



## International Practice Development Journal: Author Guidelines

### 1. GENERAL

The *International Practice Development Journal* is an online journal with a vision, over the next five years, of becoming the first choice publication for academics and practitioners working in the practice development field internationally. Our commitment is to publish and make freely accessible, scholarly inquiry into practice development and related fields, and expand the international community of practitioners, educators and academics working in the area of practice development. Our aim is to publish material that challenges assumptions and provokes new visions and ideas, helping health care workers engage in dialogue about the contribution practice development makes to health care services and academia.

We also want to enable novice writers to publish their practice development work in a scholarly way. In order to achieve this, we will be encouraging the formation of writing partnerships between novice and more experienced writers; and, we may be able to help with the identification of potential partnerships.

Please read the directions below carefully for details on the submission of articles: the Journal's requirements and standards, as well as information concerning the process after an article has been accepted for publication in the *International Practice Development Journal*.

Authors are encouraged to contact the:

- Managing Editor, Kate Sanders if further clarification about the submission process is needed: [kate.sanders@fons.org](mailto:kate.sanders@fons.org)
- Academic Editor, Jan Dewing for inquiry relating to prospective submissions, including the identification of writing partnerships: [jan.dewing@canterbury.ac.uk](mailto:jan.dewing@canterbury.ac.uk)
- Journal Administrator, Rebecca Hellmuth for other inquiries: [ipdj@fons.org](mailto:ipdj@fons.org)

### 2. ETHICAL GUIDELINES

The *International Practice Development Journal* will apply the following guidelines for ethical publication of scholarly work.

#### 2.1 Authorship and Acknowledgements

**2.1.1 Authorship:** The *International Practice Development Journal* adheres to the definition of authorship set up by The International Committee of Medical Journal Editors (see: [http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html)). Therefore, authors submitting an article do so on the understanding that all named authors have:

- Made an active contribution to the conception and design and/or analysis and interpretation of the data and/or the drafting of the article
- Critically reviewed its content and have approved the final version submitted for publication
- Read and approved the article

- Agreed to the submission of the article to the Journal

The following contributions do not justify authorship:

- Participation solely in the acquisition of funding or the collection of data
- Being a research supervisor or manager without any active contribution to the research or the development of the submission

Contributors who do not qualify as authors should be mentioned under Acknowledgements (see below).

**2.1.2 Acknowledgements:** Under Acknowledgements specify contributors to the article other than the authors. Please also include specifications of the source of funding for the study and any potential conflict of interests (see 2.3.1 also). Suppliers of materials should be named and their location (town, county/state, country) included.

## 2.2 Ethical Approval

**2.2.1 Experimental Subjects:** Experimentation involving human subjects will not generally be published. Please seek clarification from the Academic Editor if your submission falls into this category. The editors reserve the right to refuse submissions if they are in any doubt about the ethics or relevance of the submission for practice development in health care.

## 2.3 Competing Interests and Source of Funding

**2.3.1 Competing Interests:** The *International Practice Development Journal* requires authors to declare any competing interests, financial or other, in relation to their work. Where competing interests are declared, these will be identified at the end of published articles.

**2.3.2 Source of Funding:** Authors are required to specify the source of funding for their research or other practice development projects when submitting a paper. This information will be disclosed in the published article.

## 2.4 Appeal of Decision

Authors who wish to appeal the decision on their submitted article may do so by e-mailing the Managing Editor outlining the reasons for their appeal.

## 2.5 Permissions

If all or parts of previously published text, tables and/or illustrations from any copyrighted source(s) are used, written permission must be obtained from the copyright holder concerned. It is the author's responsibility to obtain these in writing and provide copies to the publisher of the *International Practice Development Journal*, The Foundation of Nursing Studies.

## 2.6 Copyright Assignment

It is a condition of publication that authors transfer the exclusive licence to publish all articles including abstracts to The Foundation of Nursing Studies. The Journal Administrator will forward a Copyright Transfer Agreement to all authors to sign and return.

