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AUSTRALIAN PRIMARY HEALTH CARE  
RESEARCH INSTITUTE  
AUTHOR GUIDELINES

ANU College of  
Medicine,  
Biology  
& Environment

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# INTRODUCTION



APHCRI has a mandate for its research to influence primary health care policy. Presenting information in 1:3:25 format is one of the tools APHCRI uses to make research findings more accessible and useful to policy advisers.

The 1:3:25 style of report writing has been adapted from the model developed by the Canadian Health Services Research Foundation. They provide excellent resources for writing for policy advisers, available at:

**[www.chsrf.ca/PublicationsAndResources/ResourcesForResearchers.aspx](http://www.chsrf.ca/PublicationsAndResources/ResourcesForResearchers.aspx)**

**APHCRI will return reports not adhering to the guidelines. Please read them thoroughly before you begin writing.**

# Writing for policy advisers

Policy advisers are the primary audience of your 1:3:25 reports, so design your reports for their readability and usability. When writing for policy advisers, remember that:

- > they have limited time, so they appreciate information in short, easy-to-understand and summary form
- > they are interested in possible policy implications of research, so keep the scientific detail of the research in the appendix of your 25-page report
- > they will not necessarily have in-depth research knowledge, so use simple terms, avoid complicated language, and keep sentences short.



# THE 1:3:25 REPORTS



## STYLE GUIDE

The ANU Editorial Style Guide ensures that all publications produced by the University maintain a consistent ANU identity. It is available at [www.anu.edu.au/mo/content/editorial\\_style](http://www.anu.edu.au/mo/content/editorial_style).

APHCRI uses the *Australian Oxford Dictionary*, Oxford University Press 1999.

- > **Spacing** single spacing after a full-stop. Use single spacing between body text.
- > **Commas** Use sparingly
- > **Titles/Names** Spell out at first use with the acronym in brackets, eg the Australian Primary Health Care Research Institute (APHCRI)...APHCRI is...
- > **Numbers** 0-9 written out, 10+ numerical (ie: one, two, three ... 10, 11, 12). Commas used to mark thousands, millions etc. A billion is 1,000 million. Abbreviate in headings to \$1bn.
- > **ANU** The Australian National University. Lower case 't' for 'the ANU'. Never 'the ANU's'.
- > **Health care** Two words
- > **Indigenous** Always capitalised when it refers to the original inhabitants of Australia (eg 'Indigenous Australians' and 'Indigenous communities'). Lower case when used to refer to the original inhabitants of other countries.
- > **-ise** not 'ize'; organisation not organization
- > **Multidisciplinary** one word
- > **Policy adviser** two words – not 'policy maker'
- > **Time** 10am and 2pm, not 10.00am and 2.00pm
- > **Titles** publications, plays and movies in italics.

## ACKNOWLEDGEMENTS REQUIRED

The contribution of the Department must be acknowledged in all correspondence, public announcements, advertising material, and other material produced by or on behalf of APHCRI, as following:

The Australian Primary Health Care Research Institute is supported by a grant from the Australian Government Department of Health and Ageing.

### In Publications

APHCRI's role must be acknowledged in publications as following:

The research reported in this paper [or presentation] is a project of the Australian Primary Health Care Research Institute, which is supported by a grant from the Australian Government Department of Health and Ageing. The information and opinions contained in it do not necessarily reflect the views or policy of the Australian Primary Health Care Research Institute or the Australian Government Department of Health and Ageing.

Please advise APHCRI ANU when you receive notification from a publisher about your paper or report's acceptance for publication. Send APHCRI ANU a copy of the final version of the paper or report, embargoed from dissemination until publication.

# REFERENCING STYLE

Use the Vancouver referencing style (The 1- and 3-page reports do not have references).

## In-text citations

The Vancouver style uses numerals for in-text citations. Insert a consecutive superscript number to each source when it is referred to for the first time in the text. Reuse this number each time you refer to that particular source.

When citing more than two references, use a hyphen to join the first and the last numbers of a closed series. Use commas without space to separate multiple citations. For example:

**Paraphrase:** Studies that investigate ...<sup>3,4-7</sup>

**Direct quote:** 'Studies that investigate ...'<sup>3</sup>

Do not compile references in endnote or footnote format.

