ANMJ writers' guidelines

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
- ✔ Declare any affiliations or conflict of interest.

JOURNAL SECTIONS

Submissions for the following sections are welcome:

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

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

Nursing/Midwifery Issues / Viewpoints / Reflections

800 WORDS

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** 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 takes 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.[1]
Two references are separated by a comma. *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 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	CLEANER
With regards to	About
A large number of	Many
A number of	Several, some
A raft of	Many
Allows for	Allows
Amidst	Amid
Amongst	Among
Anticipate	Expect
Approximately	About
Are in agreement	Agree
Are in need of	Need
As a result of	Because of
As many as	Up to
As to whether	Whether
Assistance	Help
At which time	When
Became aware of	Learned
In order to	To
Necessitate	Cause
Prior to	Before
Sufficient	Enough
Subsequently	Later
Terminate	End, finish, stop
Therefore	So
Whilst	While
With reference to	About
Worst case scenario	At worst
At an early date	Soon
Ascertain	Find out
At the present time	Now