

GUIDELINES FOR ARTICLE WRITING

HEADING:

Include:

- The name, date and venue of the meeting/study day/conference
- Your name, job title and organisation

LENGTH:

Aim for 600 words, 1000 words is the absolute limit.

CONTENT:

The purpose of the report is to provide those unable to attend an event an outline of its key themes and messages. Readers will want to know whether they missed anything that was new, different, or thought-provoking. Your personal reflections on an event are likely to be more interesting to the reader than a sequential account of each session.

ABBREVIATIONS AND ACRONYMS:

Please spell out abbreviations on the first occasion of use.