

# **The Veterinary Nurse**

## **INSTRUCTIONS TO AUTHORS**

Submission is online – please follow the instructions at <http://www.epress.ac.uk/vet/webforms/author.php>

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### **General advice**

- The Veterinary Nurse aims to present all articles in an easy-to-read informative style, so please avoid jargon.
- Think about the key messages of your article – it may help to make a list of these before you start and use them as a guide to your writing.
- Consider who will be reading your article and make sure that it is relevant, take care to outline the implications for practice.
- Organize your article in a logical manner; subheadings, figures, tables and boxes help to break up the text and add interest.
- Articles must be fully referenced, but ideally there should not be more than 40 references.

### **Advice on submitting original research**

- Decide on what your research has shown and which results your manuscript will include.
- The introduction should include relevant and up-to-date literature – by the end of the article the reader should understand why the study was undertaken and what the aims of the study were.
- The methods section will explain how the study was undertaken, and why the methods used were appropriate to answer the research question.
- The results section should clearly describe the results without discussing their meaning.
- The discussion should provide critical analysis of the relevant literature and relate this to your findings. It should also describe briefly the limitations of your study and any further research that should be undertaken.
- The conclusion will simply state what your study has shown.

## **Journal style**

Articles should be approximately 2000–2500 words. Spelling should be UK English with ‘z’ rather than ‘s’ (e.g. minimize). Numbers one to ten should be written out in full, then 11 onwards as arabic numerals.

## **Article format**

### **a) Title page**

The title page should carry:

1. Title of the article.
2. The names of the authors (with initials or first names, whichever is preferred).
3. Institutional affiliation of each author.
4. Full details of each author’s current appointment.
5. Name, address and contact telephone numbers of the author responsible for correspondence.
6. Word count.

### **b) Introduction**

The introduction should draw the reader into the article and state its main thrust and purpose.

### **c) Headings**

Please use plenty of headings and sub-headings and indicate the importance you attach to each.

### **d) Conclusions**

Your conclusions should be succinct and logically ordered summaries of data you have presented. Identify gaps in present knowledge and suggest future initiatives.

### **e) Key points**

Please supply 3–5 key phrases that summarize the major themes or arguments of your article.

### **f) Key words**

Please supply 4–6 key words representing the most important topics discussed in your article.

### **g) Tables and illustrations**

Tables and illustrations assist readers’ comprehension of your article. It is the author’s responsibility to ensure that permission is received from the copyright holder (usually the publisher, not the author, of a published work) for the reproduction of figures and tables before submission.

## **Illustrations**

1. Colour illustrations are encouraged.
2. Figures should be numbered consecutively in order of their first citation in the text.
3. Clearly label the file of all electronic images, e.g. Fig1.jpg, Fig2.jpg, etc
4. If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. (The copyright holder is usually the publisher—not the author—of a published work.)
5. Online submission of images is preferred. The file format preferred is JPEG (.jpg) at highresolution (>300 dpi, or at least 1MB).
6. Radiographs should be submitted as good quality photographs or jpeg files.

7. Photographs should not have arrows drawn on them by hand. Please indicate the position of arrows or labels on an accompanying illustration and these will be redrawn in-house.

## Tables

1. Place references and explanatory matter in footnotes, not in the heading.
2. Explain in footnotes all abbreviations that are used in each table.
3. If you use data from another published or unpublished source, obtain permission and acknowledge fully.
4. Number tables consecutively in order. Ensure that each table is cited in the text.

## References

### In the text

1. Use the name and year (Harvard) system for references in the text, e.g:  
As Black and White (1987) have shown...  
As already reported (Black and White, 1987)...
2. For three or more authors print 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.

