

# The ScHARR e-Journal submission guidelines for authors

The following health and related research articles will be considered for publication in the ScHARR e-journal: academic research paper; abstract, research poster; opinion or reflective piece.

## Submission

All articles should be submitted to the editor, Dr Vanessa Halliday at [scharr.ejournal@sheffield.ac.uk](mailto:scharr.ejournal@sheffield.ac.uk), with **ScHARR e-journal submission and your name** in the subject title. Please also send a copy to [vanessa.halliday@sheffield.ac.uk](mailto:vanessa.halliday@sheffield.ac.uk). Articles can be submitted either as a Word, Open Office, Google doc, PowerPoint (posters) or a portable document format (PDF) file.

A **title page** should be submitted with all articles. This should include the title of the article, the full name of the author, their academic degree qualifications and a current email address. These details should also be included for any co-authors and the academic supervisor that was involved in the project. Agreement from each co-author and academic supervisor, confirming that they are happy for the article to be published, is required before publication. It is assumed that the corresponding author will be the student who is submitting.

## Copyright

Copyright law must be adhered to which means that you should not include any pictures, diagrams or photographs for which you do not have permission. For further information about copyright law please refer to the [university webpages](#). In addition, if a photograph in which a person could be identified or recognised is included in the piece, a letter of release must accompany the article giving the journal permission to publish the photograph.

## Academic paper

An academic paper can include the reporting of primary research, secondary analysis of data, modelling studies, systematic or narrative reviews. Papers should aim to be between 1,500 and 3,000 words in length (excluding abstract, references and table/figures). Text should be double spaced using Arial 11 point font with a 2.5 cm margin on all sides and minimal formatting. The following should be included:

### **Abstract**

An abstract of no more than 300 words should summarise the work reported in the paper. It should follow a structured layout: introduction, objectives, methods, results and conclusion.

Three to five **keywords** or phrases should follow the abstract reflecting the content and purpose of the article.

### **Introduction**

This should briefly introduce the topic of the research and conclude with a clear statement of the research question and study objectives.

### **Methods**

The purpose of the methods section is to describe in sufficient detail the materials, procedures and data used so that anyone wishing to replicate the work could do so. The paper should also include a paragraph stating the ethical considerations and, where appropriate, what approval was sought and granted.

### **Results**

The results section should report the findings clearly and concisely. Primary findings that relate to the study objectives should be presented, followed by relevant secondary or subgroup analyses. Tables and figures should be used to present key results.

### **Discussion and conclusion**

This section should include discussion of the results and their implications, identifying any surprising or unexpected findings when compared to the existing literature. How the work improves or adds to the current knowledge base should also be included. The limitations of the work should be discussed and how possible future research could be directed. Impact and implications for practice, where appropriate, should also be considered. The conclusion should include a clear key message.

### **Referencing**

The Harvard or Vancouver referencing system should be used for all references.

### **Tables and figures**

Up to eight tables or figures can be included. They should be inserted at the appropriate point in the text and **not** at the end of the article. Tables and figures should be numbered consecutively with a clear title and legend.

### **Appendix**

Additional relevant information and tables may be included in an appendix. Tables in the appendix should be single spaced lines, with a minimum 10 point font size.

When deciding whether to submit an academic paper to the SchARR e-journal it is important to consider how this may influence any future publications in other academic journals. Traditionally, it is a requirement that manuscripts have not been published elsewhere. Please discuss this with your academic supervisor.

### **Abstract**

A stand alone abstract of no more than 500 words may be considered for publication. This should summarise the work from a research study and should follow a structured layout: introduction, objectives, methods, results and conclusion.

### **Research poster**

The research poster may have been presented at a national or international conference, been an assessment or you may wish to develop a new poster.

Posters should be submitted as either as a Microsoft PowerPoint or PDF file. The standard SchARR poster template can be used to format the poster.

### **Opinion or reflective piece relevant to health and related research**

Opinion or reflective pieces may be written following, for example, attendance at a conference or a project placement. They should aim to be between 500 and 1,500 words in length. Text should be double spaced using Arial 11 point font with a 2.5 cm margin on all sides and minimal formatting.