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

Authors are encouraged to contact the:
- Managing Editor, Kate Sanders if further clarification about the submission process is needed: kate.sanders@fons.org
- Academic Editor, Jan Dewing for inquiry relating to prospective submissions, including the identification of writing partnerships: JDewing@qmu.ac.uk
- Journal Administrator, Debbie Warren for other inquiries once a submission is in process: ipdj@fons.org

All submitted articles should be accompanied by:
- A title page
- A cover letter
- An author checklist

Revised submissions should include:
- The revised article
- A table of revisions which identifies the revisions made against the reviewers recommendations and suggestions
- A letter to editor (if further explanations are needed)
1. GENERAL INFORMATION

The International Practice Development Journal is an online journal with the vision of being recognised internationally, as a high quality and high profile open access publication for health and social care practitioners, educators and academics working in practice development and related fields.

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 and social care workers and others, such as people using services, to engage in dialogue about the contribution practice development makes to health and social care services and academia.

In addition, we will enable first time and novice writers to publish their practice development work in a scholarly way by facilitating the formation of writing partnerships between novice and more experienced writers.

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 (ICMJE) (see: http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html). The ICMJE recommends that those designated as authors should meet all of the following four criteria for authorship:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work AND
- Drafting the work or revising it critically for important intellectual content AND
- Final approval of the version to be published AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved

In addition to being accountable for the parts of the work he or she has done, an author should:
- Be able to identify which co-authors are responsible for specific other parts of the work
- Have confidence in the integrity of the contributions of their co-authors

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 and the development of the submission

It is the collective responsibility of the authors, not the International Practice Development Journal, to determine that all people named as authors meet all four criteria.

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. Because acknowledgement may imply endorsement, authors must obtain written permission to be acknowledged from all acknowledged individuals. Additionally, written permission must be gained from anyone who is named/identified within the article (excluding authors). Please also include specifications of the source of funding for the study and any potential competing interests (see 2.4 also). Suppliers of materials should be named and their location (town, county/state, country) included. These may be removed during the peer-review process to reduce the possibility of identification.

2.1.3 Corresponding Author: A corresponding author must be identified (see Section 7). All communication from the International Practice Development Journal will be sent to the corresponding author and it is their responsibility to share this with all contributing authors.

2.2 Plagiarism

The International Practice Development Journal takes plagiarism seriously as we are concerned about protecting both the rights of authors and the reputation of the journal. Two forms of plagiarism exist:

- ‘The practice of taking someone else’s work or ideas and passing them off as one’s own’ (http://www.oxforddictionaries.com/definition/english/plagiarism)
- Duplicate publication or self-plagiarism, which is defined as: ‘a type of plagiarism in which the writer republishes a work in its entirety or reuses portions of a previously written text while authoring a new work’ (see http://www.du.ac.in/du/uploads/research/06122014ithenticate-selfplagiarism.pdf)

Plagiarism is understood to be an intentional act.

The editors, peer-reviewers or the wider editorial team may detect plagiarism at any time in the publication process – from initial editorial review, during the peer-review process, through to editing and final page proofing. Submitted articles may be checked using duplication-software either randomly or if there are highlighted concerns. Should plagiarism be identified, the COPE flowchart on plagiarism will be used to guide actions (see http://publicationethics.org/files/u2/02A_Plagiarism_Submitted.pdf).

2.3 Ethical Approval

All studies and other practice development activities, must be conducted to a high ethical standard and must adhere to local procedures for gaining appropriate approvals. All articles should therefore, include an explicit statement identifying these approval procedures in the relevant section (e.g. Methods section for research or evaluation studies), if applicable. The Academic Editor reserves the right to reject articles if there is doubt concerning the ethical standard and/or approval processes.

2.4 Competing Interests and Source of Funding

2.4.1 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.

2.4.2 Sources of Funding: Authors are required to specify the sources of funding for their research or other practice development activities when submitting an article. This information will be disclosed in the published article.
2.5 Permissions

If all or parts of previously published text, tables, figures or images 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

Authors submitting an article do so on the understanding that the work has not been been published and is not being considered for publication elsewhere.

