

Medical Education

Instructions for Authors - 'Really good stuff': new ideas in medical education

Twice a year, *Medical Education* publishes a selection of the best short structured reports submitted to its 'Really Good Stuff: new ideas in medical education' section. Many of these are descriptions of new ideas in curriculum design, teaching practice, assessment or evaluation and some describe attempts at programme or curriculum change.

An international panel of reviewers under the editorial direction of M Brownell Anderson, from the Association of American Medical Colleges, Washington DC, will review all the submissions and select those to be published.

How to prepare a report

1. Content Requirements

- The report should be no more than 500 words with no figures, tables or references.
- The title should be no more than 8 words.
- The report should be organised into four sections: the context and setting; why the idea or change was necessary; what was done; and evaluation of the results or impact.
- The report will have no more than three authors.

2. Format Requirements

Main document: Authors **must not identify themselves or their institution in the submitted main manuscript file(s) for review**. The text should be double spaced with wide margins and printed on one side of the paper. All pages should be numbered. Spelling should conform to the *New Shorter Oxford English Dictionary*.

Identifying document

A separate identifying document should be uploaded with the anonymous manuscript, giving the following information:

- (1) Correspondent's full address, institution and contact details
- (2) The names of all authors and details of the contribution each made to the work described in the paper
- (3) Details of source of funding for work described (state none if not applicable)
- (4) Details of any potential conflict of interest (state none if not applicable)
- (5) A statement indicating whether ethical approval has been received

Copyright assignment form

All authors are required to complete, sign and return to the Editor the copyright assignment form, which can be downloaded by clicking on 'instructions and forms'.

This document may be faxed to +44 1752 764413, but it must also be sent by post. All manuscripts are considered on the understanding that they have not been published previously in print or electronic format nor are they under consideration by another publication or medium.

How to submit a report

1. Reports should be submitted by **1st May** for inclusion in the November issue. For inclusion in the May issue, reports should be submitted by **1st November**. Late reports will be held over until the next section.
2. Manuscripts should be submitted online at <http://mc.manuscriptcentral.com/medicaleducation>. Full instructions and support are available on the site. A user ID and password can be obtained on the first visit. All parts of the manuscript must be available in an electronic format; those recommended are: generic rich text format (RTF) or Microsoft Word for text, and JPEG, GIF, TIFF, EPS, PNG, Microsoft PowerPoint or Excel for graphics. Please indicate that the file is intended for Really Good Stuff as prompted. If you cannot submit online, please contact the Editorial Office (*Medical Education*, ITTC Building, Tamar Science Park, Davy Road, Plymouth PL6 8BX, UK).

What happens next

All reports will be reviewed by external reviewers. It is worth remembering that the reviewers will be using four criteria when judging the papers:

- Soundness of educational approach described
- Originality of approach
- Clarity of writing
- Significance of report as an educational innovation.

Common reasons for papers' not being published include lack of originality, ideas that are still at development stage and have not been tested in practice and descriptions of ideas where no evaluation has been carried out. Another important point to remember is that *Medical Education* is read by professionals in over 70 countries world-wide and you should therefore make sure that your work is of relevance to an international readership. The final decision about what will be included will be made by M Brownell Anderson, based on the reviewers' reports and recommendations.

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Preliminary Checklist for Authors of Really Good Stuff

This checklist is designed to help you prepare your manuscript for submission to **Medical Education**.

Please thoroughly check your manuscript against the guidelines (see www.mededuc.com) before uploading it.

Document 1 (anonymous manuscript) Tick when completed

The report is no more than 500 words

There are no more than 8 words in the title

There are no tables

There are no figures

There are no references

The report is organised under four subheadings:

The context and setting; why the idea or change was necessary; what was done; and evaluation of the results or impact.

The document is completely anonymous: no details identifying the author(s) are given. This includes making sure that your name is not in the document title (e.g. paperbysmith.doc)

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Document 2 (identifying document) Tick when completed

Correspondent's full address including fax and email

Names and affiliations of all authors

Details of contributions made by all authors

Details of source of funding for work described (state 'none' if not applicable)

Details of any potential conflict of interest (state 'none' if not applicable)

A statement indicating whether ethical approval has been received

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