



## Submission guidelines

### Author information

**No identifying details of the authors or their institutions should appear in the submitted paper.**

Author details should be communicated in a separate word document. You will need to provide the following information:

- **Lead Author (also corresponding author)**
  - Preferred title
  - Name
  - Role
  - Workplace
  - Contact author email(This is usually the Lead author)
  - Contact author address
  - Contact author telephone number
  - Twitter or Instagram handle (if applicable).
- **Co-Author(s)**
  - Preferred title
  - Name
  - Role
  - Workplace

### Font and formatting

- Use Arial font, size 12.
- Use 1.5 line spacing.
- Insert line and page numbers
- 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.

### Word count

Papers should be written to a maximum word count of 5000 words **excluding** references, tables and figures. Please check the word count and include total word count (Abstract + Main paper) on the Abstract. **Any paper that is submitted with an excess of 5000 words without prior discussion with the editor, will be returned.**

## References

**Primary Research** (RCTs / Cohort studies/Mixed Methodology studies) - **A maximum of 30 references is allowed.**

**Secondary Research** (Literature reviews / Systematic reviews / Modified systematic reviews) - **A maximum of 30 references is allowed for printing at the end of the manuscript.** Additional references (for example, articles reviewed but did not satisfy inclusion criteria) can be provided as a supplementary file.

- 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, e.g. *Journal of Ultrasound in Medicine*.
- A comprehensive guide to referencing can be found here

## Tables and graphs

**A maximum of three tables and/or graphs are allowed for all types of article – excluding Systematic Reviews/Meta-analyses or RCTs.** Each table should be submitted on a separate word document with a short descriptive title. All relevant statistical data should be included. Charts and graphs must be clearly labelled, and the axes on graphs made clear. If charts or graphs are to be included, original or coordinate values should also be sent. Always include a citation in the text for each figure and table.

- **For systematic reviews** we require a PRISMA Flowchart (Figure), and PRISMA Checklist (Table) and 2 further tables of outputs. If a meta-analysis is conducted we accept 2 additional Forest Plots unless prior agreement with the editor indicates otherwise. Authors are referred to the PRISMA checklist <http://prisma-statement.org/documents/PRISMA%202009%20checklist.pdf> accessed 01/10/2020
- **For experimental studies/trials of clinical effectiveness/RCTs** we require a CONSORT diagram (Figure), and CONSORT Checklist (Table) and 2 further tables of outputs. CONSORT (Consolidated Standards of Reporting Trials: <http://www.consort-statement.org/consort-2010>)

## 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. Captions should be supplied for all illustrations. All illustrations are submitted at the owner's risk. In cases where approval for reproduction or modification of material is required, the **principal author must obtain this**. While every effort will be made to return all illustrations, the publisher accepts no liability for loss or damage while in possession of the material.

## Author disputes

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