

GUIDELINES FOR PROPOSAL AND DISSERTATION WRITING FOR WACS

OCTOBER 2014

BROAD GUIDELINES FOR PROPOSALS AND DISSERTATIONS.

1. Times New Roman Font.
2. Font Size 12.
3. Double Spacing.
4. 2.5cm (1inch) Margin on Each Side of Paper.
5. A4 Paper Size.
6. IMRAD Format for Dissertation (Introduction, Materials & Methods, Results, Analysis of Data, Discussion, Conclusion, Recommendation, References).
7. Page numbering up to Table of Contents should be in Roman Numeral while it should be in Arabic Numeral from the Summary to List of References.
8. All Dissertations for WACS Part II Examinations must be preceded by an Approved Proposal.
9. Attestation Page must be signed and dated by the Supervisor(s) with Fellowship Qualification(s) stated. (Photocopy is not allowed).
10. If there is only one Supervisor, the person must be a Fellow of the WACS.
11. If there are two or more Supervisors, the Lead Supervisor must be a Fellow of the WACS without prejudice to the requirements of individual Faculties as specified in their curricula.
12. Proposals should be submitted in electronic format on CD and by E-mail.
13. Initial Dissertation should be submitted loosely bound (spiral binding) in two copies.
14. Final Corrected Dissertation should be submitted using hard cover binding in two copies and in electronic format on two CDs.

GUIDELINES FOR PROPOSALS

Proposal should consist of the following:

1. Title Page.
2. Declaration Page signed and dated by the Candidate.
3. Attestation Page signed and dated by Supervisor(s) with Fellowship Qualification(s) stated.
4. Attestation Page signed and dated by the Head of Training Department with Medical Qualification stated.
5. Acknowledgement.
6. Table of Contents.
7. List of Tables.
8. List of Figures.
9. Structured Summary (Background; Objective; Methods; Proposed Analysis).
10. Introduction.
11. Literature Review (Including Justification).
12. Aims and Objectives (Including Major & Minor Objectives as well as Hypothesis and Sub-Hypothesis).
13. Materials and Methods (Including Method of Data Analysis; There should be a Statement on Informed Consent from Subjects/Patients and Approval by a Recognized Ethical Review Committee; Study period should be clearly stated).
14. List of References.
15. Appendices.

Title Page

- Running title containing a maximum of ten words (maximum of 100 characters including spaces for the electronic version).
- Title of Research Project containing a maximum of eighteen words (maximum of 200 characters including spaces for the electronic version).
- Name of candidate, basic medical degree and awarding institution.

- Statement on submission to WACS.
- Month/Year in view for examination defence of dissertation.

Summary

- Structured (Background; Objective; Methodology; Proposed Analysis).
- Maximum of 400 words.
- Key Words (Maximum of 5 Words).

Introduction

- Mention of previous studies on the subject matter with appropriate references.
- Purpose of the research project should be clearly stated in the last paragraph.

Literature Review

- Detailed overview of research studies that have already been published on the subject with appropriate references.
- Tables and figures should not be included in the Literature Review.
- Should be well researched and of reasonable length, in terms of the number of pages.
- Justification: Reason why research project is considered necessary and beneficial.

Aims and Objectives

- Major and Minor Objectives should be stated.
- Hypothesis and Sub-Hypothesis.

Materials and Methods

- Statement on informed consent from subjects or patients.
- Sample size.
- Approval by a Recognized Ethical Review Committee.
- Study period should be clearly stated in terms of commencement and termination month / year.
- Inclusion and Exclusion Criteria.

Method of Data Analysis

- Statistical method for data analysis e.g. SPSS should be stated where applicable.
- Tools are software e.g. EPI Info.
- Methods are Statistics e.g. Chi Square Test.

Listing of References

- Vancouver Style should be used to list references in the Body of the Text (as Superscript) and also in the List of References.

Appendices

- Specimen of project questionnaire.
- Specimen of written informed consent to subjects and patients.
- Copy of approval by a Recognized Ethical Review Committee.

