

## **A writing guide for practitioner authors to report data obtained from a project in Case Studies**

To help you organise your thoughts and be as succinct as possible, below is a guide for a generic outline for reporting an investigation which may be adapted to guide the flow of an article's debate.

**Word count per section is only a guide and may vary depending on article's focus.**

- (i) generic introduction/background [discuss in ~300 words]

This section highlights why the article is worthwhile (i.e. context) and helps to prepare the reader for the information that will follow after this. This is also the best place to define key terms that may be used throughout the article to aid the reader's understanding.

- (ii) the problem [discuss in ~350 words]

The section highlights the gap(s) this article will be filling. It may also include the key question(s) that inspired the project. Use this section to describe what the problem/question is, why this problem/questions need to be addressed and how this impacts targeted clients or the wider implications of the problem/question.

- (iii) the methodology [describe 500 words]

Describe the process and activities carried in the project in detail. The detail level here should be sufficient for a reader who sets out to reproduce the project. It should include any protocols or references to protocols used, any modifications to known protocols. The sites and the clients involved in the process should also be included. Any controls and test cases should also be described. All materials used in the project should also be outlined.

- (iv) the results/outcomes; [describe in ~500 words]

Highlight significant observations derived from the project. Provide graphs, tables and other forms of data (which must be evidence based with underpinning original/new data) to be reported and some description to help the reader understand the results and data obtained. Report on the statistical analysis conducted on data as well.

- (v) the discussion; here is what we now know given the results obtained from the project [discuss in ~300 words]

- a. here is how the results answer the initial question(s)... Discuss your experiences/opinions in details here. [discuss in ~300 words]
- a. here is what we need to start doing in light of the results obtained – focus on the solutions. [discuss in ~300 words]
- a. here are some consequences we will avoid by adopting the new solution as well as some additional benefits we will get. [state and discuss each consequence and solution in ~200 words]

- (vi) the main conclusion

- a. summarise key points from the problem through to results, all the way to the solutions suggested in discussion. [max of 100 words]

- b. state what exactly you want the reader to remember from the article and add in a call to action. [max 50 words]

Total expected word count - 3000 words (about 5-6 pages in MS word).

The following format for your abstract is suggested:

- Brief key point(s) from generic intro/background section and problem section
- Brief key point(s) from standard approach section and new perspective section
- Key point(s) from key evidence section (the majority of text is suggested to summarize this section)
- Key point(s) from conclusion section

Approximate total word count = 200 words