



Journal of the Association of Chartered Physiotherapists in Respiratory Care

A guide to writing up a service evaluation

Service evaluation may be used for a number of reasons. Firstly, it is useful to estimate the value of the service being delivered (this may not be in monetary terms, but could be). Secondly, it may be used to compare a new method of service delivery with a more established one – particularly if a Trust/Health board is moving from one mode to another. Thirdly it may be used to justify staffing levels or add weight to a funding bid for more staff. The outcome of a service evaluation may be patient-centered, for example length of hospital stay, number of re-admissions or number of adverse events; or it may be service or therapist-centered, for example cost of treatment regime, quality of life of physiotherapist etc. It is important to consider the question that you wish to answer and choose an outcome that is relevant to that question.

Articles should normally be no longer than 2000 words.

The following information provides detail to be included in each section of the article.

Title

The title should identify the service that has been evaluated and the context of that evaluation.

e.g. An evaluation of a pulmonary rehabilitation service within a rural setting.

Abstract

The abstract should provide:

- a brief overview of the purpose of the evaluation
- the setting of the evaluation e.g. home, primary/secondary care;
- a brief description of the service
- a brief description of the method of evaluation
- a description of the main findings
- Conclusion and recommendations

Introduction

This should include a brief background to the purpose and context of the evaluation. The context may include socio-economic, political, environmental, historical issues. It should also include reference to literature as a rationale for undertaking the evaluation.



Methods

This section should provide a clear description of the service evaluation including:

- rationale and objectives of the service
- the population/people for whom the service was designed
- activities/processes included within the service
- involvement of other organisations within the service
- cost of the service
- Ethical and/or R&D approval details (see section on ethical approval below for details).

A clear description of the method/s of evaluation should be provided:

- clear description of method e.g. self completion questionnaire, focus group/s, observation
- participants in the evaluation – numbers and characteristics
- method/s of data analysis

Results

A clear description of the findings of the study should be provided and may include quantitative and qualitative data.

If key performance indicators were identified, these may provide a structure for this section. Results may be divided into sections such as process e.g. attendance, satisfaction and impact e.g. change in participants' knowledge/behaviour

Quantitative data should be described using tables and graphs; qualitative data should be presented as descriptive themes.

Discussion and conclusion

The first paragraph should summarise the main findings of the study. The findings should then be discussed in relations to previous research, potential changes to policy and/or practice in the context of professional practice and/or service organisation

Areas of weakness and strength of the evaluation should be discussed and recommendations made.

Key points

Three key points should provide the reader with the value of the evaluation.



Acknowledgements

Acknowledgements should be provided for anyone who was not an author but helped in the preparation of the article.

Funding

Funding of the study needs to be acknowledged preferably worded as follows. Either: 'This work was supported by [name of funder] grant number [xxx]' or 'This research received no specific grant from any funding agency in the public, commercial or not-for-profit sectors'. You must ensure that the full, correct details of your funder(s) and any relevant grant numbers are included.

Ethical and R&D approval

Approval for use of an individual's data must be gained from relevant sources. If your manuscript contains any individual person's data in any form (including individual details, images or videos), consent for publication must be obtained from that person, or in the case of children, their parent or legal guardian.

Trust/Health Board R&D approval and if necessary NHS research ethics approval must be documented. If the study was part of an academic award, confirmation of University ethical approval is also required.

If your manuscript does not contain data from any individual person, please state "Not applicable" in this section.

References

These should be referenced using the Harvard system. You are responsible for accurate referencing.

In the text, use the name and year system e.g. As Black and White (1987) have shown..., as already reported (Black and White, 1987)... For three or more authors print the first author's name followed by et al e.g. as Black et al (1987) have shown...

When several references are cited simultaneously, the order should be chronological e.g. Black et al 1997, White and Smith 1987.

In the reference list arrange references alphabetically by first author's surname. Print the names and initials of all authors for references with six or fewer authors; for seven or more authors print the first three and add 'et al'.



The sequence **for a journal article** is: author(s); year; title; journal; volume; first and last page numbers. The layout and punctuation are e.g.

Gosselink, R. 2004 Breathing techniques in patients with chronic obstructive pulmonary disease (COPD). *Chronic Respiratory Disease* 1(3): pp163-172.

For online journals i.e. those that are only available on-line or those in press and available online:

Merchant, A.T. 2007. Diet, physical activity, and adiposity in children in poor and rich neighbourhoods: a cross-sectional comparison. *Nutrition Journal* [Online] 6. Available at: <http://www.nutritionj.com/content/pdf/1475-2891-6-1.pdf> [Accessed:10 May 2013].

The sequence, layout and punctuation **for books** are:

West, J.B. 2012 *Respiratory Physiology* 9th Edition Philadelphia: Wolters Kluwer Lippincott Williams & Wilkins.

For a chapter within an edited book:

Samuels, B. 1979 Pulmonary complications of AIDS. In: Rand, A. and Long, B. eds. *Management of AIDS*. London: Butterworth, pp 387-95

The total number of references should not exceed 20.

General formatting of the document for submission

Font and spacing

All text is Calibri and fully justified.

Title: bold 16pt, 1.5 spacing

Authors, keywords and correspondence: 12pt, all headings bold

Abstract:

- Sub-headings: 14pt, bold, italic
- Text: 12pt, single spaced, italic

Main body of article:

- Headings: bold 14pt,
- Text: 12pt, double spacing
- Any further subheadings within sections: italic

Fig and table titles: 12pt

Note for insert figure/table: bold, italic, capital, red 12pt.

All pages must be numbered



Title page

All submissions should include a title page as the first page of the document. This page must include the following information:

- Title of the article
- The names and initials of each author & institutional affiliation of each author.
- Name, e-mail address and telephone number of the author responsible for correspondence.
- Please provide up to 5 keywords that summarise the major themes of your article.
- Word count (excluding abstract)

Abbreviations and units

Abbreviations should be defined at their first mention. SI units should always be used.

For numbers: all numbers under 10 should be written as words except when describing a quantity e.g. PaO₂ 8.5Kpa. Numbers greater than 10 should be written as digits, except at the start of a sentence.

Tables and Illustrations

Tables and illustrations should be sent in separate files. Do not paste figures and tables into the text. Photography and images should be in black and white. Supply images at highest resolution obtainable from source. Do not reduce the file size.

If previously published, acknowledge the original source. It is the author's responsibility to ensure that permission is received from the copyright holder for the reproduction of figures and tables before submission (search for 'permissions' on the publisher's website).

References, explanatory matter and definitions of abbreviations should be explained in a key below the table.

Ensure that each table and figure are cited in the text.

Describe where the table should sit within the text e.g.

*******TABLE 1 NEAR HERE*******

or

*******FIGURE 2 NEAR HERE*******



Submission

Word documents should be submitted online at

http://www.acprc.org.uk/publications/acprc_journal.asp

or emailed to journaleditor@acprc.org.uk with the files named as follows:

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- Tables: Author, date of submission, title of Table e.g. Smith011206Table1
- Figures: Author, date of submission, title of figure e.g. Smith011206Figure1