**Manuscript Format**, for draft writing, final submission and awards application.

These guidelines are to organize your thoughts, guide your writing and prepare your documents for supervisor/peer reviewers and make it as easy as possible for them to do a quick, yet thorough assessment of your paper.

1. Your MANUSCRIPT should be formatted as follows:
   a. **Title page**
      i. Title
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         i. List authors, as per the journal type you are writing for (usually CANADIAN FAMILY PHYSICIAN).
            1. This usually means that the PI is the LAST AUTHOR.
            2. The main writers/researchers (residents) usually go in alphabetic order as FIRST AUTHORS and then everyone else goes in between the first and last authors.
      iii. Contact email address for one of the resident authors (make it an email that you ACTUALLY check).
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   b. **Abstract on a separate page,**
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         b. Page number
      vi. **MAXIMUM WORD COUNT** for the main body of your manuscript will vary, depending on the type of study, but generally should not exceed 2000-2500 words and does not include words for abstract, figures or references.
   d. **Tables and Figures**
      i. Take some time to make them look nice. They tell an important story. Most should be single spaced. Refer to your target journal to see what kind of

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data/formatting is typically included.

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   i. Numbered list all authors and their contributions
   ii. Numbered list to acknowledge everyone who helped you with this work (who has not already been listed as an author, provide their name and what they did)
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More Residents' Acknowledgements

Thank you to Kim Sancton and Leila Sloss (Grad 2016 SPHCMG) for agreeing to share this.

Authorship Statement

☐ Leila Sloss, FP resident SPH site, assisted with development of the research question, conducted the literature review, designed the survey tool, set up the data collection and assisted in interpreting the findings. She shared the lead role in writing the written report.

☐ Kimberley Sancton, FP resident SPH site, assisted with development of the research question, assisted with conducting the literature review, designed the survey tool, led the data collection and assisted in interpreting the findings. She shared the lead role in writing the written report.

☐ Jonathan Berkowitz, statistician, reviewed and assisted with the design of the survey tool, assisted with the development of the results tables, led the data analysis, facilitated the research team in an interpretation of the findings, reviewed the draft of the written resident report.

☐ Rita McCracken, principal investigator and research project advisor, assisted in the development of the research question, reviewed and contributed to the survey design, reviewed the Ethics application, assisted in interpreting the survey findings relevant to the clinical community, reviewed and contributed to drafts of the written report. She will take a lead role in disseminating the project findings to the community participants.

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☐ All the authors declare that that they have no financial or competing interests in the writing of this project.

Residents' Contribution Statement

More than one resident worked on this project, as follows:

☐ Leila Sloss, FP resident SPH site, assisted with development of the research question, conducted the literature review, designed the survey tool, took the lead in writing the Ethics review application, set up the data collection and assisted in interpreting the findings. She shared the lead role in writing the written report and shared the lead role in developing the oral presentation PowerPoint.

☐ Kimberley Sancton, FP resident SPH site, assisted with development of the research question, reviewed the literature review, designed the survey tool, reviewed the Ethics review application, led the data collection and volunteer coordination and assisted in interpreting the findings. She shared the lead role in writing the written report, took the lead role in formatting the final written report and shared the lead role in developing the oral presentation PowerPoint.

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