

**UNIVERSITY OF ST. ANDREWS**  
**SCHOOL OF MEDICINE**

**MD4002 Medicine**

**Module Handbook 2023-24**

**\* PLEASE USE ONLY THE [md4002@st-andrews.ac.uk](mailto:md4002@st-andrews.ac.uk) EMAIL ADDRESS TO CONTACT THE  
MODULE CO-ORDINATORS\***

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## **MD4002 OVERVIEW**

MD4002 commences on **Monday 15th January 2024**.

Students will undertake an Honours level Student-Selected Component (SSC) (40 Credits) in the form of a research project. The SSC will enable students to pursue an area of their own particular interest at an advanced level and further develop their critical appraisal skills. All projects must be completed with a supervisor from the School of Medicine (which includes Honorary staff).

Introductory lectures and workshop sessions covering core skills of critical appraisal, referencing and advanced literature searching will be held for all students. There are also guided studies on plagiarism and how to write a plain English summary. In addition, there will be sessions for lab-based project students on working in the laboratory, for data project students on using statistical packages as required and, for students involved in the optional teaching opportunity, sessions on teaching skills.

There will be weekly meetings with your supervisor to decide on the dissertation topic, formulate a research question/research hypothesis and to monitor progress. You and your supervisor should discuss the learning contract (see Appendix 1). The learning contract is provided as a portfolio task for this module. After discussion with your supervisor in week 1 please **sign and upload the contract**. Your supervisor will then be alerted and must also sign off to indicate the contract was discussed and agreed.

There will be a series of workshops within your topic strand to further develop core skills. These may take the form of discussions around assessing research quality, clinical case discussions, journal club discussions or clinical reasoning sessions. Students will also gain practice in presentation skills by giving a short presentation ( 5 mins) on their chosen topic and research aims in week 4. All students are expected to attend and contribute to these sessions, attendance will be taken. Students should self-certify absences in the standard way.

Assessment of this module comprises of a written dissertation (95%) and an oral presentation (5%). Students will additionally submit a formative reflective portfolio entry.

Specific learning objectives include:

- Develop an understanding of scientific methods, including technical and ethical principles used when designing experiments and other research
- Develop the ability to use resources in a systematic and organised fashion
- Develop an inquisitive and questioning attitude and apply rational thought processes
- Be competent in the use of literature searching using online methods
- Understand the structure and organisation of a scientific paper
- Be able to formulate a workplan in order to complete a task at an appropriate level in a defined time frame
- Prepare a dissertation on a selected advanced topic demonstrating critical thinking, analysis and understanding of the topic
- Summarise the findings of the dissertation topic and present them to an audience
- Develop reflective practice using a portfolio entry for a significant learning event

## **THE DISSERTATION**

The written dissertation contributes 95% of your module grade. The total number of hours that a student should devote to their project should reflect the fact that it accounts for 66% of the normal semester workload. The topic of your dissertation will be discussed with your supervisor who will help you focus on a suitable topic. This must be approved by your supervisor.

All dissertations must answer a specific research question or research hypothesis and should include critical appraisal of the literature to answer this question. In the case of data and lab projects, an appraisal of your own results is also required. It is not acceptable to write a descriptive dissertation. For example, you cannot write a dissertation on “The properties of aspirin”, but you could research the question “Does aspirin modify the incidence of colorectal cancer?”. Guidance and feedback will be given on aspects of all sections of the dissertation, **except the Discussion, and Abstracts, which must be written without assistance.** General discussion with your supervisor about the structure and content of your discussion and abstracts is acceptable.

For the research dissertation you are expected to make extensive use of published literature in researching your topic. Make full use of the NHS library and the facilities of the University library including obtaining articles through the Inter-Library loans service; this can be slow so please plan ahead and refer to information here: <https://libguides.st-andrews.ac.uk/InterLibraryLoans>.

Where appropriate, the School will, through your supervisor, bear costs that are essential to your project. This may include such costs as travel if intrinsic to the project. It will only include such things if they are absolutely necessary. Discuss expenses with your supervisor at the commencement of the project. All expenses must be approved by your project supervisor and you must retain receipts for reimbursement using forms available from <http://www.st-andrews.ac.uk/students/money/otherinformation/paymentofstudentexpenses/>

Contact the School Teaching Admin Office ([medteaching@st-andrews.ac.uk](mailto:medteaching@st-andrews.ac.uk)) about arrangements to submit the completed forms.

### ***Dissertation Structure***

The dissertation must be produced as a word-processed document and made into a PDF for submission .