It is a condition of publication that the authors agree to sub-license the copyright subsisting in the article under the terms of the Creative Commons Attribution-Unported 3.0 license and/or any other ‘Creative Commons’ licenses that the Publisher may in its discretion consider appropriate for disseminating the article (see [http://creativecommons.org/licenses/by/3.0/](http://creativecommons.org/licenses/by/3.0/)).

The Journal Administrator will forward a Copyright Agreement to the corresponding author. The Copyright Agreement must be signed by all authors and returned to the Foundation of Nursing Studies prior to publication.

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

2.7 Self-archiving Policy

Authors of articles published in the *International Practice Development Journal* are permitted to self-archive the preprint version of their article at any time and may self-archive the postprint version without embargo. For authors in the UK, this will assist in meeting HEFCE guideline 07/2014 in relation to open access.

Articles may be placed on:

- The author’s personal website
- The author’s company/institutional repository or archive
- Not for profit subject-based preprint servers or repositories (preprints)
- Not for profit subject-based repositories such as PubMed Central (postprints) and ResearchGate

2.7.1 Preprints

‘A preprint is a version of the article before it has been peer-reviewed for publication. The term may refer either to articles at an early stage of preparation or to articles at the last stage before submission for peer-review’ (see: [http://www.openoasis.org/index.php?option=com_content&view=article&id=552&Itemid=375](http://www.openoasis.org/index.php?option=com_content&view=article&id=552&Itemid=375))

Upon acceptance, we recommend an acknowledgement of acceptance for publication as follows:

This article has been accepted for publication in the *International Practice Development Journal*, published by the Foundation of Nursing Studies [link to final article using the DOI].
2.7.2 Postprints

Our preference is that postprints are used for self-archiving. ‘A postprint is the final version of the article that the author sees before it is published. A postprint has been peer-reviewed and the changes and revisions required by the reviewers have been incorporated’ (see http://www.openoasis.org/index.php?option=com_content&view=article&id=552&Itemid=375), but it has not yet undergone copy editing and proof correction.

The version posted should include the following notice on the first page:

This is a pre-copyedited, peer-reviewed version of the following article [full citation], which has been published in final form at [link to final article using the DOI].

3. SUBMISSION OF ARTICLES

The Editors welcome scholarly articles 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 International Practice Development Journal consists of three sections:

- Academic, double blind peer-reviewed original articles and critical reviews of relevant literature or evidence
- Scholarly peer-reviewed articles that have a critical reflection about an aspect of practice development at their centre
- Shorter articles which are subject to editorial review that identify key ideas and influences in practice development work including philosophical ideas, methodologies and methods

All submissions must consider an international readership.

3.1 Preparation of Articles

A separate title page should be submitted along with but not part of the main article (see section 7). A declaration regarding competing interests along with details of sources of research funding, other support, and acknowledgements should be included.

The numbers of words used (excluding abstract and references but including in-text references and table contents) should be specified at the beginning of the article as well as the title page. The author checklist should also be completed and submitted (see section 8).

We require person-centred language and terminology in all articles unless the language/terminology is a component of an established title, tool or process for example. If language is not person-centred, reviewers will require you to revise your terminology and thus paying attention to the crafting of your submission will reduce the amount of revision required.

The Editors retain the right to modify the style of a contribution or recommend revisions in the light of vastly different reviews; major changes will be agreed with the author(s) before production of proofs. The article will also be subject to copy and content editing which involves minor editing to enhance flow/readability.

The Editors will decide on the time of publication.
3.2 Submitting your Article

Articles should be submitted via email to the Journal Administrator: ipdj@fons.org.

3.2.1 Article Files Accepted: Articles should be submitted as a Microsoft Word (.doc). See Section 5 for further details on formatting. 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 the corresponding author will receive an e-mail to confirm receipt of your article. If you do not receive the confirmation e-mail within 3 working days, please contact the Journal Administrator: ipdj@fons.org.

3.3 Blind Review

All original articles and critical reviews of relevant literature or evidence 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, generally 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 in comparison with original articles, especially to novice authors.

