

INSTRUCTIONS TO AUTHORS

End of Life Care

End of Life Care is a quarterly peer-reviewed journal that publishes articles on all aspects of nursing practice relating to end-of-life care. It is primarily aimed at the generalist nurse in hospital, community and nursing homes settings. However, many articles will be of interest to the specialist palliative care nursing audience. It will focus on end-of-life care for both malignant as well as non-malignant disease.

The journal welcomes submissions from both experienced and first-time authors. The article should be unpublished and have not been submitted for publication elsewhere. *End of Life Care* is looking for articles in the following categories: clinical skills; clinical reviews; symptom management; research/audit; clinical practice development; professional issues and debate; nursing case assignments (we are keen to help students adapt their course work).

Submission

Please send your article electronically to the Editor, Helen Scott, at helen@healthcomm-uk.com. Documents produced in Microsoft Word are preferred.

Word length and number of references

Articles should be between 2000 and 4000 words. Although it is important that review articles are fully referenced, no more than 40 should normally be used.

Conflicts of interest statement

Please declare any conflicts of interest at the end of your article. These are any possible interests, financial or otherwise, that may embarrass the author or the journal if highlighted at a later date.

Copyright

Authors of accepted articles will be asked to sign and return a copyright form assigning copyright to the publishers and confirming that the article is the author's own original work. Where an article has many authors these authors may, if they wish, enclose a jointly signed letter with their submission confirming that they are happy for the corresponding author to sign the copyright form on their behalf.

Documents

- ▶ Documents should be double-spaced (including references) and formatted for A4 paper and all pages should be numbered.
- ▶ For purposes of confidentiality, author identification should appear only on the title page (see below).
- ▶ When you have submitted your article you will receive an acknowledgement by email stating that your article has arrived and has been sent for review.

Document lay out

Title page

This should include:

1. Title of article.
2. The names of the authors (with first names).
3. Institutional affiliation of each author.
4. Full details of each author's current appointment and work address.
5. Name and contact details (address, telephone numbers, email address) of the author responsible for correspondence. Please indicate whether you are happy for your email address to be published within the article.

Abstract

An abstract of 150 words is required that provides a brief outline of the content and main points of the article. For research articles, abstracts should be structured with the following headings: background; aims; methods; results; conclusions. Abstracts should enable the reader to understand the scope and main conclusions of the article without having to read the rest of the paper.

Short introduction

The introduction is designed to capture the reader's interest by putting the article into the context of current clinical practice, quoting key references. It should also give the reader an idea of the objectives and contents of the paper.

Headings

Please use headings where relevant within the article as this makes the text easier to read. Make clear which are the main headings and subheadings.

Recommendations for practice

Please outline the implications and recommendations for practice at the end of the article. Identify gaps in present knowledge and suggest future initiatives, but do not introduce new points.

Useful addresses/resources/web sites

If appropriate please provide details of useful organisations relevant to the topic of your article.

Key points and key words

Please supply 4 or 5 sentences that summarise the key points of the article. Be aware that many readers will look at these first to help them decide whether to read further. Also, please supply 4–5 key words that summarise adequately the major themes of your article.

Illustrations and tables

Illustrations (figures) and tables are encouraged. It is helpful if authors can provide any photographs they

think suitable for their article. In the case of line drawings, our artists can transform rough drawings into finished artwork. Please ensure that all tables and figures are cited in the text and that the necessary permission from other journals or books to reproduce them has been gained where necessary before submitting your document. All figures must be provided with captions that clearly explain what they are depicting.

Tables

- a) Type each table double-spaced on a separate sheet.
- b) Place references and explanatory matter in footnotes, not in the heading.
- c) Explain in footnotes all non-standard abbreviations that are used in each table.
- d) If you use data from another published or unpublished source, obtain permission and acknowledge source fully.
- e) Number tables consecutively in order of citation in text.
- f) Authors are responsible for checking the accuracy of statistical presentations, etc.

References

Use the Harvard system of referencing (names cited in the text). Provide full details of the original source of the material used (do not use 'cited in...'). In the reference list:

- ▶▶ References should be listed in alphabetical order.
- ▶▶ The surname and initials of each author should be given in full for six or less authors. For seven or more, the names and initials of the first three should be given, followed by et al. The sequence for a journal reference is author(s), year, title, journal title (written in full), volume and issue numbers, page range.

Layout and punctuation are:

Baker SR, Stacey MC, Jopp AG, Hoskin SE, Thompson OPJ (1991) Epidemiology of chronic venous ulcers. *British Journal of Surgery* **78**(4): 864–7

Sequence, punctuation and layout for books are as follows: Goodman LS, Gillman A (1990) *Goodman and Gillman's the Pharmacological Basis of Therapeutics*. 8th edn. McGraw Hill, New York

A chapter in a book:

Saffle JR, Schnebly WA (1994) Burn wound care. In: Richard RL, Stanley MJ, eds. *Burn Care and Rehabilitation: Principles and Practice*. Davis Co, Philadelphia: 137–9

Contact details

For further information/clarification, to discuss article ideas or to submit your paper, please email Helen Scott at helen@healthcomm-uk.com