# AUSTRALIAN ASSOCIATION OF MATERNAL, CHILD AND FAMILY HEALTH NURSES

## Information for Journal Contributors

### Aim and Scope

The *Australian Journal of Child and Family Health Nursing* aims to reflect the work and research of Australian maternal, child and family health nurses. We will include research reports, scholarly articles, clinical practice articles and case studies, book reviews, reports of new developments and other material relating to child and family health nursing clinical, management and education practice.

The AJCFHN is published twice a year in December and June.

### Writing Guidelines - Presentation of Submissions

- Articles are commissioned on a per issue basis.
- Papers for peer review may be up to 4000 words. Longer article may be accepted by negotiation.
- Papers that do not elect to be peer reviewed may be up to 3000 words.
- Include an abstract in your submission of no more than 200 words.
- The word count includes the reference list/bibliography. It is important that contributors adhere closely to this word count.
- Case studies, book reviews and reports are by negotiation but should not exceed 1000 words
- Tables and figures to be included in the article should be on separate pages at the end of the article.
- Where illustrations and/or photographs are provided, signed permission of the subject to use the illustration/photograph should be attached.
- Include all contact details: name, professional position, phone numbers and email addresses.

### Copyright

- Papers submitted to the *Australian Journal of Child and Family Health Nursing* for publication must not have been published or be under consideration elsewhere.
- Authors must obtain written permission to reproduce borrowed materials (e.g. quotations in excess of 100 words, tables and illustrations) from the original copyright holder and should submit this permission with the paper.
- Authors must acknowledge borrowed material in the captions as follows: *'Reproduced by kind permission of (publishers) from (reference).'*
- The Journal does not take responsibility for the views expressed by authors in the paper. Authors retain responsibility for their views as expressed in their paper

### References

The *Australian Journal of Child and Family Health Nursing* use the author/date

system as adapted from:

*Style Manual for authors, editors and printers,* 6th edition; John Wiley Australia, 2002
 For information on purchasing, visit: www.publications.gov.au/styleManual.html or
www.publications.gov.au/styleManual.html  or inquire at your library.

- Authors should use standard referencing conventions. References and quotes within the text should cite the author(s)' name, date (e.g. Smith 2010) and if a direct quote, include the page number (e.g. Smith 2010, p. 26).

- The list of references appears on a separate page and in alphabetical order at the end of the paper.

**Books**
Cite the author(s)' surname and initials, date of publication, title of book (in italics), edition (edn) when this is not the first edition, place of publication (city), and name of publisher. For example:

Slee, P  2002, *Child, adolescent and family development*, 2nd edn, University Press, Cambridge.

**Journals**
Cite the author(s)' surnames and initials, date of publication, title of paper in single quotation marks, full name of the journal (in italics), volume number, issue number, and the page(s) number(s). For example:

St James-Roberts, I, Sleep, J, Morris, S, Cowen, C & Gilham, P  2001, 'Use of a behavioural programme in the first 3 months to prevent infant crying and sleeping problems',
*Journal of Paediatrics and Child Health,* vol. 37, no. 3, pp. 289-297.

**Edited Books**
Cite the author(s)' surname(s) and initial(s), date of publication, title of chapter in single quotation marks, initials andsurname(s)  of book editor(s) (ed.), title of work (in italics), edition (edn) other than first, place of publication, and name of publisher. For example:

Parker, Johnston, I & Faulkner, R 2000, 'Evidence-based nursing: Integrating research into practice, in J. Greenwood. (ed), *Nursing theory in Australia: Development and*
*application*, 2nd edn, Sydney, Prentice Hall Health

**Government or Organisational Publications**
Cite the name of agency or organisation, date of publication, title of publication, publisher and place. For example:

Child and Family Health Nurses Association (NSW) 1999, '*Competency standards for child and family health nurses'*, Child and Family Health Nurses Association (NSW), Petersham, NSW

**Further information for authors**

The journal publishes articles of interest to readers from the areas of neonatal, paediatric and child health nursing. Submitted work may take any of the following

forms:

*Descriptive paper:*

An informative description of a subject, without critique.  This could be an account of a new program, or of any topic of interest to journal readers.

*Discussion paper:*

A more critical presentation of information about a subject, from more than one viewpoint (such as, for and against) and usually ending with a recommendation or opinion based on the evidence presented.

