ANMJ Writing Guidelines

The *ANMJ* welcomes articles written by nurses and midwives for nurses and midwives. These guidelines are intended to help contributors write articles that are clear, accurate, interesting and easy to read.

Content

General information:
- All submissions must include complete author details: name, address, work and home phone numbers, email address, present position and qualifications.
- Articles should be submitted as a word-processed document without the use of reference management functions, coloured text or special formatting.
- Before writing become familiar with our style and types of articles.
- Submissions should be original and should not have been published or submitted elsewhere.
- All submissions selected for publication will be edited by the *ANMJ* editor. The *ANMJ* retains copyright for all published articles.
- Submissions for the following sections are welcome: **working life, focus, clinical update, issues, viewpoint and reflections.**
- Submit your article by emailing **anmj@anmf.org.au**

Writing Style:
- Abbreviations should be kept to a minimum and be spelt out the first time they are used.
- Write in clear plain English; avoid jargon and overly technical language, except where appropriate such as clinical update. The basic rule for effective writing is: Put yourself in the place of the reader. **(See list of plain English words below)**

Photographs:
Photographs must be supplied in high resolution and saved as a Jpeg. They must be 320mm wide and at least 300dpi. Photos must not be embedded in a word document and supplied as an attachment rather than dragged into the body of the email. We are unable to use photos dragged from the internet and need original image suppled.
Please contact us if you have trouble providing photos in this format.
The onus is on the contributor to obtain permission for us to use the photo. Permission is required from the person who took the photo and from persons in the photo. Please notify us in writing via email that permission has been received.

Copyright and legal:

The *ANMJ* has exclusive rights to publish accepted articles.

If reproducing copyright material from other sources such as diagrams, you are responsible for obtaining permission to do so. Please obtain permission before submitting your article.

Please be mindful of plagiarism. Acknowledge all sources with full references and use quotation marks when transcribing material verbatim.

Authors are to takes full responsibility in ensuring content is factual and considered as industry standard.

It is important you recognise the laws applying to libel, slander and defamation as the journal has a disclaimer that reverts to the author.

Sections:

Working Life

This section provides an opportunity for nurses and midwives to write a personal account of their nursing and midwifery work, or for the *ANMJ* to publish interviews with nurses and midwives about their 'working life'. Submissions to this section should be easy to read, informative and of no more than 800 words. Articles should provide details about the particular nursing or midwifery work/role and the challenges and highlights of this role. They must be accompanied by a publication quality photograph.

Photos should be sent with the names of participants, a suggested caption, and a statement that identifiable participants have given their permission for the photograph to be used. See above notes on photographs.

Nursing Focus

If you have been involved in an innovative project or undertaken research of direct relevance to nursing or midwifery, consider writing a focus article.

Articles should be between 200 and 500 words (including references) and be simple and to the point. They should highlight the importance of the project/research to nurses, midwives or nursing and midwifery and present any practical outcomes that have improved nursing/midwifery work or patient care, or helped nurses resolve issues critical to their area of practice.

Submission of colour photographs to accompany stories are encouraged. Photos should be sent with the names of participants, a suggested caption, and a statement that identifiable participants have given their permission for the photograph to be used. See above notes on photographs.

Clinical Update

Before writing a clinical update, please email the editor to discuss your topic – anmj@anmf.org.au

A clinical update should be a best practice 'how to guide' for nurses and midwives in an area of nursing or midwifery practice relevant to a wide cross section of nurses or midwives and be between 2,000 and 2,900 words (**including references**). The focus should always be on nursing or midwifery interventions and practice.

A clinical update may include a case study/ies, guidelines, graphs, tables, or illustrations. (Please send as separate documents and clearly indicate where they are to be placed in the text).

A typical structure of a clinical update includes:

introduction; overview of the problem/issue; risks to health in the target group; opportunities to address; project outline - aims/nursing/midwifery interventions; results; conclusion.

