**Template for APSR Teaching Case Vignettes**

(See the example template for guidance)

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| 1 | Unique identifier (this will be provided by the APSR Secretariat when the APSR member notifies of intention to submit a Teaching Case (generated by APSR website application) |  |
| 2 | Assembly |  |
| 3 | Author |  |
| 4 | Author Institution |  |
| 5 | Author address line 1 |  |
| 6 | Author address line 2 |  |
| 7 | Author City |  |
| 8 | Author Country |  |
| 9 | Author Postcode |  |
| 10 | Author email |  |
| 11 | Author contact telephone (country code) |  |
| 12 | Author fax (country code) |  |
| 13 | Author miscellanous |  |
| 14 | Date submitted to A\_Head |  |
| 15 | Date of A\_Head decision |  |
| 16 | A-Head decision (accept, reject, revise) |  |
| 17 | Date submitted to Edu\_Comm |  |
| 18 | Date of Edu\_Comm decision |  |
| 19 | Edu\_Comm decision (accept, reject, revise) |  |
| 20 | Secretariat Office notes |  |
| 21 | Title |  |
| 22 | Case / Issue |  |
| 23 | Question |  |
| 24 | Response a |  |
| 25 | Response b |  |
| 26 | Response c |  |
| 27 | Response d |  |
| 28 | Response e |  |
| 29 | Submitter’s answer |  |
| 30 | Reason for submitter’s answer |  |
| 31 | Comments, if any |  |
| 32 | References 1 |  |
| 33 | References 2 |  |
| 34 | References 3 |  |
| 35 | Key word 1 |  |
| 36 | Key word 2 |  |
| 37 | Key word 3 |  |
| 38 | Image file 1 |  |
| 39 | Image file 2 |  |
| 40 | Image file 3 |  |
| 41 | Image file 4 |  |
| 42 | Date of expiry and Review |  |
| 43 | APSR use only – completed and checked by |  |
| 44 | Date of form completion |  |
| 45 | Date case added to library |  |