**Second Year PhD Assessment**

Students are required to provide a report at the end of their second year. This report will be presented in the format of a Scientific Paper. It is not intended to report on all of the data collected for a PhD thesis but should represent a coherent body of work that can be presented in the style of a paper for publication. The report should be submitted to Graduate School by the 24th month of a full-time PhD. It will be assessed by the advisor and another member of staff and written feedback provided to the student and copied to the Head of School and Graduate School. The report and feedback will form part of the formal assessment of progress for all students. If a student is deemed not to be making satisfactory progress the Head of School will appoint an *ad hoc* panel that will review the outcome of the assessment, interview the student and make a recommendation to the Head of School.

**Paper for Publication:**

Title page: Title. Name of author (student) and supervisor. Should include key words and abbreviations.

Abstract: 200 word limit

Introduction: Background to the research question being addressed by the experiments presented in the chapter and a statement of research question or hypothesis.

Results: Presentation of the data under appropriate sub-headings, setting out the rationale for each experiment/study, the data obtained and the conclusions drawn. Tables, figures or diagrams should be included with appropriate headings or legends.

Discussion: Address the implications of the data presented in relation to the research question or hypothesis, setting this in the context of published data and presenting approaches for future investigation.

References: Full bibliographic details including list of authors, title, journal, volume and page details.

Where the report cannot be written in the style of a paper, students should first consult with the School Post-graduate Co-ordinator and may instead submit a Thesis Results Chapter. This should include:

Introduction: A 2-4 page section setting out the background to the research question being addressed by the experiments presented in the chapter and a statement of the research question or hypothesis.

Results: Presentation of the data under appropriate sub-headings, setting out the rationale for each experiment/study, the data obtained and the conclusions drawn. Tables, figures or diagrams should be included with appropriate headings or legends.

Concluding remarks:  A 1-2 summary of the data presented, drawing together all of the data and showing how this has addressed the research question set out in the Introduction.

References: Full bibliographic details including list of authors, title, journal, volume and page details.

**Guidelines for submission of draft research article.**

**Outline and aims**

All second year postgraduate students must provide a draft article, formatted in the style of a scientific journal, by the end of their second year. A major objective of this exercise is to provide a concrete milestone that benefits supervisors and postgraduates.

The specific aims of this exercise are to ensure that all postgraduates:

* maintain practice at writing beyond their first year report
* get experience of writing research correctly formatted for peer-reviewed journals
* are actively working towards their PhD thesis by writing up work continuously throughout the three years
* maintain contact with supervisors and get continual supervisor feedback on their work.

Also by writing up the research in journal article format, we hope to encourage all postgraduates to submit their work to peer-reviewed journals before the end of their PhD. This allows feedback on the work before thesis submission, provides experience of the peer review system, and will enhance the CV of the postgraduate student.

**Detailed guidelines**

*What should the format of the draft article be?*

* All second year full time students are required to submit to the Graduate School two paper copies and an electronic copy of a draft of a journal article based on aspects of their postgraduate work to date.
* The formatting, style and length requirements will depend on the target journal, so please consult the appropriate journal website for guidance on these matters. Make sure that you use correct formatting throughout – including for figures and tables.
* You should meet with your supervisors in advance and in good timeto decide what is the most appropriate material for you to submit, and to develop a timetable. If you know that you or your supervisors are likely to be away it is your responsibility to begin work on the document earlier to meet the deadline.
* Most papers have multiple authors, and you must obtain a statement from each author as to what their contribution was to the article. The statement from the postgraduate (who should be first author) specifying their own contribution should be detailed. A cover sheet should be attached to each copy, detailing the journal for which the paper is intended and including the author statements,

*What will happen after I submit the paper?*

The draft paper will be circulated to your advisor and to another member of staff. Review of the draft will be similar to the normal procedure for peer review of scientific articles and you will receive written comment and feedback. Your supervisor(s) will take account of your article submission when completing the following postgraduate assessment form.

*Can I put forward a paper that has already been submitted to a journal?*

If you have already submitted (or had accepted) a journal article based on your postgraduate work for which you are first author, you should discuss with your supervisor(s) whether it is appropriate for you to use this as the basis of this assessment, or if it would be a more useful exercise to develop a new draft paper. This is a decision to be made between the supervisor(s) and postgraduate. If you submit a multiple author paper already sent to a journal then it is particularly important to obtain a statement from each author as to what their contribution was, and to provide full detail of the postgraduate author's contribution.

*\*What about part time students or those who did not start in October?*

Part time students who are at a roughly equivalent stage to the end of a second year of full time postgraduate study are also expected to complete this exercise, and should discuss with their supervisor(s) when would be an appropriate and realistic deadline to complete the draft paper, given their individual circumstances. Similarly, students who started their PhD at a different time of year should meet with supervisors and agree a sensible deadline, roughly equivalent to two years of work. Once a deadline has been agreed, the student should email Fiona Insch (Schools of Medicine & Dentistry, Rowett Institute of Nutrition & Health and Medical Sciences) or Michaela Pignotti (Schools of Biological Sciences and Psychology) in the Graduate School and their School Postgraduate Coordinator to confirm what that deadline is.

**Cover sheet for second year postgraduate draft article submission.**

Email one electronic copy to Fiona Insch (Schools of Medicine & Dentistry, Rowett Institute of Nutrition & Health and Medical Sciences) or Michaela Pignotti (Schools of Biological Sciences and Psychology)

Name of student………………………………………………

Supervisor(s)……………………………………………………..

Title of paper ………………………………………………………………………………………………………

Authors …………………………………………………………………………………………………..

Target journal ……………………………………………………………………………………….

Please list below (in order) each author, their email address, and a statement for each specifying their contribution to the article. The statement for the postgraduate author should be detailed.

If you have any other comments (e.g. on particular aspects of journal style, problems that arose with the data or write up, clarification of any aspects of the article, why you decided to submit an article already accepted for publication) please add them here.

Signature of postgraduate student…………………………….. Received by Office…………..