

## Instructions for authors of the 1.3.25 reports

### Overview of 1.3.25 reports

The 1.3.25 report style is a new model of report writing for many academics in Australia. The aim of the report is to enable research conclusions to be easily consumed by policy advisers, while still meeting some of the conventions of academic research.

The Australian Primary Health Care Research Institute (APHCRI) has a mandate for its research to influence primary health care policy. In order to achieve this, the Institute has developed a number of tools to make research more accessible to policy advisers, including reports presented in the 1.3.25 template. The workshops, bringing research teams and Department of Health and Ageing policy advisers together, is another.

The one-page report is a brief overview of the key findings of the research. It requires a brief introduction to the topic and bulleted points listing the findings. These bullet points can be linked to the three-page report or to the 25 page report so a reader can easily access more information about each point from the main report.

Likewise, the three-page document should be brief, including an overview, key points and policy options. Hyperlinks to the 25-page report will be used to enable the reader to easily find more information. Researchers will need to identify where hyperlinks will be useful when the reports are ready to be published.

It is important that the language used in the early papers is at the level of an intelligent and interested educated individual, but not necessarily someone with in-depth research knowledge. Using simple terms is better than complicated language, likewise sentences should be kept short.

The 25-page report is the full report and while not limited to 25 pages, should be kept compact. This will contain the academic report from the research. It is suggested that research teams prepare the 25-page document first and derive the one and three-page documents from the conclusions reached in the long report.

The 1.3.25 model was developed by the Canadian Health Services Research Foundation as part of the linkage and exchange program. For more information about the model these websites may be useful:

[http://www.chsrf.ca/knowledge\\_transfer/pdf/cn-1325\\_e.pdf](http://www.chsrf.ca/knowledge_transfer/pdf/cn-1325_e.pdf)

[http://www.chsrf.ca/knowledge\\_transfer/pdf/presentation\\_e.pdf](http://www.chsrf.ca/knowledge_transfer/pdf/presentation_e.pdf)

Using this format also gives uniformity to the documents the Institute is producing and all our reports will sit together as a complete body of work.

## **One-page report**

The one-page report is designed to give policy advisers with little time a brief overview of the results of the research. This is the researchers' opportunity to tell policy advisers how the research affects their work and what conclusions can be drawn from it. This is a different approach to most report writing, but it is important to ensure your message, with your insight gained from study, has optimal impact.

The approach with the one and three-page documents is like that of a news story – the most interesting information goes at the top.

It will be presented with two headings:

### **POLICY CONTEXT**

- a short paragraph explaining why a particular issue is of interest and being researched in Australia.

### **KEY FINDINGS**

- bullet points of the main findings from the report.

The one page template also features the required acknowledgement of the Institute and the Department of Health and Ageing. This must sit on the bottom of the one-page document and not flow into a second page.

## **Three-page report**

The three-page document is a mild expansion of the one-page document.

It is presented using four headings:

### **POLICY CONTEXT**

- a few paragraphs explaining the relevance of the research to Australia
- a brief overview of the achieved aims of the report

### **KEY FINDINGS**

- bullet points of the main findings of the research, with some further explanation of the work

### **POLICY OPTIONS**

- points policy advisers could consider integrating into policy as a result of the research
- what the evidence illustrates could be a policy option for Australia, with some explanation of the context or ability of the system to accommodate the option

### **METHOD**

- a very short, paragraph at most, summary of the method used. If it is too difficult to condense, just use one sentence and link it to the method outline in your 25 report

## **25-page report**

The full academic paper on the research.

## **Using the APHCRI 1.3.25 reporting templates**

There are two methods of using the template to put the reports into a publishable format

1. Cut text from another document and insert it into the template
2. Type text into the template as you write (this is the preferred method)

Whichever method you choose, you will have to indicate to the document which text style to use in each section of text.

Before choosing the appropriate template for your job, consider these three questions:

- Do I have the Rotis Semi Sans font, which is the ANU corporate font?

If yes, use a template with 'Rotis' in its document name. If no, then use a template with 'Tahoma' in its document name. Tahoma is a standard Microsoft font, which most PCs and MACs have.

- What length of report am I writing, a one-page report, three-page report, or 25-page report? Choose the relevant template accordingly.

Please do not 'extend' the one-page to three pages or the three-page to 25. They each have different designs.

- Is there another collaborator who has to have their logo on this report, along with the ANU logo? If yes, choose the two-logo template. If no, choose the one-logo template.

Please note, the 25 page template can be used for both one and two logo reports. If you only need one logo, delete the space for the second logo by clicking on the box for the second logo, and pressing delete.

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### **Method one**

#### **You will need to:**

- Bring up the 'Styles and Formatting' menu by selecting 'Format' on the menu bar. A drop down list will appear, select 'Styles and Formatting'.

Depending on your version of Microsoft Word or Microsoft Office, some kind of window should appear, which contains a list of the styles contained in the template.

(There should be, ANU Header, ANU Subheader, ANU level 3, ANU level 4, ANU body text, ANU footnote, ANU Coverheader, and ANU Authors.) These are all the styles you should need to write/format your report.

