

eMedRef Common Tripping Points

Most common errors:

1. Lack of communication
2. Not reading instructions
3. Choosing a difficult topic
4. No SORT articles found
5. Including too much information
6. No references included, or references are not cited
7. Dot point format not used

Communication

New Author

- Ask for help
- Understand the task at hand
- Realize that your senior editor is there to help

Selecting a topic

- Choose one that will hold authors attention
- Use the list of available topics
- Come up with your own

Choosing a Topic not on the list

- **Check PEPID PCP first**

If the topic is not there, email the Project Manager to request

If the topic is presented in an outdated template format or needs updating, email the Project Manager

Gathering articles

- Use the instructions to focus your searching using the search options
- If you have local librarian – contact them for assistance
- If you have trouble finding articles using the SORT recommendations, contact your senior editor
- **Remember:** do not cite a paper you do not have in your hands

To Grade... or not to Grade – the Evidence

- SORT (A, B, or C) is to be the only grading system cited, if others are used, simply cite the reference

Writing the Topic

- Follow Instructions
 1. Review PEPID PCP online first
- Follow Template
 1. Fill in each section, if your topic does not have any data under a certain section, leave it blank
 2. Cite your references
 3. Use the dot point format shown in the examples
 4. Fill in your author checklist
 5. Send a first draft to your senior editor and managing editor

Mentor

1. Write a topic first, experience this as an author
2. Help your author pick an appropriate topic
3. Review the author instructions with the author
4. Review their the articles they have gathered
5. Stay in contact with them weekly
6. Review what they have written before they send it to their senior editor

Realize that when frustrated, some authors will

- Stop (and not tell you!)
- Make major errors and keep on working

Create a timeline and schedule regular meetings

Create a “high-trust,” open learning environment

Provide constructive feedback

Be ready to jump in and do some of the lifting

Follow up, Follow up, Follow up

When in doubt, email the managing editor!