



# Paperwork Assignment Guide

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In order to validate the course, participants are required to develop paperwork assignments.

### **Paperwork assignment**

The purpose of paperwork assignments is that participants get acquainted with presentations and accompanying documents and show 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. Timely submission of assignments is taken into consideration for the final evaluation and certification of participants.

#### **1. 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. As these are short answer assignments, you do not need a content page.

##### **Responding to questions**

You do not need to repeat the questions in your responses. However, you should clearly number your answers to indicate which question you are answering to. You may use headings/ subheadings for this. Answers should be concise and within the word/ page limit.

It is not necessary to have separate sessions on introduction or conclusion.

##### **Literature search**

You may need to conduct a literature search if the question requires you to. In this case, reliable sources should be used. 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. All the information, ideas and opinions should be written logically and in your own words. The information should adequately address the assignment question.

##### **References**

The objective of this course is not to teach participants how to write a scientific paper. However, we strongly encourage you to adopt good academic practice for reference citation. Moreover, failure to acknowledge all borrowed ideas and information in your assignment by providing references are considered as plagiarism. References should be provided as soon as possible after giving the information, in any standard reference style you are comfortable with. Copied sentences should be put in quotation marks, correctly spelled, and punctuated as well as accurately cited.

A reference list should be provided at the end of your assignment in the correct style and formatting. This should be linked to the text body of your assignment. We generally recommend using the National Library of Medicine style (NLM). You should consult [NLM's Citing Medicine](https://www.ncbi.nlm.nih.gov/books/NBK7256/) (https://www.ncbi.nlm.nih.gov/books/NBK7256/) for information on its recommended formats for a variety of reference types. References should be numbered

consecutively in the order in which they are first mentioned in the text. The following is an example of reference style and format:

1. World Health Organization. WHO guidelines for the management of postpartum haemorrhage and retained placenta. Geneva: World Health Organization; 2009.
2. Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002 Jul 25;347(4):284-7.
3. Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.
4. Advanced Life Support Group. *Acute medical emergencies: the practical approach*. London: BMJ Books; 2001. 454 p.
5. 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.
6. Geneva Foundation for Medical Education and Research [Internet]. Geneva: Geneva Foundation for Medical Education and Research; [cited 2010 Aug 22]. Available from: <http://www.gfmer.ch/>.

## **2. General information**

### **Formatting**

#### ***Title page***

This should be written in Times New Roman font all aligned to the centre (see first page of the current document). The assignment title and your name should be separated by a space of font size 14. Line spacing should be multiple at 1.15; space before: 0 pts and space after: 10 pts. The following font sizes should be used:

assignment title	font size 20
your name	font size 14
your institutional affiliation	font size 14
e-mail	font size 14

#### ***Page number***

Bottom of page, centred, first (title) page not numbered.

#### ***Headings***

As necessary, 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.

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 ID"-"your name"

### 3. Contact

All paperwork assignments should be sent to **both** your personal coach for review, marking and comments **and** to the course email for administrative purpose:

- Adolescent Sexual and reproductive health  
[adolescenthealth@gfmer.org](mailto:adolescenthealth@gfmer.org)

### 4. Tools

- To know about plagiarism, please read the online document [Turnitin - The Plagiarism Spectrum](http://turnitin.com/assets/en_us/media/plagiarism-spectrum/?Product=Turnitin&Notification_Language=English&Lead_Origin=Website&source=Website%20-%20Event) ([http://turnitin.com/assets/en\\_us/media/plagiarism-spectrum/?Product=Turnitin&Notification\\_Language=English&Lead\\_Origin=Website&source=Website%20-%20Event](http://turnitin.com/assets/en_us/media/plagiarism-spectrum/?Product=Turnitin&Notification_Language=English&Lead_Origin=Website&source=Website%20-%20Event)).

Free online plagiarism tools:

- Solid SEO Tools (<https://articlerewriterweb.wordpress.com/>)
- PaperRater Plagiarism Checker ([https://www.paperrater.com/plagiarism\\_checker](https://www.paperrater.com/plagiarism_checker))
- The Google search engine (possible to check only a few sentences or paragraph at a time).

- **Relevant online resources for citation:**

- [WHO Library and Information Networks for Knowledge](#)
- [Citing Medicine - NCBI Bookshelf](#)  
This is a complete guide to NLM reference style.
- [Harvard Format Citation Guide](#)  
This is a complete guide to Harvard in-text and reference list citations.

Citation managers

- [Mendeley Reference Manager](#)  
This is a free tool to manage your references.
- [Zotero Reference & Citation Manager](#)  
This is a free tool to manage your references.
- [PMID2cite, PubMed Citation Tool](#)  
This is a free PubMed online tool that helps you generate citations and reference lists instantly from PubMed.
- [PMID2cite, Vancouver Reference Generator for PubMed Articles](#)  
A free PubMed online tool to help you apply Vancouver style format to any PubMed-indexed journal articles and create your online bibliography.