If the paper is part of a larger study where the authors have published or submitted for publication related papers, you must contact the Managing Editor in advance of submission with details to ensure there is no breach of copyright.

### **3. SUBMISSION OF MANUSCRIPTS**

The Editors welcome scholarly papers on all aspects of practice development and related fields. Submission should be exclusively to the *International Practice Development Journal* and authors will be expected to conform to the normal ethical aspects of investigation and copyright (see above).

The Journal consists of three sections. The first section contains academic, double blind peer-reviewed original papers and critical reviews of relevant literature. The second section is for scholarly peer-reviewed articles that have a critical reflection about an aspect of practice development at their centre. The third section will have shorter pieces about ideas and influences in practice development work including philosophical ideas, methodologies and methods. All submissions must consider an international readership.

#### **3.1 Preparation of Manuscripts**

We require person-centred language and terminology in all papers unless it is a component of an established title, tool or process for example. Reviewers will require you to revise your terminology and thus paying attention to the crafting of your submission will assist the review process.

A covering letter must be submitted as part of the submission process, stating on behalf of all the authors that the work has not been published and is not being considered for publication elsewhere. The Editors will decide on the time of publication and retain the right to modify the style of a contribution; major changes will be agreed with the author(s) before production of proofs.

A separate title page should be submitted along with but not part of the main manuscript (see section 7). A declaration regarding competing interests along with details of sources of research funding, other support, and acknowledgements should be included. Contributions to the manuscript should be indicated, by initials, at the end including study design, data collection and analysis and manuscript preparation. The numbers of words used, excluding abstract and references should be specified at the beginning of the manuscript.

#### **3.2 Submitting your Manuscript**

Manuscripts should be submitted via email to the Journal Administrator: [ipdj@fons.org](mailto:ipdj@fons.org).

**3.2.1 Manuscript files accepted:** Articles should be submitted as a Microsoft Word (.doc). Minimal formatting should be used within the document to aid with the final editing process.

**3.2.2 E-mail Confirmation of Submission:** After submission you will receive an e-mail to confirm receipt of your manuscript. If you do not receive the confirmation e-mail within 3 working days, please contact the Journal Administrator.

#### **3.3 Blind Review**

All original papers and critical reviews of relevant literature submitted to the *International Practice Development Journal* will be reviewed by two experts in the field using a blind review process.

Articles that are critical reflections on practice development will also be subject to external peer review; however, only one reviewer will be involved in this review process.

Ideas and influences articles will be subject to editorial review only.

### **3.4 Review Process**

The aim of the review process is to both challenge and support authors to enhance the focus and quality of their submission. Reviewers will offer constructive feedback, in a variety of ways that will enable authors to improve on their submission. Reviewers for the critical reflection submissions will be able to offer more detailed feedback especially to novice authors.

Papers and articles will be allocated reviewers by the Academic Editor. They will be sent out for review by the Journal Administrator. Reviewers will have up to six weeks to carry out their review and return the completed review template to the Journal Administrator. The Academic Editor will make a decision on acceptance or rejection. This decision includes:

- Accepting submissions with no revisions needed
- Accepting submissions with minor revisions needed (in which case author(s) will usually have four weeks to resubmit)
- Accepting submissions with major revisions (in which case author(s) will usually have four weeks to resubmit)
- Rejecting submissions

The authors and reviewers will be informed of the Academic Editor's decision by the Journal Administrator.

### **3.5 Submission of Revised Manuscripts**

Revised manuscripts, along with a table containing reviewers comments and the actions taken, must be resubmitted within the timescales specified (usually four weeks) when notified of conditional acceptance pending satisfactory revision. For any extension of this timeline please email the Journal Administrator.