As when writing a scientific paper, guidelines are provided on the basic text layout in order to facilitate easy reading of your work: Use at least 1.5 line spacing and an accessible font (a sans serif font such as Arial) with font size 11 or higher; Leave a 2cm margin on each side. (If you want to print your dissertation at any point then you should leave a wider margin on the left side than the right to allow for binding; 3cm left and 2cm right). Note the school do not print hard copies of dissertations, but the university print and design unit can provide a price for printing and/or binding if you would like a hard copy (<https://www.st-andrews.ac.uk/print-and-design/dissertation-and-thesis/>). Note that print credits are not accepted by the print unit.

The dissertation should be 10,000 words in length, +/- 10%. For critical review projects, 30-40% should constitute the Introduction, 10-20% Methods and Results, and approximately 50% Discussion. For data handling and lab projects you should aim for approximately 30% Introduction, 30% Methods and Results and 40% Discussion.

The dissertation should include the following sections, where relevant, in this order:

**Title page:** Title, Candidate number and Date. The template for you to use will be available on Galen prior to submission. **Do not put your name on the title page, or anywhere else in your thesis. Do not alter the title page in any way**

**Signed thesis declaration form:** This will be available on Galen leading up to the submission date. You must complete this form and your dissertation will not be accepted without this. Please complete the word count table for each section relevant to your thesis. Also complete the individual declaration statements and add your candidate number where indicated. The thesis declaration form must be incorporated into the dissertation pdf prior to submission.

**Contents list:** This should include page numbers. In Word format it is suggested that this be navigable (i.e. made by applying appropriate styles to your headings to enable an automated contents list to be produced and be able to use the navigation pane). When converting to a Pdf for submission the contents list does not have to be navigable.

**List of Figures and Tables:** Title of figure or table, with page numbers

**List of Abbreviations** All abbreviations used, giving the full text version

**Scientific Abstract:** Single page summary (maximum 350 words);. This summary should be written for someone with the same scientific background as you and may refer to the background, methods, results, and study conclusions.

**Plain English Summary:** Single page summary (maximum 350 words). This summary should also cover content from the background, methods, results and conclusions but should be written for a lay audience with no scientific background, and therefore technical terms should be avoided.

**Introduction (Including Aims and Objectives):** This section should include a summary of the research topic and “introduce” the reader to the research question being asked or research hypothesis being tested. Therefore, these should be clearly stated. In this section you should include what has already been done in the research area, explain if there are gaps in the existing research, and explain why the research/review is warranted. It may be important to highlight if there are controversies/disagreements in the research area, which may help to

substantiate why your research/review is needed. Depending on the nature of the topic, the introduction may be divided into sub-headings to break up the topics discussed. The final section of the introduction should be a specific Aims and Objectives or Hypothesis and Objectives section. Citations of relevant work must be placed appropriately throughout the main text.

**Methods:**

All projects require a Methods section including a description of analysis used (if performed). For data projects the methods include all the essential information necessary to repeat the analyses. For lab-based projects, include a description of materials and methods used for the experimental work. For critical review projects, the literature searching methodology should be explained clearly and logically. This should include the following components: Selection criteria (e.g. Inclusion/Exclusion Criteria; see PICO or PICOSS models); how articles were found (e.g. search strategies and databases used); how the articles were selected. The methods may also describe how article quality was assessed (e.g. NICE algorithm, CASP checklist, etc); describe how data was extracted (if appropriate); explain how bias was assessed (e.g. bias tool); describe how data was analysed. **Please consult your supervisor regarding which methods are most appropriate for your project.**

**Results:**

Data handling and lab-based projects will have a results section reporting the findings of your study including appropriate tables and figures. Critical review projects should also have a results section, which will include a concise text summary and often includes tables showing the results of the search (e.g. using PRISMA flow diagram), the study attributes/characteristics and results (e.g. using CONSORT checklists). The exact contents of the results section of critical review projects will differ between strands and between dissertations due to variations in your questions, and studies reviewed. However, in all cases there is expected to be a short text summary included. Please consult your supervisor regarding the most appropriate results format for your project.

**Discussion:**

For critical review projects and data projects, this is where you show your appraisal skills and synthesize your findings to answer your research question(s). In this section, you should interpret your own results or those of your articles, taking into account your study objectives and / or hypotheses, current theory and other relevant studies in the literature. For critical review projects this will involve identifying common themes across papers rather than a paper-by-paper analysis. For data or lab-based projects, this involves interpreting how your experimental findings relate to relevant publications. This section may include discussion of your study or article strengths and weaknesses, study limitations including potential sources of bias, and any imprecision associated with the findings. The implications of the findings should be placed into the wider context, for example implications for future research or practice (where appropriate). Lab based students may wish to include a discussion on any future

experiments that could be designed to expand upon the findings from their project.

**Final conclusion:** A short summary section drawing the project to a final summary and conclusion.

**References:** One hundred references maximum. See detailed explanation of the format in the Referencing section below.

**Appendices:** Can be used for raw data, or additional details of literature searching strategy ( e.g. if full search terms for only one database were included in the main text), or additional tables, etc. Although these do not contribute towards your dissertation word count, they should be used sparingly: Please only include information that is pertinent and keep the size and number of appendices to a minimum.

If your project required approval from the University Ethics Board then then a copy of the approval letter (anonymized) should be included as an appendix, and referred to in the methods section of your dissertation.

### ***What contributes to the word count?***

<b>Included</b>	<b>Excluded</b>
Introduction	Title page
Aims	Scientific and Plain English Abstracts
Methods	Table of Contents
Results written as text	List of figure/tables
Discussion	List of Abbreviations
Conclusion	Declaration
	Figure Legends
	Tables (incl. any results in tables)
	Reference list
	Any appendices

### ***Inclusion of Tables and Figures***

Figures and tables are a really useful way of summarizing a lot of data or clarifying a complicated concept visually.

Tables and Figures should be numbered sequentially throughout the dissertation and include a legend with a title and then description of what is presented. Tables and figures should be referred to in the text if they are included.

Figures can be made by students themselves e.g. using powerpoint/software such as BioRender or can be taken from a paper as long as it is fully referenced. If students create an image based

on a figure from a paper e.g. creating a simplified version, then this must also be referenced e.g. *'modified from [cite reference]'*

## **ACCESSIBILITY**

Students will be required to complete the University [Digital Accessibility basics](#) course and will be required to follow best practice in terms of use of fonts and headings in the dissertation and presentation.

## **DISABILITY**

Students who are registered with the University as having a disability or learning difficulty, which they think may impact on their dissertation, may want to discuss this with their supervisor or the medsupport team ([medsupport@st-andrews.ac.uk](mailto:medsupport@st-andrews.ac.uk)) at the start of the module.

## **ENGLISH LANGUAGE CORRECTION**

The University has a policy on language correction, which you can access here: <https://www.st-andrews.ac.uk/students/advice/academic/languagecorrection/>. There are clear rules on what is allowed, and what is not, so please consult the policy before asking anyone to look at your work. For example you can use the Grammar function of Grammarly, but not the plagiarism checker, and you cannot use Generative AI to improve your grammar or writing style (see under Academic Misconduct). Any language correction assistance must be explicitly acknowledged.

## **DISSERTATION SUBMISSION AND EXTENSIONS**

Specific details on how to submit your dissertation will be provided nearer the time.

**The deadline for final submission of your dissertation online (please use pdf format) is:  
12 noon, Wednesday March 27<sup>th</sup>, 2024.**

You will submit a pdf of your dissertation online. The dissertation will then be subject to plagiarism checks (please do not run your dissertation through any plagiarism software before submitting as this will then be picked up when it is submitted through Turnitin). It is your responsibility to check that all the pages are in the correct order and facing in the right direction, and that all figures are showing correctly, prior to electronic submission. **No corrections or alterations can be made after the final submission deadline.**

The submitted dissertation pdf must include a thesis declaration page incorporated into your dissertation as described under "Dissertation Structure". Remember to include your CANDIDATE NUMBER on the thesis declaration page. A template for this declaration page is provided closer to the submission date.



In addition to the dissertation you must also submit two other forms:

a. MD4002 evaluation questionnaire

b. Portfolio entry

**The deadline for submission of the additional two completed forms is: 12 noon, Friday March 29th, 2024.**

### ***Late Submissions***

There are penalties for late or incomplete submission of the dissertation as per University policy (1 grade point per 24 hours late- this includes weekends and public holidays). Computer problems are not a valid excuse for late submission. Submissions which are more than 7 days late without granted extensions will not normally be accepted by the School and may result in a 0 being reported for that component.

### ***Extensions***

Extensions will only be awarded in extenuating circumstances and should be requested from the module controllers ([MD4002@st-andrews.ac.uk](mailto:MD4002@st-andrews.ac.uk)). Extensions should be requested well in advance of the deadline, and will require submission of evidence as requested by module controllers.

## ***THE ORAL PRESENTATION***

The oral presentation is a compulsory element which is graded as **5% of your module grade**. You will be asked to present a short 10-minute talk with visual aid (e.g. Power Point or other), plus 5 minutes for questions, summarising your project work. It is recommended that you consult with your supervisor about the general content of your presentation. As you will have received feedback on your presentation skills during the formative presentations in week 4, supervisors are asked not to rehearse your oral presentation with you or look at any presentation slides you produce. You will be assessed primarily on your presentation and communication skills. The presentations will be timetabled together in sessions for each topic strand. The presentations will be held in weeks 11 & 12. The timetable for individual presentation sessions will be released after the Dissertation submission date.

