

How to Style Instructions

- Please title as “*How to....*” (E.g., *How to Diagnose and Treat Catatonia* or *How to Diagnose, Prevent, and Manage Delirium*)
- Please aim to keep to bulleted points to 2-3 pages, not including tables or references, if possible. The consensus was that overly detailed guides can be overwhelming for a trainee.
- Please include learning objectives at the beginning of the document.
- Please organize content in ordered steps (E.g., Step 1, Step 2...).
- Use *Times* type and 12 size font.
- For tables use size 10 font.
- Please use circular bullet points such as are used in this document.
- Please single space throughout.
- Please use *Vancouver* style for references.
- Please number pages in top right corner.
- Include author, subcommittee details, and date of revision at the end of the document in format below. While authors credit is important, it was felt that it is best to keep it out of the way initially for trainees who are mostly focused on getting the consult done.
- ACLP is working to incorporate issues related to diversity and equity into its education content. We ask that you incorporate at least 1 point about these issues into your remarks. Some ideas include:
 - Individual, interpersonal, and structural barriers that may prevent culturally diverse populations from obtaining mental health services
 - Implicit biases that may interfere with clinical judgment and/or how to address these biases
 - The application of knowledge of cultural differences in the symptomatic presentation to clinical formulation
 - Evaluating and incorporating cultural strengths in treatment interventions
 - Evidence-based psychological and pharmacologic interventions specific for diversity
 - Identifying ethno-pharmacologic factors that may influence treatment decisions or response to treatment
 - Disparities in treatment that minoritized individuals experience

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Residency Education Subcommittee
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