



## **GUIDELINES FOR WRITING ARTICLES FOR THE RESPIRATORY NURSES SECTION NZNO NEWSLETTER *AIRWAYS***

*AIRWAYS* welcome articles on subjects relevant to Respiratory nurses. These guidelines are designed to help you write an article, which is accurate, clear, easily read and interesting. The main reason you want an article published in *AIRWAYS* is so other Respiratory Nurses will read it and, hopefully, learn something valuable from it. Therefore the subject must interest Respiratory nurses and be written in a way that will appeal to them.

The essence of good writing is simple, effective communication — a good story well told. Even the most complicated care scenario, theory of practice or research study can be presented in a straightforward, logical fashion.

This list should help you construct an article that will be read, understood and appreciated.

- Always remember who your reader is. Your readers are those interested in Respiratory nursing so what you write must be relevant and understood by them. The focus of your article must be what the nurse does, how the nurse behaves, what affects the nurse.
- If you are writing about a new technique introduced to your practice area, explain how it changes nursing practice and its advantages and disadvantages to the nurse and patient/client.
- If you are discussing a theory of nursing practice, link this to concrete examples of working nurses.
- Avoid using big words, complicated sentences and technical jargon. They don't make you smarter or your article better. Writing clearly and plainly is your goal. Widely used nursing terms are acceptable but avoid overly technical jargon.
- American writer, editor, literary critic, journalist and teacher, William Zinsser, stressing the need for simplicity in writing, states: "We are a society strangling in unnecessary words, circular constructions, pompous frills and meaningless jargon."<sup>1</sup>
- Zinsser, W. (2001) *On Writing Well. The Classic Guide to Writing Nonfiction*. (25<sup>th</sup> Anniversary Edition). New York: Harper Collins.
- These questions will help you pull together all the relevant information needed for your article: Who? What? Why? When? Where? How?
- Don't assume that your readers know the ins and outs of your particular area of practice. If you are unsure about how to express a particular idea or technique, think how you would explain it to a student nurse/midwife.
- Maximum length is 500 words, which with illustrations, fills two pages of *AIRWAYS*. Longer articles need to be discussed with the co-editors.

Our referencing style:

**Articles:**

Sampson, M. (2013) Seeking consistency when managing patients' pain. *AIRWAYS*; 19: 5, pp26-28.

Bryant, R. (2012) Nurses addressing access disparities in primary health care. *International Nursing Review*; 59: 152. doi: 10.1111/j.1466-7657.2012.01003.x

**Books:**

O'Connor, M.E. (2010) *Freed to Care Proud to Nurse: 100 years of the New Zealand Nurses Organisation*. Wellington: Steele Roberts.

**Websites:**

Ministry of Health. (2010) *Cancer Control in New Zealand*. [www.moh.govt.nz/cancercontrol](http://www.moh.govt.nz/cancercontrol). Retrieved 12/03/10.

*AIRWAYS* accept articles via [email: secretaryrn.nzno@gmail.com](mailto:secretaryrn.nzno@gmail.com) Type with double-spacing and wide margins and include your name, address, phone number, your current position and your nursing qualifications.

Photographs and illustrations are welcome. We can use both black and white and colour prints, and digital photographs sent via email, preferably JPG format at 300 dpi and at least 200 or more KBs. Cartoons and diagrams are also welcome as long as not subject to copyright.

All articles are reviewed by the *AIRWAYS*'s editorial team. Authors will be informed of the outcome of that review and the reasons why their article was accepted or rejected.

In general *AIRWAYS* does not accept articles which have been published elsewhere.