

GUIDELINES FOR AUTHORS

The Emergency Nurse New Zealand Journal considers for publication original research, review papers, opinion pieces, short reports, methodological/technical notes, reviews and letters.

Authors must declare that manuscripts submitted to the Journal if work has been published elsewhere and that the research reported would not be submitted for publication elsewhere until a final decision has been made as to its acceptability by the Journal.

Manuscripts submitted to the Journal must conform to the style and submission instructions (particularly concerning word and reference counts) outlined.

The refereeing process will consist of reviews by at least two independent reviewers. The reviewers will be blinded to the authorship of the manuscript. The Editor will make a final decision about the manuscript, based on consideration of the referees/comments.

In the event such work is accepted for publication by CENNZ, the author(s) transfers or otherwise convey(s) all copyright ownership to the College of Emergency Nurses NZ. Publication of any submission is evidence of the mutual understanding between CENNZ and author(s) thereby transferring all copyright ownership to CENNZ. Such conveyance includes permission to reprint the material in the event the entire journal would be reprinted or made available in an electronic media.

CATEGORY OF MANUSCRIPTS

Original research papers:

Original research papers should describe original research, be no more than 3500-4000 words long (including references but excluding title page, abstract and tables, figures and graphs). They can include up to a total of six tables, figures or graphs. References must be limited to 40.

Short reports and methodological/technical notes:

Short reports and methodological/technical notes should describe pilot study work, small scale studies, new methods, technical procedures, preliminary research findings or case reports of topical interest. Short reports and technical notes should contain no more than 1500 words (including references but excluding title page, abstract and tables, figures and graphs). They can contain up to two tables, figures or graphs. References must be limited to 15.

Opinion pieces:

Opinion pieces should be no more than 2000 words (including references but excluding abstract and title page) and generally do not contain any tables, figures or graphs. References must be limited to 20

Review articles:

Review articles should be both concise and in-depth and have no more than 2500 words (including up to 20 references but excluding title page, abstract and tables, figures and graphs).

Letters:

Letters should be no more than 500 words, with no more than 5 references and no tables or figures.

Book reviews:

Book reviews should contain no more than 500 words, and no references.

SUBMISSION OF MANUSCRIPTS

All manuscripts, correspondence and editorial material for publication should be submitted digitally in Microsoft Word.

Submissions to the editor mcomeskey@adhb.govt.nz

Every submission should include:

A covering statement: the category of article (ie, original article, review paper, opinion piece, short report, methodological/technical note, book review, letter).

When the proposed publication concerns any commercial product, either directly or indirectly, the author must include in a covering letter a statement.

(1) Indicating that he or she has no financial or other interest in the product or distributor of the product or

(2) Explaining the nature of any relation between himself or herself and the manufacturer or distributor of the product.

Other kinds of associations, such as consultancies, stock ownership, or other equity interests or patent-licensing arrangements, also must be disclosed. If, in the Editor's judgment, the information disclosed represents a potential conflict of interest, it may be made available to reviewers and may be published at the Editor's discretion; authors will be informed of the decision before publication.

Sources of outside support for research (including funding, equipment and drugs) must be named in the cover letter.

The **complete manuscript**, including title page, abstract, text, tables, acknowledgments, required disclosures (see below), references and illustrations. Financial support for the project must be acknowledged, or “no external financial support” declared. The ethical guidelines that have been followed must be stated clearly. The role of the funding organization, if any, in the collection of data, their analysis and interpretation, and in the right to approve or disapprove publication of the finished manuscript must be described in the Methods section of the text.

Written permission from the publisher (copyright holder) must be submitted in hard copy direct to the College of Emergency Nurses for the reproduction of any previously published table(s), illustration(s) or photograph(s) in both print and electronic media or from any unmasked subjects appearing in photographs.

Regulatory requirements

Research protocol: Authors must state that the protocol has been approved by the appropriate ethics committee. Name the committee.

PREPARATION OF MANUSCRIPTS

Microsoft Word is the preferred software program.

Manuscripts written in 11 point Arial or Times New Roman fonts are preferred.

Manuscripts should be typed double-spaced throughout. (

STRUCTURE OF MANUSCRIPTS.

Abstract and keywords.

Purpose, procedures, findings and principal conclusions must be covered in under 200 words and must not include references. The abstract must be suitable for use by abstracting journals without rewording. The Journal does not use a structured format for the abstract but requires that it state what was done, what was found and what was concluded. For a review article, the abstract should be a concise summary. Avoid abbreviations and acronyms. Provide up to six keywords, at least four of which should be selected from those recommended by the Index Medicus Medical Subject Headings (MeSH) browser list (<http://www.nlm.nih.gov/meshhome.html>)

Main body of the text

For original articles, text should be organized as follows:

Introduction: describing the (purpose of the study with a brief review of background);

Methods: described in detail;

Results: concisely reported in tables and figures, with brief text descriptions

Discussion: containing a clear and concise interpretation of results. Cite references, illustrations and tables in numeric order by order of mention in the text; Avoid abbreviations and acronyms. Measurements and weights should be given in standard metric units.

Conclusion: Practical implications, three to five dot (bulleted) points (but no more than three in short reports) summarizing the practical of findings to the real-world setting of sport and exercise, the aim being to provide statements that can be understood by a lay audience. Each point should be written in plain language, avoiding overly scientific terms. Dot points should not include recommendations for further research or use abbreviations. They should nor repeat results from the study but should detail practical applications that derive from the results.

Acknowledgments: This field is compulsory. Grants, financial support and technical or other assistance are acknowledged at the end of the text before the references. All financial support for the project must be acknowledged. If there has been no financial assistance with the project, this must be clearly stated.

References:

APA 6th is the preferred format (there are software programmes e.g. endnote TM available to format most types of reference)

Authors are responsible for the accuracy of references.

Conference and other abstracts should not be used as references.

Material referred to by the phrase “personal communication” or “submitted for publication” are not considered full references and should only be placed in parentheses at the appropriate place in the text (eg, (Smith 2011 personal communication)).

References to articles submitted but not yet accepted are not encouraged but, if necessary, should only be referred to in the text as “unpublished data”.

Footnotes are not acceptable.

Book references

Bolman, L. G., & Deal, T. E. (2003).

Reframing organizations artistry, choice, and leadership (3rd. ed.): San Francisco: Jossey-Bass.

Journal references

Coopey, M., Nix, M. P., & Clancy, C. M. (2006).

Translating research into evidence-based nursing practice and evaluating effectiveness.

Internet references should be as follows:

New Zealand Guideline Group. (2006).

New Zealand Guideline for the Management of Burns and Scalds in Primary Care.

Retrieved 18th August 2006 from <http://www.nzgg.org.nz/>

Tables

Keep the use of tables, figures and graphs to a minimum. Tables should be typewritten double-spaced on separate sheets (one to each page). Do not use vertical lines. Each table should be numbered (Arabic) and have a title above. Legends and explanatory notes should be placed below the table. Abbreviations used in the table follow the legend in alphabetic order. Lower case letter superscripts beginning with "a" and following in alphabetic order are used for notations of within-group and between-group statistical probabilities. Tables should be self-explanatory, and the data should not be duplicated in the text or illustrations. Tables must be submitted as part of the text file and not as illustrations.

Figure legends

Figure legends should be numbered (Arabic) and typed double-spaced in order of appearance beginning on a separate sheet. Identify (in alphabetic order) all abbreviations appearing in the illustrations at the end of each legend. All abbreviations used on a figure and in its legend should be defined in the legend. Cite the source of previously published (print or electronic) material in the legend.

Illustrations

Images or figures are submitted online as one or more separate files that may contain one or more images. Within each file containing images, use the figure number (e.g. Figure 1A) as the image filename. The system accepts image files formatted as JPEGs. PowerPoint (.ppt) files are also accepted, but you must use a separate PowerPoint image file for each PowerPoint figure.

Symbols, letters, numbers and contrasting fills must be distinct, easily distinguished and clearly legible when the illustration is reduced in size.

Black, white and widely crosshatched bars are preferable; do not use stippling, gray fill or thin lines.

Written permission from unmasked patients appearing in photographs must be obtained by the authors and must be surface mailed or faxed to the editorial office once the manuscript is submitted.

Formulae, equations and statistical notations Structural formulae, flow-diagrams and complex mathematical expressions are expensive to print and should be kept to a minimum.

Present simple formulae in the line of normal text, where possible. Use a slash (/) for simple fractions rather than a built up fraction. Do not use italics for variables.

In statistical analyses, 95% confidence intervals should be used, where appropriate. Experimental design should be concisely described and results summarized by reporting means, standard deviations (SD) or standard errors (SE) and the number of observations. Statistical tests and associated confidence intervals for differences or p-values should also be reported when comparisons are made. Only use normal text for statistical terms: do not use bold, italics or underlined text.

CONFIDENTIALITY

Every effort should be made to protect the identity of all persons cited. Changing the name is often not enough to ensure this.