



## 11<sup>th</sup> International Medical Workforce Collaborative Conference Edinburgh, Scotland, 16<sup>th</sup> -20<sup>th</sup> September 2008

### GUIDELINES – AUTHORS AND DISCUSSANTS

The **themes** for the conference are:

- Self-sufficiency and International Medical Graduates
- Career Structure
- Morale of Physicians and Trainees
- Equity, poverty and access

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 around 3 hours as follows:

30 mins for Discussant

5 mins each for Authors (maximum)

1 hour breakout session

½ hour to highlight issues and conclusions/actions to take forward

**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
- 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, papers will be combined into a single report and published on the Conference website.

**Authors** do **not** deliver a verbal presentation of their paper at the conference, although lead authors comprise a panel and have an opportunity to provide a brief oral update (5 mins max) before the general discussion at the plenary. Authors also may be requested to facilitate discussion groups that meet after the plenary session. 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 (Canada, Australia, 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
- 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). We expect all authors and discussants 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 28 April 2008** 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 2008.

