The Hong Kong College of Community Health Practitioners

Working Papers Series

**Template for Working Papers**

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Full Title of Working Paper

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ABSTRACT

An abstract is a clear concise summary of the whole Working Paper. It should highlight the most important elements of the following: background (very concise); research questions or problem statements; methodology (which may include sampling design (if any), frameworks (if any), data collection method, response rate, data analysis method); results/findings; discussion; policy and/or managerial implications/recommendations; limitations and future research; conclusions. The abstract should normally be written in **one paragraph** with **no more than 250 words**.

**KEYWORDS:** A few relevant and important keywords

# INTRODUCTION

The Introduction section is an overall description of the study. It normally includes sub-sections such as objectives of the study, a few research questions or problem statements, and justifications of the study.

# LITERATUE REVIEW / MAJOR CONCEPTS

The Literature Review section is a comprehensive review of the definitions and relevant major concepts related to the study. The section describes research that has been conducted in the area of the study, compare and access the quality of studies, as well as identifying any gaps within the literature. Alternatively, the author(s) may highlight major concepts relevant to the study.

# methodology

A comprehensive description of the methods used to answer the research questions and the rationale that the author(s) choose that strategy. This sections state the data collection method used such as quantitative method, qualitative method, and triangulation which is a combination of different methods. The author(s) should also state the sample design, sample size, response rate, and frameworks used. The author(s) should also state the data analysis method used.

# results / Findings

The Results/Findings section is a complete report of the findings of the study, i.e. **what has happened** based on data collected. This section normally covers, but not limited to, the following: What evidence have the author(s) uncovered? Summaries of the data that focus on the main findings of the research; Data presented in comprehensible tables and/or graphs; What has happened in relation to the research questions or problem statements (stated in the Introduction section).

# discussion

The Discussion section is a critical interpretation of the findings of the study, i.e. **how and why something happened**. This section normally covers, but not limited to, the following: How does the evidence that the author(s) have collected answer the research questions or problem statements (stated in the Introduction section)? How does the evidence collected by the author(s) support the proposed hypotheses (if any)? Draw interferences from the results/findings (what do the data mean?) Examine relationships between sets of data and also differences; Interpret how and why something happened (but not what have happened!)

# policy and/or managerial implications / recommendations

This section outlines how the study may be followed up with other studies, or provides recommendations on public policy, the health care sector, and managers (practitioners) of the health care sector. Recommendations may cover, but not limited to, the following: methodology of future studies; public policy recommendations; and business/industrial recommendations for managers.

# limitations and future research

This section reflects on limitations of the study in terms of research method, quality and quantity of data collected, data collection method, and so on. If appropriate, this section also proposes future researchers to work on uncovered research area of the study, or explore new methodology for research in the area.

# conclusions

The Conclusions section presents a logical outcome of the arguments of the study. It normally covers the following: What knowledge have you gained/produced through the process of research? Implications of your findings for theory, policy, business/industry/management; What future research questions need to be answered?

A strong conclusion should return to the research questions or problem statements stated under the Introduction section, state the key findings, reflect on the significance of the research methods, make explicit link between research findings with policy/managerial implications/recommendations, as well as insight for the health care industry and the society at large.

# ACKNOWLEDGEMENTS

This section declares the sponsorship and financial support for the drafts and final version of the working papers submitted. Contributions of other personnel who are not included in the authorship should also be acknowledged. If the author(s) need not declare any acknowledgements, this section can be omitted.

references

The APA referencing style in APA 7th edition should be adopted and used consistently throughout the Working Paper. The following websites are useful.

1. APA 7th Referencing: Getting Started in APA 7th by Victoria University, Melbourne, Australia: <https://libraryguides.vu.edu.au/apa-referencing/7GettingStarted>
2. Webpage on a Website References by the American Psychological Association: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references>
3. APA Citation Guide (7th edition): Websites by Capilano University (2021: <https://libguides.capilanou.ca/apa/websites>):

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• Titles - Titles of websites should be in plain text but use italics for webpages, articles, etc.

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