The figures and tables must be numbered chapter wise for example:

Fig. 4.1. Buccal Cavity

Table 3.2. Physical characters of prepared patches

 SI units are to be used in the report.  Important equations must be numbered in decimal form for e.g.

 E **= mC2 …**.................................................................................................     **(2.4)**

 All equation numbers should be right justified.

* The project report should be brief and include descriptions of the work carried out by others only to the minimum extent necessary.  Verbatim reproduction of material available elsewhere should be strictly avoided.  Where short excerpts from published work are desired to be included, they should be within quotation marks appropriately referenced.

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**TITLE PAGE**

**CERTIFICATE**

**ACKNOWLEDGEMENT**

**CONTENTS i**

**NOMENCLATURE ii**

**LIST OF TABLES iii**

**LIST OF FIGURES iv**

**ABSTRACT v**

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**Chapter-1 INTRODUCTION**

**Chapter-2**

**Chapter-3**

 **Chapter-4**

 **Chapter-5 CONCLUSION**

 **Chapter-6 REFERENCES**

 **ANNEXURE**

**<< Title of the Seminar >>**

A Thesis Report Submitted to

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**

In partial fulfilment of the requirement

For the award of the degree of

**MASTER OF PHARMACY**

In

**XXXXXXXXXXXX**

By

<< **Name of the Student** >>

(HT.No: XXXXXX)

Under the guidance of

<< **Guide name**>>

<Designation>

**SREE CHAITANYA INSTITUTE OF PHARMACEUTICAL SCIENCES**

(Affiliated to JNTUH, HYDERABAD)

THIMMAPOOR, KARIMNAGAR, AP-505 527.

20XX---20XX

**SREE CHAITANYA INSTITUTE OF PHARMACEUTICAL SCIENCES**

**KARIMNAGAR-505 527**

**[**

**CERTIFICATE**

This is to certify that the seminar report entitled **“PROJECT TITLE”** is being submitted by << **Student name**>>bearing a Hall ticket no **<< HT.No>>** in partial fulfillment of the requirements for the award of the Degree of **Master of Pharmacy**, in the Department of **XXXXXXXXXXXXX** to the **Sree Chaitanya Institute of Pharmaceutical Sciences**, Karimnagar.

Guide Head of the Department

**XXXXXXXXXX XXXXXXXXXXX,**

Designation, Designation

Sree Chaitanya Institute of Sree Chaitanya Institute of

Pharmaceutical Sciences Pharmaceutical Sciences

Principal

Sree Chaitanya Institute

Of Pharmaceutical Sciences