### **3.6 Commentaries**

As part of the *International Practice Development Journal's* commitment to encouraging critical dialogue, commentaries will be written for all original papers and responses will be invited from authors. Authors will be asked to recommend two potential commentators for their paper at the time of submission. Guidelines for writing commentaries are available (see <http://www.fons.org/library/author-guidelines.aspx>). In addition, a short response to the critical reflections may be invited from an international colleague. The responses will be shared with authors before publication.

## **4. MANUSCRIPT GUIDELINES**

### **4.1 Original Practice Development and Research Paper Guidelines**

Submissions should not exceed 7000 words and should be structured as: *Abstract, Keywords, Introduction, Method, Results, Discussion, Conclusion, Implications for Practice and References*. It is recognised that some submissions may need an alternative structure and headings. The Academic

Editor encourages creative approaches to the structuring of papers where this is needed. Please email the Academic Editor to discuss your proposal.

**4.1.1 Abstract:** The text should be preceded by a structured abstract not exceeding 300 words using the following headings, where possible: *Background; Aims and Objectives; Design; Methods; Results; Conclusions and Implications for Practice*. The abstract should accurately reflect the content of the paper, and should not include references or abbreviations.

**4.1.2 Implications for Practice:** The text in the Abstract should be followed by an Implications for Practice section. Please highlight between 3-5 key implications for practice including patient/client care arising from the paper and present these as bullet points. These should highlight key considerations for the reader, should he/she decide to implement/consider implementing the findings in practice. The implications highlighted should not just be repeated text from the main body of the paper. Instead, please think through the significance of the findings and their implications for practice.

**4.1.3 Keywords:** The abstract should also be followed by up to 6 keywords/phrases which accurately identify the paper's subject, purpose and focus. These are essential as they are a fundamental element of the online search engine. Keywords that appear as subject headings in Cinahl and/or the British Nursing Index should be used.

## **4.2 Critical Reviews of Literature**

Critical reviews of literature on any area of research (including philosophical and theoretical areas) relevant to practice development and related fields are invited. Submissions should not exceed 6000 words and should be structured as: *Abstract, Keywords, Introduction, Aims and Objectives, Methods, Results, Discussion and Conclusion*. A reference list must be included. Please see the section on referencing format and style for more details.

The methods for critical reviews should describe the search strategy in terms of databases, search terms and data parameters. Inclusion and exclusion criteria for papers should be clearly described and the conclusions should make the relevance to practice development clear. For philosophical and theoretical reviews, or other creative submissions an alternate structure may be needed with the aim of guiding the reader through the paper with ease.

**4.2.1 Abstract:** A structured abstract, not exceeding 300 words, should be provided under the headings: *Background*, stating what is already known about this topic; *Aims and Objectives*; *Conclusions*, stating what this review adds to the topics; *Relevance to Practice Development*.

**4.2.2 Keywords:** The abstract should also be followed by up to 6 keywords/phrases which accurately identify the paper's subject, purpose and focus. These are essential as they are a fundamental element of the online search engine. Keywords that appear as subject headings in Cinahl and/or the British Nursing Index should be used.

## **4.3 Critical Reflection on Practice Development Article Guidelines**

The aim of this section is to showcase crafted critical reflections on aspects of practice development work as well as summative or evaluative accounts of the experiences of practice developers. We believe that this section of the journal in particular, will attract practitioners and novice writers.

All articles submitted in this section are subject to external peer review in a similar way as submitted by authors for publication in the 'original papers' section of the journal. The only difference is that one reviewer will review the submission.

These papers should not exceed 2500 words. They must have a title that captures the focus or purpose of the article; state the aim of the article and include up to 6 keywords/phrases which accurately identify the article's subject and purpose. The article should contain sufficient headings and sub headings to guide readers and contain a reference list. The inclusion of photos is welcomed. Prose and poetry can be used to form the basis of a critical reflection or be included within part of the article; however, its purpose or contribution to the aims of the article must be made clear to readers.

