



Asia-Pacific CRVS Research Forum

3–4 April 2023 | Bangkok, Thailand

Draft papers or extended abstracts are due for submission on **Monday 20 February 2023 to escap-crvs@un.org with copy to carlos.limagomes@un.org**

Authors may submit either a draft paper or extended abstract by Monday 20 February, noting that only draft papers will be considered for ongoing publication support after the Forum. Please contact the Forum Organisers if you are unsure of what type of document to submit or would like to discuss the options further.

Guidelines for paper development

Papers should not exceed 3,000 words, excluding the abstract, footnotes, references, tables, and figures

Papers should be topically relevant and demonstrate novel findings that aim to educate and increase awareness of activities conducted and/or progress towards achieving the goals of the Asia and Pacific CRVS Decade. Authors are requested to not restrict themselves to data that have been officially published. You may discuss methods or approaches that are being researched for possible future adoption. Practical applications that rely on specific case studies based on real data are encouraged. Authors may also challenge existing frameworks and practices on the specific issue by reflecting on existing realities based on experiences.

Formatting

- A **template** is available to download at <https://getinthepicture.org/asia-pacific-crvs-research-forum>
 - Note that headings included in the template are for guidance only, and may be changed as long as the paper includes the main topic areas/sections
- The preferred format for papers is **Microsoft Word** (please ensure the document has no security/password protections)
- Arrange the paper in this order:
 1. Title page, abstract and keywords
 2. Main text
 3. References
- The **title page** should include the following information:
 - **Paper title**
 - Aim for titles that are dynamic and engaging, rather than descriptive
 - **Author names and affiliations** (*see the template for an example*):
 - Names of authors should be written in full, First Name followed by Last/Surname, e.g., Colin Smith or Wah Yun Low

- A superscript number should be placed after each name to refer to the respective affiliations that must be listed
 - Provide the organisation, country, and email address for each author
 - The **abstract** should include the following information:
 - No more than 500 words
 - Introduction/motivation; Objectives; Methods/work performed; Results/findings; Conclusions/Recommendations/Implications
 - The original abstract used at submission may be used, or a modified version
 - **Keywords:**
 - A list of keywords should be included at the end of the abstract
 - The original list of keywords used at submission may be used, or a modified version
- The **main text** should follow this order (*note these headings can be modified*):
 - Introduction/motivation
 - Methods/work performed
 - Results/findings
 - Discussion
 - Conclusion/recommendations/implications
- **References:**
 - Should follow the **AMA Manual of Style, 11th Edition** (*see detailed guidance below*)
- **Tables and figures** should be placed in the main text of the paper and numbered/captioned accordingly
- **Abbreviations** should be spelled out in full the first time they occur (for example, “This paper presents data from the civil registration and vital statistics (CRVS) system from January to December 2021. CRVS is defined as the...”

Guidelines for extended abstracts

Extended abstracts should be between 600-1,000 words, excluding references, tables, and figures

Extended abstracts may include short communications or updates on work-in-progress, including previously unreported observations, emerging best-practice, and/or critical lessons learned. The extended abstract should be short and focused and consist of:

- **Keywords:**
 - A list of keywords should be included at the start of the extended abstract
 - The original list of keywords used at submission may be used, or a slightly modified version
- An **introduction** that outlines the motivations behind the work/research (why was it done, why it was important)
- An overview of the **methods and/or work performed**
- A **discussion** (which may include key findings to-date, implications for other countries in the region and/or CRVS systems more broadly, and any relevant recommendations)
- **Acknowledgements:**
 - Should include all the people who helped with the research/study but do not qualify for authorship. This includes anyone who helped with intellectual assistance, technical help (such as writing and/or editing), or special equipment or materials.
- **References**
 - Should follow the **AMA Manual of Style, 11th Edition**
 - There should be no more than 10 references
- **Tables and figures** should be placed in the main text of the paper and numbered/captioned accordingly

- **Abbreviations** should be spelled out in full the first time they occur (for example, “This paper presents data from the civil registration and vital statistics (CRVS) system from January to December 2021. CRVS is defined as the...”
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References

- Please note that all references should conform to the **AMA Manual of Style, 11th Edition**. For further examples and instructions, refer to the following [referencing guide](#)
- Number the references in order of mention in text
- In the text, please use the author’s surname(s) and a superscripted number that correlates with the reference at the end of the manuscript
 - For example, for the first reference in the text, use a superscripted number 1, such as Skinner,¹ or use only the superscripted number after the phrase or sentence of citation
 - When several references are cited simultaneously in the text, list the superscripted numbers together, for example, “Many researchers have debated this subject.”^{1,2,5,9}
 - In text citations, use “et al” for references of 3 authors. However, in the reference list, list up to 6 authors. If there are more than 6 authors, list the first 3 authors and then “et al”.
- References should appear at the end of the text numbered in order of appearance in the manuscript
- Unpublished data and personal communications should be given as references
- Follow the examples of forms of references as shown below:
 - Journal references should be cited as follows:
 - Ricketts TA. The impact of head and body angle on monaural and binaural performance with directional and omnidirectional hearing aids. *Ear Hear.* 2000;21(4):318-329.
 - Book chapters should conform to the following:
 - Skinner MW, Holden LK, Binzer SM. Aural rehabilitation for individuals with severe and profound hearing impairment hearing aids, cochlear implants, counseling, and training. In: Valente M, ed. *Strategies for Selecting and Verifying Hearing Aid Fittings*. New York, NY: Thieme Medical Publishers; 1994:267-299.
 - Books should be listed as follows:
 - Valente M. *Strategies for Selecting and Verifying Hearing Aid Fittings*. 3rd ed. New York, NY: Thieme Medical Publishers; 1994.



Submission

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