دانشگاه علوم پزشکی کرمانشاه

Knowledge Translation Style Guide and Research Message Writing Guide

Introduction

As the importance of using reliable and up-to-date evidence in promoting community health and enhancing the efficiency of the health system continues to grow, it is essential to design and implement systematic solutions that make research project findings accessible to stakeholders quickly and effectively. One such solution is the requirement for researchers to write and publish their research results in simple language.

In line with this goal, the Ministry of Health and Medical Education has established a system called "Publishing Research Project Results" to facilitate the sharing of research messages from various projects. Researchers are required to summarize the key findings of their projects in straightforward language and submit them to this system, making the results available to the public.

According to the instructions provided by the Center for Development and Coordination of Scientific Information and Publications of the Ministry, researchers and project implementers must submit their research messages no later than one month after the project's completion.

Article 1: Writing a Research Message

A research message is a summary of the most important findings of a project, expressed in simple language. The primary audience for this research message is the general public. A guide for writing a research message is available on the website of the Vice-Chancellor for Research and Technology. The message must be composed by the project's executor, following the provided style guide and using the appropriate format for a research message. The main executor of the project is responsible for ensuring the accuracy of the content in this message. The writing guide and the template for preparing a research message can be accessed at

http://vc-research.kums.ac.ir/fa/modiriatetelaresanipezeshki/entesharnatayej

When writing the research message, the author is required to keep the following points in mind:

 A research message is distinct from a study abstract. Its purpose is to summarize the key findings of a project in clear, accessible language. The primary audience for a research message is the general public. However, even when addressing specialized groups, it is crucial to prioritize clarity

and limit the use of complex scientific terminology. A research message consists of two main components: the headline and the main text.

- Research message title (news title): The title of the research message is presented in a news-style format, highlighting the key findings of the project. It is important to keep the title concise, limiting it to a single line with a maximum of 15 characters. For instance, if the research focuses on the prevalence of hepatitis B virus infection among prisoners in Kermanshah province, an appropriate title could be: X percent of prisoners in Kermanshah province are infected with hepatitis B.

The primary message of the research is structured into three sections, with a total word count not exceeding 300:

1. Significance of the Findings (50 words)

2. Most Important Findings (150 words)

3. Proposal for Application of the Results (100 words)

 Important Notes:

1. For projects that conclude with an article submission, it is essential to confirm the research message to finalize the settlement process.

 2. The project executor must submit a research message via the Research Information Management System together with the final report, or at the same time as the article submission, to ensure successful project settlement. The finalization of the research project cannot proceed without the Knowledge Translation Unit's approval.

3. The Project Settlement Unit must refrain from processing submitted projects for settlement prior to obtaining the Knowledge Translation Unit's final approval.

4. Once the issue of project termination has been raised in the Council, the Project Settlement Unit is obligated to register the project termination date in the Research Information Management System within three days, ensuring that it is clearly visible in the system.

Article 2: Review of the Message by the Knowledge Translation Unit Manager

Once the researcher crafts the research message, it needs to be submitted to the research expert within the center or faculty via the research information management system. The research expert is then tasked with reviewing the message and, if necessary, providing the researcher with suggestions for any needed revisions. After the researcher makes the final adjustments to the message, the research expert will forward it to the Knowledge Translation Unit expert through the same system. If the Knowledge Translation Unit approves the message, it will be uploaded to the national research results publication system. However, if the message requires further revisions, the Knowledge Translation Unit will send it back to the research expert for final corrections. The research expert must then return the revised research message to the Knowledge Translation Unit within two working days.

Article 3: Performance Evaluation Indicators of Centers

Since October 2018, the Knowledge Translation Unit of Kermanshah University of Medical Sciences has been evaluating the performance of all centers based on the following indicators:

- The ratio of messages registered in the results publication system to the number of completed research projects.
- The ratio of approved research messages to the total number of research messages submitted to the University's Knowledge Translation Department.
- The average time taken from when a message is sent by the researcher to the center's research expert until it receives final approval from the Knowledge Translation Department.

Note: Evaluations are conducted annually and every three months. The Knowledge Translation Unit is required to periodically inform the heads of centers about the results of these evaluations.

Article 4: Process of Sending Research Messages

This policy is organized into four articles and three notes. It was approved by the Research Council of the Vice-Chancellor for Research and Technology on July 11, 2018 and has been in effect since July 12, 2018.