

JS S UNIVERSITY

Mysuru



GUIDELINES FOR FORMATTING PhD THESIS

1. Size:

All copies of the thesis shall have:

- a). 80 - 100gsm A4 size executive bond paper with printing on both sides.
- b). Number of pages in the thesis shall not exceed 300 pages including tables and figures.

2. Margin and spacing :

Margins at the binding (left) edge must be 1.5" (38 mm) and other margins 1.0" (25 mm).

The page format should be single column with single spacing used between the lines.

Paragraphs should be separated by 1.5 space. All text pages should be justified.

3. Font and Font Size:

- a) Font style shall be "Arial" with font size 11 for running text .
 - i. a). Title - font size 12 / Bold/ Numerical : 1,2,3,4
 - ii. b). Subtitle – font size 11 / Alphabetic : a, b, c, d
 - iii. c). Main points under subtitles - font size 12 / Numerical : (I) , (II), (III),(IV).
 - iv. Sub points under main points- font size 12 /Numerical : i. , ii, iii, iv, v
- b) The tables and drawings shall have appropriate size as advised by the Guide.
 - i). Title of the table/ Graph/Drawing - font size 14 / Bold/
Numerical : 1,2,3,4
 - ii). Subtitle the table/ Graph/Drawing – font size 12/ Alphabetic : a, b, c, d

4. Pagination:

- a) Pages must be numbered consecutively throughout the thesis, starting from abstract followed by the first page of the introduction including all pages whether textual or otherwise (table, figure etc) and finishing at the final page of the reference.
- b) Roman numerals are used on the preliminary pages (up to the first page of text) and Arabic numerals are used on the text pages.
- c) Page numbers shall be located centrally at the bottom of the page, approximately 0.75" (15 mm) above the edge.
- d) Pages containing running text shall have 20 lines.
- e) Headings of tables shall be placed at the top of the table and a consistent format must be used throughout the dissertation. The word "Table" shall be written in full (not abbreviated) (e.g., Table 7).
- f) Captions of figures should be placed at the bottom of the figure. The word "Figure" should be written in full (not abbreviated) (e.g., Figure 9).

5. The entire thesis shall be split into following titles:

- a) Title page – Annexure-1(a) & Annexure-1(b)
- b) Certificates.
 - i) Certification by Controller of Examination- Annexure-2
 - ii) Declaration by the candidate – Annexure-3
 - iii) Certificate by the guide – Annexure-4
 - iv) Certificate by the HOD / Principal –Annexure-5
 - v) Anti plagiarism certificate (follow the guidelines) –Annexure-6
 - vi) Viva Voce Examination Proceedings –Annexure-7*
 - vii) Certificate by the guide and student (confirming the inclusions in the final copy) – Annexure-8*(*To be included only in the final hard bound copy)
- c) Dedication (if any).
- d) Acknowledgement.
- e) List of abbreviations, tables & figures.
- f) Content page.

- g) Abstract – (Structured Abstract : Annexure-9)
 - i) Structured Abstract with subtitles : Introduction, Objective, Methodology, Results and Conclusion
 - ii) Not exceeding 500 words.
 - iii) 06 key words below the abstract.

- i) Introduction.
- j) Review of literature.
- k) Methodology.
- l) Results.
- m) Discussions.
- n) Summary.
- o) Conclusions.
- p) References (Vancouver styles)- Annexure -10
- q) Additional inclusions –Annexure- 11 #
 - i) Publications.
 - ii) Certificate of scientific presentation- oral /poster.
 - iii) Details on awards/ grants/patents etc.

(#Do not attach the copy of the publications & certificates in the thesis)

6. Printing on the spine and cover page :

All copies shall be bound with the title of the thesis, the name of the degree, the year of submission and the name of the scholar embossed/printed on the spine and cover page of the thesis , Annexure -1(a) & Annexure- 1(b).