**4.3.1 Abstract:** The text should be preceded by a structured abstract not exceeding 200 words using the following headings, where possible: *Background or Context; Aims and Objectives; Conclusions and Implications for Practice*. The abstract should accurately reflect the content of the paper, and should not include references or abbreviations. In the implications for practice please highlight up to 3 key implications for practice including patient/client care arising from the paper and present these as bullet points. The implications highlighted should not just be repeated text from the main body of the paper; instead, please think through the significance of the key messages in the paper and summarise these as implications for practice.

**4.3.3 Keywords:** The abstract should also be followed by up to 6 keywords/phrases which accurately identify the paper's subject, purpose and focus. These are essential as they are a fundamental element of the online search engine. Keywords that appear as subject headings in Cinahl and/or the British Nursing Index should be used.

#### **4.4 Ideas and Influences in Practice Development Articles**

The aim of this section is to raise awareness about the major influences in practice development. These articles should focus on a set of ideas, the work of another person, a seminal book or publication that has influenced your own work. The article should show how the ideas have impacted on you and tempt readers to explore the ideas for themselves. These submissions will be subject to editorial review.

These articles should not exceed 750 words and up to 6 key words/phrases should be included.

### **5. MANUSCRIPT FORMAT AND STYLE**

#### **5.1 Formatting**

Minimal formatting should be used within the document to aid with the final editing process. Arial font size 12 should be used with 1.5 line spacing.

#### **5.2 Language**

The language of publication is English (UK). Authors for whom English is a second language must have their manuscript professionally edited by an English-speaking person before submission to make sure the English is of high quality. All services are paid for and arranged by the author, and authors should understand that the use of one of these services does not guarantee acceptance for publication.

### 5.3 Style

Headings within the text should conform to the following convention: upper case for main headings, lower case for major sub-headings, italics for subsidiary sub-headings.

Spelling should conform with that used in *The Concise Oxford Dictionary* and abbreviations with those in *Units, Symbols and Abbreviations* (1994) published by the Royal Society of Medicine Press, 1 Wimpole Street, London W1M 8AE.

Abbreviations should be used sparingly and only if a lengthy name or expression is repeated throughout the manuscript. When used, the abbreviated name or expression should be cited in full at first usage, followed by the accepted abbreviation in parentheses.

Quotations included appropriately within the body of the text should be marked by single inverted commas. Longer or self-contained quotations should be preceded and followed by a 1.5 space; italics should then be used but no single inverted commas.

Footnotes should not be used.

Statistical methods used should be defined and, where appropriate, supported by references.

### 5.4 References

All work referred to in the article should be fully cited. The reference list should be prepared on a separate sheet and be in alphabetical order and chronological order by the first authors' names.

**5.4.1 References within the text:** These should cite the authors' names followed by the date of publication, in date order:

e.g. (Habermas, 1972; Grundy, 1982; Fay, 1987).

Where there are three or more authors, the first author's name followed by et al. will suffice, but all authors should be cited in the reference list:

e.g. (Hardy et al., 2006)

Where direct quotations are used, page numbers should be given in the text:

e.g. (McCormack et al., 2004, p. 4).

**5.4.2 Citations:** All references should be cited from primary sources. When a paper is cited, the reference list should include authors' surnames and initials, date of publication, title of paper, name of journal in full (not abbreviated), volume number (and issue number where relevant), and first and last page numbers:

e.g. Atree, M. (2001) Patients and relatives experiences of "good and not so good" quality care. *Journal of Advanced Nursing*. Vol. 33. No. 4. pp 456-466.

When a book is cited, the title should be stated, followed by the town (and country if necessary) of publication and publisher.

e.g. Scott, T., Mannion, R., Davies, H. and Marshall, M. (2003) *Healthcare Performance and Organisational Culture*. Oxford: Radcliffe Medical Press Ltd.

