Writing for the LCME Self Study

Guidelines & Advice:

1. **Complete but concise** - Answer all questions; do not include information not pertinent to the standard - Tables can be modified to conform to our institution.
2. **Coherent and correct** - Make sure information is accurate and consistent across sections.
3. **Clear** - Write for the reader who does not know your institution (e.g., provide a glossary of acronyms).
4. **Prior History**: The LCME team can provide you with reference materials from past submissions to LCME.
5. **Ask LCME Team**: If you are unsure of what LCME is looking for, ask Robert Anderson or Paula Harmer.
6. **Highlight future plans**: The School of Medicine does not currently have a process or policy to answer the question, provide information on future plans to address it. If there are ongoing efforts to improve in the area, highlight efforts.
7. **Justify** – Explain why work is exemplary and is considered a strength, demonstrate to reviewers so they concur that it is a strength.

Details

- LCME prefers a narrative response to just bullets (there are always places where bullets are best).
- Recommend bullets in the summary to highlight strengths.
- Make sure you are answering the entire question - many have multiple parts.
- Answers are not limited to the space provided use as much space as necessary to answer the question completely.
- No double spaces after a period
- No roman numerals
- Spell out numbers one through nine
- Do NOT capitalize position titles e.g. “The dean has adequate access to the chancellor.”
- Do NOT capitalize “years” e.g. students in year 1 when it is being referenced within the text
- Do capitalized “Year” when it is part of a column title e.g. Year 1
- Spell out academic year the first time it is used, then abbreviate it as AY e.g. academic year 2014-2015 then AY 2014-2015 thereafter as it is used in the response
- Spell out fiscal year the first time it is used, then abbreviate it as FY e.g. fiscal year 2014-2015 then FY 2014-2015 thereafter as it is used in the response
- Use series comma
- Use the LCME language from the standard (e.g. “extramural elective” rather than “away elective”)
- Check hyperlinks to make sure they work and use consistent blue, not bold font
- Only use Microsoft Word Times New Roman 11 point font