

Instructions to Authors

Journal of Health Visiting

Articles should be between 2000–4000 words*. The preferred means of submission is online at www.epress.ac.uk/jhv/webforms/author.php. Please follow the instructions at this website. If you have any difficulties with online submission, or in keeping to any of the guidelines below, please discuss the matter with the Editor: email jhv@markallengroup.com or phone **020 7501 6791**.

Title page

The title page should carry:

1. Title of the article
2. The full name, job title and institutional affiliation of each author
3. Name, address and contact telephone numbers of the author responsible for correspondence.

Abstract

Approximately 80–120 words about what the article will include.

Introduction

The introduction should draw the reader into the article and state its main thrust and purpose.

Headings

Please use plenty of headings and sub-headings and indicate the importance you attach to each.

Conclusions

Your conclusions should be succinct and logically ordered summaries of data you have presented. Identify gaps in present knowledge and suggest future initiatives.

Key points

Please supply 3–5 key phrases that summarise the major themes or arguments of your article.

Key words

Please supply 4–6 MeSH key words representing the most important topics discussed in your article. Use **only MeSH** standard key words from Medline. To find the MeSH term that most closely represents the topics in your article, visit http://www.nlm.nih.gov/mesh/2014/mesh_browser/MBrowser.html.

Tables and figures (illustrations, pictures, photographs)

Tables and figures assist readers' comprehension of your article. It is the author's responsibility to ensure that permission is received from the copyright holder (usually the publisher, not the author, of a published work) for the reproduction of figures and tables before submission.

Figures

1. Colour illustrations are encouraged
2. Figures should be numbered consecutively in order of their first citation in the text
3. Clearly label the file of all electronic images, e.g. Fig1.jpg, Fig2.jpg etc
4. If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce the material
5. Online submission of images is preferred. The file format preferred is JPEG (.jpg) at high-resolution (>300 dpi, or at least 1MB)
6. Photographs should not have arrows drawn on them by hand. Please indicate the position of arrows or labels on an accompanying illustration and these will be redrawn in-house
7. Where online submission is not possible, please email jhv@markallengroup.com

Tables

1. Place references and explanatory matter in footnotes, not in the heading
2. Explain in footnotes all abbreviations that are used in each table
3. If you use data from another published or unpublished source, obtain permission and acknowledge fully
4. Number tables consecutively in order, ensure that each table is cited in the text

References

Articles should be fully referenced, with citations throughout the text.

In the text

1. Use the name and year (Harvard) system for references in the text, e.g.
As Black and White (1987) have shown...
As already reported (Black and White, 1987)...
2. For three or more authors print 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
4. Direct quotes require a page number, e.g.:
'This is a direct quote' (Black et al, 1987: 14).

In the reference list

1. Arrange references alphabetically by first author's name
2. Print the names and initials of all authors for references with six or fewer authors; for seven or more authors print the first three and add 'et al'. Arrange references chronologically:
Black B (1987)...
Black B (1988)...
Black B, Green G (1965)...
Black B, White W (1963)...
Black B, White W, Green G, Brown B, Tan T (1973)...
Black B, Green G, Tan T (1974)...
Black B, Abel C, Tan T (1975)...

The last five references listed are in chronological order as they will all be cited as 'Black et al' in the text.

3. Journal articles: The sequence is: author(s), year, title, journal, volume, first and last page numbers, doi.
The layout and punctuation are:
Smith B, Abel CH (1987) Sexual hypersensitivity. *Practice Nursing* **19**(4): 40–3. doi: 10.3467777.45
4. Book:
Ellis H (1980) *Lecture Notes on Psychiatry*. 5th edn. Blackwell, Oxford
Scott H, Brown B, eds (1973) *Histocompatibility Testing*. Vol 5. Raven Press, New York
5. Chapter in a book:
Samuels B (1979) Pulmonary complications of AIDS. In: Rand A, Long B, eds. *Management of AIDS*. Butterworths, London: 387–95
6. Internet references are acceptable, provided that they are official publications or comprise reliable, evidence-based information. The sequence is the same as for journals and books. The year should be the date the document was published online (if available). Include the full web address that takes you directly to the document (or as close as possible), and state the date that you accessed it, e.g.:
Department of Health (2003) *Agenda for Change: Proposed Agreement on Modern Pay and Conditions for NHS Staff*. www.dh.gov.uk/agendaforchange/proposed_agreement.htm (accessed 20 November 2003)
7. Unpublished papers that have been submitted for publication but have not yet been accepted may not be referenced. They should be cited in the text as 'unpublished observations' (XY Smith, unpublished observations, with or without a date). Similarly, 'personal communication' should be inserted in the text in parentheses.
8. Unpublished papers that have been accepted for publication but are not yet published may be included in the reference list: Abel HL (1988) Endometriosis. *Practice Nursing* (in press)

Further reading and useful information

Authors are asked to compile a list of further reading or useful (authoritative, evidence-based) internet sites and a list of relevant useful addresses, contact numbers and resources.

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 this 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 (for original research articles).

After submission

You will receive acknowledgment that your manuscript has arrived and has been sent for peer review. Peer review will take up to 4–8 weeks. When the review process is complete the Editor will contact you again. If you are asked to make amendments, please return the revisions via email.

Copyright

Following acceptance for publication, MA Healthcare Limited will hold exclusive copyright to articles. Articles submitted to *JHV* for consideration must be the author's (or authors') own work, should not be submitted to any other journal and must not have been published or accepted by another publication.

Peer review

Clinical, professional and research manuscripts are assessed by double-blind peer review. This means the reviewers of your manuscript will not know who you are, and their comments will be anonymous when forwarded to you. Reviewers are asked to provide constructive feedback on the relevance of the content to the audience, the use of the literature and discussion of cited research, and the degree of critical analysis. Manuscripts should satisfy certain requirements to be accepted for publication. They should:

- Be evidence based and fully referenced
- Use up-to-date, relevant evidence that is interpreted fairly, appropriately and accurately
- Be relevant to the audience, i.e. discuss or investigate topics of importance to health visitors
- Be useful to the audience, i.e. present important, evidence-based information that health visitors can use in practice
- Be written in language that is accessible to health visitors at all levels of experience.

Please discuss any questions about these guidelines with the Editor, at jhv@markallengroup.com

ARTICLE TYPES

Review/practical articles

Word count: approx. 2000*

A discussion of a condition or an aspect of practice that health visitors encounter, focusing on diagnosis, treatment, referral, clinical governance or best practice. It may refresh readers' understanding or bring them up to date with new knowledge or treatments.

Research articles

Word count: approx. 3000*

A report of a primary research project concerning health visiting, or a report of a service development pilot or audit. It should include an abstract, introduction and literature review, methods, results, discussion, limitations of the study, and conclusions and suggestions for further research.

Journal of Health Visiting

Editor: Madeleine Murphy, tel.: 020 7501 6791, email: jhv@markallengroup.com

** Word counts are for guidance only. If you feel your article cannot be condensed to fit the recommended limit, please contact the Editor to discuss it.*