Nursing/Midwifery Issues / Viewpoints / Reflections

Articles in this section should be approximately 800 words (**including references if any**) and raise an issue of current relevance to nurses or midwives. They should be written in the third person, and be thought provoking, challenging nurses and midwives to reflect on and possibly modify their view or practice. Please contact the editor at **anmj@anmf.org.au** to discuss your ideas.

Referencing

The *ANMJ* uses the author/date Harvard style. Please ensure this style is followed. No other reference styles will be accepted.

- References in the text should cite the author/s names followed by date of publication, in date order eg: **Chalmers 2004; Barnett and Renior 2003; Quillan et al. 2001.**
- Page numbers should be given in the text for all quotations and paraphrases eg: **Smith 2004, pp.26-27.**
- Where there are three or more authors, the first authors' name followed by et al will suffice, but all authors should be cited in the reference list. A reference list should be provided in alphabetical order of first authors' names. All references should be to primary sources. Publications listed in references should follow the format below:
  - Books – Author/s' surnames and initials. Date of publication. Title of work (in italics). Edition (edn) when not the first edition. Place of publication (city). Name of publisher eg: **Ivy, J.M., Gift, D.J. and Hurt, S.T. 2004. *The nurse as curer.* 2nd edn. New York: Macmillan.**
  - Journals – Author/s' surnames and initials; year of publication; title of article; full name of journal (in Italics); volume number with issue number in brackets and the page or pages separated by a colon eg: **Jones, S.T. 2003. Nursing and caring. *Nursing Journal.* 8(2):61-65.**
  - Collections – Author/s' surnames and initials; date of publication; title of article; surname and initial of editor of collection (ed); title of work (in italics); edition (edn) other than first; place of publication (city); name of publisher eg: **Smith, A.B. 2001. Writing changed my life, in Jones C.D. (ed). *How to get published.* Melbourne: Nursing Press.**
  - Government publications – Country; department; year; followed by full details of article or book as described above; place of publication and publisher eg: **Australia. Department of Health. 2001. Notes on special diets for use in hospitals. Canberra: Australian Institute of Anatomy. Cat.no.43.**
  - Conference proceedings – Conference convenor; title of conference; year; title of paper; author (or eds); publisher; place of publication and publisher eg: **Australian Nursing and Midwifery Federation. Nursing Forever. 2013.**

The new nurse. Ivy J. Melbourne: Australian Nursing and Midwifery Federation.

- <u>Unpublished material</u> – This may take many forms, eg: an unpublished thesis or book, a conversation, or correspondence. To the extent that information is available it should be presented in a style applying to published items ie: name of author; date; title (without any distinguishing quotation marks or italics); place of origin. Letters should also be as comprehensively described as information allows eg: **Kent, B.A. to Surrey C. May 2 2001. Letter. Sydney, Australia.**
- <u>Web addresses</u> - The full web address should be included followed by the date accessed eg: Department of Health (2015) Annual report 2014-15 www.health.gov.au/internet/main/publishing.nsf/Content/annual-report2014-15 Accessed: Jan 2016

Plain English Words

Writing in plain English allows for cleaner and clearer writing that allows your message to be better understood.

Below are words and phrases that can often be replaced by something simpler:

Complex	Cleaner	Complex	Cleaner
With regards to	About	At which time	Find out
A large number of	Many	Became aware of	Soon
A number of	Several, some	In order to	Now
A raft of	Many	Necessitate	When
Allows for	Allows	Prior to	Learned
Amidst	Amid	Sufficient	To
Amongst	Among	Subsequently	Cause
Anticipate	Expect	Terminate	Before
Approximately	About	Therefore	Enough
Are in agreement	Agree	Whilst	Later
Are in need of	Need	With reference to	End, finish, stop
As a result of	Because of	Worst case scenario	So
As many as	Up to		While
As to whether	Whether		About
Assistance	Help		At worst
Ascertain			
At an early date			
At the present time			