



## CHS POLICY DOCUMENT

### COMMUNITY RESEARCH PROJECT REPORT FORMAT

The following instructions and format are to be strictly observed by students while submitting the final report of 4<sup>th</sup> year community research projects. This format follows the general scheme or research writing in the international journals and has been adapted largely from the scheme presented by David S. Walonick (Elements of a research proposal and report, 2005).

#### GENERAL INSTRUCTIONS

##### Title page

All text on the title page is centered vertically. The title page has no page number. One inch margin should be given on all sides. The title page should contain the title of the study, names of principal and co-investigators with their role numbers, the name of the supervisor, and date of submission to Community Medicine Department.

##### Page numbering

Pages are numbered at the top right. Page numbering should begin after title page (page number is not placed on page 1)

##### Spacing and justification

All pages are single sided. Text should have double line-spacing, except for long quotations and the bibliography (which are single-spaced). There is one blank line between a section heading and the text that follows it. Text should be left justified.

The top, bottom, and right margins should be 1 inch. The left margin should be 1.25 inch to allow space for binding.

##### Font face and size

Any easily readable font is acceptable. The preferred fonts are Times New Roman, Calibri, and Cambria. Generally, the same font must be used throughout the manuscript, except 1) tables and graphs may use a different font, and 2) chapter titles and section headings may use a different font. Avoid use of fancy, multicolored fonts.

The font size should be 11 points, though a larger size may be used for the headings.

## FORMAT OF THE REPORT

The report should include the following sections in the given sequence.

### 1. ABSTRACT

This section should provide a brief (not more than one page) summary of the study including the main objectives, results and conclusions.

### 2. TABLE OF CONTENTS

### 3. LIST OF ABBREVIATIONS

### 4. LIST OF TABLES, GRAPHS AND FIGURES

### 5. BACKGROUND (2000 - 5000 WORDS)

Introduction: should set the stage for the paper and put your topic in perspective. It should describe what is the issue being studied. Describe why the problem is important to study and how it relates to healthcare of the people, by referring to appropriate studies.

Literature review: describes what the magnitude of the problem is, and what are the findings of other researchers regarding the problem under study? You should try to cite studies that have been on the same topic in the same area or a similar context. If you do not find enough material, you should cite similar studies done in the same region or another region.

Rationale of the study: is a single statement that explains what exactly the study attempts to achieve. It should describe why your study is important and useful, and how it will help in understanding the problem at hand.

Objectives: This section should describe all the objectives of the study based on the variables that are being measured. Objectives should be specific, measurable and achievable.

### 6. METHODOLOGY

This section should describe the methods and tools used for the purpose of the study. It includes:

- Location or setting of study
- Study population (who are the study participants/subject, how are they selected)
- Study design (what type of study is this; cross-sectional, retrospective or prospective?)
- Study duration (when the study will begin and end, what will be the time frame of data collection)
- Sampling: What sample size and sampling scheme will be used (mention period of record review in case of retrospective study)
- Data collection tool that will be used in this study
- Operational definitions: give inclusion and exclusion criteria for cases and any other definitions of special terms where needed
- Ethical considerations: explain process for consent (if applicable) and how confidentiality will be maintained
- Analysis plan: how will data be entered and coded; what statistics will be calculated; mention any statistical tests applied to variables

## **7. RESULTS**

Sample description: include common demographic statistics of the sample collected

Analysis: State all results in same sequence as the objectives. Explain tables and graphs in the text but avoid duplicating information. If there are any statistical tests applied, state the null and alternate hypothesis along with the calculations and p-value.

## **8. DISCUSSION**

In this section provide an explanation of your results; why do you think you found what you did. Compare your results with other studies and if your results are significantly different, explain possible reasons.

List the strengths and limitations of the study. Mention how the limitations might have affected the quality of research. If possible, identify any future areas related to the study topic that need to be researched.

## **9. CONCLUSION**

Provide a summary conclusion of your study and give recommendations based on your findings. Avoid giving recommendations unrelated to your study objectives or suggestions that are not a direct implication of your findings.

## **10. REFERENCES**

All references must be written in Vancouver style. Detailed information is available on following websites:

<http://spm.um.edu.my/research/references.php>

[http://en.wikipedia.org/wiki/Vancouver\\_system](http://en.wikipedia.org/wiki/Vancouver_system)

## **11. APPENDIX**

Attach your questionnaire / proforma or other tool used for data collection

Attach any other relevant supplementary information here

Use separate pages for each appendix.

Title the appendices using letters, for instance Appendix A.

Note: This document was approved by the Head of the Department, Community Health Sciences, Peshawar Medical College on 25<sup>th</sup> January, 2014.