*Literature review:*

An account that describes the current knowledge of a subject, identifies gaps or inconsistencies, and includes critical evaluation with recommendations for future research.

A systematic literature review includes an analysis and evaluation of all available research studies on a particular clinical issue, conducted in accordance with scientific principles, and may include recommendations for future research.

*Research report:*

A presentation of study results in an ordered fashion, based on common practice. Text to be in the following order:

introduction (no heading) including a literature review and statement of hypothesis;
- methods;
- ethics;
- statistics (for qualitative studies, substitute data analysis);
- results;
- discussion;
- summary/conclusion.

*Case study:*

A retelling of events as they occurred with information about related topics and a discussion of the outcome. Case studies can be presented in different ways, but must give a cohesive account of the particulars of the case.

*Exposition:*

An essay or letter to the Editor putting forward a particular viewpoint, or justification of a particular argument.

*Narrative:*

The informing and/or entertaining account of a happening in the world (e.g. conference report, story of an interesting practice experience).

## Editorial policy

New authors may elect to work with the Editor to bring their manuscript to a suitable stage ready for review.  Alternatively, they may elect to not have their manuscript peer reviewed, in which case the published article will be identified as non-peer reviewed.

Manuscripts submitted for review undergo review in two stages - double-blind peer review followed by open review by the editorial committee. All work is sub-edited to journal style.

## Preparation of manuscripts

A manuscript must have a covering letter stating that the work has not been published elsewhere and agreeing to transfer copyright to the journal. List author names in correct sequence, giving titles, qualifications and professional affiliations. Do not include author names on other pages. Where there are several authors, one is to be nominated for correspondence. Any conflict of interest must be disclosed.

If the author wishes to reproduce copyrighted work, it is the responsibility of that author to obtain written permission from the copyright holder and to submit the original copy of that permission to the editor with the work as it is to be copied.

## Preparation of manuscripts for submission

Follow word limit guidelines above.

Use 1.5 spacing with Ariel 11 font and margins 2.5 cm.

Title page to include title of manuscript, authors' names, qualifications and affiliations, corresponding author's details (including e-mail address and contact phone number), total word count and up to five key words. Include title of work on the abstract page and first page of introduction. Begin manuscript of paper on next page.

Tables and figures (maximum 6) are to be presented on separate pages, one per page. Tables are titled at the top, figures are labelled at the bottom. Tables should be clearly typed, showing columns and lines.

## Submission of manuscripts to AJCFHN

The AJCFHN, in conjunction with Cambridge Publishing, now uses the world's leading manuscript management system – ScholarOne. Submission of manuscripts for peer review will only be accepted via this online program. Reports can still be emailed to the editor.

All tables, figures and photographs, as well as the main document and title page, are to be uploaded separately. Please ensure image files are uploaded as jpegs and are a MINIMUM of 500kb and no larger than 2mb in size. The manuscript may be accompanied by a Word document with tables, figures and photographs embedded so as to show the preferred positions of these. This separate file can be uploaded at step 4 as a cover letter.

To submit manuscripts, go to http://mc04.manuscriptcentral.com/ajcfhn and log into

your Author Centre. A link to the login page and guidelines for authors can be found on the journal submissions page on the MCaFHNA website and on the AJCFHN home page on Cambridge Publishing's website (cambridgepublishing.com.au/publications/australian-journal-of-child-and-family-health-nursing.aspx).

To create an account when using the system for the first time, click on 'Register here' under 'New User?' in the middle right of the screen, or on 'Create Account' in the top right hand side of the screen. Please enter as much information as possible when creating an account.

Once in the system, the steps to submit an article are:

Step 1 – Manuscript type, title and abstract.

Step 2 – Key words – two are required, up to five allowed.

Step 3 – Add co-author and edit your details (if necessary).

Step 4 – Manuscript information and questions on funding, ethics, conflict of interest and copyright.

Step 5 – Upload files.

Step 6 – Review and submit.

The ScholarOne website has comprehensive guidelines and online tutorials to assist in using the system. Click on the orange 'Get Help Now' in the top right hand corner. A PDF of the Author User Guide can be downloaded after choosing 'Author' as your role.


**Contacting the Editor**

The Editor may be contacted at editor@aamcfhn.org.au