## The reference list

The reference list is at the end of the document, before the appendices, and lists details of each information source in the numerical order in which they were cited in the body of your text. For your references:

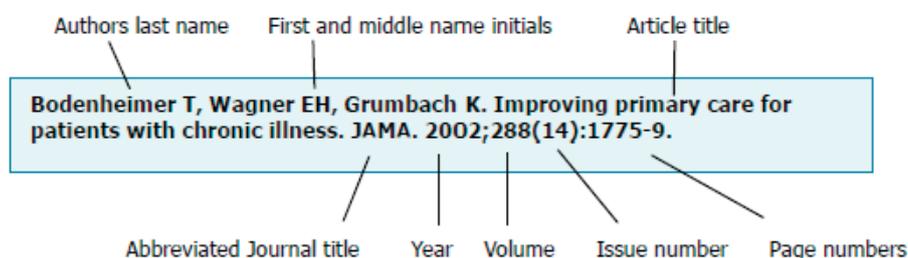
- > Do not use quotation marks for titles of journal articles
- > Do not italicise book titles or journal titles
- > Use abbreviated journal titles (abbreviated according to Index Medicus title abbreviations)
- > List all authors when fewer than six; when there are more than six authors, add et al.
- > List authors' last name followed by initials of their first and middle name, with no space or punctuation between the initials. Separate authors' names with a comma.

## Journal articles

For journal articles, present the document information in the following format:

Authors [separate authors with comma]. Title of article. Abbreviated journal title. Year [date and day if available]; Volume number [if applicable] (Issue number): Page numbers.

For example:



## Books

For books, present the document information in the following format:

Authors. Book title. [if applicable] title of series, description of work, volume number, edition editor, compiler, reviser or translator. Place of publication: publisher; year published. Page numbers [if applicable].

**For example:**

Wainer J, Strasser R, Bryant L. Sustainable rural practice: successful strategies from male and female rural doctors. Traralgon: Monash University School of Rural Health, 2004.

**For a chapter in a book:**

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-113.

## Conference proceedings and papers

Follow the principles described for books but include the place and date of the conference. For example:

Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.

## Websites

Reference websites in the following format:

Author/organisation's name. Title of web page [Type of medium]. Place of publication: Publisher; Date of publication [updated date; cited date]. Available from: URL.

For example:

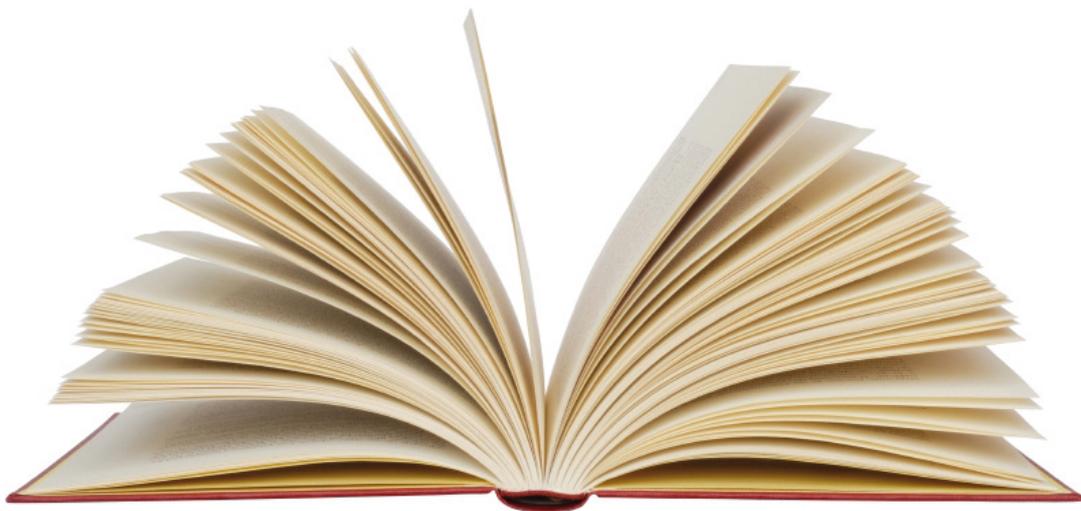
HeartCentreOnline [Internet]. Boca Raton, FL: HeartCentreOnline, Inc; c2000-2004 [updated 2004 May 23; cited 2004 Oct 15]. Available from: [www.heartcenteronline.com](http://www.heartcenteronline.com).

