**SREE CHAITANYA INSTITUTE OF PHARMACEUTICAL SCEIENCES KARIMNAGAR**

Guidelines to prepare Pharm.D 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 pages, 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:** Navy blue cover with Sliver colour letters (All specialisations)

 **Front pages:** Page Title page

 Page Certificate from the college.

 Page Declaration (by student)

 Page Certificate from lab (if any)

 Page Acknowledgement

 Page i Contents

 Page ii List of Abbreviations

 Page iii List of tables

 Page iv List of figures

 Page v 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.

**CONTENTS**

**TITLE PAGE**

**CERTIFICATE (FROM COLLEGE)**

**DECLARATION (BY STUDENT)**

**CERTIFICATE FROM LAB (IF ANY)**

**ACKNOWLEDGEMENT**

**CONTENTS i**

**LIST OF ABBREVIATION ii**

**LIST OF TABLES iii**

**LIST OF FIGURES iv**

**ABSTRACT v**

 **Page. Nos**

**Chapter-1 INTRODUCTION**

**Chapter-2 REVIEW OF LITERATURE**

**Chapter-3 AIMS & OBJECTIVES**

 **Chapter-4 EXPERIMENTAL SECTION**

* + - 1. **MATERIALS**
			2. **METHODS**

 **Chapter-5 RESULTS & DISCUSSIONS**

**Chapter -6 CONCLUSION**

 **Chapter-7 REFERENCES**

 **ANNEXURE**

**<< Title of the Thesis >>**

The Project submitted to

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**

In partial fulfilment of the requirements

For the award of the degree of

**DOCTER OF PHARMACY**

By

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

(HT.No: XXXXXX)

Under the supervision of

CLINICAL GUIDANCE

<< **Guide name**>>

<Designation>

Under the guidance of

<< **Guide name**>>

<Designation>



**SREE CHAITANYA INSTITUTE OF PHARMACEUTICAL SCIENCES**

(Affiliated to JNTUH, HYDERABAD)

THIMMAPOOR, KARIMNAGAR, T.S-505 527.

20XX---20XX

 **Note:This Title page is for individual books. But the title page for thesis books to be submitted to college(2Pages) should contain names and hallticket numbers of all group members.**

**SREE CHAITANYA INSTITUTE OF PHARMACEUTICAL SCIENCES**

**KARIMNAGAR, T.S - 505 527**



**[**

**CERTIFICATE**

 This is to certify that the thesis entitled **“PROJECT TITLE”** is being submitted to **JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD** by << **Students names**>> in partial fulfillment of the award of Degree of **Docter of Pharmacy**, is based on the result of studies carried out by them in <Hospital Name, Address >. This work is orginal and has not been submitted earlier to any other university or institution either in part or full for the award of any degree or diploma.

**Guide**  **Head of the Department**

**XXXXXXXXXX XXXXXXXXXXX,**

Designation, Designation

Sree Chaitanya Institute of Sree Chaitanya Institute of

Pharmaceutical Sciences Pharmaceutical Sciences

**Principal** **Signature of External Examiner**

Sree Chaitanya Institute

Of Pharmaceutical Sciences

**CERTIFICATE FROM CLINICAL GUIDE**

 This is to certify that the thesis entitied **“PROJECT TITLE”** is being submitted to **JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD** by << **Students names**>> in partial fulfillment of the award of Degree of **Docter of Pharmacy**, is based on the result of studies carried out by them in <Hospital Name, Address >under my guidance and supervision. This work is orginal and has not been submitted earlier to any other university or institution either in part or full for the award of any degree or diploma.

**Date: Clincal Guide**

**Place Designation with seal**

**DECLARATION**

I here by declare the work which is being presented in this dissertation entitles “ **Thesis Title**” submitted to for the docter of pharmacy degree. It is original work carried out by me in “**NAME OF THE** **HOSPITAL**”and **Sree Chaitanya Institute of Pharmaceutical Sciences**, **Karimnagar**.,Under the guidance of “**NAME OF THE GUIDE, DESIGNATION”** in partial fullfillmet for the award of **Docter of Pharmacy** and the project has not formed the basis for the award of my degree, associateship, fellowship or any other similar titles.

**Date: Name of the Student**

**Place: Signature of the Student**

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 **Certificate from Instutional Human Ethical Committee has to be obtained from office.**