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**Bursars**

Please format all text in 11 point Times New Roman, justified. Please indicate paragraph titles by typing them in **bold** type. You may find it easiest to write your article in Word and then cut-and-paste it into this template. You may then either submit the completed template, or forward it as an electronic attachment to [pmgadmin@btinternet.com](mailto:pmgadmin@btinternet.com).

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| **Article title** | **Bursar report:** title of session reported on |
| **Presenter(s)** | Name(s), job title(s), and place(s) of work |
| **Bursar’s details** | Name, job title, and full work address |
| **Article Text**  *(Approx 500 words)*  **Extras**  **1.** Please mark clearly where any photographs and tables should appear within the article, using the legends  “Fig 1”, “Fig 2” etc.  **2.** Supply photographs and tables as separate files (e.g. EPS, TIFF, JPEG), and label these files to match their legend.  **3.** If there are references, follow the Harvard (author-date) method:  🞟 include them within the text as follows:  (Cousins & Clarke 2006).  If more than 2 authors:  (Cousins et al 2008).  🞟 Then list them alphabetically at the end of your article – refer to our Guidelines for References. | **Please do not try to provide a detailed account of the session!**  Your report should cover the following:   * Briefly describe your relevant experience and why you were interested in attending this session. * Please try to provide a strong “take-home” message from the session. * Did you, the audience, or the presenter consider some of the points raised to be new or controversial? * Describe how any knowledge gained will influence your current or future practice. * Describe any further learning needs identified as a result of attending this session. |
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