Please use this template to prepare you submission. You can copy and paste into the template.

Throughout the document, please use Times New Roman font, size 11 for main text, size 14 for headings, 1.5 pt spacing. Max word limit is 2000 words excluding references. The submission must include the following pages:

1. Title Page

This should have the title, list of authors, credentials, affiliations and institutions, corresponding author contact details, the name of leading consultant, Conflict of interest and financial disclosures statement, and final word count excluding references.

1. Authors declaration form Page

The second page must be the fully completed and signed 'Authors declaration form'. The form has to be signed by all named authors. This form can be downloaded from the website ‘Author Centre’ section. Once the form is completed, scan it and paste it onto your word document as the 2nd page of the document.

1. Evidence of local Audit Department Aproval Page

This should be obtained from your Audit Department. The authorisation form must match your audit title, be dated, signed and referenced by your local Audit Department Officer. Once the form is completed, scan it and paste it onto your word document as the 3rd page of the document.

1. Abstract Page

This should include the structured abstract for your project, with a maximum word count of 300 words. The abstract must follow these subheadings: aim, methods, results, discussion, conclusion and recommendation.

1. Main body of the manuscript Pages

This should include, an Introduction, Methods, Results, Discussion, Conclusion and Recommendation sections. We recommend you follow the below guidance for writing up your manuscript

Introduction

Why do this project? How is it important?

Conclude your introduction by clearly stating the aim of the project.

Methods

Including a reference for the Standards used for Audit projects

The way the project was conducted, the way the data was collected, the collected data parameters, the data collection proforma, what was used to analyse data etc. Who approved your audit or project including reference number and date approved.

Results

Present your results in text/ numbers/ tables/ graphs as appropriate

Discussion

Interpretation of the results, extrapolation of impact of results, reasons for discrepancy between practice and gold standards, potential barriers for change. What are the strengths and weakness of your project?

Conclusion

What can we learn from your project?

Recommendation

What do you recommend?

1. References Page

Please use the Vancouver style which consists of:

* Citations to someone else's work in the text, indicated by the use of a number.
* A sequentially numbered reference list at the end of the document providing full details of the corresponding in-text reference.

You uploaded file name should be 'surname of 1st author’ followed by the 'title'