

Guidelines for Authors

Nurse Prescribing (NP)

NP welcomes submissions on all aspects of prescribing theory and practice. Articles can be emailed as Word files to roz.hill@markallengroup.com or submitted via our electronic submission system in the 'Contribute' section of the *Nurse Prescribing* website (<http://www.epress.ac.uk/np/webforms/author.php>). Articles are usually 3000-3500 words excluding references.

If there are any difficulties keeping to the specifications of the article, or if you have any queries please do not hesitate to discuss the matter with Rosalind (email: roz.hill@markallengroup.com).

Authors will receive acknowledgement that the article has been received and is being sent for peer review. The peer review process takes approximately 4–8 weeks. Reviewers will suggest any aspects of the article that needs to be modified or amended before publication.

If your article is accepted for publication, you will receive proofs for checking shortly before publication.

MA Healthcare will hold exclusive copyright to all articles published.

Title page

The title page should carry:

1. Title of the article.
2. The names of the authors (with initials or first names, whichever is preferred).
3. Institutional affiliation of each author.
4. Full details of each author's current appointment.
5. Name, address and contact telephone numbers of the author responsible for correspondence.

Introduction

The main introduction should aim to draw the reader into the article as well as stating the main thrust of the article.

Headings

1. Please use plenty of headings.
2. Indicate clearly the 'importance' or level you attach to each one.

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 phrases

Please supply 5–8 key phrases that summarise the major 'take home messages' of your article. These will appear at the end of the article.

Tables and figures

Tables and illustrated figures are a help to readers. However, it is the author's responsibility to ensure that permission is received from the copyright holder for the reproduction of figures and tables before submission.

Figures

1. Digital colour photographs are encouraged, these need to be at a resolution of at least 300 dpi at the size you wish them to be published. They may be submitted at lower resolution in the first instance.
2. If figures need to be redrawn please submit them well before your copy deadline and include any data necessary to reproduce them.
3. If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. Photographs downloaded from the internet are not at high enough resolution to be printed and cannot be used without permission from the owner of the site.
4. Figures should be numbered consecutively in order of their first citation in the text.

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 of their first citation. Ensure that each table is cited in the text.

References

In the text

1. Use the name and year (Harvard) system for references in the text:
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. The total number of references should not exceed 20.

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 less authors; for seven or more authors print the first three and add 'et al'. As all references with three or more authors and the first same author will be cited in the text as 'et al', arrange those 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)...
These references are in chronological order as they are all cited as Black et al in the text.
3. The sequence for a journal article is: author(s); year; title; journal (abbreviated as in PubMed); volume; first and last page numbers. The layout and punctuation are:
Smith B, Abel CH (1987) Sexual hypersensitivity. *Practice Nursing* **19** (2): 40–3
4. The sequence, layout and punctuation for books are:
Personal author
Ellis H (1980) *Lecture Notes on Psychiatry*. 5th edn. Blackwell, Oxford
Editor
Scott H, Brown B, eds (1973) *Histocompatibility Testing*. Vol 5. Raven Press, New York: 418–19

Chapter in book

Samuels B (1979) Pulmonary complications of AIDS. In: Rand A, Long B, eds. *Management of AIDS*. Butterworths, London: 387–95

6. Articles that have been submitted for publication but not yet accepted are not acceptable as references. 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.
7. Articles that have been accepted for publication but 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 also asked to compile a list of further reading and a list of relevant useful addresses, contact numbers and resources.

Abbreviations and units

Abbreviations should be defined at their first mention. SI units should be used.

Conflict of interest

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 that applies to you, please provide a statement at the end of the article.

Ethical approval

If the work involves the use of animal or human subjects, the author should ensure that the article contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has/ve approved them.