



Instructions to Authors *British Journal of Community Nursing (BJCN)*

BJCN is the peer-reviewed professional journal for the district nursing team. At *BJCN* we welcome articles on all aspects of health care in the community. We particularly welcome articles on:

- **Research:** whether a pilot or a full-scale study, if your project has something interesting to say about nursing in people's homes, we would like to see it.
- **Innovations in practice:** if you have introduced a new service, developed local guidelines, introduced new ways of working etc, then share your experiences.
- **Reviews of the evidence for clinical practice:** why do nurses do what they do? Is it 'best practice'? If not, what should they be doing?
- **Comment or discussion about the latest developments in policy or practice:** In a period of great turmoil in primary care, how is policy being implemented in your area? How are district nurses adapting to, and taking advantage of the changes?
- The journal also welcomes **letters** commenting on previously published articles, or any subject relating to district nursing.

Whether you are an experienced writer or a novice, we aim to work with you to bring out the best in your writing. If you would like to discuss your ideas or propose an article, please [email](#) the Editor, Jonathan Dawes, or call on 020 7501 6739.

Articles should generally be about 2500–3000 words. Shorter submissions (about 1500 words) are welcome for comment/discussion pieces. Longer submissions (up to 4000 words) are acceptable when submitting original research, or with the agreement of the Editor. If in doubt, please contact the Editor. Please highlight the word count on the cover page.

While it is very important that all articles are fully referenced, the total number of references should not exceed 40.

BJCN does not accept material that has been published in an identical form elsewhere. If in doubt, please contact the Editor.

MA Healthcare Ltd will hold exclusive rights to all articles published.

ARTICLES

1. All articles should be submitted **online** at <http://www.epress.ac.uk/bjcn/webforms/author.php>
The procedure is quite clear, but there are specific requirements that should be followed as closely as possible. If you have any difficulty, [email](#) the Editor.
2. Articles should be typed double-spaced (including references), in a Word-compatible file.
3. Please ensure all pages are clearly numbered.
4. For purposes of confidentiality author identification should appear only on the title page.
5. When you have submitted your article you will receive an acknowledgement. All articles submitted for publication in *BJCN* are reviewed before publication. The review process will take approximately four to eight weeks. When the review is complete, you will receive an email regarding the suitability of your article for publication in the journal and any suggestions for amendments. A final copy of the article, including any changes recommended by the editor and/or the reviewers, should then be submitted online.
6. You will receive proofs for correction at a later date before the article is published.

ARTICLE FORMAT

Title page

1. Title of article.
2. The names of the authors (with initials or first names, whichever is preferred).
3. Job title, employer and location of each author.
4. Name and address of the author responsible for correspondence. Please provide **full** contact details (including work and home addresses, telephone numbers and email addresses).

Abstract

Include an abstract of between 100 and 150 words, giving a brief outline of the content of the article, including major findings. It should aim to be both informative and interesting.

Please also supply five key words that reflect the main points of the article. For example:
Urinary catheter, Indwelling, Infection, Prevention, Treatment

Headings

Headings and subheadings make the text easier to read and enhance clarity. Use headings to break up long passages of text, or to indicate a change in subject.

Key points

Please supply three to five key points that adequately summarize the major themes of your article. These will appear in a box at the end of the published article.

For example:

- Catheter-associated urinary tract infection (CAUTI) accounts for a large proportion of all health care-associated infections.
- It is probable that many of these infections are unavoidable, and that the most effective means of avoiding CAUTI is to restrict the use of indwelling catheters.
- Where catheters must be used, emphasis must be placed on maintaining a sterile, continuously closed drainage system, with particular attention to avoiding disconnection of part of the system.

Figures and tables

Figures (illustrations, graphs, bar charts and photographs) and tables (information listed in a boxed off row-and-column format) are popular with readers and are encouraged. Remember, your article has to compete with other articles in the journal to catch the eye of the reader. An interesting item can turn a browser into a reader. Please clearly indicate the number of the figure or table in the text of the article and also on the figure/table.

In the case of illustrations, our artists can transform rough drawings you provide into finished artwork. Graphs, bar charts etc must have all percentages/numbers clearly marked on them, as our artists also redraw these.

Photographs and slides can be supplied in hard copy or electronically. If supplied electronically, please ensure that the images are high-resolution. It is preferable that they each be sent separately (i.e. not embedded in a Word document or Powerpoint presentation).

You must have written consent to publish photographs of patients and/or their conditions. Please indicate that such consent has been obtained in your submission.

Please ensure that all tables and figures are cited in the text and that permission has been granted to use them where necessary. If they are from another publication, seek the original publisher's permission.

REFERENCES

The Harvard system must be used. Provide full details of the **original source of the material used** (do not use 'cited in...').

In the text

1. For one or two authors, give surnames plus the year of publication:
As Black (1987) and Black and White (1990) have shown...
As already reported (Black and White, 1987)...
2. For 3 or more authors, put the first author's name followed by 'et al':
e.g. As Black et al (1987) have shown...
3. When several references are cited simultaneously the order should be chronological:
e.g. Ross, 1990; James, 1997; Levi, 1998...

In the reference list

1. Arrange references alphabetically by first author's name.
Black B (1987)...
Black B (1999)...
2. Give the surnames and initials of all authors for references with *six or less* authors.
Black B, Green G (1995)...
Black B, White W (1993)...
Black B, White W, Green G, Brown B, Tan T (1993)...
Black B, Green G, Tan T (2004)...
Black B, Abel C, Tan T (1995)...

The last three references above are in chronological order as they are all cited as Black et al in the text.

For *seven or more* authors print the first three and add 'et al'—are arranged chronologically:

- Black B, White W, Green G et al (2003)...
Black B, Green G, Tan T et al (2004)...
Black B, Brown B, Tan T et al (2005)...

3. The sequence for a standard journal article is: author(s) (year) Title. *Journal title* (abbreviated as in PubMed) **volume**(issue): first page–last page. For example:

Armstrong-Esther C, Hagen B, Sandilands M, Williams R, Smith C (2005) A longitudinal study of home care clients and their informal carers. *Br J Community Nurs* **10**(6): 284–91

4. The sequence, layout and punctuation for books are:

Personal Author:

Ellis H (1980) *Lecture Notes on Psychiatry*. 5th edn. Blackwell, Oxford

Editor:

Scott H, Brown B, eds (1973) *Living with Parkinson's disease*. Vol 5. Raven Press, New York

Chapter in Book:

Samuels B (1979) Pulmonary complications of AIDS. In: Rand A, Long B, eds. *Management of AIDS*. Butterworths, London: 387–95

5. Articles that have been submitted for publication but not yet accepted are *not* acceptable as references. They should be cited in the text as 'unpublished observations'. (Smith XY, unpublished observations, with or without a date). Similarly, 'personal communication' should be inserted in the text in parentheses.

6. Articles that have been accepted for publication but not yet published may be included in the reference list: Abel HL (2002) The management of chronic asthma in the community. *Br J Community Nurs* (in press)

CONFLICT OF INTEREST

It is the journal's editorial policy to ask authors to declare any conflict of interest, including any possible interest, financial or otherwise, that may embarrass the author or the journal if revealed at a later date. If you believe that applies to you, please provide a statement at the end of the article.

ETHICAL APPROVAL

If the work involves the use of animal or human subjects, the author should ensure that the article contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has/ve approved them.