7. Cover binding :

a) Hard bound copy:

Hard non-flexible cover / fine grain book cloth/ PVC coated /water & crush proof wax coated binding material shall be used for hard cover binding.

b) Soft bound copy:

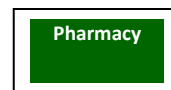
Flexible cover /water & crush proof wax coated paper shall be used for soft cover binding.

8. **The color of the thesis cover** and the font details are as follows:

I. Medical : Maroon – Font color: White



II. Pharmacy : Olive green - Font color: White



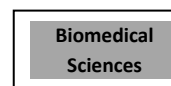
III. Dentistry : Black- Font color: White



IV. Life Sciences: Navy Blue : Font color: White



V. Biomedical Sciences/MBA: Grey -Font color: Black



9. Submission of thesis:

(i). Soft bound copy: On completion of research, the Ph.D. student shall prepare and submit three copies of soft bound thesis as per the guidelines to Controller of Examinations within 3 months of the date of submission of synopsis.

(ii). Hard bound copy: The PhD candidate shall submit the final hard bound thesis as per the guidelines within one months of viva voce examination to Controller of Examinations, duly certified by the supervisor that all the corrections suggested by the examiners and thesis evaluators have been carried out(Annexure-8) . The recommendations of the Examiners of viva voce examination as per the specimen copy of the (Annexure -7) shall be placed in the hard bound copy. The result shall be announced only after submission of the final hard bound copy to Controller of Examinations.

The incorporation may be:

- Minor amendments to thesis
- Major amendments to thesis
- The resubmission of thesis

| | Minor amendments | Major amendments | Resubmission |
|----|--|---|---|
| 1. | Typographical and/or grammatical change. | More substantial and may include substantial re-writing of parts of the thesis. | Incomplete study which needs further research/repeat of previous research is required completely. |
| 2. | Corrections to references /diagrams/tables and re-writing of small sections of text. | Repetition of experiments/ study partly reanalysis of data/ interpretation | Rewriting/ Re-structuring of large parts of the thesis. |
| 3. | To be completed within 1 month of the date of the viva voce examination. | To be completed within 1 month of the date of the viva voce examination. | To be completed within 1- 3 months of the date of the viva. Not required pay a resubmission fee. |

(III). Soft copy (CD)

A Soft copy in CD ROM shall be submitted along with hard bound final thesis copy as per the requirement of UGC- Shodaganga - Information Library Network Center National Portal (INFLIBNET). CD labeling shall contain title, name and register number of the candidate name of the department and college, month and year of submission.

JSS UNIVERSITY, MYSURU
ANTI PLAGIARISM GUIDELINES

The Ph.D / M.Phil candidates shall subject the thesis for anti plagiarism check using anti plagiarism web tool “Turnitin”

The Ph.D. / M.Phil candidates, who are due to submit their thesis from January 2016 onwards, shall submit their thesis along with anti-plagiarism certificate from the Anti-Plagiarism Committee (APC).

Permitted similarity index as per the anti- plagiarism guidelines are as follows:

| | |
|------------------------------|------------------------|
| Thesis/Dissertation | PhD / M.Phil |
| % Permitted Similarity index | 20% |
| Total continuous words | Not exceeding 10 words |

The workflow:

1. The research scholar shall submit the soft copy of the thesis for the plagiarism check to the guide.
2. Checking shall be done by the guide for aim and objective, methodology, results, discussion, summary and conclusion excluding the review of literature and references.
3. The anti-plagiarism report shall be generated by the guide and the report shall be submitted to Anti- Plagiarism Committee (APC) through Head of the department along with the thesis.
4. The Institution shall form a Anti- Plagiarism Committee (APC) consisting of:
 - i. Principal- Chairman.
 - ii. Member-- To be nominated by the Principal.
 - iii. Member secretary- To be nominated by the Principal.

