	Section	Guidance to submitters	Scoring	Scoring guidance - highest score	Scoring guidance - lowest score
1.	**Title** *(160 characters)*	Give a title that succinctly conveys to your potential readers/ audience what your work is about.	1-3		
2.	**Nature of work**	Choose the most appropriate dropdown from: Research (quantitative); Research (qualitative); Audit; Quality improvement; Other (describe).	Not scored		
3.	**Why did you do this work?** *(up to 90 words)*	Describe relevant background and context that led to the work. This could include description of a problem, current knowledge and specific aims.	1-3	The title and reason for the work is engaging and clear, and will be important and of interest to nearly all of the specialty group audience.	The title and reason for the work is not engaging or clear, and will be of little importance or interest to the specialty group audience.
4.	**What did you do?** *(up to 140 words)*	Describe what you did, and the rationale for this. Include: any intervention(s), and how you assessed impact; nature of any data collected; approach to analysis of data.	1-3	Clear description of the work with highly appropriate rationale and approach for the issue or question being addressed.	Unclear what was done; rationale and approach inappropriate for the issue or question being addressed.
5.	**What did you find?** *(up to 160 words)*	Summarise your key findings in relation to your aims, and according to the overall approach of your work (for example qualitative or quantitative research; audit; quality improvement; etc).	1-3	Clear and appropriate description of the key findings according to the overall approach of the work (for example qualitative or quantitative research; audit; quality improvement; etc).	Unclear or insufficient description of the key findings according to the overall approach of the work (for example qualitative or quantitative research; audit; quality improvement; etc).
6.	**What does it mean?** *(up to 80 words)*	What can others learn from your work? How might it change understanding or practice? Discuss the meaning and actual or potential impact of your findings, including how generalisable. Consider commenting on strengths and limitations.	1-3	Potential learning is made clear. The work as described is very likely to change understanding and /or practice. (It is usually appropriate to give credit for a very large or significant study (eg national), but note that many types and sizes of work can have impact). Comments on strengths/limitations (if appropriate).	Not clear what can be learnt. The work as described is unlikely to change understanding or practice. There is no comment on strengths and limitations (if appropriate).