Where the reference relates to a chapter in an edited book, details of author and editors should be given as well as place of publication, publisher and the first and last page numbers.

e.g. Manley, K (2004) Transformational culture: a culture of effectiveness. Chp 4 in McCormack, B., Manley, K. and Garbett, R. (Eds) (2004) *Practice Development in Nursing*. Oxford: Blackwell Publishing. pp 51-82.

References stated as being 'in press' must have been accepted for publication and a letter of proof from the relevant journal must accompany the final accepted manuscript.

Where references relate to an online publication, these should follow a similar format as for printed publications but with the addition of information about the electronic source.

e.g. Liple, N. (2006) Government plans 'dignity nurses' for older patients. Retrieved from: [www.nursing-standard.co.uk/nursingmanagement/news2.asp](http://www.nursing-standard.co.uk/nursingmanagement/news2.asp) (Accessed 1st September 2009).

## 5.5 Tables, Figures and Images

Tables, Figures and Images should be prepared and submitted as a separate document(s). Their appropriate insertion points should be indicated in the text.

Approval for reproduction/modification of any material (including figures and tables) published elsewhere should be obtained from authors/copyright holders before submission of the manuscript (see 2.5). Authors are responsible for any copyright fee involved.

**5.5.1 Tables:** Tables should be created in Microsoft Word using the table function. For each Table, the following information should be provided: Table number (in sequence using Arabic numerals i.e. Table 1, 2, 3. etc.) and short title.

**5.5.2 Figures and Images:** For each Figure or Image, the following information should be provided: Figure number (in sequence using Arabic numerals i.e. Figure 1, 2, 3. etc.) and a brief caption (legend) of the information contained within the figure or image.

## 5.6 Preparation of Images for Publication

Images can only be accepted as JPEGs. The images should be of the highest possible quality to ensure that they will print well. The image resolution should be 640x480 and at least 300dpi. Images that include text should be at least 400dpi. If unsure, please copy image into a Word document, convert to a PDF and print. The image should be crisp.

Please check your electronic artwork before submitting it.

**5.6.1 Permissions:** If all or parts of previously published illustrations are used, permission must be obtained from the copyright holder concerned. It is the author's responsibility to obtain these in writing and provide copies to the Publisher, The Foundation of Nursing Studies.

## **6. AFTER ACCEPTANCE**

Upon acceptance of an article for publication, the manuscript will be forwarded to the Managing Editor who is responsible for the production of the Journal.

### **6.1 Proof Corrections**

The corresponding author will receive a proof copy of the paper or article by email. Further instructions will be sent with the proof. No hard copy proofs will be posted so an e-mail address must be available; in your absence, please arrange for a colleague to access your e-mail to retrieve the proofs.

Proofs must be returned to the Journal Administrator within the specified timescale, usually 1 week.

At this stage it will not be possible to make excessive changes and therefore we ask that you only correct typesetting errors. Other than in exceptional circumstances, all illustrations are retained by the publisher. Please note that the author is responsible for all statements made in their work, including changes made by the editor.

### **6.2 Author Material Archive Policy**

Please note that unless specifically requested, the Publisher will dispose of all hardcopy or electronic material submitted 6 months after publication. If you require the return of any material submitted, please inform the editorial office as soon as possible.

## **7. TITLE PAGE CONTENT**

A separate title page should be submitted for all manuscripts. All title pages should include the following content:

### **7.1 Title of Paper/Article**

**7.2 Type of Paper/Article** i.e. original paper or critical review of literature; critical reflection on practice development; ideas and influences on practice development article

**7.3 Author(s) Details** (these details must be complete for all authors)

- Name
- Professional Qualifications
- Job Title
- Place of Work
- Organisation
- Town/City
- Country

**7.4 Email Address of Corresponding Author**

**7.5 Submission Date**

**7.6 Word Count** (excluding abstract, references, tables and figures)

**7.7 Acknowledgements**

**7.8 Conflict of Interest Statement**

**7.9 Name and Email Contact Details for Two Potential Commentators**