



# AAFP FMX PowerPoint Style Guide

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**Instructions for use:** Use the provided AAFP FMX PowerPoint slide template and follow this style guide when preparing your presentation.

## **Slide Design:**

- Font size: Please follow default settings of PPT template
- Font: Arial
- Do not use word art.
- Use title case capitalization rules for the slide titles (e.g. I Am Going to the Park).
- Check spelling (Use the spell check tool and have someone else review).
- Use high-resolution images. If your pictures look fuzzy or pixilated on screen, they will look that way in your presentation.

## **Length of Presentation:**

- Consider the 10/20 rule
  - 10 slides for every 20 minutes. This allows time for interaction and dialogue with the learners.
- Keep word slides visually clean and appealing.
  - Use slides for essential points.
  - Use the notes section for your presentation notes and details.

## **Source Citations:**

- Always cite the source of your information.
  - Source citations must be noted **on the slide** in which the cited material appears.
  - Sources must be cited as footnotes and typed into a separate text box.
  - Do not include information from sources older than five years.
    - Exceptions are most recent guidelines greater than 5 years; historical perspective (i.e. citing a pioneer in the field)

## **Content:**

- Images (charts, photos, diagrams, graphs, tables) should be used to illustrate what words cannot. Ensure that the images can be easily read or seen by the audience.
  - **Important note:** Images without copyright permission will not be included in course material.
  - Non-clinical images will not be accepted.
  - Do not use special effects/movement.

- Use correct capitalization, punctuation, and spelling.
- Use clinical terminology. (e.g. instead of “do a work-up,” write “perform a physical examination”)
- Place references on a slide towards the end of your presentation and include a list of suggested reading for attendees to conduct further research.
- Include your name and email address on your last slide. Promotional websites, blogs, etc. are not allowed.
- Drug names – Use generic names when available. If brand names are used, the ACCME guidelines state that brand names from several companies should be used, not just the brand name from a single company.

**Be Prepared:**

- Consider the three Cs:
  - Clear
  - Concise
  - Complete series of slides
- Rehearse before presenting.
- Allow time for questions and answers.
- Make your presentation interactive.
- Engage the learners to think, process, and assimilate knowledge.
- Get plenty of rest before your presentation.
- Enjoy yourself! If you are having fun, your audience is having fun!

**Introductory Slides:**

- Introductory slides (i.e. title slide, faculty disclaimer, bio, and learning objectives) will be prepared by staff and added to your slide deck for the on-site presentation.

**Practice Recommendation Slide:**

- At the end of your presentation, you must create a final slide of evidence-based practice recommendations/pearls.
- These should be 1-3 concise statements that exemplify specific actions/behaviors that learners can immediately apply when they return to practice, that will have the greatest impact on patient care.

## AKI – Tests to Order/Perform

- Basic metabolic panel for BUN, creatinine, and electrolytes
- Consider CMP for calcium, magnesium, phosphorus
- Consider CBC if ARF on CRF – may diagnose anemia in ESRD
- Urinalysis
- Urine electrolytes to calculate the FENa (urine Na and Cr)



Example of a clear graph, with citations

## Pre-Test Likelihood of CAD in Symptomatic Patients

Age (yrs)	Non-anginal CP		Atypical CP		Typical Angina	
	Men	Women	Men	Women	Men	Women
30-39	5.2	0.8	21.8	4.2	69.7	25.8
40-49	14.1	2.8	46.1	13.3	87.3	55.2
50-59	21.5	8.4	58.9	32.4	92	79.4
60-69	28.1	18.6	67.1	54.4	94.3	90.6

From: Diamond GA & Forrester JS. *N Engl J Med.* 1979;300:1350-8



## **American Medical Association (AMA) Style Guide Requirements for Source Citations**

### **Journals**

*Print:* Author(s). Article Title. *Journal Name*. Year;vol(issue No.): inclusive pages.

*Online:* Author(s). Article Title. *Journal Name*. Year;vol(issue No.): inclusive pages. URL. Accessed [date].

### **Books**

*Print:* Author(s). *Book Title*. Edition number (if it is the second edition or above). City, State (or Country) of publisher: Publisher's name; copyright year.

*Online:* Author(s). *Book Title*. Edition number (if it is the second edition or above). City, State (or Country) of publisher: Publisher's name; copyright year. URL. Accessed [date].

*Web Site:* Author (or, if no author is available, the name of the organization responsible for the site). Title (or, if no title is available, the name of the organization responsible for the site). Name of the Web Site. URL. Accessed [date].

### **Other**

*Audio/Video/DVDs:* Author(s). Title [media type]. City, State (or Country) of publisher: Publisher's name; copyright year.

*Web Sites:* Author(s), if given (often, no authors are given). Title of the specific item cited (if none is given, use the name of the organization responsible for the site). Name of the Web Site. Available at URL (provide URL name). Published (date). Updated (date).