**Style Guide for AOEM Data Profiles**

**General Instruction:**

Use this file for the manuscript (MS word processor).

 Font: Times New Roman, 11 point, in double space between lines.

 Use normal font for Latin words, such as “in vivo, in vitro, et al., ad libitum, etc.”

 Italicize the words: “*p*” (statistical probability), scientific names of bio-organisms (*Escherichia coli, E. coli*), name of genes (*COX2*), and name of journals (*Annals of Occupational and Environmental Medicine*).”

 Present observed “*p*” values as ‘*p* = 0.xxx’ for all values when they are 0.001 or over. When the value is less than 0.001, present it as *p* < 0.001.

 Make one space before all units, except for “%, ℃, .”

 Make one space before and after symbols, except for “: (ratio, 1:10), - (range, 5-10), / (slash, 1/3, cycles/min).”

 Do not use “~”for signal of range but use “-”.

 Explain abbreviations when the words appear first, and use them thereafter consistently.

**Title:** - make it short but informative with core keywords. Do not use special words or symbols -

**Abstract**

A short free form summary (150 – 200 words) should outline the area, units or groups and/or individuals covered by the data resource, data collection methods, main categories of data, and data access including either a web address or email address for data access enquiries or applications..

**BACKGROUND**

Brief details of the following information where relevant: Country or area covered by the data resource; Units, groups or individuals covered; Survey Type, (e.g. Demographic & Health Survey, Malaria Indicator Survey); Data collection dates and number of repeat surveys; Topic headings (e.g. diabetes testing, maternal mortality); and Funding sources. Some of this material might be best presented in tabular form

**DATA RESOURCE AREA AND POPULATION COVERAGE**

Where relevant, this section should include a map or series of maps that indicate the area covered by the data resource and major centres of data collection, e.g. hospitals. It must describe the units, groups and individuals from whom data are collected and describe how contact at each level was achieved and maintained (if relevant).

**SURVEY FREQUENCY**

The date of the survey and the number of units, groups and/or individuals surveyed should be provided. If repeat surveys have been carried out, the dates of each survey should be provided together with the numbers surveyed. Where appropriate these details should include numbers invited, the response rate and how well the sample represents the population from which it was taken. This information can be presented in tabular form.

**MEASURES**

The measures collected at each of the different levels included in the data resource, e.g. individual, household, group, should be described in as much detail as necessary i.e. methods for commonly used measures will not need to be described. At least partial presentation in tabular form is encouraged. This section must be sufficiently detailed to provide readers with a clear picture of the data available

**DATA RESOURCE USE**

This section should provide one or two brief illustrative examples of how the data resource can be used or examples of published work which has used this database. If you are aware of any ongoing specific data analysis plans please indicate these here to avoid duplication of effort by others interested in the data resource. Please also provide an up-to-date citation list for work published on the data resource.

**STRENGTH AND WEAKNESS**

This section should include both the strengths and the limitations of the data. If the data resource is one of a series e.g. a Key Indicators Survey, please describe any features that are unique to the particular data resource or country/area location, if applicable..

**DATA ACCESSIBILITY**

This section should describe how readers can access and download the data. The location and format of the data should be described together with variable lists and data dictionaries, where available. If the data are open access a web address should be provided. If an application is required, please indicate where the application form can be found and the process for submitting an application. Briefly indicate the software required to access the database and/or use the data, if applicable.