

**Ethics Review Committee, Faculty of Allied Health Sciences,  
University of Ruhuna, Galle**

**Guidelines to prepare the research proposal**

All the proposals that are submitted to the Ethics Review Committee of the Faculty of Allied Health Sciences, University of Ruhuna (ERC/FAHS) should be prepared according to the format given below.

1. The proposal should be compiled in the following order:

Title page

Names and affiliations of the investigators/ collaborators

Table of contents

List of Figures

List of Tables

List of Plates

Abbreviations (written in alphabetical order)

Synopsis

Introduction

Literature review

Justification

General and specific objectives

Methodology

Time frame

Budget

References

Annexures – informed consent forms, information sheets, permission letters, questionnaires in the appropriate language that survey will be conducted etc.

Annexures should be numbered.

2. Title page –

- Title should be written in Times New Roman, 14 pts and bold font, capitalising first letter of each word except prepositions. Rest of the content in the title page should be in Times New Roman, 12 pts and bold font.
- The title should be concise and informative.
- Names of investigators/collaborators should be written as initials followed by last name in the title page.

- Month and year of the original proposal submitted for ERC/ FAHS should be indicated in the bottom of the title page.
  - The version number (Original -Version 1, first revised proposal – Version 2 etc.) of the proposal should be indicated as header in the right side of each page.
  - If a proposal is submitted by an undergraduate or postgraduate student in order to obtain ethical clearance for a research that will be conducted in partial fulfillment of the requirements for the degree, it should be stated in the bottom of the title page. (an example of a title page is given at the last page of this document)
  - Full name, designation and affiliation of each investigator/ collaborator should be stated in the next page.
3. The text of the proposal must be typed single side on white paper of A4 size.
  4. Times New Roman fonts of size 12 pts is recommended for the text. Main text edges should be justified.
  5. Main headings should be 14pts, bold, left-aligned and subheadings should be 12pts, bold and left-aligned.
  6. One and half line spacing should be used for the main text, and single spacing for footnotes where necessary.
  7. There should be a margin of 1.5 inches on the left-hand side and 1 inch on other three sides in the whole document.
  8. Tables and Figures –  
 Tables should be numbered in Arabic numbers and centred. The title should be written above the table in Times New Roman, 12pts and bold letters.  
 Figures should be numbered accordingly in Arabic numbers and centred. The title should be written below the figure in Times New Roman, 12pts and bold letters.
  9. SI units should be used where necessary.
  10. Page numbers should be indicated in the bottom right corner of the pages.
  11. The methods section should contain the followings
    - Study population, settings
    - Study design
    - Sampling procedures
    - Variables and measurements
    - Study procedure
    - Ethical clearance (draft informed consent forms, permission letters etc. should be annexed. Informed consent forms should be in the same language that the researchers are going to conduct the research (If 2 languages are used, two informed consent forms are needed)
    - Data analysis and expected outcome

12. References in the text of the thesis and the citations of references should be according to the Harvard System.

More details are available at: <http://libweb.anglia.ac.uk/referencing/harvard.htm>

Examples for citation of references in the text:

- A single author for the work  
Silva (2005) suggests that..... or  
Research undertaken in Europe (Silva, 2010) showed that...or  
  
In a previous research it was shown that haematocrit begins to elevate at the onset of leaking stage of dengue fever (Silva, 2010)
- Two or three authors for the same work  
White and Brown (2004) found that..... or  
Recent research (White and Brown, 2004) suggests that...  
  
During the early 20<sup>th</sup> century research undertaken in India (Watson, Harris and John, 2001) showed that... or  
  
Doxycycline is proven to be a good prophylactic drug against leptospirosis (Charles, Hysen and Longhurst, 2010)
- Four or more authors in same work  
Green, et al. (2018) found that the majority ... or  
Recent research (Green, et al., 2018) has found that ..... or  
  
Compared to the Japanese study, a higher positivity rate in the Indian study may be due to differences in the methodology (Yamamoto et al., 2015, Singh et al., 2016)

The Bibliography should be in the following format:

- Journal Articles:  
Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.  
  
Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, 42(6), pp.564-70.
- Books- Use the information from the title page but not from the cover.  
Author, Initials/first name., Year. *Title of book*. Edition. (Only include this if not the first edition) Place: Publisher.

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage.

Barker, R., Kirk, J. and Munday, R.J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.

- For websites found on the World Wide Web the required elements for a reference are:

Authorship or Source, Year. *Title of web document or web page*. [Medium]  
Available at: include web site address/URL (Uniform Resource Locator) and additional details such as or routing from the home page of the source.  
[Accessed date].

National electronic Library for Health. 2003. *Can walking make you slimmer and healthier? (Hitting the headlines article)*. [Online] (Updated 16 Jan 2005)  
Available at: <http://www.nhs.uk.hth.walking> [Accessed 25 December 2012].

**Title Should be Written in Times New Roman, 14 Pts and Bold Fonts,  
Capitalising First Letter of Each Word.**

**A.B.C. Silva  
R.K. Perera**

*Times New Roman 12 points, Bold*



**A proposal submitted in partial fulfillment of the requirements for the degree of**

.....

**Department of .....**

**Faculty of .....**

**University of .....**

*For undergraduate and  
postgraduate research  
proposals only*

**Month, Year** ← *Times New Roman 12 points, Bold*