## ***PORTFOLIO ENTRY***

Each student is expected to submit a portfolio entry specifically using the portfolio form available on Galen. This reflective piece should cover aspects of your project such as project planning, challenges and general progress. The portfolio can be used to record both positive and negative aspects of the project. The portfolio will be reviewed by your supervisor but will not form part of the assessment. A final copy must be uploaded to your e-portfolio by the deadline noted in the "dissertation submission" section.

## **ETHICS AND SAFETY**

Students must be fully aware of the safety, ethical and legal issues relating to their studies.

### ***Research/audit project ethical approval requirements***

The School of Medicine has an Ethics Committee (Convenor: Prof. David Harrison) consisting of a mixture of members from within and outside the University. Information on submission of ethics proposals can be found at: <https://medhandbook.st-andrews.ac.uk/ethics-committee/>

All research work involving human subjects, human data, human tissues, or other samples will be scrutinised by the School Ethics Committee. For information about research that is likely to require ethical approval, please see the UTREC website: <http://www.st-andrews.ac.uk/utrec>

All research involving animal subjects or using animal tissue will be scrutinized by the University Ethics committees, including the Animal Welfare and Ethics Committee (AWEC) and may require Home Office approvals (licences), please see the Animals in research website <https://www.st-andrews.ac.uk/staff/research/ethics/animalsinresearch/>.

Your supervisor will be aware if your project requires any ethical or other external approvals. Research involving children will require special oversight by the Children's Panel. In cases that involve subjects from other institutions, ethical approval may be required from the ethical committees of these institutions. This is the case in studies involving NHS patients or staff or taking place on NHS premises.

The necessary approvals **MUST** be in place **BEFORE** the start of the project/access to data. Students should discuss ethical approvals with their supervisor at the start of the semester.

It is a University requirement that any Honours dissertation that required ethical approval from the University Teaching and Research Ethics Committee (UTREC), should have the letter or email of ethical approval bound into an appendix before submission. **Please incorporate this into your submitted dissertation pdf.** To preserve your anonymity, please blank out your name if it appears on the ethics approval letter.

### ***Safety***

To this aim, students will be expected to be aware of the University policies on safety and to attend appropriate safety courses provided by the University. Students must adhere to all legal requirements governing experimental procedures. It is **YOUR RESPONSIBILITY** to read any safety information that is provided.

**PLEASE NOTE:** you must **NOT** proceed with any work involving radioactivity, carcinogens, toxic chemicals, microbiological hazards, genetic modification, animals, human subjects or human-derived materials **without appropriate risk assessment, training and authorisation.**

## **ACADEMIC MISCONDUCT**

The University of St Andrews expects all students to use good academic practices, and to avoid plagiarism, collusion, contract cheating and unauthorized use of AI. Your attention is drawn to the advice at:

<http://www.st-andrews.ac.uk/students/rules/academicpractice/>, including the [Good academic practice: Guidance for students and Frequently asked questions document](#).

### ***Plagiarism***

Plagiarism is the act of taking another's ideas and representing them as one's own. This covers not just using words, but also, for example, concepts, ideas, data, designs, images, computer programmes and music. Note that it refers to ideas, not just to words, so even if you express someone else's ideas in your own words, the source of the idea must still be acknowledged.

For worked examples of what is and what is not plagiarism, see the MD4002 Guided Study "How Can I Avoid Plagiarism?" and for further information and discussion on plagiarism avoidance and good academic practice see the MD4002 element 'Plagiarism and Referencing'.

### ***Contract cheating***

Contract cheating is where a student asks someone else to complete some part of a piece of work. This includes paying for this service but also asking a friend or relative to complete any aspect of your work. As stated above you can get help with proofreading, but be sure to consult the guidance on [Language correction](#).

### ***Unauthorised use of AI***

Use of Generative AI is NOT authorised for MD4002. Unauthorised use of Generative AI is where a student submits output generated from AI technology (e.g. LLM) as their own work. This could include for example, using an AI chatbot to reduce word count, or generate or improve the content of your introduction, using AI to produce a summary of your dissertation and presenting this as your own work. Any use of Generative AI will be dealt with under the Good Academic Practice Policy. Students are referred to further detail in the [University Good Academic Practice policy](#) and the [Guidance Document](#).

### ***Collusion***

Collusion is defined as the submission by two or more students of the same or similar pieces of work (or parts of pieces of work) which are presented as the individual's own solely authored work. This could arise from students working together to complete the work, or by one student allowing another to copy his/her work. Copying without the author's permission is not collusion but taking another student's work without permission is theft and constitutes a disciplinary offence.

