

## Formatting Guide for Program Reports and Conference Reports

### Mandatory formatting requirements

- **Non-declarative title that includes the words ‘program report’ or ‘conference report’**
- **Structured abstract using headings below, no more than 4096 characters including spaces (about 650 words)**
- **Structured manuscript, any sensible structure or same as abstract**

### Overview

This publication type facilitates the dissemination of information about novel approaches within clinical, research or policy programs, and their results, and dissemination of information from conferences or workshops that have a narrow purpose, advancing a particular topic or field.

### Title Page

The title page should:

- Present a title that includes a description of what the article reports, and the report type (e.g., “Novel methods in clinical trials: conference report”; “A multidisciplinary approach to increasing the uptake of X: program report”)
- List the full names, institutional addresses and email addresses for all authors
  - if a collaboration group should be listed as an author, please list the Group name as an author. If you would like the names of the individual members of the Group to be searchable through their individual PubMed records, please include this information in the “Acknowledgements” section in accordance with the instructions below
- Indicate the corresponding author

### Abstract

The Abstract should not exceed 4096 characters including spaces (about 650 words), and will usually be less than 500 words. (PubMed truncates abstracts at 4096 characters.) Please minimize the use of abbreviations and do not cite references in the abstract.

Abstracts for program reports and conference reports should include the following separate sections:

- Purpose of program or conference
- Sources of information
- Methods (how was the information integrated, analyzed and synthesized?)
- Key findings
- Limitations
- Implications

The abstract will be translated into French by CJKHD staff once the English is finalised.

## Keywords

Five keywords representing the main content of the article.

## Structure of the paper

Any logical format that covers the issues below is acceptable. Consider using the same headings as used in the abstract:

- Purpose of program or conference
- Sources of information
- Methods (how was the information integrated, analyzed and synthesized?)
- Key findings
- Limitations
- Implications

## Existing peer review

If your work has already undergone internal or external peer review, please submit the latest round, and a point-by-point response to it along with the manuscript and we will consider using this instead of commissioning our own peer review.