Reference Pack – the go-to-guide

Every document e.g. Consumer backgrounder, you make for a client, must have its own folder in DRAFTS. In this folder, there must be a reference pack, archived (OLD documents), Client comment folder, and the LATEST document. **Please see below:**
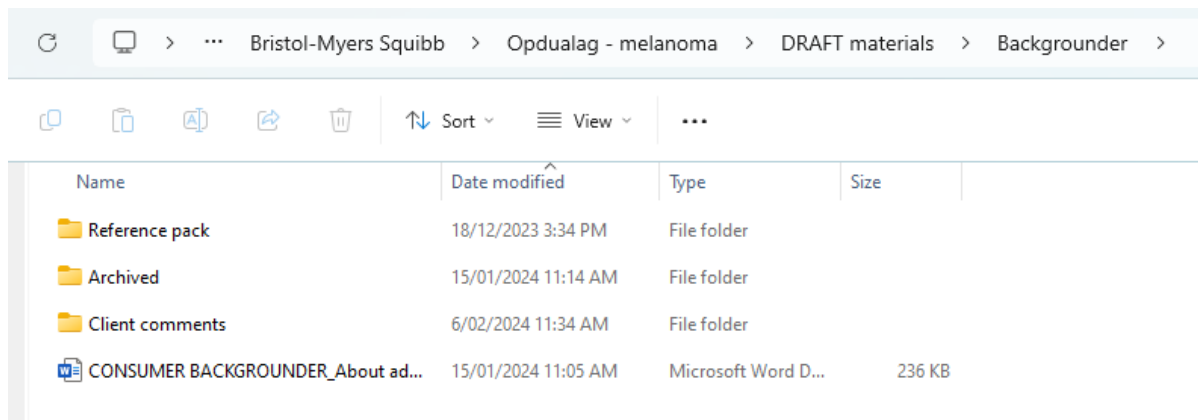
Each material must be accompanied by a reference pack (clean) & a marked up reference pack. **Please see below:**
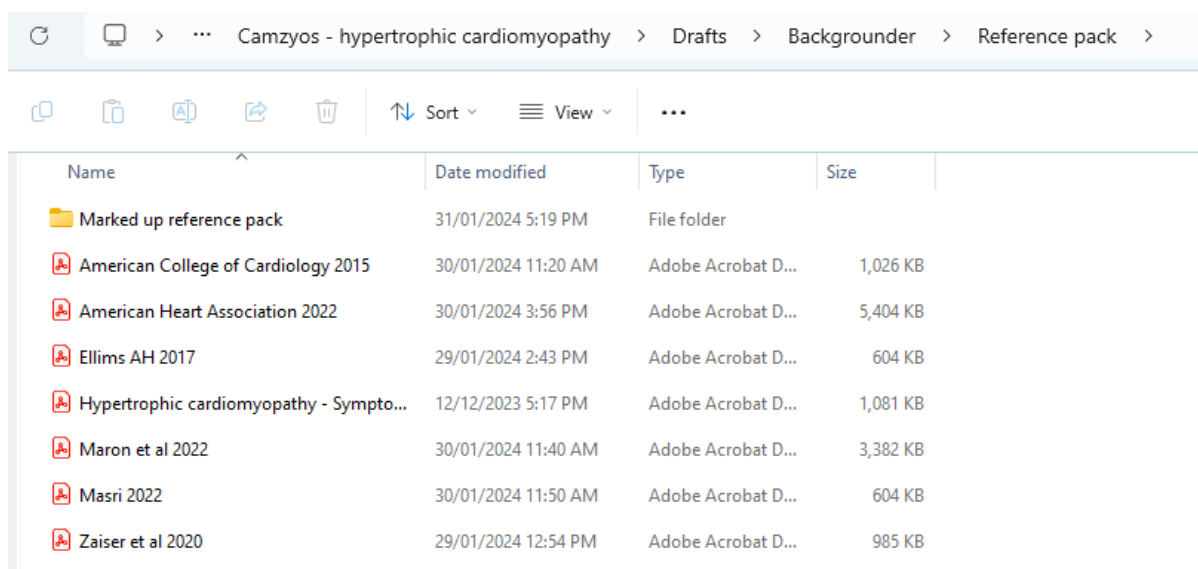
A clean reference pack is saved PDF reference, with **no markup** in it (the PDF saved from pubmed or google).
1. The reference should be named e.g. Association/Website Name **or** Main Author et al, Year. Please see above example.
2. Do this as you are writing the document, this will save you a lot of time. Use the referencing style below at the bottom of the document.

