

Format and Guidelines for B Pharm Project Report Writing

Organization of Report:

Report shall be organized in Title Sheet, Internal Approval Sheet, Project Approval Sheet, Index, Abstracts, chapters (starting with content, list of tables, list of figures, abbreviations, nomenclature, chapters, references (as a single chapter), appendices (if any) including important charts, methods of calculations. The **Plagiarism** report must also be attached as appendix. One of the appendices could be pdf copy of the poster/published/in-press/accepted papers if any.

Project Report should not be more than 30 pages

1. **Cover page and title page:** These must be as per the format prescribed and given as *Specimen 'A': Title Sheet*. If there is a co-guide, his/her name must be included at the appropriate place. In case the guide/co-guide is not an employee of the BCP, the guide's affiliation should be mentioned.
2. **Title of Project:**
3. **Abstract:** An abstract of the project may be required for publishing in any relevant database. The abstract should provide a succinct and concise representation of the project, not exceeding 500 words. Graphs, charts, tables or illustrations should not be included.
4. **Index**

Guidelines relating to Report writing

1. Introduction (should not exceed 3 pages):

It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the project. It may also highlight the significant contributions from the investigation.

2 Background of Project Work(should not exceed 2 pages):

General literature search including theoretical background if any. Objectives and Scope, Literature survey,

3 Aims & Objectives of the project work (should not exceed 1 page)

Herein, Rationale/Hypothesis, Objective, Specific Objectives of the proposed research work

4 Experimental:

- *Plan of work, List of Materials and Methods should be included in the section. The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles.*
- *Due importance shall be given to experimental setups, procedures adopted, list of materials/ equipments used in the study, techniques developed, methodologies developed and adopted.*
- *Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages.*
- *Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.*

5 Results and Discussions:

This shall form the penultimate chapter of the report and shall include a thorough evaluation of the work carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

6 Summary and Conclusions:

This will be the final chapter of the report. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter. The following is the sequence of the various chapters

7 Bibliography and references that must contain all literature cited in the various chapters including personal correspondence or unpublished work if any. You should use below format to cite the references.

Citation in Text: Indicate references by author (s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given. Example: '..... demonstrated [3,6]. Barnaby and Jones [8] obtained a different result '

List: Number the references (numbers in square brackets) in the text of the manuscript in the order in which they appear in the text.

Examples:

Reference to a journal publication:

[1] J. van der Geer, J.A.J. Hanraads, R.A. Lupton, The art of writing a scientific article, J. Sci. Commun. 163 (2010) 51–59.

Reference to a book:

[2] W. Strunk Jr., E.B. White, The Elements of Style, fourth ed., Longman, New York, 2000. Reference to a chapter in an edited book:

[3] G.R. Mettam, L.B. Adams, How to prepare an electronic version of your article, in: B.S. Jones, R.Z. Smith (Eds.), Introduction to the Electronic Age, E-Publishing Inc., New York, 2009, pp. 281–304.

Reference to a website:

[4] Cancer Research UK, Cancer statistics reports for the UK.
<http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/,2003>

(accessed 13.03.03).

Reference to a dataset:

[dataset] [5] M. Oguro, S. Imahiro, S. Saito, T. Nakashizuka, Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1, 2015. <https://doi.org/10.17632/xwj98nb39r.1>.

8 Plagiarism Report

The candidates shall attach the Plagiarism report obtained from Turnitin software

9 Publications/Presentations by the candidate

Articles, technical notes etc. on the topic of the report published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

10 Acknowledgements

Project Reports Format

Typesetting, Text Processing and Printing

The text shall be printed on single side of a page.

Page Format:

The Printed Sheets shall have the following written area and margins:

Page size:

Use A4-size paper with 1" left margin, 1" top and bottom margin, 1" rightmargin on each page.

Font and Font size: The letter font should "Times New Roman" with font size of 12.

Line spacing: should be 1.5 (one and a half). Indented quotations or footnotes where single spacing may be used.

Header must contain brief title of the chapter above single line. **Footer** must contain page number in the centre of the page

Header and Footer must be used only after the content page(s).

Pagination:

Page numbering in the text of the report shall be Hindu- Arabic numerals at the center of the footer. Page number "1" for the first page of the Introduction chapter shall not appear in print; only the second page will bear the number "2". The subsequent chapters shall begin on a fresh page. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., "iv".

Auxiliary Format

Binding:

The final hard spiral bound copy to be submitted to the library after the viva-voce examination will be accepted during the submission of project report.

Title Sheet will be as follows:

Specimen 'A': Title Sheet

(Project Title)

**Submitted in partial fulfilment of the
requirements of the degree of**

(Bachelor of Pharmacy)

by

(Name of the Students)

(Roll No. _____)

Supervisor (s):

(Name of Supervisor)



(Emblem of Institute in diameter of 40 mm)

Bombay College of Pharmacy (Autonomous)-Affiliated to University of Mumbai

(Academic Year, Month and Year of Submission)

Specimen 'B': Internal Approval Sheet

CERTIFICATE

This is to certify that the project entitled **“Title of project”** is a bonafide work of **“Name of students” (Roll No.)** submitted to the University of **Bombay College of Pharmacy(Autonomous)-Affiliated to University of Mumbai.** in partial fulfilment of the requirement for the award of the degree of **“Bachelor of Pharmacy”**.

(Name and sign)

Supervisor/Guide

(Name and sign)

Head of Department

(Name and sign)

Principal

Specimen `C': Approval Sheet

Project Report Approval for B Pharm

This project report entitled (*Title*) by (*Author Name/s, and Roll no*) is approved for the degree of _____ (*Degree details*).

Examiners

1.

2.

Date:

Place: