

Writing Guidelines for *The Dissector*

The Editorial Committee of *The Dissector* welcomes articles, reports, book reviews, letters to the editor, exemplars, case study experiences, research papers or projects, perioperative services and quality improvement issues, reports of study days or regional news.

The following guidelines are designed to help first-time authors as well as those who have published previously.

Inquiry for Intent to Publish:

The Editorial Committee requests authors to send an inquiry email or letter before beginning to write a manuscript. Briefly describe your idea or topic and the Committee will respond with feedback that will help you to develop the manuscript in accordance with *The Dissector's* requirements.

Articles intended for publication may be sent by email to the Editor, Shona Matthews: editor@dissector.co.nz. Please attach your document as a Word attachment.

Preparing a Manuscript:

The usual length for a journal article is around 1500 words. Longer articles may be edited, or published in more than one part. Key points to remember when preparing a manuscript for a journal article are:

- obtain information on the journal publishing requirements;
- check the maximum length;
- include illustrations, photographs and diagrams;
- avoid abbreviations, long and complicated sentences;
- Include a short abstract (100-150 words) and up to six key words;
- use headings and sub-headings to separate major sections and ideas;
- check reference style – APA Style mandatory;
- have copy proof read prior to sending;
- use the "English language" spell check option on your computer;

Instructions to Authors:

Material may be submitted by e-mail. The article can be saved in Microsoft Word or Microsoft Works using plain text formats.

Illustrations, tables, graphs, diagrams and photos will enhance the text. Electronic images (high resolution only) should be saved as **separate files**.

DO NOT imbed images into a MS Word document!

Images should be numbered consecutively and cited in the text, and sent as **separate attachments** or files. Mark the position of tables, graphs etc. in the margin of the printed manuscript. Be sure to include a title for each table and a caption for each illustration. Photographic prints of clinical procedures, equipment etc. are welcomed. Indicate on sticky labels affixed to the back of the photographs where they fit in the text.

Permission to reproduce illustrations should be obtained by the author from the owner of the copyright. Photographs should be protected in the post by being enclosed in stiff card. Digital photos need to be in *.jpg format and saved @ 300 dpi resolution, minimum*.

References:

The Dissector has adopted the American Psychological Association (APA) system (2010). This is widely used in universities and many nursing journals. APA manuals are available in most libraries and the web address is: <http://www.apastyle.org>. Footnotes are not used and a full list of references is given at the end of the manuscript, in alphabetical order. The use of EndNote or other referencing tool is recommended.

Reference in the Text:

Referencing cited in text should include the author's last name and the year of publication. For example:

Brooks (1997) describes the signs of malignant hyperthermia ...

A major factor in the care of the malignant hyperthermia patient is the early detection (Brooks, 1997).

Brooks (1997) states, "The knowledge of malignant hyperthermia signs and symptoms is essential for every Perioperative Nurse" (p.70).

Reference List:

Reference lists are given on a separate page at the end of the manuscript in alphabetical order using the APA reference style. Only reference material that has been referred to in the text should be entered on the list. Background material does not need to be included. Material should be in double-spacing and the name of the author, year of publication, name of article, name of journal (in full), volume number, and part number in brackets and finally page numbers. For example:

Books:

Brooks, S.C. (1997). *Nursing in New Zealand Operating Rooms*. Wellington: Whitcoulls

Journals without DOI

Jones, A. (1992). Quality Improvement for pressure ulcers. *Evidence-Based Nursing*, 1 (4), 45–27.

Journals with DOI

Bhat, V., Tiwari, M., Chavan, P., & Kelkar, R. (2013). Analysis of laboratory sample rejections in the pre-analytical stage at an oncology centre. *Clinica Chimica Acta*, 413,1203-1206. doi:10.1016/j.cca.2012.03.024

Chapter in a book:

Fry, A.S., (1998) *Power, politics and change*. In: D.J. Dawson, & S.W. Talbott (Eds). *Political action handbook for nurses*. Menlo Park California: Addison-Wesley.

Multiple Authors:

Two authors – use both last names joined by an ampersand, (Scott & Fuller, 1997).

Three, Four or Five authors – In the body of the text, the first notation includes all names, the last two are joined by an ampersand (&). Subsequent citations use the first author's name and *et al.*, for example (Smith *et al.*, 1995). All names are stated in the reference list.

Six or more authors - In the body of the text, the first notation is *et al.* All author's names are stated in the reference list.

Submitting the Manuscript:

Please email manuscripts to the Editor (editor@dissector.co.nz) and include a covering letter specifying the article title, author's name, address and telephone number with the original manuscript and inclusions attached. Authors are asked to provide *a brief profile of themselves* (about the author), including their current position and qualifications. Inclusion of a personal photograph is entirely optional.

The Editor will acknowledge all manuscripts, but not letters nor news items of interest. The Editor's decision to publish or reject is final but they may discuss with you required changes. The Editor reserves the right to edit the article or amend the style. The article, once published, becomes the Copyright of *The Dissector*. Non-members will receive a copy of the issue of the journal in which the article appears.