3. Below you can see an example of a referenced website and a journal article.

References

1. Mayo Clinic. *Hypertrophic cardiomyopathy.* 2023 [Cited January 2024]; https://www.mayoclinic.org/diseases-conditions/hypertrophic-cardiomyopathy/symptoms-causes/syc-20350198.
2. Playford, D, *et al.* Clinical to Population Prevalence of Hypertrophic Cardiomyopathy Phenotype: Insights From the National Echo Database Australia. *Heart, Lung and Circulation.* 2023.
3. Heart Foundation. *Genes, genetic testing, and heart conditions.* 2022 [cited January 2024]; https://www.heartfoundation.org.au/bundles/your-heart/genes-and-heart-disease#:~:text=hypertrophic%20cardiomyopathy%20%E2%80%93%20is%20a%20condition,one%20in%20every%20200%20Australians.

A marked-up reference pack serves two purposes:
1. To show where in the reference the information came from to inform the reviewer, to back up your claim/statement in the document. If the company do their own Veeva uploads, the marked-reference pack will help them.
2. If your document needs to be viewed by a medical reviewer, and we have a Veeva Vault login, this mark up will help you with the uploads.

How to mark up a reference:

CONSUMER BACKGROUNDER   EMBARGOED: MONDAY, APRIL 1, 2024

About Hypertrophic Cardiomyopathy

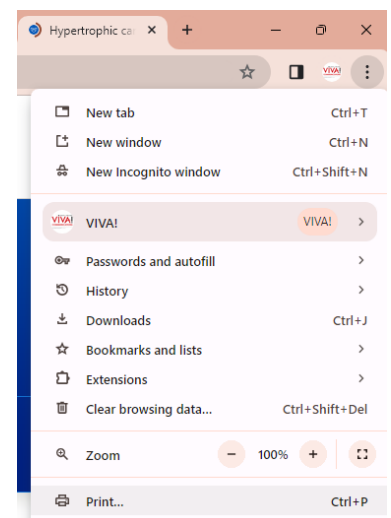**About Hypertrophic Cardiomyopathy (HCM)**

- Hypertrophic cardiomyopathy (HCM) is a genetic disease characterised by abnormal, progressive thickening (hypertrophy) of the left heart muscle wall, called the ventricle wall, making it difficult for the heart to pump blood.[1-3]
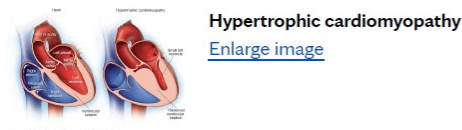
Hypertrophic Cardiomyopathy

See in yellow, the in-text citation, this will correspond to bibliography/reference list, please see the highlighted yellow reference list.

Please note: it is always better to mark a reference, after your document has been reviewed by someone senior, or you have received top-line comments from the client.
1. Go into the reference/ PDF.
   - How to reference a website: Print the page (or CTRL + P), save it as a PDF, in the same format mentioned earlier in the document.

2. Highlight the part in the reference that the document corresponds to:

3. After highlighting – click on the highlighted part – **add a comment.**


Hypertrophic cardiomyopathy
Enlarge image

Hypertrophic cardiomyopathy (HCM) is a disease in which the heart muscle becomes thickened (hypertrophied). The thickened heart muscle can make it harder for the heart to pump blood.
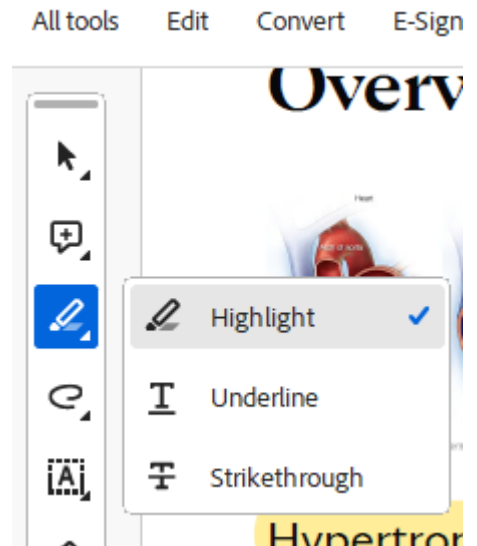
4. The comment must reflect, where in the document you have referenced the information e.g. & ensure the information in the comment is reflective of what is in the text.