### ***How to avoid problems of collusion***

Students can of course help and support each other, and this is to be encouraged. It is a question of knowing where to draw the line. The following list provides examples of forms of co-operation with fellow students, which are to be encouraged:

- notifying them of useful reference
- directing someone to a source for an idea
- shared discussion and development of ideas
- jointly identifying ideas from a third party
- discussing what the assessment requirements involve
- discussing the techniques used in calculations
- sharing books and articles

To avoid collusion though, you should:

- write the assignment on your own in your own words (except to the extent you cite references)
- not copy verbatim or in substance part or all of the work of other students
- take care to keep your work secure

## **MARKING PROCEDURE**

### ***Dissertation***

Your dissertation counts for 95% of the Module grade. It is marked independently by your supervisor, and another member of staff with knowledge of your project area. If there is a difference of more than two grade points between markers, then they will be invited to meet and moderate their marking with reference to the feedback provided by the other marker. If required, a third marker may be invited to grade your dissertation. In all cases, the grade awarded is the mean of all markers.

### ***Oral Presentation***

This counts as 5% of your module grade. This is assessed by 2 members of staff. Neither assessor will be your supervisor. Your grade for your presentation will be the mean of both markers. The marking descriptors used will be available for you to view on Galen at the start of the second semester.

Overall module results (combined over dissertation and presentation) are presented rounded to the nearest full grade. A panel of external examiners review our marking processes, read individual dissertations and can watch recordings of presentations prior to confirmation of grades, to ensure the process is fair and the grades awarded appropriate.

The marking descriptors used by supervisors will be available for you to view on Galen at the start of second semester. Detailed feedback will be provided to you following the release of your module grade: You will be provided with the comments and marking grids generated by each marker involved in assessing your dissertation.

**You must pass both your written dissertation and oral presentation in order to pass the MD4002 module.**

## **REFERENCING GUIDELINES**

The final dissertation should cite **no more than** 100 key references depending on the area of research (note this is a maximum). References should come from reliable sources, e.g. peer reviewed academic journals, or agencies such as the World Health Organisation or NICE. Although references can, in some cases, be from websites that may summarise health or scientific information, be cautious in your use of web material and verify the reliability of the information. You may also wish to use books, but these should usually be specialised texts. Use of general medical or scientific textbooks should be limited as they will not be of sufficient depth for this project.

Referencing is essential so that you can acknowledge the work of others, and so that the reader knows where to find further information if necessary. Failure to reference properly is not only bad practice but may lead to allegations of academic misconduct for which the university has severe penalties.

In MD4002 you can use EITHER the Vancouver method OR Harvard method (detailed further below). In the Vancouver method, numbers are used in the text to denote a reference and then these are listed in numerical order at the end of the work. Using the Harvard method, the author and the year are given in the text and the references are listed alphabetically at the end of the text. There are advantages and disadvantages to both methods and you may wish to discuss with your supervisor which method is the most appropriate to use. In either case it is your responsibility to check the accuracy of your referencing. **We highly recommend you use a reference manager software such as Endnote which is available via Apps Anywhere.**

### ***Vancouver Method***

#### **Referencing in the text**

References should be numbered in the order in which they appear in the text. The numbers should be indicated in brackets.

Example: In response to extreme cold histamine is released into the circulation (1). This affects the response of the complement system (2).

#### **Quoting from references in text**

It is more usual to summarise a point from a paper or report, and then cite the reference. However, in some circumstances there will be good reasons why a direct quote is more appropriate. When including a quote, use single quotation marks and indicate the page number. Quotations of more than one sentences should be indented as a separate paragraph.

Examples:

It has been emphasised (1 p12-14) that carers of diabetes sufferers 'require perseverance and an understanding of humanity'.

A UK report (4) summarised the importance of mathematics to society and the knowledge economy, stating that:

‘Mathematics provides a powerful universal language and intellectual toolkit for abstraction, generalization and synthesis. It is the language of science and technology. It enables us to prove the nature of the universe and to develop new technologies that have helped us control and master our environment, and change societal expectations and standards of living.’

## **Reference List**

At the end of the document the full list of references should follow the Vancouver style in numerical order as they appear in the text. If you use the same source at different places the same number is used throughout.

### ***Book***

#### Model:

Surname Initials, editor statement if needed. Title. Edition statement if needed. Place: Publisher; Year of Publication. Pages.

#### Example:

Brown J, Noble LM, Papagerorgiou A, Kidd J editors. Clinical communication in Medicine. Chichester: John Wiley & Sons; 2106. 364p.