For more information on referencing style for specific resources, go to National Library of Medicine's Citing Medicine at:

**[www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.TOC&depth=2](http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.TOC&depth=2)**

## Tables & figures

Do not repeat in tables information that appears in the text. Keep the tables simple with minimum number of columns and short headings. Use the instructions given in the templates to format your tables.



# FORMATTING 1:3:25 REPORTS



**You must use the 1:3:25 templates given to you to format your reports or your reports will be returned.**

The templates are compatible for both Mac and PC. Note:

The 1-page, 3-page and 25-page have different designs, so please use the relevant template. Please do not 'extend' the 1-page to three pages or the 3-page to 25 pages.

The ANU logo must not be removed. The templates have space for two logos; simply delete the space for the other logo if you only need the ANU logo. The logo used along with the ANU logo must be of the first named Chief Investigator's administering institution.

The steps given in the following two methods will vary slightly depending on the version of Word you are using; Microsoft Word Office 2007 was used for the following steps.

## **Method 1 – Type text in the template as you write**

Step 1: In the Styles window (on the Home navigation bar) simply click on the style you need for your text. (The templates provide more information about the type of styles you must use for formatting your reports.)

Step 2: Click on the main document window and type your text in the document. The text should appear in the style you have selected. Alternatively, type in the text first and then select that text and allocate the style (as described in Method 2).

## **Method 2 – Cut text from another document and insert it in the template**

Step 1: Click on Styles (on the Home navigation bar) to bring up the Styles window. A drop down list will appear with a list of styles you need to write or format your report. (The templates provide more information about the type of styles you must use for formatting your reports)

Step 2: Cut or copy the text from the original document and click on the template where you want to place that text. Now select Paste, then select Paste Special, and then select Unformatted Text. If you don't do it this way, you will bring in the formatting styles from the original document.

Step 3: Allocate the relevant ANU style to each section of the text. To do this: select the text you wish to format. In the Styles window click on the style you need. The selected text should change into the selected style.

### **Note:**

- > The style size and formatting are set for a particular reason; it is not possible to change the font size or the page margins to fit the text in the 1- or 3-page format.
- > Proof read your text after you have allocated the appropriate styles, keeping a particular eye out for super or sub-texted words which may have converted to normal text, eg reference numbers.
- > Check for any bolded, underlined or italicised text from the original document which should remain that way for other reasons besides indicating a subheading in the hierarchy, eg disease names are often italicised.

## **Contact us**

Please contact us for any enquiries related to the 1:3:25 reports.

T: 02 6125 0766

E: [aphcri@anu.edu.au](mailto:aphcri@anu.edu.au)



# 1 page report

## Key messages

The 1-page report is designed to give policy advisers a brief overview of the research findings.

Take this opportunity to tell policy advisers what implications your work can have on theirs. It is important that your message, with what you have learned from the study, has optimal impact.

List the most interesting information at the top. Outline the issues you were looking at and summarise what you found. Link the bullet points to the 3-page or the 25-page report so readers can easily access more information.

Use the following two headings to present information in your 1-page report:

### Policy context

- > a short paragraph explaining why a particular issue is of interest and being researched in Australia.

### Key messages

- > bullet points of the main messages of the report.

The required acknowledgement of APHCRI and the Department of Health and Ageing must sit on the bottom of the 1-page document, and not flow into a second page.

## Design style guide

Following is the list of styles embedded in the 1-page template. A breakdown of their use in the template is provided on the next page.

Text type	Style
Key messages	Arial 20pt, all caps, expanded
Project title	Arial 14pt, Bold, Charcoal
Month and Authors	Arial 12pt
Heading level 1	Arial 14pt, Bold, Black
Heading level 2/subheading	Arial 16pt, all caps, expanded
ANU Body text (Normal)	Arial 11pt
Bullets	Arial 11pt
Bullets level 2	Arial 11pt



CI A's institutional logo (if appropriate). Size must not exceed that of the ANU logo.

Please change this text box to 'no outline'.

## KEY MESSAGES (Arial 20pt, all caps)

**Project Title (Arial Bold 14pt)**

---

Month YYYY (Arial 12pt)

---

Author A, Author B, Author C etc (Arial 12pt)

---

**Policy context (Arial Bold 14pt)**

**SUBHEADING (IN HEADING 2, IF REQUIRED) (ARIAL 16PT, ALL CAPS)**

ANU Body text (Normal) (Arial 11pt)

**Key messages (Arial Bold 14pt)**

ANU body text (Normal) (Arial 11pt)

- > (Bullets) (Arial 11pt)
  - o (Bullets level 2) (Arial 11pt)

The research reported in this paper is a project of the Australian Primary Health Care Research Institute, which is supported by a grant from the Australian Government Department of Health and Ageing under the Primary Health Care Research, Evaluation and Development Strategy. The information and opinions contained in it do not necessarily reflect the views or policies of the Australian Government Department of Health and Ageing.

