

## 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
- ii. Authors (include a preceptor/PI if they actually wrote any part of your paper or are an author for any other specific and justifiable reason, ie provided substantial edits (they must be aware and approve of the manuscript))
  - 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).
- iv. The name of your residency program and name of site faculty for research.

**b. Abstract on a separate page,**

- i. Single spaced
- ii. Using headings as per submission format.
- iii. **With MeSH key words** (<https://www.nlm.nih.gov/mesh/MBrowser.html>)
- iv. Word count

**c. Body of paper**

- i. **Wwhere possible (almost always) use a validated reporting guideline:** <http://www.equator-network.org/> and reference the one you are using in your methods section, e.g. "The results of this study will be reported using the STROBE guideline for cross sectional studies (reference)."
- ii. **Look for additional guidance on format using THE AUTHOR GUIDELINES AS PER CANADIAN FAMILY PHYSICIAN TO FORMAT THE CONTENT ON YOUR PAPER.** <http://www.cfp.ca/site/Authors/Guidelines.xhtml>
- iii. double spaced (except abstract and title page)
- iv. FOOTER - title of paper and page numbers at bottom of each page
- v. Have a footer with the
  - a. Title
  - 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

- data/formatting is typically included.
- ii. Embed them into the paper (preferable as it is less flipping back and forth for the reviewers OR put them altogether at the end of the paper DO NOT make them an extra document).
- e. **References**
- i. **Must be in NLM/Vancouver superscript**, unless you have a specific reason, which you explain at the end of your paper. At the very least, be consistent.
  - ii. **You must have references for each section of your paper...** including methods, ie you must provide references for how and why you formatted your study the way you did.
  - iii. **If you need to reference things other than published journal articles, be sure to use the correct format.** This is a good reference:  
<http://michener.ca/students/library/referencing-writing-help/vancouverstyle/>
- f. **Authorship and acknowledgements** (see example below)
- 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)
  - iii. BE SURE THAT YOU GET CONFIRMATION FROM EVERYONE YOU LISTED AS AN AUTHOR or ACKNOWLEDGED that they agree with what you said and that their names are spelled correctly.

## 2. **SUBMITTING YOUR MANUSCRIPT TO YOUR SITE FACULTY for program requirements**

- i. Document FILE NAMES should be named as follows
  - RESIDENT AUTHOR(S) LAST NAME(S)\_SHORT TITLE OF YOUR PAPER\_version#

## 3. **SUBMITTING MANUSCRIPT FOR AWARDS**

- a. Reformat the title page of your manuscript and REMOVE ALL author names and program references, remove the acknowledgements and author statements page.
- b. Your manuscript and award cover letter should be two separate WORD documents (font: Please use Arial or times new roman.)
- c. Document FILE NAMES should be named as follows
  - For your paper/manuscript –
    - i. TITLE OF YOUR PAPER\_name of award
  - For any letters –
    - i. RESIDENT AUTHOR(S) LAST NAME(S)\_name of award/publication\_Letter

### **EXAMPLE Authorship and Acknowledgements page.**

*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.

#### **Acknowledgements**

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- We acknowledge funding support from the UBC Family Practice Residency Research Fund and from the Department of Family and Community Medicine, Providence Health Care, to cover the research project expenses.
- 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.