**Guidelines for submission of synopsis based on completed** **postgraduate studies**

**Academic sessions of Faculty of Medicine, University of Ruhuna**

**FMAS 2025**

**Deadline for submission – 25th February 2025**

The annual academic sessions of the Faculty of Medicine, University of Ruhuna (FMAS) has introduced a separate forum for academic members to share research findings of their completed postgraduate degrees under the “Emerging research from the Faculty of Medicine, University of Ruhuna”. These submissions are accepted following an open advertisement and the synopsis will be published in the conference proceedings.

Authors are expected to adhere to the following guidelines to avoid undue delays of the review process.

1. **Cover letter**

synopsis should be accompanied by a cover letter declaring the following

* 1. Receipt of ethical approval (granting body and reference number)
  2. A conflict-of-interest disclosure statement

1. **Preparation of synopsis**
   1. Synopsis must be typed in Times New Roman, font size 12 and spacing 1.5. Pages should be numbered consecutively starting with the title page
   2. The synopsis should be literature review organized in the order of: title page, main text, acknowledgements and references. Tables and figures should be avoided in the synopsis.
   3. Title page should include the author’s name, the name of the completed degree and the institution awarding the degree, the department in which the author has worked and the name of the supervisor/s with affiliation
   4. Main text should include
      1. A brief introduction and the rationale for the study
      2. Objectives
      3. Methods
      4. Results
      5. Conclusion
      6. References
   5. Generic names should be used for all pharmaceutical agents. When proprietary brands are used in research, include the brand (trade) name and the name of the manufacturer in parenthesis, however, the generic name should be mentioned first in the methods section.
   6. Standard abbreviations should be used.
   7. Units of measurement should be metric units.
   8. Word count (excluding publications and references) should be 750 or less for dissertations and 1000 or less PhD/ MD thesis.
2. **Instructions for preparation of the main text**
   1. **Introduction**

Provide background information on the topic with important literature references.

Explain why the research is important and what it contributes to the field.

Clearly state the purpose and specific objectives of the research.

* 1. **Methods**

Describe the research design, including the study setting, participants, sampling procedure and data collection tools/ methods.

Explain how the data were analysed, including the statistical methods used.

Discuss any ethical considerations, such as informed consent, data privacy and confidentiality.

* 1. **Results**

Present the hypotheses that were tested in the study.

Provide a summary of what was discovered on the hypotheses.

* 1. **Conclusion**

State the main findings of the research.

Discuss the implications of the study for the future research and practice.

* 1. **References**

List all the references cited in the synopsis. The total number of references should be restricted to a maximum of 5 and should be formatted using Vancouver referencing style. Arabic numerical should be used within parentheses e.g. (2) to cite in the text.

1. **Acknowledgements**

Acknowledgements should be brief and made only for specific scientific/ technical assistance and financial support and not for providing routine departmental facilities and encouragement or for help in the preparation of the manuscript (including typing or secretarial assistance).

1. **Funding and publications**

Source of funding (if applicable) and a list of publications arising from the study (if available) should be included after the main text.

1. **Proof reading**

The synopsis must be properly proofread by author(s) and correct grammatical or spelling errors if any prior to the submission.

1. **Submission**
   1. The soft copy of the synopsis should be submitted as both Microsoft Word format and as PDF document, along with one hard copy.
   2. All documents pertaining to the completed postgraduate degrees/ synopsis must be submitted or emailed to,

Dr Harshani Thabrew

Secretary, FMAS 2025

Department of Microbiology,

Faculty of Medicine,

Email: [fmas\_2025@med.ruh.ac.lk](mailto:fmas_2025@med.ruh.ac.lk)

Mobile: 0718411697

Submission deadline: 25th February 2025

Please contact the secretary for FMAS 2025 for any clarifications.

Dr Harshani Thabrew

Secretary, FMAS 2025

Department of Microbiology,

Faculty of Medicine,

Email: [fmas\_2025@med.ruh.ac.lk](mailto:fmas_2025@med.ruh.ac.lk)

Mobile: 0718411697