

Instructions for Authors

Practice Nursing

Articles should be approximately 1800–2400 words. The preferred means of submission is online at www.epress.ac.uk/pn/webforms/author.php Please follow the instructions at this website. If you have any difficulties with online submission, or in keeping to any of the guidelines below, please discuss the matter with the Editor, Liam Benison. Email: liam@markallengroup.com or phone on 020 7501 6709.

Title page

The title page should carry:

1. Title of the article.
2. The names of the authors (with initials or first names, whichever is preferred).
3. Institutional affiliation of each author.
4. Full details of each author's current appointment.
5. Name, address and contact telephone numbers of the author responsible for correspondence.

Introduction

The introduction should draw the reader into the article and state its main thrust and purpose.

Headings

Please use plenty of headings and sub-headings and indicate the importance you attach to each.

Conclusions

Your conclusions should be succinct and logically ordered summaries of data you have presented. Identify gaps in present knowledge and suggest future initiatives.

Key points

Please supply 3–5 key phrases that summarize the major themes or arguments of your article.

Key words

Please supply 4–6 key words representing the most important topics discussed in your article.

Tables and figures (illustrations, pictures, photographs)

Tables and figures assist readers' comprehension of your article. It is the author's responsibility to ensure that permission is received from the copyright holder (usually the publisher, not the author, of a published work) for the reproduction of figures and tables before submission.

Figures

1. Colour illustrations are encouraged.
2. Figures should be numbered consecutively in order of their first citation in the text.
3. Clearly label the file of all electronic images, e.g. Fig1.jpg, Fig2.jpg, etc
4. If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. (The copyright holder is usually the publisher—not the author—of a published work.)
5. Online submission of images is preferred. The file format preferred is JPEG (.jpg) at high-resolution (>300 dpi, or at least 1MB).
6. Radiographs should be submitted as good quality photographs or jpeg files.
7. Photographs should not have arrows drawn on them by hand. Please indicate the position of arrows or labels on an accompanying illustration and these will be redrawn in-house.
8. Where online submission is not possible, please post to: The Editor, Practice Nursing, MA Healthcare Ltd, St Jude's Church, Dulwich Road, London SE24 0PB

Tables

1. Place references and explanatory matter in footnotes, not in the heading.
2. Explain in footnotes all abbreviations that are used in each table.
3. If you use data from another published or unpublished source, obtain permission and acknowledge fully.
4. Number tables consecutively in order. Ensure that each table is cited in the text.

References

In the text

1. Use the name and year (Harvard) system for references in the text, e.g:
As Black and White (1987) have shown...
As already reported (Black and White, 1987)...
2. For three or more authors print the first author's name followed by et al, e.g:
As Black et al (1987) have shown...
3. When several references are cited simultaneously, the order should be chronological.

In the reference list

1. Arrange references alphabetically by first author's name.
2. Print the names and initials of all authors for references with six or less authors; for seven or more authors print the first three and add 'et al'. Arrange references chronologically:
Black B (1987)...
Black B (1988)...
Black B, Green G (1965)...
Black B, White W (1963)...
Black B, White W, Green G, Brown B, Tan T (1973)...
Black B, Green G, Tan T (1974)...
Black B, Abel C, Tan T (1975)...
The last five references listed are in chronological order as they will all be cited as 'Black et al' in the text.
3. Journal articles: The sequence is: author(s); year; title; journal; volume; first and last page numbers. The layout and punctuation are:
Smith B, Abel CH (1987) Sexual hypersensitivity. Practice Nursing 19(4): 40–3
4. Book with personal author:
Ellis H (1980) Lecture Notes on Psychiatry. 5th edn. Blackwell, Oxford
5. Book with editor(s):
Scott H, Brown B, eds (1973) Histocompatibility Testing. Vol 5. Raven Press, New York: 418–19
6. Chapter in a book:
Samuels B (1979) Pulmonary complications of AIDS. In: Rand A, Long B, eds. Management of AIDS. Butterworths, London: 387–95
7. Internet references are acceptable, provided that they are official publications or comprise reliable, evidence-based information. The sequence is the same as for journals and books. The year should be the date the document was published online (if available). Include the full web address that takes you directly to the document (or as close as possible), and state the date that you accessed it, e.g:
Department of Health (2003) Agenda for Change: Proposed Agreement on Modern Pay and Conditions for NHS Staff. www.doh.gov.uk/agendaforchange/proposed_agreement.htm (accessed 20 November 2003)
8. Unpublished papers that have been submitted for publication but have not yet been accepted may not be referenced. They should be cited in the text as 'unpublished observations' (XY Smith, unpublished observations, with or without a date). Similarly, 'personal communication' should be inserted in the text in parentheses.
9. Unpublished papers that have been accepted for publication but are not yet published may be included in the reference list: Abel HL (1988) Endometriosis. Practice Nursing (in press)

