

AUTHOR GUIDELINES

Focus on Health Professional Education: A Multi-Disciplinary Journal invites original papers and other contributions on all aspects of health professional education, including undergraduate, postgraduate and continuing professional education. Contributions will be considered from a range of categories including, for example, research, general discussion papers and reports of research in progress and/or of educational changes being implemented. It is anticipated that contributions will focus on any aspect of research and development in health professional education including curriculum design/development, teaching, learning, assessment and evaluation.

Details of Contributions

Hard copies: Manuscripts should be double-spaced on one side of the paper only, with 2.5 cm margins. Times or Times New Roman fonts in 12 point are preferred, text should be left justified and all pages should be numbered. **Only one copy is required**, provided that an electronic copy has been sent to the Editor as described below. Authors should retain at least one copy. Please show on a single separate sheet attached:

- Title and short title. (The short title should appear in 10 font at the head of each page and should not exceed 45 characters including spaces).
- Abstract of up to 250 words. This should reflect the structure of the paper. It is suggested that the headings, Aims, Background, Method, Results, and Conclusions should be used for quantitative papers. Similar appropriate headings should be used for other papers.
- Key words: 3-10 key words for indexing purposes based on MeSH list of *Index Medicus*.
- Authors' surnames, first name or initials, and places of work only. The present work place of any author, if different from the place where the work was done, may be shown as a footnote.
- The name, full postal address, and email address of the corresponding author(s).

It is the responsibility of the author(s) in the first instance to submit the paper in a form suitable for publication. Papers should conform to these guidelines and authors should also pay attention to organisational and style matters. A Common Style Sheet is located in the journal section of the ANZAME website (www.anzame.unsw.edu.au). Abbreviations should be kept to a minimum and explained in the text. All measurements should be in SI units and tables should include absolute numbers as well as percentages. Papers not conforming to these guidelines and the Common Style Sheet may be returned.

Electronic mail: Contributions must be accompanied by an **Email** copy formatted in Word. Please do not send disk copies.

Scope of contributions: The Journal encourages a wide range of contributions including scholarly papers, reports on innovations and research in progress, book reviews conference reports and short discussion papers on issues of current importance to education in the health professions.

Scholarly papers should normally be of up to 5000 words in length. They could include reports of completed research, both quantitative and qualitative and should usually follow a structured format with presentation of methods, results and discussion. Scholarly papers could also include reviews and discussions of theoretical and conceptual issues or trends in health professional education.

Reports, book reviews, and short discussion papers should be about 1000-1500 words in length.

The post-conference edition of FOHPE includes a section called Innovative Teaching and Learning Projects that aims to provide an opportunity for authors to share innovations in health care education without producing a full research paper. The format for submissions of papers to the ITLP section of the journal is:

- Introduction (What is the background or context in which your innovation was set?)
- Innovation (What did you do?)
- Evaluation method (How did you measure the impact of the evaluation?)
- Outcomes (What were the results?)
- What next? (What further research is needed? How might this innovation be relevant in other settings?)

Each paper is limited to 800 words, three references and one figure or table. Otherwise, follow the guidelines for

submission of any papers to FOHPE.

Papers will be peer reviewed and rated according to innovation, evaluation methodology, wider application and stimulus for development and new ideas.

References in the text should follow the Harvard system in style, i.e. name followed by date: Brown (1966); if there are more than three authors, Brown *et al* (1966).

References at the end of papers should be listed in alphabetical order by first author. All authors should be listed. A separate sheet should be used for the references. The following punctuation style should be used.

Sue DW (1990) Culture-Specific Strategies in Counselling: A Conceptual Framework. *Professional Psychology: Research and Practice* 21, 6: 424-433. Journal titles must be given in full.

References to books should include the editors, the publishers and the place of publication as follows:

Balla JI, Gibson M, Chang AM (eds) (1989) *Learning in Medical School: A Model for the Clinical Professions*. Hong Kong, Hong Kong University Press.

A book chapter should be shown as:

Coles C (1989) The role of context in elaborated learning, in: JI Balla, M Gibson & AM Chang (Eds) *Learning in Medical School: A Model for the Clinical Professions*, Hong Kong, Hong Kong University Press, pp 41-56.

Unpublished monographs or papers should consist of plain text throughout.

Scott P (1999) Report of the multi-professional project team. Adelaide, Multi-professional Project Group.

Citing electronic sources:

World Wide Web: Author's name, year of document, title of document, journal title or site name, URL, date of document (if not stable publication), date last accessed.

For an on-line journal: Morse SS (1995) Factors in the emergence of infectious diseases. *Emerging Infections Diseases* [serial on-line] Jan-Mar 1(1). Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>. (Last accessed: 5 January 2000).

For an on-line article/monograph: Jacques MM (1997) How to find world wide web distance education resources, *Distance Education Clearinghouse* <http://www.uwex.edu/disted/resources.html>. Updated 15 May 1997. (Last accessed 7 April 1998).

Tables and Figures should be typed on separate sheets at the end of the document and should be given Arabic numbers (e.g. **Table 3**). Their approximate position in the text should be indicated. Captions should make interpretation possible without reference to the text.

Acknowledgments should be brief and kept to a minimum. Funding sources can be acknowledged. Acknowledgments should be placed at the end of the paper.

Authors should state if **ethics** approval was obtained for their research.

Submission of Contributions

One complete hard copy, together with an **Email** copy (anzame@flinders.edu.au) are required for each submission. A letter signed by all authors stating that the work has not been published elsewhere and that all authors have contributed to the paper should also be included. Submission of manuscripts will be acknowledged. They should be sent to:

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c/- Department of Medical Education
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Peer Reviews

Focus on Health Professional Education: A Multi-Disciplinary Journal will submit all papers received to peer review. The Title Page will be removed for blind reviewing. To ensure transparency in the peer review process, institutional identifiers should be avoided within the text. If the paper is accepted after review, then this information can be added. Authors will receive copies of referees' reports as an integral part of the review process. There will be three categories of decision,; Acceptance, Acceptance Subject to Revision or Rejection. The refereeing process should not normally take more than three months.

Tony Egan
Editor, Focus on Health Professional Education