

Application for Submission of Research Work in Soft Copy for Similarity Assessment

Date: / /2018

To,
The University Librarian
MGMIHS
Kamothe, Navi Mumbai.

Subject: Application for Similarity Assessment of Research Work

Sir/Madam,

I, Dr./Mr./Mrs. (Name of Researcher)..... Faculty/Student of (Institute name)(MGM (Navi Mumbai/Aurangabad)/Non-MGM, wish to submit my Dissertation/Thesis/Publication/Manuscript/Chapter(s) for Similarity Assessment.

I am enclosing herewith the online payment receipt and CD (containing soft copy) of my Research Work as per the prescribed guidelines of MGMIHS.

I, hereby, undertake that, my Research Work has not been exposed to URKUND or any other registered Plagiarism Software prior to its submission.

You are requested to do the needful.

Name of Faculty/Student	:	Name of the Guide	:
		(If applicable)	
Designation	:	Designation	:
Contact No.	:	Contact No.	:
Signature	:	Signature	:

Signature of Head of the Department with Seal

Encl: Print of online payment receipt
Soft copy of Research Work (CD)

(For Office use only)

We have received a request for similarity check of Research Work of Dr./Mr./Mrs. (Name of Candidate) of(Institute name).....(contact no.) on along with online print of payment receipt and soft copy of research work. Your similarity assessment report will be made available on (Date) , which you need to collect either personally or through authorized person alongwith the filled-in prescribed application accessible at www.mgmuhs.com.

University Librarian

**Standard Operating Procedures (SOPs) for Similarity Assessment of Research Work
(Thesis /Dissertation/Manuscripts)**

1. Prescribed Application is available at www.mgmuhs.com, which may be downloaded and submitted duly filled in.
2. The prescribed charges i.e. Rs. 500/- (MGM staff/students), Rs. 1000/- (for non-MGM staff/students) to be paid through online payment tab on www.mgmuhs.com.
3. The print of online payment receipt must be submitted along with the completed Application Form.
4. The Research Work submitted for Similarity Assessment must be in the form of CD, prepared as per the guidelines of MGMIHS. CD should be submitted in an envelope duly covered stating name, title of Research Work clearly on CD using Marker Pen.
5. The completed Application Form along with receipt and the CD containing information on Research Work prepared as per the guidelines to be submitted to the University Librarian.
6. The Similarity Assessment Report will be made available on completion of Seven working days from the date of submission.
7. Incomplete forms and CD, which is not as per the format, will not be accepted.
8. It is to be noted that, this exercise provides the information explicitly on Similarity Assessment of Research Work, in order to facilitate /co-relate the Plagiarism Guidelines of UGC/MGMIHS.
9. For clarification, if any, in respect of report, guide/author may only contact the University Librarian.
10. The similar procedures are required to be followed for resubmission/reassessment.

MGMIHS guidelines for submission of soft copy (CD) of research work (Thesis/Dissertation) for similarity assessment

- Research work in the form of a Dissertation or Thesis should be in PDF format in CD in continuous pagination.
- Document should not contain any protection or encryption.
- Document should be in English.
- The full-text of Thesis should be provided in single PDF file.
- Manuscripts (Articles) derived out of the Research work should be submitted in separate file in PDF format. It should not be a part of the Research Work.
- The sequence of Thesis should be: (i) Title page of the Thesis, (ii) Declaration, (iii) Certificate, (iv) Abstract, (v) Preface, (vi) Table of Contents, (vii) List of Tables, (viii) List of Figures, (ix) (x) List of Abbreviations used. (xi) Chapters, (x) References, (xi) Bibliography (xii) Appendices, (xiii) Index.
- Before appearance of Chapters, the pages known as preliminary pages which should be indicated in Roman in small letters (i,ii,iii,iv...). From Chapters till end, the pagination should be given continuous in digit, such as: 1,2,3..... This system is applicable in respect of book also.
- The Contents page should explicitly speak about the sequence of information contained in the Thesis with pages.
- CD should be accessible in order to ensure the presentation of information in an established and prescribed pattern before uploading it on URKUND Anti-plagiarism Software.
- If someone sends an email without an attachment to an analysis address, this email will be refused and no error message will be sent from URKUND. The email and document will not reach the intended recipient.
- One cannot "share" documents with an analysis address via Google Docs or other cloud-based services. URKUND must have a file to work with and a link to a resource that contains the file is not enough.
- PDF/A are flagged as "read only" and is not accepted by URKUND as we need to be able to extract the text.
- URKUND does not currently support the iWorks format. Pages, however, iWorks users can "Save as" many of the accepted file formats above.
- If documents are submitted with an incorrect file format, such as "essay.% & @" Or "My_assignment.xxx", an error message may be received from URKUND telling that the document that cannot be analyzed. The e-mail with the attached document will not be forwarded.
- It is possible to attach more than one document in the same email but it is recommended that each document is to be submitted separately.
- Any images in the email itself, for instance, a logotype in a signature, will generate a separate error message but the document will still be received by URKUND as normal.
- It may be noted that various figures and colours displayed in the URKUND interfaces and communication presented does not automatically mean that there is plagiarism in the document. There may be good reasons as to why parts of a text also appear in other sources. For a reasonable suspicion of academic dishonesty to present itself, the analysis, possibly found sources and the original document need to be examined closely.
- If multiple documents are sent from the same email to the same analysis address no checks against previously submitted files will be performed. If a document is sent to another address analysis, or several

analysis addresses at once, or send from a different e-mail client there will be checks made. If one version is submitted from the student e-mail and version two is submitted from, say, a yahoo address, there will be a duplicate hit in URKUND. The educator can easily turn these obstructing hits off in the analysis and examine other highlights instead. There is a step-by-step Master class guide for this available via the HELP button (?) in the analysis.

