

9th International Medical Workforce Conference, Melbourne, Australia, 2005

GUIDELINES - AUTHORS and DISCUSSANTS

The **key areas** to be addressed at the 9th International Medical Workforce Conference are:

- Medical workforce expansion – commitment and capacity
- Health care financing
- International physician migration – the push for self-sufficiency
- Physician productivity
- Who are the doctors of tomorrow and what will they do?

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. Each plenary session will last approximately 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 (Australia, Canada, United Kingdom, United States)
- Conducting the 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
- Contribute to the 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 countries (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 (e.g. data from each country could be integrated into common figures and tables that compare results across countries 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 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). It is expected all authors and the discussant on a topic to be listed as co-authors on the final manuscript.

Submission deadlines

Papers should be submitted electronically to the conference secretariat by **15th August 2005**, 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 September 2005.