

GHANA COLLEGE OF PHARMACISTS



MEMBERSHIP FIELD RESIDENCY REPORT

A. PRELIMINARY PAGES

- COVER PAGE
- TABLE OF CONTENTS
- LIST OF TABLES
- LIST OF FIGURES
- LIST OF BOXES
- LIST OF ABBREVIATIONS

Note: Numbering of preliminary pages is done using lowercase Roman numerals, centred 1 inch from the bottom of the page (i.e., i, ii, iii, iv etc.)

B. TEXT PAGES

SECTION

- 1) KOMFO ANOKYE TEACHING HOSPITAL
- 2) KORLE – BU TEACHING HOSPITAL
- 3) TAMALE TEACHING HOSPITAL
- 4) CAPE COAST HOSPITAL
- 5) GHANA HEALTH SERVICE- PUBLIC HEALTH
- 6) VARIOUS PUBLIC HEALTH INSTITUTIONS

SUB-SECTION

- Introduction/Background
- Aim of activity
- Description of main activities carried out (Who was involved? what was done? where was the activity conducted? when? etc)
- Description of outputs
- Lessons learnt/Skills Acquired
- Main challenges
- Conclusion
- Recommendations

Note:

1. Numbering of text pages is numeric, centred 1 inch from the bottom of the page. It begins with the number one (1) on the first page. (i.e., 1, 2, 3, etc).
2. Table of contents (with page numbers) and must include all preliminary, text pages and concluding sections i.e., references and appendices.
3. List of tables (with titles and page numbers).
4. List of figures (with titles and page numbers).
5. List of boxes (with titles and page numbers).

List of illustrations (with titles and page numbers).

C. GENERAL SPECIFICATIONS**Paper:**

- 21cm x 29.7cm sheets (i.e., A4).
- White Bond paper.

Print:

Times New Roman, font size 12. Use one typeface throughout; script or italic typefaces are not usually acceptable for the main text.

Type of Copies:

- A typed, photocopied or computer-printed copy is acceptable.
- The copy must be of excellent quality on the bond paper.
- Print on one side of the page only.

Length of report:

The length of the report should not exceed 20 pages excluding the cover and table of content pages. The report should be comb-bounded for submission.

Page Format:**Spacing**

- One and half (1.5) space preliminary pages, text and appendices.
- Single-space all tables, footnotes, endnotes, references, bibliographic material.
- Quotations of four or more lines of prose should be single-spaced and indented five spaces from the left margin. No indentation on right.

Margins

- Left margins must be 1 and 1/2" inches.
- Top, right, bottom margins must be 1 inch.

Numbering (as already outlined)

- Preliminary pages: lowercase Roman numerals. centered 1 inch from the bottom of the page.
- Text: Numeric, centred, exactly 1 inch from the bottom of the page and begin with the number one (1) on the first page of text under the Introduction section.

D. OUTLINE & FORMATTING RULES

- a. Cover page: All text should be in caps and centred. Must be written in the order as below:
 - i. Name of Institution/. Eg. GHANA COLLEGE OF PHARMACISTS
 - ii. Title of the report. E.g. MEMBERSHIP YEAR TWO REPORT.
 - iii. Year of registration. Eg. 2014 ACADEMIC YEAR
 - iv. The legal name of the student (as it appears on Registrars records). Eg. BY
HARRIET BONFUL
 - v. Student ID. Eg. 102131000
 - vi. The receiving authority and the degree sought. e.g. A YEAR TWO REPORT
SUBMITTED TO THE GHANA COLLEGE OF PHARMACISTS, IN
PARTIAL FULFILMENT FOR THE AWARD OF MEMBERSHIP OF THE
GHANA COLLEGE OF PHARMACISTS
 - vii. Date of submission. Eg. SEPTEMBER, 2018 (This must be entered at the
foot of the page).

Graphs, figures, tables, boxes, charts, maps, and photographs must be suitably sharp and within standard margins for binding.

- a. **Appendices:** All appendices must be numbered and must have appropriate titles

Deliverables

There are two (2) deliverables:

- 1) One comb-bound report; and
- 2) Electronic copy of the report. Send email to: gcpharm2@gmail.com or info@gcpharm.edu.gh