Further reading and useful information

Authors are asked to compile a list of further reading or useful (authoritative, evidence-based) internet sites and a list of relevant useful addresses, contact numbers and resources.

Conflict of interest statement

It is the journal's editorial policy to ask authors to declare any conflict of interest, including any possible interest, financial or otherwise, that may embarrass the author or the journal if revealed at a later date. If you believe this applies to you, please provide a statement to run at the end of the article.

Ethical approval

You should provide a statement to indicate that appropriate ethical committee approval has been obtained (for original research articles).

Copyright

Following acceptance for publication, MA Healthcare Limited will hold exclusive copyright to articles.

After submission

You will receive acknowledgment that your manuscript has arrived and has been sent for peer review. Peer review will take 4–8 weeks. When the review process is complete the Editor will contact you again. If you are asked to make amendments, please return the revisions via e-mail.

Peer review

Clinical, professional and research manuscripts are assessed by double-blind, peer review. This means that the reviewers of your manuscript will not know who you are, and their comments will be anonymous when forwarded to you. Reviewers are asked to provide constructive feedback on the relevance of the content to the target audience, the use of the literature and discussion of cited research, and the degree of critical analysis.

Manuscripts should satisfy certain requirements to be accepted for publication. They should:

- Be evidence based
- Use up-to-date, relevant evidence that is interpreted fairly, appropriately and accurately
- Be relevant to the audience, i.e. discuss or investigate topics of importance to nurses in general practice
- Be useful to the audience, i.e. present important, evidence-based information that general practice nurses can use in clinical practice
- Be written in language that is accessible to general practice nurses at all levels of experience.

Article types

See overleaf.

Please discuss any questions about these guidelines with the Editor.

ARTICLE TYPES

Clinical reviews

Word limit: 2000–2400.

A discussion of a clinical condition or an aspect of clinical practice that practice nurses encounter, focusing on diagnosis, treatment, referral, clinical governance or best practice. It may refresh readers' understanding or bring them up to date with new knowledge or treatments.

Research articles

Word limit: 2500.

A report of a primary research project concerning nursing in general practice, or a report of a service development pilot or audit. It should include an abstract, introduction and literature review, methods, results, discussion, limitations of the study, and conclusions and suggestions for further research.

Education/Professional development articles

Word limit: 2000–2400.

A discussion/investigation of an issue concerning the professional development of nurses in general practice, e.g. access to education, role development, practice based commissioning, nurse partnerships, delegation, mentoring, prescribing.

Clinics: Diabetes, Respiratory, Cardiology, Women's Health

Word limits: Case study: 300; Discussion: 1200.

A patient case history, followed by discussion explaining how the practice nurse diagnoses, treats or refers that patient according to best practice.

Immunization & Vaccination; Travel Health Clinics

Word limit: 2000.

A guide to effective immunization or giving health advice to travellers, reviewing the prevalence, causes and transmission of diseases, risk management, national guidelines, and new vaccine developments.

Red Flag

Word limit: 700.

An explanation of how to recognize and respond to an acute condition that requires immediate action.

News Focus

Word limit: 1200–1500.

An investigation of a current event or topical policy issue of importance to general practice nurses, e.g. an analysis of the implications of developments in health policies or structures that will impact on practice nurses' work.