

7th IMWF Conference: Oxford Sept 2003

GUIDELINES - AUTHORS and DISCUSSANTS

The **themes** for the conference are:

- Physician workforce planning – what have we learned?
- The overlapping roles of primary care physicians, general specialists and subspecialists
- Non-physician clinicians: implications for physician workforce policies
- Workforce staffing and outcomes
- Impact of restrictions in the hours of work of doctors in training on service delivery and education
- OECD Human Resources for Health Care project

Plenary sessions are structured such that a discussant will introduce the topic, focusing on common themes and differences between the participating countries, as set out in the pre-circulated papers. The discussant's introduction will be followed by an opportunity for authors to update their papers or clarify any issues of fact. Participants will then move to small group table discussions, before a full plenary discussion. Each plenary session will last around 2.5 hours.

Discussants are selected for their knowledge of the topic under discussion. They have several key roles:

- Involvement in the design of the research questions
- Presentation of a brief verbal summary and analysis of papers, teasing out common themes and differences from the four countries
- Identification of four questions or themes for small group discussion
- Conducting full plenary discussion, drawing out emerging themes and controversies
- Following the conference, work with the authors to edit the papers into a combined manuscript suitable for journal publication.

Authors are selected for their knowledge of the topic under discussion. They have several key roles:

- Preparation of the manuscript following a standard format
- Facilitate round table discussions on their topic at the conference
- Contribute to plenary discussion
- Following the conference, work with the discussant and other authors to edit the papers into a combined manuscript suitable for journal publication.

Authors do not deliver a verbal presentation of their paper at the conference, although authors have an opportunity to provide a brief oral update before any discussion. All papers are distributed to attendees in advance with the expectation that attendees read the papers before arriving at the conference. This provides maximum time for discussion of the issues by conference participants.

Paper format

Authors from each of the four participating nations (Australia, Canada, United Kingdom, United States) are expected to prepare papers using a standardised format. This allows better comparison of information from each country, and allows the papers on a theme to be integrated into a single manuscript following the conference (eg. data from each nation could be integrated into common figures and tables that compare results across nations for the same types of items). A standard guide to authors has been prepared for each topic. The guide covers the content of the paper and includes core issues and data that each paper should cover.

Papers should follow the detailed topic brief and should consist of:

- Abstract of less than 500 words, and
- Text: minimum length of 2500 words to a maximum length of 4000 words
- Evidence based wherever possible

Authors must be willing to make a good faith effort to produce data, analysis and comment that meet these specifications. Discussants, for their part, must be willing to commit to carrying through the editorial process of synthesising the key content of papers into a coherent final manuscript (contingent on submission of good quality papers by individual authors). We expect all authors and the discussant on a topic to be listed as co-authors on the final manuscript.

Papers should be submitted electronically to the conference secretariat in London by **31st May 2003**, to allow time for reproduction and distribution to discussants and conference attendees. Papers should be prepared in Microsoft Word, and a PDF version should also be supplied if possible.

Papers will be posted on the International Medical Workforce Conference website in June 2003.