

**The Australian Nursing and Midwifery Journal (ANMJ) welcomes articles written by nurses and midwives for the nursing and midwifery community. These guidelines will help contributors write articles that are clear, accurate, interesting and easy to read.**

## 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 the use of 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 will be published in ANMJ print and online and may be posted on the ANMJ website and promoted via social media and e:newsletter.
- ✓ You will be required to complete ANMJ copyright transfer agreement and photo agreement if applicable. ANMJ retains copyright for all published articles.
- ✓ Submit your article by emailing [anmj@anmf.org.au](mailto:anmj@anmf.org.au)

## JOURNAL SECTIONS

Submissions for the following sections are welcome:

<b>Working life</b>	800 WORDS*
<b>Nursing / midwifery focus</b>	200 – 500 WORDS*
<b>Clinical update</b>	2,000 – 2,900 WORDS*
<b>Issues</b>	800 WORDS*
<b>Viewpoint</b>	800 WORDS*
<b>Reflections</b>	800 WORDS*

\* INCLUDING REFERENCES

### Working Life

800 WORDS

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 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).

### Nursing / Midwifery Focus

200 – 500 WORDS

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 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 is encouraged (see information on photography below).

### Clinical Update

2,000 – 2,900 WORDS INCLUDING REFERENCES

Before writing a clinical update, please email the editor to discuss your topic – [anmj@anmf.org.au](mailto: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 practise relevant to a broad cross-section of nurses or midwives. 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 issue
- Project outline
- Results
- Opportunities to address – aims/nursing/midwifery interventions
- Conclusion

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 to challenge nurses and midwives to reflect on and possibly modify their view or practice. Contact the editor at [anmj@anmf.org.au](mailto:anmj@anmf.org.au) to discuss your ideas.

## PHOTOGRAPHS

- Photos must be supplied as a JPEG attachment
- They must be 320mm wide and at least 300dpi
- Photos from the internet, including social media, will not be accepted
- Photos are to be sent with the names of participants in the image and a suggested caption
- The contributor must give permission for 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 on the ANMJ and ANMF websites.

Manuscripts 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 in 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 'Vancouver' referencing style. Within the body of the manuscript (in-text), references should be cited sequentially following punctuation.

*For example:* as reported by Sharplin and colleagues.<sup>1</sup>

Two references are separated by a comma. *For example* <sup>1,2</sup>

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

*For example* <sup>1-3,6,12-15</sup>

For more details about Vancouver referencing including reference list go to Monash University guides:

[guides.lib.monash.edu/ld.php?content\\_id=48260115](http://guides.lib.monash.edu/ld.php?content_id=48260115)

## SUBMISSION PROCESS

- Please submit your articles to [anmj@anmf.org.au](mailto: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 if there are any queries or edits that require your approval. This may take a week to two months (depending on the article supplied and for what section).
- Before journal production commences, all ANMJ material is reviewed by ANMF's Federal Secretary and Assistant Federal Secretary who, on the rare occasion, may reject manuscripts or require further amendment to abide by ANMF principles. If this occurs, you will be notified as soon as possible.

## 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