

TEMPLATE FOR WRITING UP YOUR PRACTICE-BASED SUBMISSION

The template is provided to help authors of practice based papers write and organize their paper in an easy to read and follow format. The template will help the authors clearly present what makes a practice innovative, interesting, informative and, indeed, a “Best Practice.” The template should be used more as a guide than a rigid structure as authors should adapt it to best fit the information they are trying to present.

The following format should be used to guide in the writing and structure of the paper:

1. **Title**

- This should be concise and reflect the practice being documented.

2. **Introduction**

- This should provide the context and justification for the practice and address the following issues:
 - what is the problem/opportunity being addressed?
 - which target audience/population is being affected?
 - how is the problem impacting on the target audience/population?
 - what were the objectives being achieved?

3. **Design (Plan) & Implementation of the Practice**

- What is the design, plan or strategy of the practice
 - what are the main activities carried out?
 - when and where were the activities carried out?
 - who were the key implementers and collaborators?
 - what were the resource implications?

4. **Results of the Practice – Outputs and Outcomes**

- what were the concrete results achieved in terms of outputs and outcomes?
- was an assessment of the practice carried out? If yes, what were the results?

5. **Lessons Learnt**

- what worked really well – what facilitated this?
- what did not work – why did it not work?

6. Conclusion

- how have the results benefited the target audience/population?
- why may that intervention be considered a “Best Practice”?
- recommendations for those intending to adopt the documented “Best Practice” or how it can help people working on the same issue(s).

7. Further Reading

- provide a list of references that give additional information on the “Best Practice” for those who may be interested in how the results have benefited your target audience.