5. The APC shall certify the plagiarism check indicating the “Similarity index < or > (lesser or greater) than Permitted Similarity index” as per the anti- plagiarism guidelines of the University.
6. The soft bound (draft thesis) with in permitted similarity index as per the anti-plagiarism guidelines shall be recommended and forward to the Controller of Examinations (COE) along with certificate of plagiarism check (Annexure-7).
7. The submitted thesis with certification shall be subjected to Anti-plagiarism recheck in the office of COE.
8. If the submitted thesis shows similarity index > (greater than) permitted similarity index , then the thesis shall be returned to candidate for correction, rechecking and resubmission with the fee of Rs. 5000/-.
9. In case the thesis still shows similarity index > (greater than) permitted similarity index ,the student shall resubmit the thesis to COE for the third time with the fee of Rs. 7500/- which shall be considered as the final submission failing which the thesis will be rejected.
10. The candidate shall mandatorily produce the anti-plagiarism certificate as a part of the thesis submission.
11. "Anti-plagiarism certificate" (Annexure-7) shall be attached in the thesis after the “Copyright” page.

Annexure- A

Instructor's Guidelines

- 1) Administrator (University) will add instructors (Research Guides) to JSS University Turnitin account .
- 2) The instructor will receive an e-mail from Turnitin through administrator with a temporary password.
- 3) To get started, log in to Turnitin (www.turnitin.com) with the e-mail address and password.
- 4) Click on the "Instructor" link. Fill in the required information in the new user profile form. In order to complete the profile, one must have an Account ID and an Account Join Password. This information will be provided by JSS University's Turnitin account administrator.
- 5) For submitting thesis for plagiarism check, click on the "View" link to the right of the assignment to open the assignment inbox and then click on the "Submit" button.
- 6) On the submission page, enter the thesis title and name of the guide and students.
- 7) Users have a choice to upload a file from the computer, Dropbox, or Google Drive. Click on one of the submission buttons “choose from this computer”, “Choose from Dropbox” or “Choose from Google Drive” and select the file for submission.
- 8) For assignments that only allow file submissions that are able to generate originality reports Turnitin support the following formats:

Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs (submitted via the Google Drive submission option), plain text files
- 9) Click the "Upload" button to upload the thesis.

- 10) A preview of the thesis chosen to submit will be shown on this page. Look over all the information and make sure that it is correct. To confirm the submission, click the "Confirm" button.
- 11) After submission, system will begin processing the uploaded thesis and will generate an Originality Report within minutes for supported file types.
- 12) To view the report, click the "Inbox" button on submission confirmation page. The assignment inbox will open.
- 13) The Assignment Inbox shows uploaded thesis with their Originality Reports if available. To open the Originality Report for the thesis uploaded , click the report icon.

Note: A grayed out report icon indicates that the report has not yet been generated. Please wait a few moments and click browser's refresh button.

- 14) The Originality Report will open in a new window called the Document Viewer. The Document Viewer allows instructors to access each Turnitin product in one location and view all the products simultaneously as layers.
- 15) All the top sources found to match the uploaded thesis are in the sidebar to the right of the paper contents. Top sources are the sources that have the closest match (most matching words without variation) to the document's text.
- 16) To view all underlying sources for a top source hover the cursor over the source and click on the arrow icon. The overlapping sources are listed below the top source.
- 17) Click print/ save option to generate anti- plagiarism report for the uploaded thesis.

FORMAT FOR TITLE PAGE OF THE PhD THESIS

TITLE OF THE THESIS

 < 1.0 Line spacing >



***Thesis submitted in
Partial Fulfillment of the
Degree of Doctor of Philosophy (PhD)***

 <Italic> < 1.0 Line spacing >

By

(Name of the Candidate)

 <1.0 line spacing>

(Register number of the Candidate)

 <1.0 line spacing>

(Name of the Department)

 <1.0 line spacing>

(Name of the Institution)

 <1.0 line spacing>

(Address of the institution)

<Size 14><1.0 line spacing>

(Month and Year)

FORMAT FOR PRINTING ON THE SPINE OF PhD THESIS

| |
|--------------------------------|
| PhD Thesis |
| (Title) |
| (Register No) |
| (Name of the candidate) |
| (Month) |
| (Year) |

Annexure-2



JSS UNIVERSITY
(Established under Section 3 of the UGC Act)
JSS Medical Institutions Campus
Sri Shivarathreeshwara Nagar, Mysuru - 570 015

Phone No: 0821-2548399. Fax: No: 0821- 2548001

This is to certify that this thesis entitled “ _____
_____ ”

has been submitted by _____
to the University.