# 3 page report

## Policy options

The 3-page report is an expansion of the 1-page report. It should provide succinct information about your research, so aim to limit details about your approach, methods and other technical information.

List the most interesting information at the top. Outline the issues you were looking at and summarise what you found. Link the bullet points to the 25-page report so readers can easily access more information.

Use the following three headings to present information:

### Policy context

- > a few paragraphs explaining the relevance of the research to Australia
- > a brief overview of the achieved aims of the report

### Policy options

- > points that policy advisers could consider integrating into policy as a result of the research
- > what the evidence illustrates could be a policy option for Australia, with some explanation of the context or ability of the system to accommodate the option

### Key findings

- > bullet points of the main research findings, with some further explanation of the work.

## Design style guide

Following is the list of styles embedded in the 1-page template. A breakdown of their use in the template is provided on the next page.

Text type	Style
Policy options	Arial 20pt, all caps, expanded
Project title	Arial 14pt, Bold, Charcoal
Month and Authors	Arial 12pt
Heading level 1	Arial 14pt, Bold, Black
Heading level 2/subheading	Arial 16pt, all caps, expanded
Heading level 3	Arial 11pt, Bold, <a href="#">Platinum</a>
ANU Body text (Normal)	Arial 11pt
Bullets	Arial 11pt
Bullets level 2	Arial 11pt
Table name	Arial 11pt, Italic
Table heading	Arial 11pt, Bold
Table content (Table)	Arial 11pt
Caption	Arial 11pt, Italic, right-aligned



CI A's institutional logo (if appropriate). Size must not exceed that of the ANU logo.

Please change this text box to 'no outline'.

# POLICY OPTIONS (Arial 20pt, all caps)

Project Title (Arial 14pt, Bold, Charcoal)

---

Month YYYY (Arial 12pt)

---

Author A, Author B, Author C etc (Arial 12pt)

---

## Policy context (Arial 16pt, Bold, Black)

### SUBHEADING (IN HEADING 2, IF REQUIRED) (ARIAL 16PT, ALL CAPS)

Heading 3 (Arial 11pt, Bold, Platinum)

ANU Body text (Normal) (Arial 11pt)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent congue varius metus et consequat. Nulla facilisi. Nullam eu purus et tortor lacinia eleifend. Curabitur dictum elit ut lorem malesuada et tristique mi dictum. Phasellus imperdiet mauris lorem. Etiam viverra purus et nibh mollis ornare. Suspendisse ac nulla at lectus gravida lobortis. Nulla non lectus a metus volutpat condimentum a sed felis. Duis dapibus urna vel nibh volutpat elementum. Sed placerat lobortis sem, id commodo odio mollis vitae. Proin commodo orci eget turpis accumsan a rhoncus mauris mattis. Proin sit amet elit arcu. Sed sit amet arcu ante, id varius justo. Cras ut nisi elit.

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## Policy options (Arial 16pt, Bold, Black)

ANU body text (Normal) (Arial 11pt)

Cras elementum, purus et tristique tristique, metus ante accumsan magna, ac varius metus odio et ligula. Maecenas eu tortor mi. Quisque est enim, pretium nec ultrices id, consequat vel tellus. Duis pellentesque ipsum vitae sem malesuada adipiscing. Duis felis ipsum, sollicitudin vel porta ac, accumsan nec felis. Donec interdum lacus eu diam dictum dignissim. Cras at ante et libero eleifend vehicula.

Suspendisse dictum condimentum adipiscing. In imperdiet, dolor et congue tempus, neque ipsum commodo est, non mollis erat diam ut velit. Ut iaculis nisi velit. Nulla facilisi. Nulla a orci et metus iaculis tincidunt ac sit amet tellus. Praesent sit amet pellentesque enim. Sed pretium fringilla augue eget placerat.

