Guidelines for Medical Teacher 'Twelve Tips' Papers

The "Twelve Tips" series is popular with readers and submissions in this format are welcomed. The aim is to provide practical advice in the form of twelve short hints or tips for those working in a selected area.

Tips should be grounded in the existing literature and should be as evidence-based as possible. Authors should make it clear when tips are based on their own personal experience and not based on research findings. 'Practice Points' are not required.

Format

Each article should include the following:

1   A heading: "Twelve tips for …."

2   An abstract (up to 150 words) of all aspects of the paper, including the conclusions/summary statement. It is not necessary to structure the abstract;

3   An introductory section putting the topic in context and advising why it   is an important one;

4   A series of 12 sections, one for each of the tips, consisting of

(a)   the tip number, followed by:
(b)   the tip itself, which should be written as an action point, for example   "Provide staff development opportunities in the area covered";
(c)   Justify the importance of the tip and provide further details necessary to effectively implement it.

5   A paragraph summing up or drawing conclusions;

6   Supporting references;

7   Notes on contributor(s) - intended to give the reader some background information on the authors. A sentence or two on each author is sufficient.

8   Acknowledgments – optional. If included these are intended to refer to people who have contributed to the paper in some way but who do not warrant co-authorship.

9   Even if you have no declarations of interest to report, an explicit *Declaration of Interest* statement must be entered in the relevant field at Stage 4 in the submission process and also in the Declaration of Interest section of the manuscript. It is not sufficient to include this in the cover letter.

10   Figures/tables could be included if necessary, but the total length should preferably not exceed four journal pages. As a rough estimate this is likely to be maximum 3,250 words without allowing space for figures/tables.

January 2013