



Submission guidelines

Author information: you will need to provide the following information:

Submitting Author

- Preferred title
- Name
- Role
- Workplace
- Contact author email (This is usually the submitting author)
- Twitter or Instagram handle (if applicable).
- Author role (*see Authorship guidelines*)

Co-Author(s)

- Preferred title
- Name
- Role
- Workplace
- Co-Author role (*see Authorship guidelines*)

Main body article as described in the types of article, adhering to the following house style:

- **Font and formatting:**
 - Use Arial font, size 12.
 - Use 1.5 line spacing.
 - Headings and sub-headings in bold, further sub-headings in italic.
 - If you have included boxes of writing (possibly as extras or illustrative comments), please ensure these appear as text within the article (with borders, if you wish) rather than as separate items; this is to ensure they are easily accessible for our editorial team, but also so that the text is included in the word count.
 - When using abbreviations or acronyms in the text, always show the term or the name of the organisation in full the first time it is used in the text. For example: lower segment caesarean section (LSCS); National Institute for Health and Care Excellence (NICE). Thereafter, just use the abbreviation, 'LSCS', 'NICE' etc.

- **References:**

- The chosen style for citing references is Harvard. Using this style, authors are named in the text with the publication year of their work shown in brackets after their name(s).
- All references, regardless of the format they take, (whether they are journal articles, books, book chapters etc) should be listed alphabetically at the end of your paper.
- Use authors' initials as they appear in the article/publication but do not leave spaces between them. For foreign names, refer to Medline for the correct citation style.
- Do not use commas between author names and initials in the reference list:

Duff E (2003) **not** Duff, E (2003).

- When referencing papers with different number of authors:

One author:

In the text: In a study by Duff (2003) it was concluded that...

In the reference list: Duff E (2003). Millennium development goals: where are the goalkeepers? *MIDIRS Midwifery Digest* 13(3):319-20.

Two authors:

In the text: When citing two authors, names should be linked by "&": In a study by Hey & Hurst (2003) it was concluded that...

In the reference list: Hey M, Hurst K (2003). Antenatal screening: why do women refuse? *RCM Midwives Journal* 6(5):216-20.

Three authors or more:

In the text: Show the name of the first author only, and follow this by the phrase 'et al'. Thompson et al (1997) conclude that...

In the reference list: All the authors names are included in the reference list.

- The source (book, journal) should be shown in italics.
- Journal titles should be shown in full, eg *Journal of Ultrasound in Medicine*.

- **Tables and graphs**

A maximum of three tables and/or graphs are allowed for all types of article. Each one is equivalent to 200 words so please remember this and include these into your total word count: eg, One table or graph = 250 words, one table and one graph/ two tables = 500 words, etc.

- **Images**

We welcome the addition of illustrations as they enhance articles. Please ensure that pictures, photos, diagrams, etc. are sent as VERY HIGH RESOLUTION jpegs or pdf attachments in addition to showing their placement in the article. Please clearly indicate in the text where the images are to be placed. Please ensure that the APPROPRIATE PERMISSIONS ARE OBTAINED and these are clearly stated next to the image.

- **Illustrations**

Please provide good quality photographs (high res jpegs at a size of 1MB), diagrams or illustrations to go with your article. If you want to use or adapt illustrations from another source, it is your responsibility to obtain written permission to reproduce the material and to credit it accordingly. Photographs need the permission of both the photographer and all subjects within the pictures. Please submit all photos, diagrams and other illustrations as high res jpegs or pdfs separately, clearly highlighting where in the article it should go.

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