Date:

Controller of Examinations

JSS UNIVERSITY
(Name of the college)
Sri Shivarathreeshwara Nagar, Mysuru - 570 015



DECLARATION BY THE CANDIDATE

I declare that the thesis entitled “ _____
_____ ”

submitted by me for the degree of Doctor of Philosophy (PhD) is the record of work carried out by me during the period from _____ to _____ under the guidance of _____ and has not formed the basis for the award of any Degree, Diploma, Associateship, Fellowship, Titles in this University or any other University or other similar institution of Higher Learning.

Signature of the Candidate

Date:

Place:

JSS UNIVERSITY
(Name of the college)
Sri Shivarathreeshwara Nagar, Mysuru - 570 015



CERTIFICATE FROM THE GUIDE (& COGUIDE, IF ANY)

I/We certify that the thesis entitled “ _____ ”

submitted for the degree of Doctor of Philosophy (PhD) by Mr./Ms. _____ is the record of research work carried out by him/her during the period from _____ to _____ under my/our guidance and supervision, and that this work has not formed the basis for the award of any Degree, Diploma, Associateship, Fellowship or other Titles in this University or any other University or institution of Higher Learning.

**Signature of the Co-Guide
with designation**

**Signature of the Guide
with designation**

Date:

Place:

JSS UNIVERSITY
(Name of the college)
Sri Shivarathreeshwara Nagar, Mysuru - 570 015



CERTIFICATE FROM THE HEAD OF THE INSITUTION/DEPARTMENT

I certify that the thesis entitled _____

_____”

submitted for the degree of Doctor of Philosophy (PhD) is the record of research work carried out by Mr/Ms _____ during the period from

_____ to _____ under the guidance and supervision of

_____ in partial fulfillment of for the award of Doctor of Philosophy in the faculty of _____ and that this work was carried out by him in the department of _____ *(include department and name of the institution/college).*

Signature of the HOD

Signature of the Principal

Date:

Place:

JSS UNIVERSITY
(Name of the college)
Sri Shivarathreshwara Nagar, Mysuru - 570 015



Proceedings of the Ph.D. Viva Voce Examination of Mr./Ms_____
held on the (date)_____ in (College Name, Place)_____

The Ph.D. Viva-Voce Examination of Mr./Ms_____ on his /
her Ph.D. thesis
entitled“_____” was
conducted in (Place of viva voce examination) on (date : D/M/Y).

The following examiners were present:

1. (Name, Designation & Address) Examiner -I
2. (Name, Designation & Address) Examiner-II
3. (Name, Designation & Address) Guide

The Research scholar Mr./Ms_____ presented the salient features of his/her Ph.D. work. This was followed by questions from the board members. The questions raised by the thesis Evaluators and Examiners were also put to the research scholar. The research scholar answered the questions to the full satisfaction of the examiners and members.

Based on the research scholar's work, his / her presentation and also the clarifications and answers by the scholar to the questions, the board **recommends** that Mr./Ms_____ **be awarded** the Ph.D. degree in the Faculty of_____

Name and signature of the Examiners and Guide:

- 1.
- 2.
- 3.

Annexure-8

JSS UNIVERSITY
(Name of the college)
Sri Shivarathreeshwara Nagar, Mysuru - 570 015



Certificate by the Guide and Student

This is to certify that all the corrections/inclusions suggested by the thesis evaluators and examiners of viva voce examination conducted on ----- at ----- have been incorporated in the thesis entitled“ _____ ”

Guide

(Name, Designation and signature)

Student

(Name, Registration number and signature)

Place:

Date:



JSS UNIVERSITY
(Name of the college)
Shivarathreeshwara Nagar, Mysuru - 570 015
Certificate of Anti plagiarism check

It is certified that PhD/ M.Phil thesis titled

by _____ has been subjected to anti-plagiarism check .