About Hypertrophic Cardiomyopathy (HCM)

- Hypertrophic cardiomyopathy (HCM) is a genetic disease characterised by abnormal, progressive thickening (hypertrophy) of the left heart muscle wall, called the ventricle wall, making it difficult for the heart to pump blood.[1-3]

> Page 1   2
>
> **Millie**   Jan 30   ...
>
> Paragraph 1: Bullet 1: Hypertrophic cardiomyopathy (HCM) is a genetic disease characterised by abnormal, progressive thickening (hypertrophy) of the left heart muscle wall, called the ventricle wall, making it difficult for the heart to pump blood.
>
> Cancel   Post
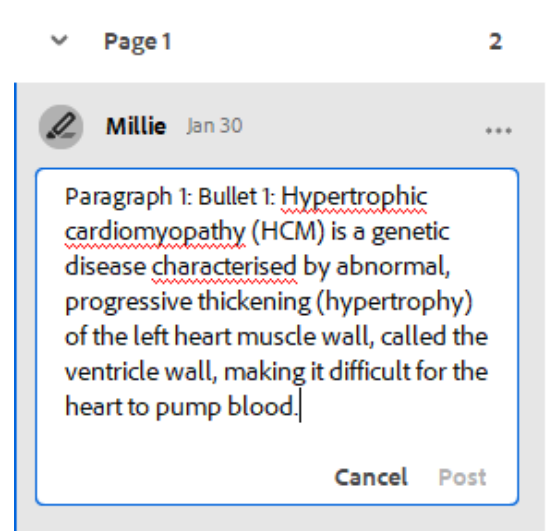
5. In this example, as there are three intext citations ([1-3]), this paragraph will need supported by the three references, and marked up in each of them.

6. If this section of text also supports another part of your document you can add another connecting comment. **Please see below:**
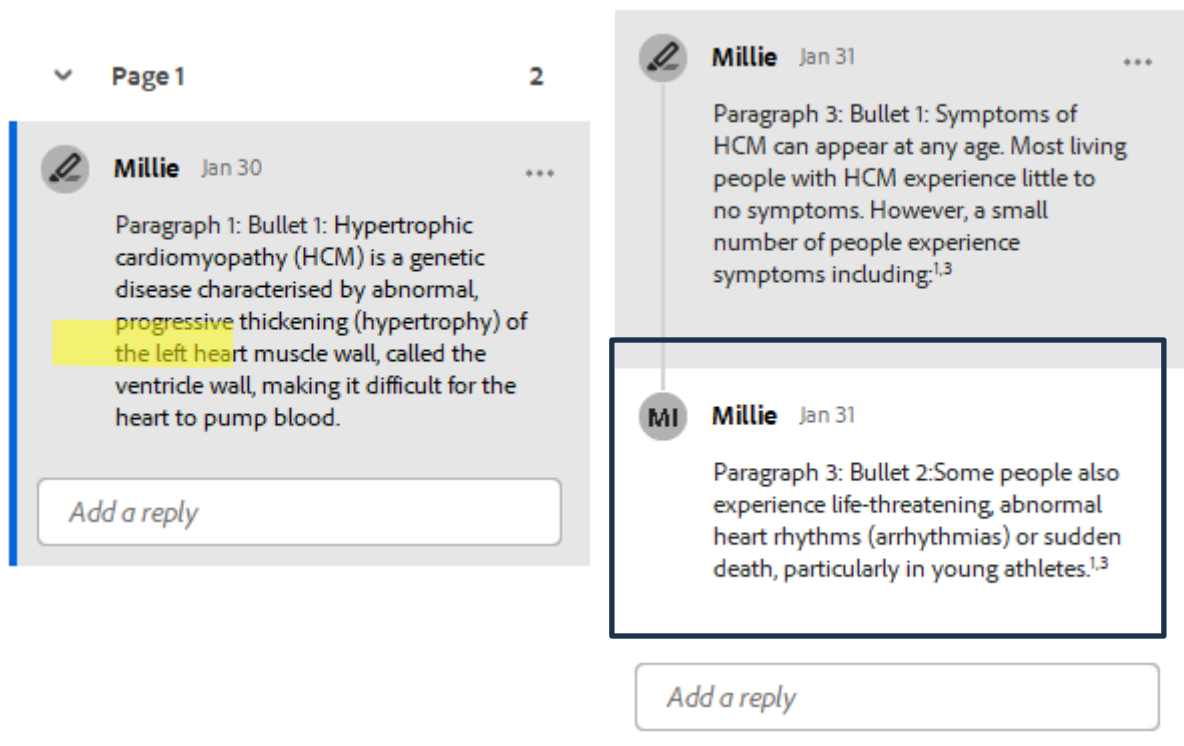
7. Then save the marked-up reference pack, in the created reference pack…as below.

8. After you have finished the marked-up reference pack, you must compress and ZIP the file before you send to the client, **please see below:**