### ***Ebook***

#### Model:

Surname Initials, editor statement if needed. Title [Internet]. Edition statement if needed. Place: Publisher; Year [cited YYYY Mon DD]. Pages if published in page number format. Available from: URL

#### Examples:

- Book published with page numbers – replication of the print edition:

Brown J, Noble LM, Papagerorgiou A, Kidd J editors. Clinical communication in Medicine [Internet]. Chichester: John Wiley & Sons; 2106 [cited 2021 Dec 16]. 364p. Available from: <https://onlinelibrary.wiley.com/doi/book/10.1002/9781118728130>

- Book published without page numbers

Hall JE, Hall ME editors. Guyton and Hall Textbook of Medical Physiology [Internet]. 14<sup>th</sup> ed. Philadelphia: Elsevier; 2021 [cited 2021 Dec 16]. Available from: <https://www.clinicalkey.com/student/content/toc/3-s2.0-C20170004883>

### ***Journal Articles***

Vancouver references use abbreviated journal publication titles, these can be found by searching the National Library of Medicine (NLM) catalogue <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals/> using the journal title. Enter the title into the search box, the abbreviation to be used will show in the result page:

### The New England journal of medicine

Aberman, Arnold; Massachusetts Medical Society.

NLM Title Abbreviation: N Engl J Med

ISSN: 0028-4793 (Print) ; 1533-4406 (Electronic) ; 0028-4793 (Linking)

Boston, Massachusetts Medical Society.

Currently indexed for MEDLINE

NLM ID: 0255562 [Serial]

Where no abbreviation can be found use the full journal publication title.

### ***Print journal article***

#### Model:

Surname Initials. Article title. Journal title. Year; Volume (issue): page range

#### Example:

Backman G, Hunt P, Kholsa R, Jaramillo-Strauss C, Fikre BM, Rumble C, Pevalin D, Paez DA, Pineda MA, Frisancho A, Tarco D, Motlagh M, Farcansanu D, Vladescu C. Health systems and the right to health: an assessment of 194 countries. The Lancet. 2008; 372(9655): 2047-85.

### ***Online journal article***

Journal articles online may have a URL, or a URL and doi. Where both are available either supply the URL or supply both, starting with the URL, and with the doi following.

#### Model:

Surname Initials. Article title. Journal title [Internet]. Year [cited YYYY MMM DD]; Volume (issue): page range. Available from: URL doi(where available)

#### Example:

Boyd C, Auth RD, Blundin M, Banerjee D. Updates on the management of Cystic Fibrosis: Development of modulators and advancement of antibiotic therapies. R I Med J [Internet]. 2021 [cited 2021 Dec 16]; 104(7): 20-25. Available from <https://search.ebscohost.com/login.aspx?direct=true&AuthType=sso&db=a9h&AN=152222376&site=ehost-live&authtype=sso&custid=s3011414>

### ***Published report – print***

Where a report author is a division within an organisation the reference includes the parent organisation and the division as author.

#### Model:

Author surname and initial or organisation. Title of report. Place: Publisher. Date of publication. Number of pages. Report number if applicable

#### Example:

Royal College of Physicians of London. Smoking and health: summary of a report of the Royal College of Physicians of London on smoking in relation to cancer of the lung and other diseases. London: Pitman Medical. 70p.

### ***Published report – online***

Where a report author is a division within an organisation the reference includes the parent organisation and the division as author.

#### Model:

Author surname and initial or organisation. Title of report. Place: Publisher. Date of publication [cited YYYY MMM DD]. Number of pages. Report number if applicable. Available from: URL

#### Example:

World Health Organization, European Centre for Disease Prevention and Control. HIV/AIDS surveillance in Europe 2021: 2020 Data. Stockholm: World Health Organisation Regional Office for Europe. 2021 [cited 2021 Dec 16]. 120p. Available from: <https://www.euro.who.int/en/publications/abstracts/hivaids-surveillance-in-europe-2021-2020-data>

### ***Webpage***

#### Model:

Author surname and initial or organisation. Title of webpage [Internet]. Place: Publisher (if available). Date [cited YYYY MMM DD]. Available from: URL

#### Examples:

Webpage with an individual author:

Corey L. Vaccination and the Delta variant: four steps forward, two steps back [Internet]. Baltimore: John Hopkins University: Coronavirus Research Center. 2021 Aug 15 [cited 2021 Dec 16]. Available from: <https://coronavirus.jhu.edu/vaccines/blog/vaccination-and-the-delta-variant-four-steps-forward-two-steps-back>

Webpage with an organisation as author:

British Medical Association. Giving Patients Access to Medical Reports [Internet]. 2021 Jun 2 [cited 2021 Dec 16]. Available from <https://www.bma.org.uk/advice-and-support/ethics/confidentiality-and-health-records/giving-patients-access-to-medical-reports>



## **Harvard Method**

### **References in the text**

Each reference cited in the text must be listed in the References and vice versa: please check these carefully.

