

[Training Course in Sexual and Reproductive Health Research 2014](#)

Assignment guide

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The purpose of these assignments is that participants get acquainted with presentations and accompanying documents and show that they can apply their knowledge. Participants receive assistance and precise instructions for the assignments, as well as an Assignment Guide that contains information about the required format of the assignments. The papers that are the result of the assignments must meet academic criteria. If they do so, they will be published on the participant's personal GFMER page, where they can be downloaded. Timely submission of assignment is taken into consideration for the final evaluation and certification of participants.

Assignment structure

Title page

Your assignment should have a title page as the first page. This should show the assignment title as well as your name, your email address, and your institutional affiliation.

Contents page

After your title page, there should be a content page that should highlight the various headings in your assignment. The table of contents can be automatically generated using the application in Microsoft Office Word. This can be found under the heading 'Table of Contents' in your References tab

Introduction

Here you are required to make a short introduction on the subject of your assignment, which can include some definitions (if necessary) and some global issues (data, information) on the subject under study.

Literature search

The literature search is the most important part your assignment. The literature search should be done using reliable sources. Most recent and relevant documents to the topic of interest should be identified and consulted. These could be official reports, papers, or articles. They could be hard copies from the library (various libraries can be used for this purpose) or information found on Internet. Internet sources include general search engines (e.g. Google search), PubMed, Cochrane Library, Embase, and WHO Databases. You should then extract the information that you need for your assignment.

Following the literature search, all the information, ideas, and opinions should be written logically and in your own words. The information should adequately address the assignment question, should be comprehensive and evidence-based, as well as supported by statistical examples. Your evidence should be well analysed and interpreted. The text of your assignment should be written in full sentences instead of bullet points, which should be utilized only when necessary. They should be arranged in such a way that it will be easy to follow the flow of your key arguments and thoughts. All abbreviations or acronyms should be fully written out at the first time of use. As much as possible, avoid unnecessary or repetitious words. You should make use of explicit headings/subheading in your text. For example, when writing about the main topic "Maternal health situation in Nigeria", "Maternal health indicators in Nigeria" can be a heading/subheading. In all, your assignment should be evidence-based as well as reflect your own opinion, usually as a conclusion in your assignment.

your name	font size 14
your institutional affiliation	font size 14
e-mail	font size 14

Page number

Bottom of page, centred, first page not numbered.

Table of contents

The table of contents should be aligned to the left. It should be formatted as TOC 1, Calibri font; size 11, show levels 3. See table of contents in the present document.

Headings

Please use the heading styles (heading 1, heading 2 and heading 3) used in the current document.

Normal text

Normal text should be written in Times New Roman font, size 12, aligned to the left, line spacing single.

Others

You should proof read your assignment before submission. You can use the ‘Spelling and Grammar’ application in Microsoft Word in the Review tab. You may also want to ask a friend or colleague to proof read you assignment for you.

Your assignment should be saved and submitted as a Word document file. It should be sent as an attachment via email, appropriately labelled/named as follows:

"assignment code"-"participant's code"-"your name"

The assignment should be sent to your personal coach with a copy to the following e-mail for administrative purpose: assignment2014@gfmer.org

Multiple choice questions

In addition to the assignment, at the end of each module the participants are required to answer to a number of multiple-choice questions. The results are used as an indicator of the participants’ overall performance during the course.