

INSTRUCTIONS FOR AUTHORS

Please read these instructions carefully, as articles will only be accepted if they are in the correct format, with references laid out as described below.

Administration

Receipt of manuscripts will be acknowledged, but not letters or items of interest. Published authors will be paid £200 for a full article, £80 for a short article and £10 for a letter. Articles submitted must not be under consideration by any other publication.

Presentation

The usual length for a journal article is 2,500 to 3,000 words. Longer articles may be edited or published in more than one part. All articles should be typed using double line spacing with wide margins on both sides of the page and leaving a space between paragraphs.

Ideally the article should be submitted on disc or by email. It should be saved both in Microsoft Word (or Works) and a text format (eg: rtf, txt or ASCII).

The article should be accompanied by an abstract of 70 words maximum and a minimum of three keywords.

Reference list

Article – surname and initials of author(s), year of publication, title of article, name of journal (in full and italicised), volume number, part number in brackets and page numbers. For example:

Williams M 2006 Development and use of skills in the workforce *Journal of Perioperative Practice* 16 (8) 370–374

Book – surname and initials of author(s), year of publication, name of book in italics, edition number if applicable, first listed place of publication and name of publisher. For example:

Wicker P, O'Neill J 2006 *Caring for the Perioperative Patient* Oxford, Blackwell

Chapter in a book – surname and initials of chapter author(s), year of publication, name of chapter, initials and surname of editor(s), name of book in italics, place of publication and name of publisher. For example:

Jenkins L 2006 Patient Selection. In: Middleton C (ed) *Epidural Analgesia in Acute Pain Management* Chichester, Wiley & Sons Ltd

CD-ROM – surname and initials of author(s), year of publication, title of CD-ROM in italics, version, date of last update if applicable, and supplier. For example:

Wilson SE 2006 *Surgery* [CD-ROM] Current Clinical Strategies Publishing

Internet source – surname and initials of author(s) or corporate author, year of online publication, title in italics, version or date of last update if known, location (URL), date accessed. For example:

Brief Guide: Citing References [online] Available from: www.bournemouth.ac.uk/library/citing_references/citing_refs_main.html [Accessed March 2007]

List to be in alphabetical order. Differentiate between works published in the same year by the same author(s) by labelling them a, b, c. Do not use 'et al' in the references unless there are more than seven authors, in which case the first three should be listed followed by 'et al'.

Use minimum punctuation and capitalisation:

- No bold or underlining

- No full stops at the end of entry
- No full stop after the author's initials
- No brackets around the date
- No ampersands – authors' names to be separated by a comma.

For direct quotations of more than four words use a new indented paragraph that is single-spaced with the reference and page number at the end of the quotation.

If one author is summarised by another then it should be presented as 'cited in' eg: '...McGrath cited in Marsh (2000) contends that ...' Here it would be Marsh that appears in the reference list.

References in the text

The *Journal of Perioperative Practice* uses a modified Harvard system of referencing.

Use the name and date separated by a space, eg: (Symonds 2005). Use commas to separate several entries eg: (Gilchrist 2004 Langer 2005, MacGill 2006). List references in chronological order.

Link two authors by an ampersand and use 'et al' for three or more authors, eg: 'Bennett (2001) asserted... however others disagreed (Davies & Holmes 2004) and have been supported by research (Lee 2003, Martyn et al 2004).'

Illustrations

Photographs or slides should be unmounted and labelled clearly on sticky labels affixed to the back. Digital photographs must be taken at maximum resolution and supplied at 100% as original unmodified jpgs, and supplied on CD or by email. Photographs, slides and CDs should be protected in the post, enclosed in card. Please provide a key for group shots.

All artwork should have a plain original without lettering or numbering and a labelled copy. Permission to reproduce illustrations must be obtained by the author from the owner of the copyright, usually the publisher. Written permission should accompany the illustrations.

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