Literature citations in text are as follows.

1. One author – (Jones, 1995) or (Jones 1995; Smith 1996).
2. Two authors – (Jones and Kane, 1994) or (Jones and Kane 1996; Smith, 1996).
3. Three authors - (Jones, Kane, and Brown, 2001) or (Jones, Kane, and Brown, 2001; Smith, 1996).
4. Four or more authors – (Brown *et al.*, 2008) or (Jones *et al.*, 1995a; Jones *et al.*, 1995b).
5. Avoid any additional text within the brackets; this format is necessary for on-line literature searches.
6. Manuscripts *accepted* for publication but not yet published – list in References as [in press]
7. Citations of unpublished work:
  - (a) Your own unpublished observations and results submitted for publication should be cited in text only and not in the reference list. Use the format (S.P. Jones, Unpublished)
  - (b) Authors should get permission from the source to cite personal communications. This should be included in writing in an appendix of the dissertation.

### **Quoting from references in the text**

Use single quotation marks and indicate the page number. Quotations of more than one sentence should be indented as a separate paragraph.

Examples:

It has been emphasised (Soter, Wassermann, and Austen, 1976, p.42) that carers of diabetes sufferers 'require perseverance and an understanding of humanity'.

A UK report (Department for Education and Skills, 2004, p.11) summarised the importance of mathematics to society and the knowledge economy, stating that:

'Mathematics provides a powerful universal language and intellectual toolkit for abstraction, generalization and synthesis. It is the language of science and technology. It enables us to prove the nature of the universe and to develop new technologies that have helped us control and master our environment and change societal expectations and standards of living.'

### **Reference List**

- (1) References are listed in alphabetical order according to the surname and initials of the first author. If more than one reference exists for the same author, arrange in date order. Use a and b for papers published the same year.
- (2) Initials should follow all surnames in the list of author; insert a *full stop and space* after each initial and parenthesis round the date.
- (3) Journal titles should not be abbreviated unless they are entered into Endnote this way and should be given in italics.
- (4) Use the following style.

### **Book**

#### Model:

Surname, Initial., (editor statement if needed) (Year) *Title*. Edition if needed. Place: Publisher.

#### Example:

Brown, J., Noble, L. M., Papageorgiou, A. and Kidd, J. (eds.) (2016) *Clinical communication in Medicine*. Chichester: John Wiley & Sons.

### **Ebook**

Where an **ebook** is identical to the print book, reference in the same way as a print book. (ie: where page numbers etc are included in an ebook in exactly the same way as a print book (see example above))

E-book where not identical to a print book (e.g. page number aren't provided).

#### Model:

Surname, Initial., (editor statement if needed) (Year) *Title*. Edition if needed. Available at: URL (Accessed: DD Month YYYY).

#### Example:

Hall, J.E. and Hall, M.E. (2021) *Guyton and Hall Textbook of Medical Physiology*. 14<sup>th</sup> ed. Available at: <https://www.clinicalkey.com/student/content/toc/3-s2.0-C20170004883> (Accessed: 10 December 2021).

### **Journal Article (print)**

#### Model:

Surname, Initial. (Year) 'Article title'. *Journal title*, volume (issue), pp. page range.

#### Example:

Backman, G., Hunt, P., Khosla, R., Jaramillo-Strouss, C., Fikre, B. M., Rumble, C., Pevalin, D., Paez, D. A., Pineda, M. A., Frisancho, A., Tarco, D., Motlagh, M., Farcansanu, D. and Vladescu, C. (2008) 'Health systems and the right to health: an assessment of 194 countries'. *The Lancet*, 372 (9655), pp. 2047-2085.

### **Journal Article online**

#### Model

Surname, Initial. (year) 'Article title'. *Journal title*, volume (issue), pp. page range where. DOI or Available at: URL (Accessed: DD Month YYYY)

#### Example:

Boyd, C., Auth, R. D., Blundin, M. and Banerjee, D. (2021) 'Updates on the management of Cystic Fibrosis: Development of modulators and advancement of antibiotic therapies'. *Rhode Island Medical Journal*, 104 (7), pp.20-25. Available at: <https://search.ebscohost.com/login.aspx?direct=true&AuthType=sso&db=a9h&AN=152222376&site=ehost-live&authtype=sso&custid=s3011414> (Accessed 16 December 2021).

### **Published report - print**

#### Model:

Author or organisation (Year) *Title*. Place: Publisher.

#### Example:

Royal College of Physicians of London (1962) *Smoking and health: summary of a report of the Royal College of Physicians of London on smoking in relation to cancer of the lung and other diseases*. London: Pitman Medical.

### **Published report – online**

#### Model:

Author or organisation (Year) *Title*. Available at: ULR (Accessed DD Month YYYY).