We undertake the following:

- a. The research work submitted is original.
- b. No sentence, table, paragraph or section has been copied verbatim from any other resource unless it is placed under quotation marks and duly referenced.
- c. There is no fabrication of data or results which have been compiled.
- d. There is no falsification by manipulating research materials, equipment or processes.
- e. The thesis has been checked using Anti plagiarism web tool "TURNITIN" and found within limits as per the anti plagiarism guidelines of JSS University, Mysuru.
- f. Similarity index of the thesis is as follows:

| | |
|-------------------------------|--|
| % Similarity index | |
| Total continuous words | |

1. Guide

Name :

Signature :

2. Student:

Name :

Signature :

Recommendation/ comments by APC of the Institution:

1.Chairman

Name :

Signature:

2. Member

Name :

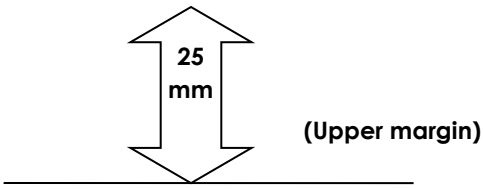
Signature:

3. Member Secretary

Name :

Signature:

Institution seal:



ABSTRACT

(Complete title)

(Title should be centered, in bold and font size 14. Only first letter of title should be in uppercase)

BACKGROUND - *(Font Arial size 12, Bold and uppercase)*

Paragraph Arial, size 11: Establish the context, background and/or importance of the topic; indicate a problem, scope in the field of research.

OBJECTIVE - *(Font Arial, size 12, Bold, and uppercase)*

Paragraph Arial, size 11: Indicate the primary purpose of the research.

METHODS - *(Font Arial, size 12, Bold, and uppercase)*

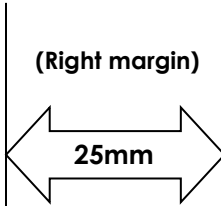
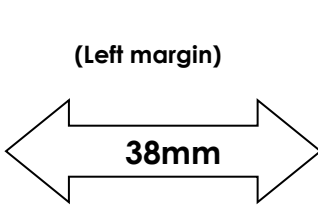
Paragraph Arial, size 11: Provide a description of the research design (qualitative or quantitative) / data sources/ data collection/ analysis.

RESULTS - *(Font Arial, size 12, Bold, and uppercase)*

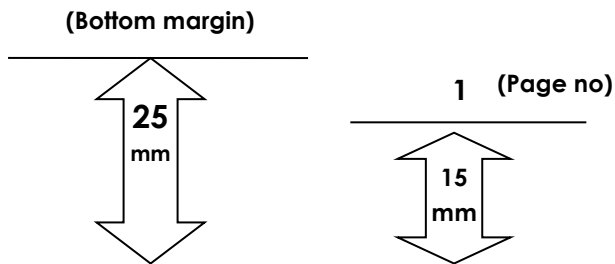
Paragraph Arial, size 11: Provide a summary and discussion of the results.

CONCLUSION - *(Font Arial, size 12, Bold, and uppercase)*

Paragraph Arial, size 11: Implication of the results shall in particular show the extent to which the research can be related as a strategy to address the issues stated in the background.



(Abstract word count: 500)



Vancouver Citation Style

The Vancouver Style is the citation style used by most biomedical journals and many scientific journals. It came out of a meeting of medical journal editors in 1978, held in Vancouver, BC, and is maintained by the International Committee of Medical Journal Editors (ICMJE). It is also known as the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*.

a) Additional Resources on the Vancouver Style

For the complete guide to the Vancouver Style, please consult this online book:

Citing Medicine, 2nd ed.

