



## Submissions - Notes for Contributors

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Articles are subject to the process of anonymous refereeing by up to three referees. The refereeing procedure usually takes 1-2 months.

Articles (in word PC 6 or higher) should be emailed to ShOP:  
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Name(s) of the authors should appear at the top of the article. For refereeing purposes the author(s) should not be identified elsewhere within the text.

Shorter pieces will be edited and there will be no consultation with the author. All longer pieces are subject to changes by the editorial team but here the final say is with the author.

Each article should be accompanied by an abstract of 100-150 words along with a brief biography and an indication of whether or not they wish their email address to be published with the article.

Articles should not exceed 7000 words and should be typed in 12 point Arial following these guidelines: Title = Bold, 14 point. Author = bold, 12 point. Body text = regular, 12 point, single spaced. Headings (first level) = bold, 12 point. Headings (second level) = regular, italic, 12 point.

References may be indicated within the text thus: Smith (1993:12) has argued... or... It has been argued (Smith, 1993; Jones, 1996)

Hyperlinks, tables, illustrations and graphs should be included within the body of the text.

References should be listed at the end of the paper thus:

- A book by a single author: Seedhouse, D. (1997) *Health promotion: philosophy, prejudice and practice*. Chichester, John Wiley.
- A book by two authors: Burns, N. and Grove, S. K. (1997) *The practice of nursing research: conduct, critique & utilization*. 3rd edition. London, Saunders.
- A book by more than two authors: Mares, P. *et al.* (1995) *Health care in multiracial Britain*. Cambridge, Health Education Council.
- A book by a corporate author (eg a government department or other organisation): Health Visitors' Association (1992) *Principles into practice : an HVA position statement on health visiting and school nursing*. London, Health Visitors' Association.
- An edited book: Basford, L. and Slevin, O. (eds) (1995) *Theory and practice of nursing: an integrated approach to patient care*. Edinburgh, Campion.

- A chapter in a book: Weir, P. (1995) Clinical practice development role: a personal reflection. In: K. Kendrick *et al.* (eds) *Innovations in nursing practice*. London, Edward Arnold. p. 5- 22.
- An article in a journal: Allen, A. (1993) Changing theory in nursing practice. *Senior Nurse*, 13(1), 43-5.
- An article in a newspaper: White, M. (1998) £68m to cut NHS waiting lists. *Guardian*, Monday May 18 1998, p.8.
- If no author name is given then anon should be used instead: Anon (1998) Schemes to boost dental care. *Guardian*, Monday May 18 1998, p.8.
- Government publications: Department of Health (1996) *Choice and opportunity: primary care: the future*. Cm.3390. London, Stationery Office.
- An Act of Parliament: Great Britain (1990) *National Health Service and Community Care Act 1990*. Chapter 19. London, HMSO.
- Published conference proceedings with author or editor(s): Banks, S. *et al* (1998) *Networked Lifelong Learning: innovative approaches to education and training through the Internet: Proceedings of the 1998 International Conference held at the University of Sheffield*. Sheffield, University of Sheffield.
- Paper from published conference proceedings with author or editor(s): Proctor, P. (1998) The tutorial: combining asynchronous and synchronous learning. In: Banks, S. *et al.* *Networked Lifelong Learning: innovative approaches to education and training through the Internet: Proceedings of the 1998 International Conference held at the University of Sheffield*. Sheffield, University of Sheffield. p.3.1 - 3.7. If no author or editor is given on the title page the name of the conference is cited first either in italics or underlined.
- A thesis or dissertation: Stones, M. (1995) *Women, nurses, education: an oral history taking technique*. Unpublished M.Ed. dissertation, University of Sheffield.
- A secondary reference: Fiedler, F. and Chemers, M. (1974) *Leadership and effective management*. Glenview, Illinois, Scott Foresman & Co. Cited in: Douglass, L. M. (1996) *The effective nurse: leader and manager*. 5th edition. St. Louis, Missouri, Mosby.
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Notes and references should be separate, notes appearing at the end of the article following references.