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 article review template to the Journal Administrator. The Academic Editor will make a decision on acceptance or redirection. This decision could be:

- Accepting submission with no revisions needed
- Accepting submission with minor revisions needed (in which case author(s) will usually have two weeks to resubmit)
- Accepting submission with major revisions (in which case author(s) will usually have four weeks to resubmit)
- Redirecting the submission to another more relevant journal

The corresponding author and reviewers will be informed of the Academic Editor’s decision by the Journal Administrator.

3.5 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 within 14 days.
3.6 Submission of Revised Articles

Revised articles, along with a table containing reviewers comments and the actions taken, must be resubmitted within the timescales specified (usually two-four weeks) when notified of conditional acceptance pending satisfactory revision. For any extension of this timeline please email the Journal Administrator in advance. Once articles have been resubmitted, they will be returned to the reviewers so that they can consider the revisions and make a recommendation with regards to acceptance. The final decision is made by the Academic Editor.

3.7 Commentaries

As part of the International Practice Development Journal’s commitment to encouraging critical dialogue, commentaries will be written for some original articles and responses will be invited from authors. Authors will be asked to recommend two potential commentators for their article at the time of submission. As the aim of the commentary is to offer a discussion that situates articles within a wider field or fields of knowledge and also offer an indirect constructive critique of the key content or messages within the articles, the recommended commentators should not be directly associated with the work outlined in the article, or be from within the same organisation as the authors. In addition, they should ideally be able to offer an international perspective. On occasion, the International Practice Development Journal Academic Editor may invite an international colleague to write a short commentary on one of the critical reflections on practice development. The commentaries will be shared with authors before publication.

4. ARTICLE GUIDELINES

The International Practice Development Journal encourages submissions on any aspects of practice development and is pleased to receive articles from a wide range of people who approach practice development in different ways and work in different fields within health and social care. We also welcome submissions that can provide both ‘internal’ and ‘external’ critical perspectives on practice development.

4.1 Original Practice Development and Research

Submissions should be between 5000-7000 words (including in text referencing and table content) and should be structured as: Abstract; Keywords; Introduction; Aims; Method; Findings/Results; Discussion; Conclusion; Implications for Practice and References. Please see the section 5.4 on referencing format and style for more details. It is recognised that some submissions may need an alternative structure and headings. The International Practice Development Journal encourages creative approaches to the structuring of articles where this is needed. We can also accommodate visual images and embedded files as part of articles. Please email the Academic Editor to discuss your proposal or requirements.

There must be a discussion of the relevant practice development concepts, principles or processes included at the beginning of the article to situate the topic and how it contributes to advancement of practice development. Further, the discussion and implications must again locate the findings or implications within practice development knowledge and the field. Whilst broadly located within the field, the editor welcomes critique or discussion of the limitations of practice development.

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; Methods; Findings/Results; Conclusions and Implications for Practice. The abstract should accurately reflect the
content of the article, and should not include references or abbreviations. IN the Implications for Practice section, please highlight between 3-5 key implications for practice including patient/client care arising from the article and present these as bullet points. The implications highlighted should not just be repeated text from the main body of the article. Instead, please think through the significance of the findings for practice.

4.1.2 Keywords: The abstract should also be followed by 6 keywords/phrases which accurately identify the article’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 databases such as CINAHL, the British Nursing Index, ProQuest and the Directory of Open Access Journals should be used.

4.2 Critical Reviews of Literature or Evidence

Critical reviews of literature or any form of evidence on any area of research (including philosophical and theoretical areas) relevant to practice development and related fields are invited. Submissions should be between 5000-6000 words (including in text referencing and table content) and should be structured as: Abstract; Keywords; Introduction; Aims; Methods; Findings/Results; Discussion; Conclusion and References. Please see the section 5.4 on referencing format and style for more details.

There must be a discussion of the relevant practice development concepts, principles or processes included at the beginning of the article to situate the topic and how it contributes to advancement of practice development. Further, any discussion must again locate the findings or implications within practice development. Whilst broadly located within the field, the editor welcomes critique or discussion of the limitations of practice development.