➤ **Similarity checks for exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

- (a). All quoted work reproduced with all necessary permission and/or attribution.
- (b). All references, bibliography, table of content, preface and acknowledgements.
- (c). All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include: *abstract, summary, hypothesis, observations, results, conclusions and recommendations* only and shall not have any similarities. It shall exclude *a common knowledge or coincidental terms, up to fourteen (14) consecutive words.*

Source References

Harvard and **Oxford** are the two principle methods for source referencing in an academic text. There are, however, several method of referencing, e.g. MLA and ACS, but which one to choose is usually optional unless the subject itself requires certain methods. The main thing is to be consistent in your choice and not to mix methods in a text.

The **Harvard method** is often referred to as the author-year-system and involve literature references in direct relation to the text.

MGMIHS guidelines for submission of softcopy (CD) of research work (other than Thesis/Dissertation) for Similarity Assessment

GENERAL INFORMATION

Original articles are full length papers that address research questions with exhaustive study design and methodology. The entire manuscript including abstract and references should not exceed 3,500 words and should not contain more than 40 references.

Reviews of basic and clinical topics of interest to the leadership will be solicited by the editors. The length of review articles should not exceed 10 typed pages.

Case reports should be limited to 1,500 words, should not have more than four authors and should not contain over two illustrations and 20 references. Case reports submitted with a review of literature, must also conform to these rules.

Letters to the editor containing interesting observations and comments on the articles published in the journal are welcome for publication. The replies to such letters will also be published as and when received from the authors. The letter should not exceed 600 words and should not contain more than five references.

All manuscripts would be peer-reviewed. Manuscripts that are outside the range of interest of journal readership or that fail to satisfy the technical requirements would be rejected and promptly returned to authors without further review. Manuscripts returned to authors for modification should be returned back to the editorial office as early as possible as but not later than 3 months. The editorial board reserves the right to assess suitability of the language, modify the text, improve the photographs to enhance clarity of presentation without affecting the message being conveyed by the article.

MANUSCRIPT PREPARATION

Submit an original manuscript, typed double spaced. Manuscripts should be organized as follows: title page, abstract, introduction, methods, results, discussion, acknowledgments, references, tables and figure legends. Cite references and figures by numbers in the text. All weights and measures must be given in metric units. Avoid use of full stops in the middle of abbreviations (ECG, not E.C.G).

Title Page

Type the full names and affiliations of all authors. The title should not exceed 100 characters including spaces between words. Designate a corresponding author and provide a telephone number, fax number, e-mail and mailing address. Number all pages consecutively beginning with the title page, including an abbreviated title of not more than 40 characters.

Abstract

State the problem considered, methods, results and conclusions not less than 250 words, and list at least three keywords.

Tables

Each table should have a title and be numbered in the order of appearance in the text. Use superscript letters to indicate footnotes typed at the bottom of the table. Quote all tables in the text.

Images

All image files must be of high quality (300 DPI) in TIF or BMP format. Do not send JPG or GIF files. Line drawings should be in editable format. All images should be submitted separately and not as part of main manuscript. Quote all images in the text as figure numbers in Arabic numerals.

Legends

Legends should state degree of magnification or scale bars should be used on the photograph. Graphs must be of professional quality. Computer-generated graphs should be of laser quality. High contrast prints of roentgenographic photographs and electron micrographs are essential.

References

Reference should be numbered in the order of appearance in the text. Citation of unpublished observation or personal communications (include permission to quote from appropriate individual) should be placed in the text in parenthesis. Reference number in the text should be typed as superscript, e.g. Hyperlipidemia after transplant.¹

Journal Articles

Author(s), title of the article, name of the journal, year of publication; volume (issue no): page numbers.

Example: Curtis JJ, Luke RG, Jones P, Diethelm AG. Hypertension in cyclosporine-treated renal transplant recipients is sodium dependent. Am J Med 1988 Aug;85(2):134-138.

Abstract

Yoo KH, Norwood VF, el-Dahr SS, et al. Regulation of angiotensin II AT1 and AT2 receptors in neonatal ureteral obstruction (abstract). Am J Physio 1997 Aug;273(2 Pt 2):503-509.

Chapters in Books

Author(s), chapter title, book title, edition, editor(s), city of publication and publishers, year, page. Example: Broune WE. The immunobiology of different types of renal allograft rejection. In: Contemporary issues in nephrology, renal transplantation. Milford EL, Brenner BM, Stein JH, editors. New York, Churchill; 1989. p. 45-96.

GENERAL INSTRUCTIONS

- Use generic names of drugs. Do not use abbreviations in the title. Define all abbreviations at the first use in the manuscript. For references, the names of all authors should be mentioned instead of using et al. The abbreviations used for name of a particular journal should be according to Index Medicus/MEDLINE.
- Please submit a signed statement from all the authors concerned, along with the article that they agree to the authorship.
- Manuscript submission is totally electronic. Online submission is the preferred mode of manuscript submission. For more details, about alternate modes of submission to contact Editorial Office: drrpdixit47@gmail.com or universitylibrarian@mgmuhs.com.