<http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.TOC&depth=2>

This book provides very detailed examples for almost any type and variation of resource: conference papers, wikis, journal articles with a supplement, etc.

b) Using Vancouver Style

Vancouver Style uses in-text citations and a Reference List at the end of your document.

- Citations within the text of your paper are identified with a number in round brackets.
Example: Jones (8) has argued that...
- References are numbered consecutively in the order they are first used in the text. The full citations will be included in the Reference List at the end of your document, with matching numbers identifying each reference.
- When multiple references are cited together, use a hyphen to indicate a series of inclusive numbers. Use commas to indicate a series of non-inclusive numbers. A citation with these references (4,5,6,7,14,19) is abbreviated to (4-7,14,19).
Example: Multiple clinical trials (4-6,9) show...
- The original number used for a reference is reused each time the reference is cited.
Example: "...the theory was first put forward by Lee (7) in 1999, but there was disagreement (3,5,8) over its importance."
- Include the page number for any direct quotes or specific ideas.
Example: "...has been proven demonstrably false." (4, p23)
- The citation in brackets is placed after any commas and periods, and before any colons and semi-colons.
Example: ...a new definition. (13, p111-2) ...this option is preferred (11);

c) Indirect Citations

An indirect source is when one author is quoted in the text of another author. These types of citations are generally not accepted in Vancouver Style, so seek permission from your instructor. Include the author and date of the original source in the text. Use "as cited in" or "as discussed in" to say where you found the quotation and provide the citation to that reference.

Example: James Wallace (2001) argued (cited by 5, p26), that...

d) Reference List

Provide full citations in your Reference List, included starting as a **new page** at the end of your document. Follow the examples included in this guide for different types of resources:

- Books
- Articles in Journals
- Websites

- Other Resources
- Personal Communication

e) Books

Standard Format for Books:

Author Surname Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher; Year.

i. Book with One Author or Editor

1. Mason J. Concepts in dental public health. Philadelphia: Lippincott Williams & Wilkins; 2005.
2. Ireland R, editor. Clinical textbook of dental hygiene and therapy. Oxford: Blackwell Munksgaard; 2006.

ii. Two-Six Authors/Editors

- 1.. Miles DA, Van Dis ML, Williamson GF, Jensen CW. Radiographic imaging for the dental team. 4th ed. St. Louis: Saunders Elsevier; 2009.
2. Dionne RA, Phero JC, Becker DE, editors. Management of pain and anxiety in the dental office. Philadelphia: WB Saunders; 2002.

iii. More than Six Authors/Editors

1. Fauci AS, Braunwald E, Kasper DL, Hauser SL, Longo DL, Jameson JL, et al., editors. Harrison's principles of internal medicine. 17th ed. New York: McGraw Hill; 2008.

iv. Organization as Author

1. Canadian Dental Hygienists Association. Dental hygiene: definition and scope. Ottawa: Canadian Dental Hygienists Association; 1995.

v. No Author/Editor

1. Scott's Canadian dental directory 2008. 9th ed. Toronto: Scott's Directories; 2007.

vi. Government Document

1. Canada. Environmental Health Directorate. Radiation protection in dentistry: recommended safety procedures for the use of dental x-ray equipment. Safety Code 30. Ottawa: Ministry of Health; 2000.

vii. Chapter in a book

1. Alexander RG. Considerations in creating a beautiful smile. In: Romano R, editor. The art of the smile. London: Quintessence Publishing; 2005. p. 187-210.

viii. E-book

1. Irfan A. Protocols for predictable aesthetic dental restorations [Internet]. Oxford: Blackwell Munksgaard; 2006 [cited 2009 May 21]. Available from Netlibrary: <http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=181691>

ix. Multiple Authors

Cite authors in the same way for all types of resources: articles, websites, videos, etc. List up to the first **6** authors/editors, and use "et al." for any additional authors.

x. Articles in Journals

Journal articles can be accessed in three different ways: (1) from the print (paper) copy; (2) from the journal's website; or (3) from an online article database like Medline. You will cite the article differently depending on how you accessed it.

xi. Standard Format for Journal Articles:

Author Surname Initials. Title of article. Title of journal, abbreviated. Date of Publication:
Volume Number(Issue Number): Page Numbers.

xii. Journal Article in Print

1. Haas AN, de Castro GD, Moreno T, Susin C, Albandar JM, Oppermann RV, et al. Azithromycin as a adjunctive treatment of aggressive periodontitis: 12-months randomized clinical trial. J Clin Periodontol. 2008 Aug; 35(8):696-704.