### In the reference list

1. Arrange references alphabetically by first author's name.
2. Print the names and initials of all authors for references with six or less authors; for seven or more authors print the first three and add 'et al'. Arrange references chronologically:  
Black B (1987)...  
Black B (1988)...  
Black B, Green G (1965)...  
Black B, White W (1963)...  
Black B, White W, Green G, Brown B, Tan T (1973)...  
Black B, Green G, Tan T (1974)...  
Black B, Abel C, Tan T (1975)...  
The last five references listed are in chronological order as they will all be cited as 'Black et al' in the text.
3. *Journal articles*: The sequence is: author(s); year; title; journal; volume; first and last page numbers. The layout and punctuation are:  
Smith B, Abel CH (1987) Sexual hypersensitivity. *Practice Nursing* **19**(4): 40–3
4. *Book with personal author*:  
Ellis H (1980) *Lecture Notes on Psychiatry*. 5th edn. Blackwell, Oxford
5. *Book with editor(s)*:  
Scott H, Brown B, eds (1973) *Histocompatibility Testing*. Vol 5. Raven Press, New York: 418–19
6. *Chapter in a book*:  
Samuels B (1979) Pulmonary complications of AIDS. In: Rand A, Long B, eds. *Management of AIDS*. Butterworths, London: 387–95

7. Internet references are acceptable, provided that they are official publications or comprise reliable, evidence-based information. The sequence is the same as for journals and books. The year should be the date the document was published online (if available). Include the full web address that takes you directly to the document (or as close as possible), and state the date that you accessed it, e.g:  
Department of Health (2003) *Agenda for Change: Proposed Agreement on Modern Pay and Conditions for NHS Staff*.  
[www.doh.gov.uk/agendaforchange/proposedagreement.htm](http://www.doh.gov.uk/agendaforchange/proposedagreement.htm) (accessed 20 November 2003)
8. Unpublished papers that have been submitted for publication but have not yet been accepted may not be referenced. They should be cited in the text as ‘unpublished observations’ (XY Smith, unpublished observations, with or without a date). Similarly, ‘personal communication’ should be inserted in the text in parentheses.
9. Unpublished papers that have been accepted for publication but are not yet published may be included in the reference list:  
Abel HL (1988) Endometriosis. *Practice Nursing* (in press)

### **Conflict of interest statement**

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 this applies to you, please provide a statement to run at the end of the article.

### **After submission**

You will receive acknowledgment that your manuscript has arrived and has been sent for peer review. Peer review will take 4–8 weeks. When the review process is complete the Editor will contact you again. If you are asked to make amendments, please return the revisions via e-mail.

#### **Peer review**

Clinical, professional and research manuscripts are assessed by double-blind, peer review. This means that the reviewers of your manuscript will not know who you are, and their comments will be anonymous when forwarded to you. Reviewers are asked to provide constructive feedback on the relevance of the content to the target audience, the use of the literature and discussion of cited research, and the degree of critical analysis.

Manuscripts should satisfy certain requirements to be accepted for publication. They should:

- ❖ Be evidence based.
- ❖ Use up-to-date, relevant evidence that is interpreted fairly, appropriately and accurately.
- ❖ Be relevant to the audience, i.e. discuss or investigate topics of importance to veterinary nurses.
- ❖ Be useful to the audience, i.e. present important, evidence-based information that veterinary nurses can use in clinical practice
- ❖ Be written in language that is accessible to veterinary nurses at all levels of experience.

Please discuss any questions about these guidelines with the Editor.

## **ARTICLE TYPES**

### **Clinical**

Word limit: 2000–2500.

A discussion of a clinical condition or an aspect of clinical practice that veterinary nurses encounter, focusing on diagnosis, treatment, referral, clinical governance or best practice. It may refresh readers' understanding, bring them up to date with new knowledge or treatments, or challenge current thought.

### **How tos**

Word limit: 1500–2000.

Practical articles on how to carry out techniques used by veterinary nurses in practice.

### **Research articles**

Word limit: 2500.

A report of a primary research project concerning veterinary nursing, or a report of a service development pilot or audit. It should include an abstract, introduction and literature review, methods, results, discussion, limitations of the study, and conclusions and suggestions for further research.

### **Education/Professional development articles**

Word limit: 2000–2500.

A discussion/investigation of an issue concerning the professional development of veterinary nurses.

### **Management**

Word limit: 2000–2500.

A discussion of an issue concerning the management of veterinary nurses, including veterinary nurse–client interactions and veterinary nurse practice issues.

### **Pharmacology**

Word limit: 2000–2500.

A look at the medications used in veterinary practice with special attention paid to the mode of action.