The methods for critical reviews should describe the search strategy in terms of databases, search terms and data parameters. Inclusion and exclusion criteria for articles should be clearly described and the conclusions should make the relevance to practice development clear. For philosophical and theoretical reviews, review of other forms of evidence, or other creative submissions, an alternate structure may be needed with the aim of guiding the reader through the article 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; Conclusions, stating what this review adds to the topics; Relevance to Practice Development.

4.2.2 Keywords: The abstract should also be followed by 6 keywords/phrases which accurately identify the article’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 databases such as CINAHL, the British Nursing Index, ProQuest and the Directory of Open Access Journals should be used.

4.3 Critical Reflections on Practice Development

The aim of this section is to showcase a) crafted critical and creative reflections on aspects of practice development work, b) smaller practice development projects and initiatives as a whole or certain methods, processes or outcomes, as well as c) summative or evaluative accounts of the experiences of practice developers and stakeholders. We believe that this section of the journal in particular, will attract practitioners and novice writers. Articles in this section are fundamentally different from the original articles as they focus on an individual or individuals and their practice. Criticality in the
context of reflection is the process of questioning assumptions, presuppositions and meaning perspectives; it does not mean ‘disapproval’ or ‘negativity’. These articles should therefore show evidence of working with a reflective framework e.g. Mezirow (1981); Atkins and Murphy (1994); Johns (2000) or some other systematic and/or creative process that enables the deepening of understanding, new learning, and the identification of actions or implications for practice. For novice authors who would benefit from more structure, some sample templates are offered (see http://www.fons.org/resources/documents/Journal/IPDJCriticalReflectionResourcesMay2015.pdf).

These articles should not exceed 2500 words. They must have a title that captures the focus or purpose of the article; they should also contain sufficient headings and sub headings to guide readers and a reference list (see section 5.4). 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: Whilst the format of these articles may vary, the article should be preceded by a structured abstract not exceeding 200 words using the following headings, where possible: Background or Context; Aims; Conclusions and Implications for Practice. The abstract should accurately reflect the content of the article, and should not include references or abbreviations. In the implications for practice please highlight up to 3 key implications for practice arising from the article and present these as bullet points. The implications highlighted should not just be repeated text from the main body of the article; instead, please think through the significance of the key messages in the article and summarise these as implications for practice.

4.3.2 Keywords: The abstract should also be followed by 6 keywords/phrases which accurately identify the article’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 databases such as CINAHL, the British Nursing Index, ProQuest and the Directory of Open Access Journals should be used.

4.4 Ideas and Influences in Practice Development

The aim of this section is to raise awareness about the major influences in practice development. These articles should focus on a core idea, 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 central ideas for themselves. These submissions will be subject to editorial review only.

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

5. ARTICLE FORMAT AND STYLE

5.1 Formatting

Minimal formatting should be used within the document to aid with the final editing process. Calibri 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 article professionally edited by an English-speaking person before submission to make sure the English is of high quality. All services are arranged and paid for by the author, and authors should
understand that the use of one of these services does not guarantee acceptance for publication. The use of abbreviations/initialisms should be kept to a minimum.

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 article. When used, the abbreviated name or expression should be cited in full at first usage, followed by the accepted abbreviation in parentheses. ‘Practice development’ should not be abbreviated.

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. Your reference list and references within the text must comply with the following guidance. The reference list should be prepared on a separate sheet and be in alphabetical order by the first author’s name and subsequently by chronological order by the publication date when more than one publication by the same author is cited. For any sources that are available online, DOIs should be provided. If these are not available, a URL should be provided.

5.4.1 References within the Text: These should cite the authors’ names followed by the date of publication, in date order from earliest to most recent, separated by a semi-colon:

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. (Cox et al., 2009) in text and Cox, K., Titchen, A., Bers, M., Cardiff, S., Legius, M. and Munten, G. (2009) in the reference list.