Xiii Journal Article from a Website

1. Tasdemir T, Yesilyurt C, Ceyhanli KT, Celik D, Er K. Evaluation of apical filling after root canal filling by 2 different techniques. J Can Dent Assoc [Internet]. 2009 Apr [cited 2009 Jun 14];75(3):[about 5pp.]. Available from: <http://www.cda-adc.ca/jcda/vol-75/issue-3/201.html>

xiv. Journal Article from an Online Database

1. Erasmus S, Luiters S, Brijlal P. Oral hygiene and dental student's knowledge, attitude and behaviour in managing HIV/AIDS patients. Int J Dent Hyg [Internet]. 2005 Nov [cited 2009 Jun 16];3(4):213-7. Available from Medline:

<http://cclsw2.vcc.ca:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=cmedm&AN=16451310&site=ehost-live>

1. Monajem S. Integration of oral health into primary health care: the role of dental hygienists and the WHO stewardship. Int J Dent Hyg [Internet]. 2006 Feb [cited 2009 Jun 21];4(1): 47-52. Available from CINAHL with Full Text: <http://tinyurl.com/kudbxw>

f. Websites

Standard Format for Websites:

Author Surname Initials (if available). Title of Website [Internet]. Place of publication:
Publisher; Date of First Publication [Date of last update; cited date]. Available from: URL

Website with Author

1. Fehrenbach MJ. Dental hygiene education [Internet]. [Place unknown]: Fehrenbach and Associates; 2000 [updated 2009 May 2; cited 2009 Jun 15]. Available from: <http://www.dhed.net/Main.html>

Website without Author

1. American Dental Hygienists' Association [Internet]. Chicago: American Dental Hygienists' Association; 2009 [cited 2009 May 30]. Available from: <http://www.adha.org/>

Part / Article within a Website

1. Medline Plus [Internet]. Bethesda (MD): U.S. National Library of Medicine; c2009. Dental health; 2009 May 06 [cited 2009 Jun 16]; [about 7 screens]. Available from: <http://www.nlm.nih.gov/medlineplus/dentalhealth.html>

Blog

1. Skariah H. The tooth booth dental blog [Internet]. Mississauga (ON): Hans Skariah; 2004 - [cited 2009 Jun 20]. Available from: <http://dentaldude.blogspot.com/>

An Entry / Article within a Blog

1. Skariah H. The tooth booth dental blog [Internet]. Mississauga (ON): Hans Skariah; 2004 - . Dental did you know: breastfeeding duration and non-nutritive sucking habits; 2009 May 18 [cited 2009 Jun 20]; [about 1 screen]. Available from: <http://dentaldude.blogspot.com/2009/05/dental-did-you-know-breastfeeding.html>

Image on the Internet

1. McCourtie SD, World Bank. SDM-LK-179 [image on the Internet]. 2009 Apr 29 [cited 2009 Jun 14]. Available from: <http://www.flickr.com/photos/worldbank/3486672699/>

g. Other Resources

Newspaper Articles

1. Fayerman P. Women must now wait to 40 for publicly paid amnio test. Vancouver Sun. 2009 Jun 9; Sect. A:5.

2. Health Canada issues warning over fake toothbrushes. The Globe and Mail [Internet]. 2009 April 10 [cited 2009 Jun 23]. Available from: <http://www.theglobeandmail.com/news/national/health-canada-issues-warning-over-faketoothbrushes/article973190/>