- 'Cut' the text you want from the original document

- 'Paste special - Unformatted text' to put the cut text into the template document in the desired location. To do this, go to the Edit menu, select 'Paste Special', then select 'unformatted text' and hit 'OK'.

Alternatively, if you past normally you will bring in the formatting styles from the original document. When you paste special – unformatted text, it will bring the text in from the other document, without formatting.

Either way, you will then need to allocate the relevant ANU style to each section of text.

To do this:

- click or move the cursor into the line/word/paragraph of text you wish to format into the appropriate/relevant ANU style,
- click on the style in the Styles and Formatting menu window
- the text you had selected should have altered its formatting to appear in the new style.

You need to repeat the above action to all text sections, i.e click on the header, allocate ANU header formatting. Click on the next paragraph of text and allocate ANU body text formatting. Click on the next subheader and allocate ANU subheader formatting etc.... whichever level of the formatting hierarchy is appropriate to the text.

### PLEASE NOTE

- You should proof read your text after you have allocated the appropriate styles, keeping a particular eye out for super or sub-texted words which may have converted to normal text. e.g. Footnote numbers.
  - You should also check for any bolded, underlined or italicised text from the original document which should remain that way for other reasons besides indicating a subheading in the hierarchy, e.g. disease names are often italicised.
  - The style size and formatting are set for a particular reason, it is not possible to change the font size in order to fit into the one or three page format.
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### **Method two**

#### **You will need to:**

- Click on the format style in the menu window which you need for this word/line/paragraph of text
- Click into the main document window and type your text into the document. The text should appear in the style you have selected.

You can also type the text in first, and then select that text, and allocate the style afterwards, as per Method One.

### **References guide**

APHCRI uses the Vancouver referencing style, the same style as the *Medical Journal of Australia* for referencing. You are required to use this method in your 25-page report (the one and three page reports will not need references).

There is information about the referencing method at this website:

[www.mja.com.au/public/information/instruc.html](http://www.mja.com.au/public/information/instruc.html)

Examples:

Journal reference:

Kemp AS. EpiPen epidemic: suggestions for rational prescribing in childhood food allergy. *J Paediatr Child Health* 2003; 39; 372-375

Book reference:

Duckett SJ. The Australian Health Care System. Melbourne: Oxford University Press; 2000 p.144-146

Website reference:

National Health and Medical Research Council. How to use the evidence: assessment and application of scientific evidence. Canberra: NHMRC, 2000.

[http://www.nhmrc.gov.au/publications/\\_files/cp69.pdf](http://www.nhmrc.gov.au/publications/_files/cp69.pdf) (accessed Jul 2006)

### **Tables/figures**

Tables and figures are less likely to be altered when put into the template if they are made into pdf files first, then transferred.

## **Acknowledgement and publications**

### **Acknowledgement**

The contribution of the Department will be acknowledged in all correspondence, public announcements, advertising material, and other material produced by or on behalf of APHCRI.

This acknowledgement will normally be:

The Australian Primary Health Care Research Institute is supported by a grant from the Australian Government Department of Health and Ageing.

### **Publications of APHCRI research**

Acknowledgement of the Institute's role in publications of Spoke research will normally be:

The research reported in this paper is a project of the Australian Primary Health Care Research Institute, which is supported by a grant from the Australian Government Department of Health and Ageing under the Primary Health Care Research, Evaluation and Development Strategy. The information and opinions contained in it do not necessarily reflect the views or policies of the Australian Government Department of Health and Ageing.

On notification by a publisher of intent to publish an article or research report submitted by an APHCRI Spoke, Spoke researchers will advise the APHCRI Hub of the paper's acceptance for publication and send the Hub a copy of the final version of the paper or report, embargoed from further dissemination until publication.

## Style Guide

<b>Hub and Spoke</b>	When directly identifying a part of APHCRI as 'the' Hub or a Spoke cap it up to distinguish it. Reference to the hub and spoke model should be lower case.
<b>Spacing</b>	single spacing after a full-stop.
<b>Numbers</b>	0-9 written out, 10 + numerical (ie: one, two, three... 10, 11, 12) Commas used to mark thousands, millions etc. A billion is 1,000 million. Abbreviate in headings to \$1bn.
<b>Titles/Names</b>	Written out in the first instance, acronym bracketed, acronym thereafter "The Australian Primary Health Care Research Institute (APHCRI)...APHCRI is..."
<b>Commas</b>	Use less, not more.
<b>ANU</b>	The Australian National University (note caps). Lower case 't' for 'the ANU'. Never 'the ANU's'.
<b>Health care</b>	Two words
<b>Indigenous</b>	Capped when referring to people.
<b>-ise</b>	no 'ize' – one to watch on the computer
<b>Multidisciplinary</b>	one word
<b>Policy adviser</b>	two words – NOT 'policy maker'
<b>Time</b>	10am and 2pm, not 10.00am and 2.00pm
<b>Titles</b>	publications, plays, movies all in italics.
<b>Organisation</b>	Not organization