

Guidelines for Manuscript, PPT Preparation and Presentation

Dr. V. Suresh Babu

SCIENTIFIC MISBEHAVIOUR

- Fabrication
- Falsification
- Plagiarism
- Duplicate publication
- Adding non contributing authors
- Not including significant contributors as authors.

Fabrication

- Fabrication is **making up research results and data, and reporting them as true**. This can happen when a researcher, for example, states that a particular lab process was done when, in fact, it wasn't.

Falsification

- Falsification is the **changing or omission of research results (data) to support claims, hypotheses, other data, etc.** Falsification can include the manipulation of research instrumentation, materials, or processes.

Plagiarism

“Plagiarism is a specific form of cheating and is generally defined as presenting someone else’s work as your own.”

Pears and Shields 2013, p1

Plagiarism

- Failure to give proper credit
- Copying material from the internet without citing it
- Failure to cite even a few words of borrowed language
- Failure to cite an exact quote
- Failure to cite paraphrased ideas
- Failure to provide accurate citation
- Thinking you can get away with plagiarism

10 THINGS TO AVOID while writing a paper

- Refuse to read literature
- Take the lazy route and plagiarise
- Omit key article component
- Disrespect previous publications
- Over estimate your contribution
- Excel in ambiguity and inconsistency
- Applying incorrect referencing of statements
- Prefer subjective over objective statements
- Give little care to grammar, spelling, figures and tables
- Ignore editor or reviewer comments

ADDITIONAL TIPS

- Choose most appropriate journal, as per the scope of the journal
- Follow journal guidelines
- Follow one paper one message strategy
- Attractive and descriptive title which reflect the content accurately
- Attractive and clear figures
- Be honest and moderate
- Start with structure of paper, description and correction later :
write, then type
- Become a reviewer
- Be polite and respectful
- Cite your own work.

GUIDELINES FOR PPT

- Keep the Text to a Minimum
- Use Large Font Sizes
- Make Sure Fonts Are Readable
- Use Colour Sparingly
- Enhance the Data With Charts and Graphs
- Design for Wide Screen Formats
- Be Consistent With Style Settings
- Use Animations Sparingly
- Proofread Everything
- Consider Using a Template

GUIDELINES FOR PRESENTATION

- Do a Practice Run
- Test the Equipment
- Maintain Eye Contact
- Ask Questions During Your Presentation
- Don't Read the Slides