Medical Teacher ‘How We …’ series

‘How we …’ articles look at what is involved in implementing a practical idea / topic in medical education and reflect the particular experience of the writer. Published papers will be answering a question, “How we... do something”. Contributions will be invited from international experts in the field, and unsolicited submissions are also welcomed.

Format outline

1. Personal details:
   Title  Author(s) names  Address of corresponding author
   Email  Academic affiliation  Brief notes on contributor(s)

2. Practice points: A maximum of 4-5 brief key points which summarise the key messages of the article should be included.

3. Introduction: The article should begin by describing the background to the topic and indicate the relevance to the reader. Reference should be made to examples of best practice as described in the current literature.

4. How to start / How we stated / What we did: This section should describe the authors’ experience. Topics should be of general interest and focus on the practical implications of adopting a new approach or implementing a new procedure. This should follow a best practice example with an additional note of the particular modifications or innovations used which add extra insights to the value or practicality of the new idea. The authors should describe their particular experience by answering the question “How we... (did it)”.

5. What to do next / What’s next: Authors can then offer readers new suggestions or modifications based on the lessons they learned and on their considered opinion in the light of their recent experience. They may comment on what they did next or what they might suggest doing differently.
6. Conclusion: This section may include guidelines, practical tips to help along the way and pitfalls to avoid all aimed at providing practical help to anyone wishing to implement this new idea or programme in their own institution.

7. References: Manuscripts should conform to the style guidelines set forth by APA, as per the most recent Publication Manual of the American Psychological Association (6th edition).

8. Diagram / small table: A diagram or small table may be included if space permits.

9. Length: The space available for the article is no longer than 3 – 4 printed pages or approximately 2,500 words.