

The Australian Nursing and Midwifery Journal (ANMJ) website welcomes articles written by nurses and midwives for the nursing and midwifery community that are clear, accurate, interesting and easy to read.

The purpose of these guidelines is to help inform contributors on the type of articles accepted and the process of submitting for publication.

CONTENT

Submission information and checklist:

- ✓ All submissions must include complete author details: name, address, work and home phone numbers, email address, present position and qualifications.
- ✓ Articles must be submitted as a word-processed document without reference management functions, coloured text or special formatting.
- ✓ Before writing, become familiar with ANMJ style and types of articles published.
- ✓ Submissions should be original and should not have been published or submitted elsewhere.
- ✓ The ANMJ editor will edit all submissions selected for publication.
- ✓ Accepted submissions and photographs posted on the ANMJ website may be promoted via social media and ANMJ's e:newsletter.
- ✓ An ANMJ copyright transfer agreement and photo agreement, if applicable, must be completed by the author before publication. ANMJ retains copyright for all published articles.
- ✓ Submit your article by emailing anmj@anmf.org.au

WEBSITE SECTIONS

Submissions for the following sections are welcome:

- In practice
- Justice and Action
- Research and Innovation
- Wellbeing
- Career advice
- Career role models
- Graduates and students

Word count for each section: 300–1,000 words

IN PRACTICE

The purpose of these articles is to inform practice, to identify issues concerning practice, or share ways of improving practice. Articles should be clear and concise, and referenced if required.

JUSTICE AND ACTION

Articles accepted under this theme discuss social justice issues, specifically concerning healthcare, nurses and midwives within the broader community. Articles can inform about an in-just issue or action taken to bring light or improvement to an issue.

RESEARCH AND INNOVATION

Articles about research projects and innovative practice will be considered for this section. Note that you must contact the editor prior to submitting research requests.

WELLBEING

Activities that help nurses and midwives' wellbeing while at work and during their downtime are welcome for this section. Topics can include diet, fitness, and relaxation, for example.

CAREER ADVICE

Under this theme stories published provide career advice including tips and hints or activities that can enhance nurses and midwives' career and career opportunities.

CAREER ROLE MODELS

This section provides an opportunity for nurses and midwives to write a personal account of their nursing and midwifery work. The aim of these articles is to inform nurses and midwives what opportunities are available within the profession.

Submissions to this section should be easy to read and informative. Articles should provide details about the particular nursing or midwifery work/role and the challenges and highlights of this role. A publication-quality photograph must accompany the submission (see information on photography below).

GRADUATES AND STUDENTS

Articles published in this section provide advice that enhances the experiences of students or graduates. Articles that inform about the education sector that appeal to graduate and undergraduate nurses and midwives are also appropriate.

If you have any further queries in relation to writing for ANMJ's website, contact the Editor at:
anmj@anmf.org.au

PHOTOGRAPHS

- Photos must be supplied as a JPEG attachment and in landscape.
- They must be 320mm wide and at least 300dpi.
- Photos from the internet, including social media, will not be accepted.
- Photos sent must have the names of participants in the image and a suggested caption
- The contributor must permit *ANMJ* to use all photos in print and online by completing *ANMJ*'s photo agreement form. This includes gaining permission from the photographer and identifiable participants in the image.

COPYRIGHT AND LEGAL

The *ANMJ* has exclusive rights to publish accepted articles in the *ANMJ* journal and *ANMJ* and ANMF websites.

Articles accepted for publication become the property of *ANMJ*, and authors will be required to complete a copyright transfer form.

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 take full responsibility for ensuring content is factual and considered as the industry standard.

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

REFERENCING STYLE

The *ANMJ* uses the 'Vancouver' referencing style. Within the body of the article (in-text), references should be cited sequentially following punctuation. For example:

as reported by Sharplin and colleagues.¹

A comma separates two references. **For example^{1,2}**

Three or more consecutive references must include a hyphen between the first and last citation.

For example^{1-3,6,12-15}

For more details about Vancouver referencing, including reference list, go to Monash University guides: guides.lib.monash.edu/ld.php?content_id=48260115

SUBMISSION PROCESS

- Please submit your articles to anmj@anmf.org.au
- Your email will be acknowledged and you will be sent a copyright transfer agreement and photo agreement (if applicable) to complete and return as soon as possible. *Note that manuscripts cannot be published until the relevant forms are completed and returned.
- The editor will notify you if your article is accepted editorially and about any queries or edits that require your approval. This may take a week.

WRITING STYLE

Abbreviations should be kept to a minimum and spelt out the first time used.

Write in clear, plain English; avoid jargon and overly technical language, except where appropriate such as clinical update. Writing in plain English allows for cleaner and clearer writing that helps your message to be better understood. The basic rule for effective writing is: Put yourself in the place of the reader.

COMPLEX

With regards to
A large number of
A number of
A raft of
Allows for
Amidst
Amongst
Anticipate
Approximately
Are in agreement
Are in need of
As a result of
As many as
As to whether
Assistance
At which time
Became aware of
In order to
Necessitate
Prior to
Sufficient
Subsequently
Terminate
Therefore
Whilst
With reference to
Worst case scenario
At an early date
Ascertain
At the present time

CLEANER

About
Many
Several, some
Many
Allows
Amid
Among
Expect
About
Agree
Need
Because of
Up to
Whether
Help
When
Learned
To
Cause
Before
Enough
Later
End, finish, stop
So
While
About
At worst
Soon
Find out
Now