Where direct quotations are used, page numbers must 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 and must be included in the reference list. The International Practice Development Journal uses a modified form of Harvard. Please follow these examples carefully as reference lists may be returned to authors for amendment.

When a journal article is cited, the reference list should include all of the authors' surnames and initials, date of publication, title of article, name of journal in full (not abbreviated), volume number, issue number, first and last page numbers and digital object identifier (DOI):


Please note: the title of the article should be lower case; the title of the journal should be italics with the main words capitalised.

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


Where the reference relates to a chapter in an edited book, details of both the author(s) and editor(s) should be given as well as the chapter title and number, book title, place of publication, publisher and the first and last page numbers:


Please note the use of italics and capitals.

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 article.

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:


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 article (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 formal acceptance of an article for publication, the article will be forwarded to the Copy Editor who is responsible for the production of the journal articles in preparation for publication.

6.1 Proof Corrections

The corresponding author will receive a proof copy of the 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 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. Please note that the author is responsible for all statements made in their work, including changes made by the editor.

7. TITLE PAGE CONTENT

A separate title page should be submitted for all articles. All title pages should include the content outlined below.

7.1 Title of Article

7.2 Type of Article: i.e. original article or critical review of literature/evidence; critical reflection on practice development; ideas and influences on practice development
7.3 **Author(s) Details:** these details must be completed for all authors. Please ensure that all authors meet the criteria for authorship outlined in section 2.1.1

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

7.4 **Name and Email Address of Corresponding Author**

7.5 **Submission Date**

7.6 **Word Count:** excluding abstract and references but including in-text references and content of tables and figures)

7.7 **Acknowledgements:** see advice in section 2.1.2 re obtaining written permission to be acknowledged from all acknowledged and/or named individuals. Sources of funding should also be included here.

7.8 **Competing Interest Statement**

7.9 **Name and Email Contact Details for Two Potential Commentators:** (original articles only) Commentators should not be directly associated with the content of the article, be current collaborators or be from within the same organisation as the authors; and ideally should be able to offer an international perspective

7.10 **Novice Writers:** As we are committed to supporting novice writers and celebrating their successes, please indicate if you are a novice writer and would be happy to be identified as such in the publication

8. **AUTHOR CHECKLIST**

See next page. Please complete and return with submission.
8. AUTHOR CHECKLIST

Please ensure that you have addressed each of the items below before you submit your article. The checklist should be completed and submitted along with the article, title page and cover letter. For clarification, please email: ipdj@fons.org.

To ‘check’ the box, double click on the box. A pop up box will appear, select ‘checked’.

☐ Title Page (Section 7) All sections of the Title Page have been completed.

☐ Covering Letter A covering letter is attached which states on behalf of all authors, that the work has not been published/is not being considered for publication elsewhere.

☐ Authorship (Section 2.1.1) All named authors have read and approved the final version of this article.

☐ Acknowledgements (Sections 2.1.2) Written permission has been gained from anyone who is acknowledged and/or is named/identified within the article and copies are included.

☐ Plagiarism and Self-plagiarism (Section 2.2) Authors have checked their work against the definitions of plagiarism.

☐ Ethical Approval (Section 2.3) Information about ethical standards and approval processes are included in the article.

☐ Permissions (Section 2.5) Written permission has been gained from copyright holders of any previously published text, tables, figures and images used in the article and copies are included.

☐ Article (Sections 3.2.1, 5.1 and 5.5) The article is supplied as a Microsoft Word (.doc) file, in 12 point Calibri font with 1.5 line spacing. Tables and figures are provided in a separate document(s). Images are provided as JPEGs and the quality has been checked.

☐ Abstract (Sections 4.1.1, 4.2.1, 4.3.1) The article includes a structured abstract using the appropriate headings.

☐ Keywords (Section 4.1.2, 4.2.2, 4.3.2) The article is supplied with six keywords that identify the subject, purpose and focus.

☐ References and citations (Section 5.4) All work referred to in the article is fully cited from primary sources. A complete reference list is included in alphabetical and chronological order by the first authors’ names in accordance with the guidance. Please note, incomplete or incorrect reference lists may be returned to you for amendment.