GUIDELINES FOR DISSERTATIONS

Dissertation should consist of the following:

1. Cover Page (To include: Full Title; Full Name of Author; Basic Medical Degree; Faculty; Month/Year of Exam in View).
2. Title Page.
3. Declaration Page signed and dated by the Candidate.
4. Attestation Page signed and dated by Supervisor(s) with Fellowship Qualification(s) stated.
5. Attestation Page signed and dated by the Head of Training Department with Medical Qualification stated.
6. Acknowledgements.

7. Table of Contents.
8. List of Tables.
9. List of Figures.
10. Structured Summary (Background; Objective; Methods; Results; Conclusion).
11. Introduction.
12. Literature Review (Including Justification).
13. Aims and Objectives (Including Major & Minor Objectives as well as Hypothesis and Sub-Hypothesis).
14. Materials and Methods (Including Method of Data Analysis; There should be a statement on informed consent from subjects/patients and Approval by a Recognized Ethical Review Committee; Study period should be clearly stated in terms Commencement / Termination Month / Year).
15. Results.
16. Discussion.
17. Conclusion.
18. Recommendation.
19. List of References.
20. Appendices.

Title Page

- Running title containing a maximum of ten words (maximum of 100 characters including spaces for the electronic version).
- Title of Research Project containing a maximum of eighteen words (maximum of 200 characters including spaces for the electronic version).
- Name of candidate, basic medical degree and awarding institution.
- Statement on submission to WACS.

- Month/Year in view for examination defence of dissertation.

Summary

- Structured (Objective; Methodology; Results; Conclusion).
- Maximum of 500 words.
- Key Words (Maximum of 5 Words).

Introduction

- Mention of previous studies on the subject matter with appropriate references.
- Purpose of the research project should be clearly stated in the last paragraph.

Literature Review

- Detailed overview of research studies that have already been published on the subject.
- Tables and figures should not be included in the Literature Review.
- Should be well researched and of reasonable length, in terms of the number of pages.
- Justification: Reason why research project is considered necessary and beneficial.

Aims and Objectives

- Major and Minor Objectives should be stated.
- Hypothesis and Sub-Hypothesis.

Materials and Methods

- Study location should be mentioned.
- Sample size,
- Statement on informed consent from subjects or patients.
- Approval by Ethical Review Committee of Training Institution.
- Study period should be clearly stated in terms of commencement and termination month / year.
- Inclusion and Exclusion Criteria.

Method of Data Analysis

- Statistical method for data analysis e.g. SPSS should be stated where applicable.
- Tools are software e.g. EPI Info.
- Methods are Statistics e.g. Chi Square Test.

Results

- Detailed analysis of results obtained.
- Percentages to be expressed to the first decimal place.
- Results should be written in reported speech (past tense).
- Tables should have headings on top.
- Figures should have legends at the bottom.
- All tables must be referred to in the text of the Results Chapter.
- All figures must be referred to in the text of the Results Chapter.

Discussion

- Summary of major new findings or new knowledge being generated.
- Detailed comparison of the results obtained from the study with those of previous studies.
- Important areas of agreement or differences with previous studies should be stated.
- Any statement not belonging to the author or from the current study should be supported with appropriately cited references.

Conclusion

- Statement on inferences drawn from the study.

Recommendations

- Statement(s) on useful advice emanating from results obtained in the study.

Listing of References

- Vancouver Style should be used to list references in the Body of the Text (as Superscript) and also in the List of References.

Appendices

- Specimen of project questionnaire.
- Specimen of written informed consent to subjects and patients.
- Copy of approval by a Recognized Ethical Review Committee.

Considering the diverse nature of the seven constituent Faculties of the WACS, it is obvious that the broad guidelines for proposals and dissertations have to be tailored to suit the individual Faculties. For example, because of the prominent role anatomy and technique play in the training of radiologists, there should be a chapter on Gross Anatomy and Imaging Modality Anatomy of the subject matter before Literature Review.