- > (Bullets) (Arial 11pt)
  - (Bullets level 2) (Arial 11pt)

## Key findings (Arial 16pt, Bold, Black)

ANU body text (Normal) (Arial 11pt)

*[Table name ] (Arial 11pt, Italic)*

<b>Table headings are left-aligned [Table Heading] (Arial 11pt, Bold)</b>	
Table content is also left aligned. [Table] There are spacing differences, so please don't just use the [Normal] style. (Arial 11pt)	

*(Arial 11pt, Italic) Captions are right aligned. [ANU Caption]*

The research reported in this paper is a project of the Australian Primary Health Care Research Institute, which is supported by a grant from the Australian Government Department of Health and Ageing under the Primary Health Care Research, Evaluation and Development Strategy. The information and opinions contained in it do not necessarily reflect the views or policies of the Australian Government Department of Health and Ageing.

# 25 page report

## Full report

This is the final report of your research, no more than 25 pages. References and appendices are not included in the 25-page limit.

### Design style guide

Following is the list of styles embedded in the 1-page template. A breakdown of their use in the template is provided on the next page.

Text type	Style
Main title	Arial 36pt, Bold
Sub-title	Arial 36pt, Bold, <a href="#">Platinum</a>
Authors	Arial 18pt
Heading level 1	Arial 14pt, Bold, Black
Heading level 2/subheading	Arial 16pt, all caps, expanded
Heading level 3	Arial 11pt, Bold, <a href="#">Platinum</a>
Heading level 4	Arial 11pt, Bold
Heading level 5	Arial 11pt, Italic
ANU Body text (Normal)	Arial 11pt
Bullets	Arial 11pt
Bullets level 2	Arial 11pt
Table name	Arial 11pt, Italic
Table heading	Arial 11pt, Bold
Table content (Table)	Arial 11pt
Caption	Arial 11pt, Italic, right-aligned
Hyperlink	Arial 11pt, Bold, Charcoal
Acknowledgement	Arial 8pt
Quote	Arial 11pt
Citation	Arial 12pt
Table of contents	Arial 11pt
Reference	Arial 11pt
Footer	Arial 9pt



Logo of CI A's home institution

(Delete box if not relevant)

# Main title (Arial 32pt, Bold)

## Sub-title (Arial 32pt, Bold, Platinum)

Author A, Author B, Author C etc. (Arial 18pt)

Additional logo #1

(Delete box if not relevant)

Additional logo #2

(Delete box if not relevant)

Additional logo #3

(Delete box if not relevant)

## ACKNOWLEDGEMENTS

This research is a project of the Australian Primary Health Care Research Institute, which is supported by a grant from the Australian Government Department of Health and Ageing. The information and opinions contained in it do not necessarily reflect the views or policy of the Australian Primary Health Care Research Institute or the Australian Government Department of Health and Ageing.

(EXTRA SPACE FOR ACKNOWLEDGEMENTS) (Arial 8pt)

## CITATION

(space for suggested citation) (Arial 12pt)

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T 61 2 6125 xxxx

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E abc@anu.edu.au (change this to your department email address)

anu.edu.au/aphcri (change this to your website)

## CONTENTS

(generate your table of contents here – please use 11pt Arial)

### Chapter heading [Heading 1] (Arial 16pt, Bold)

### SUBHEADING [HEADING 2] (ARIAL 16PT, ALL CAPS)

Heading 3 (Arial 11pt, Bold, Platinum)

Heading 4 (Arial 11pt, Bold)

Heading 5 (Arial 11pt, Italic)

Body text looks like this – 11pt Arial, standard margins with 6pts after each paragraph. It's [Normal] in your Style pane. There is no need to add an extra line between your paragraphs.

- > Bullets look like this [Bullets] (Arial, 11pt)

[Table name ] (Arial, 11pt)

Table headings are left-aligned [Table Heading] (Arial 11pt, Bold)	
Table content is also left aligned. [Table] There are spacing differences, so please don't just use the [Normal] style. (Arial 11pt)	

(Arial 11pt, Italic) Captions are right aligned. [ANU Caption]

Hyperlinks look like this: <http://www.anu.edu.au> [Hyperlink] (Arial 11pt, Bold, Charcoal)

Quotes are left aligned, have spacing before and after each paragraph and are slightly indented against the left and right margins. [Quote] (Arial 11pt)

## References (Arial 16pt, Bold)

Adair, C. E., E. Simpson, et al. (2006). "Performance Measurement in Healthcare: Part II - State of the Science Findings by Stage of the Performance Measurement Process." Healthcare Policy 2(56-79). [Reference] (Arial 11pt)