3. Waldman D. Mouth is 'window on the rest of the body': oral health, dental hygiene is linked to more than teeth, gums. The National Post [Internet]. 2009 Apr 14 [cited 2009 Jun 22]. Available from Canadian Newsstand: <http://cclsw2.vcc.ca:2048/login?url=http://proquest.umi.com/pqdweb?did=1680306071&sid=1&Fmt=3&clientId=6965&RQT=309&VName=PQD>

Video recordings

1. Dental dam: still the best dry-field technique [DVD]. Provo (UT): Practical Clinical Courses; 2007.

2. Cuaron A, director; Abraham M, producer. Children of men [DVD]. Universal City (CA): Universal; 2006.

Dictionary, Encyclopedia or Similar Reference Book

Unsigned

26. Mosby's dental dictionary. 2nd ed. St. Louis: Mosby Elsevier; 2008. Frenotomy; p. 273.

Signed (and Online)

27. Murchison DF. Dental emergencies. In: Merck Manual of Diagnosis and Therapy [Internet]. 18th ed. Whitehouse Station (NJ): Merck; 2009 [last modified 2009 Mar; cited 2009 Jun 23]. Available from: <http://www.merck.com/mmpe/sec08/ch096/ch096a.html?qt=dental&alt=sh>

h. Personal Communications

Personal Letters and Conversations

Personal communication (with the exception of email) should not be included in the Reference List, as they are unpublished and cannot be easily traced by the reader. Instead, acknowledge personal conversations and letters within the text in parentheses.

Conversation

“...in conversation with a fellow student from the Dental Hygiene program (Affleck, Ben. Conversation with: MattDamon. 2008 Sep 07.)”

Personal Letter

“...this information was later confirmed in a letter (Hepburn, Katherine. Letter to: Spencer Tracy. 2005 Mar 03. 4 pages.)”

Email

Email correspondence is included in the Reference List as emails are easily traceable and dated.

Bloom, Orlando. Searching Medline for dental hygiene articles [Internet]. Message to: Johnny Depp. 2008 Nov 11 [cited 2009 Jun 22]. [3 paragraphs].

Permission

When citing any personal communication, you must have written permission from the cited person(s) to use that communication.

Acknowledge the permission in a footnote or in a “Notes” section at the end of the text.

(REFERENCE: Vancouver Community College Library)

Information on publication(s), scientific presentation(s), award(s), grant(s) and patent(s).

| SNO | PUBLICATIONS | 1 | 2 | 3 |
|------------|---|----------|----------|----------|
| 1. | Authors | | | |
| 2. | Title | | | |
| 3. | Name of the journal/ book. | | | |
| 4. | Volume /edition/ Page number. | | | |
| 5. | Impact factor/ Citation index. | | | |
| SNO | SCIENTIFIC PRESENTATION | | | |
| 1. | Authors | | | |
| 2. | Title | | | |
| 3. | Name of the conference/symposium etc. | | | |
| 4. | Date/ month/ year / place of presentation. | | | |
| 5. | Type of presentation: Oral/ poster. | | | |
| SNO | AWARDS | | | |
| 1. | Name/ title of the award. | | | |
| 2. | Awardees | | | |
| 3. | Date/ month/ year / place of receiving award. | | | |
| 4. | Type of award : Cash/ certificate/ medal etc | | | |

| | | | | |
|------------|--|--|--|--|
| SNO | GRANTS | | | |
| 1. | Name of the agency/ organization given the grant. | | | |
| 2. | Title of the grant. | | | |
| 3. | Grant amount in Rupees. | | | |
| 4. | Duration | | | |
| 5. | Date/ month/ year of receiving the grant. | | | |
| SNO | PATENTS | | | |
| 1. | Inventor(s) | | | |
| 2. | Title of the invention | | | |
| 3. | Type of patent: Institutional/ individual - Indian/ International | | | |
| 4. | Patent application number/ Patent number | | | |
| 5. | Status: Published in patent journal/ patent granted | | | |