#### Example:

World Health Organization (2021) *HIV/AIDS surveillance in Europe 2021: 2020 Data*. Available at: <https://www.euro.who.int/en/publications/abstracts/hiv-aids-surveillance-in-europe-2021-2020-data> (Accessed 16 December 2021).

### **Webpage**

#### Model:

Author or Organisation (Year) *Title of webpage*. Available at: URL (Accessed DD Month YYYY).

#### Example:

*Webpage with an individual author:*

Corey, L. (2021) *Vaccination and the Delta variant: four steps forward, two steps back*. Available at: <https://coronavirus.jhu.edu/vaccines/blog/vaccination-and-the-delta-variant-four-steps-forward-two-steps-back> (Accessed 16 December 2021).

*Webpage with an organisation as author:*

British Medical Association (2021) *Giving Patients Access to Medical Reports*. Available at: <https://www.bma.org.uk/advice-and-support/ethics/confidentiality-and-health-records/giving-patients-access-to-medical-reports> (Accessed 16 December 2021).

### **General advice on reports and webpages:**

Authors – if named authors are given on the title page use these. If author names are not given on the title page use the name of the organisation. If a subdivision of an institution is named as author (eg. European Centre for Disease Prevention and Control, the European regional office for the World Health Organisation) but the publication is hosted on the parent organisations website (e.g. The World Health Organization) give the author as the parent organisation.

Webpages – exercise caution when citing webpages, take time to assess the quality of the information, and check the URL in the case of organisations (such as the World Health Organisation) to ensure the information is coming from the organisation you expect and is not a pirated page. Where in doubt go to the organisation's homepage and search for the page you

want to cite. Dates for publication are not always given, check at the top and bottom of the page, and look for updated dates as well. Dates accessed are essential for webpage citations as content on webpages can change. Always reference the exact page you are citing rather than a website's homepage.

### ***Pre-prints***

Pre-prints (i.e. manuscripts that have not yet undergone peer review) are often available from academic or journal repositories. Pre-prints can be included in the reference list, but must be clearly labelled as pre-prints. Care should be taken on use of pre-prints as these have not yet been through the peer review process and therefore their scientific rigour is unknown. Papers reported at meetings (unless abstracts are formally listed in a journal), or personal communication, should be cited only in the text, not as a formal reference.

Authors should get permission from the source to cite personal communication. This should be included in writing in an appendix of the dissertation.

**It is your responsibility to ensure that your references are correct!**

## **Appendix 1: MD4002 Learning Contract for Project Supervisor and Students 2024**

The purpose of this document is to provide clear guidance on what is expected of the student and the supervisor.

### ***Student support and guidance.***

The project is a learning process so the supervisor is there to support and advise the student. It is suggested that the supervisor meet / be in contact with the student on a weekly basis. Supervisors will provide guidance in planning and structuring a dissertation and advice on time management. The supervisor will read drafts and comment on the introduction, materials and methods and results. The discussion should be the student's own work and not be read and commented on by the supervisor.

### ***Structure of the dissertation and plan.***

The early sessions should focus on agreeing a research question/hypothesis that the student can investigate. Students might need guidance on this to make sure it isn't too broad and that it is achievable in the time scale available. The supervisor will also have some idea of whether literature is likely to be available. The students will be responsible for searching the literature as this is part of their learning process. The supervisors are asked not to give out extensive lists of references to the students. Supervisors should discuss with their student at an early stage and agree between them how the dissertation should be structured. This will allow the discussion element to be assessed and be separate from the other areas where the supervisor will be giving guidance to the student.

***The supervisor agrees to meet / be in contact with their student weekly.***

***The supervisor agrees to comment on a draft of the dissertation but will NOT read the discussion or abstracts.***

***For research projects only: The supervisor confirms that all necessary Approvals have been secured for this project.***

***The supervisor agrees to respond to the student in a timely manner.***

***For lab projects only: The supervisor has completed a risk assessment form with the student, and relevant lab protocols have been completed.***

***The supervisor agrees to provide timely feedback on the dissertation assessment if requested by the student.***

Name of Supervisor: \_\_\_\_\_

***The student agrees to meet / be in contact with his/her supervisor weekly.***

***The student agrees to define a research question/hypothesis in collaboration with their supervisor.***

***The student agrees that the discussion and abstracts will be written by them independently.***

***The student agrees to accept that the workload for this module is 3-4 days per week for 12 weeks.***

***For lab research projects: the student has attended a H&S talk and will comply with all H&S and lab access policies***

Name of Student (block capitals): \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

**STUDENTS UPLOAD A SIGNED COPY OF THE FORM TO GALEN FOR SUPERVISOR SIGN-OFF**