



Instructions to Authors ***Nursing and Residential Care (NRC)***

NRC welcomes contributions on all aspects of practice in care homes, be they professional articles, clinical reviews, care analyses, discussion of policy, or even letters to the editor expressing your views. With the current pace of change in residential nursing we are also looking for articles about the latest developments and innovations in practice. Whether you are an experienced author or a novice, your contribution is greatly valued. Please do not hesitate to discuss your ideas or propose an article with the Editor, Laura Dean-Osgood (tel: 020 7738 6751, email: nrc@markallengroup.com). Here some general points to keep in mind when writing an article for the journal:

- Articles should be 1800-2000 words in length and can be emailed as a Word attachment.
- NRC aims to present all articles, including basic research, in an easy-to-read informative style. Simplicity is key, so avoid jargon.
- Consider the key take home message from your article. It may be helpful to distil the essence of your article into four or five key points (see below) before you start and use these to guide your writing.
- Be very clear about what your article adds to the literature and current knowledge. If this is obvious, your article is more likely to be accepted.
- Organize your article in a logical manner. Use subheadings to guide the reader from topic to topic and maintain interest in the article.
- Think about including illustrations, diagrams and tables or boxes to attract the reader's eye and help clarify more complex parts of the discussion.
- If you have not written for publication before, it can be helpful to take advice from colleagues. Always proof read and check spellings carefully.
- Please ensure that all pages are numbered.

MA Healthcare will hold exclusive copyright on all published articles.

Title page

The title page should carry:

1. Title of the article.
2. The names of the authors (with initials or Christian 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 number of the author responsible for correspondence.

Introduction

This is typeset in bold at the beginning of the article and should be between 20 and 30 words in length. It is designed to develop the reader's interest in the article and

tell them something about the way it is handled. Any important points can be emphasized.

Main introduction

The main introduction should state the main question that the article sets out to answer

Headings

1. Please use plenty of headings.
2. Indicate clearly the 'importance' you attach to each one.

Conclusions

Your conclusions should be succinct and logically ordered. Identify gaps in knowledge and suggest future initiatives.

NVQ articles

For those writing articles for the NVQ section, please ensure that you specify the NVQ units to which the article is relevant. The NVQ article also needs to include 6 questions and answers, amounting to 600 words, to be included to help readers with self-directed learning. Although we would ideally like the total word count to be no more than 2600 words (including Q&A), we are aware that this section can sometimes exceed this word limit because of the amount of information that needs to be covered. However, please try to keep this total to fewer than 3000 words.

Key phrases

Please supply 5–8 key point sentences that summarize the major themes of your article. These will appear at the end of the article.

Key words

Please supply 5 suitable key words which give an overview of the article.

Figures and tables

Figures (illustrations, graphs, bar charts and photographs) and tables (information listed in a boxed off row-and-column format) are encouraged and are popular with readers. Remember, your article has to compete with other articles in the journal to catch the eye of the reader. An interesting item can turn a browser into a reader. As a rough guide, there should be a table or illustration every 600 words. It is helpful if authors can provide any photographs or slides they think suitable for their article. In the case of line drawings, our artists can transform rough drawings into finished artwork. Please clearly indicate the number of the figure or table in the text of the article as well as on the figure/table. Please ensure that all tables and figures are cited in the text and that permission has been granted to use them where necessary. Graphics and digital photographs downloaded from internet sites cannot be used without permission.

Figures

- Colour pictures are encouraged, black-and-white photographs are acceptable. When submitting your article in the first instance, low resolution digital pictures are acceptable and may be embedded within the article. Bear in mind however, that each image will have to be resubmitted before publication as a separate JPEG or TIF file at a resolution of 300dpi at the size you wish the picture to be published.
- Radiographs should be submitted as good quality digital photographs.
- Authors must gain the necessary permission to reproduce figures/tables/ from other journals or books before submitting their articles.

- Figures should be numbered consecutively in order of their first citation in the text.

Tables

- Type each table double-spaced on a separate sheet.
- Place references and explanatory matter in footnotes, not in the heading.
- Explain in footnotes all non-standard abbreviations that are used in each table.
- If you use data from another published or unpublished source, obtain permission and acknowledge source fully.
- Number tables consecutively in order of citation in the text.
- Authors are responsible for checking the accuracy of number tables, statistical presentations, etc.

References

The Harvard system must be used. Provide full details of the **original source of the material used** (do not use 'cited in...').

In the text

1. For one or two authors, give surnames plus the year of publication:
As Black (1987) and Black and White (1990) have shown...
As already reported (Black and White, 1987)...
2. For 3 or more authors, put 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:
e.g. Ross, 1990; James, 1997; Levi, 1998...

In the reference list

1. Arrange references alphabetically by first author's name.
Black B (1987)...
Black B (1999)...
2. Give the surnames and initials of all authors for references with *six or less* authors.
Black B, Green G (1995)...
Black B, White W (1993)...
Black B, White W, Green G, Brown B, Tan T (1993)...
Black B, Green G, Tan T (2004)...
Black B, Abel C, Tan T (1995)...

The last three references above are in chronological order as they are all cited as Black et al in the text.

For *seven or more* authors print the first three and add 'et al' – are arranged chronologically:

- Black B, White W, Green G et al (2003)...
 - Black B, Green G, Tan T et al (2004)...
 - Black B, Brown B, Tan T et al (2005)...
3. The sequence for a standard journal article is: author(s) (year) Title. *Journal title* (abbreviated as in PubMed) **volume**(issue): first page–last page. For example:

Armstrong-Esther C, Hagen B, Sandilands M, Williams R, Smith C (2005) A longitudinal study of home care clients and their informal carers. *Br J Community Nurs* **10**(6): 284–91

4. The sequence, layout and punctuation for books are:

Personal Author:

Ellis H (1980) *Lecture Notes on Psychiatry*. 5th edn. Blackwell, Oxford

Editor:

Scott H, Brown B, eds (1973) *Living with Parkinson's disease*. Vol 5. Raven Press, New York

Chapter in Book:

Samuels B (1979) Pulmonary complications of AIDS. In: Rand A, Long B, eds. *Management of AIDS*. Butterworths, London: 387–95

5. Articles that have been submitted for publication but not yet accepted are *not* acceptable as references. They should be cited in the text as 'unpublished observations'. (Smith XY, unpublished observations, with or without a date). Similarly, 'personal communication' should be inserted in the text in parentheses.

6. Articles that have been accepted for publication but not yet published may be included in the reference list: Abel HL (2002) The management of chronic asthma in the community. *Br J Community Nurs* (in press)

Abbreviations and units

1. Abbreviations are acceptable as long as they are defined at first mention.
2. SI units should be used, except for measurement of blood pressure (mmHg) and haemoglobin (g/dl).

Guidance on statistics

Statistical advice should be sought before data collection. Please provide full results of any tests used, giving complete test results (test statistic, degrees of freedom, *P* value). Appropriate indicators of error or uncertainty, such as confidence intervals, should also be given. Include power calculations if appropriate and give the name and version of any software used.

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 that 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.

Informed Consent:

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in your article. Where there is an unavoidable risk of breach of privacy (e.g. in a clinical photograph or in case details) the patient's written consent, or that of the next of kin, to publication must be obtained. We will ask you to send a signed consent form before publication.