

# Guidelines for authors

The editors and the Editorial Board of *The Journal of Stomal Therapy Australia* have specified guidelines for prospective authors to follow when compiling an article they wish to submit to the journal.

## TERMS OF SUBMISSION

*The Journal of Stomal Therapy Australia* is a quarterly publication which aims to provide educational material to the membership and any other interested bodies. Accordingly, the editor welcomes contributions which relate, clinically or professionally, to stomal therapy nursing. These can include scientific papers, case studies, reports or letters to the editor. Contributions can be four lines or four pages long. If necessary, you can phone the editor or write for advice on preparing your submission.

All submissions must not have been published elsewhere. Once it is published, the article and its illustrations become the property of the journal, unless rights are reserved before publication.

All work is sub-edited to journal style. The editors reserve the right to modify the style and length of any article submitted, so that it conforms to journal format. Major changes to an article will be referred to the author for approval prior to publication. The editor will provide assistance to first-time authors and may be contacted by email.

## Authorship

All authors must make a substantial contribution to the manuscript and will be required to indicate their contribution. Participation solely in the acquisition of funding, the collection of data or supervision of such does not justify authorship. All participating authors must be acknowledged as such; proof of authorship may be requested by the editors. The first-named author is responsible for ensuring that any other authors have seen and approved the manuscript and are fully conversant with its contents. If the author wishes to reproduce copyrighted work, it is the responsibility of that author to obtain written permission from the copyright holder and to submit the original copy of that permission to the editor with the work as it is to be copied.

*Conflict of interest:* It is the responsibility of the submitting author to disclose to the editor any significant financial interests they may have in products mentioned in their manuscript. Conflicts of interest should also be disclosed within the manuscript before the references section.

## Ethics

Investigations in human and animal subjects must conform to accepted ethical standards. Authors must certify that the research protocol was approved by a suitably constituted ethics committee of the institution within which the work was carried out and that it conforms to the Statement on Human Experimentation or the Statement on Animal Experimentation by the NHMRC.

All submissions must also comply with the International Committee of Medical Journal Editors recommendations.

## MANUSCRIPT TYPE

The journal publishes articles of interest to readers from the areas of stomal therapy nursing. Submitted work may take any of the following forms:

*Discussion:* Presentation of information from more than one viewpoint (for example, for and against) and usually ending with a recommendation or opinion, based on the evidence presented.

*Literature review:* Narrative — describes and evaluates the current knowledge of a subject, identifies gaps or inconsistencies and includes critical evaluation with recommendations for future research. Systematic — describes planned analysis and evaluation of all available research studies on a particular clinical issue, conducted in accordance with scientific principles and may include recommendations for future research.

*Research report:* Presentation of study results in an ordered fashion, based on common practice. Research reports are expected to follow the uniform requirements for manuscripts submitted to biomedical journals, as published in the *New England Journal of Medicine*, Vol. 336, No. 4, 1997.

*Case study:* Combination of recount (retelling of events as they occurred) and information report (classification and description of something). Can be presented in different ways to give a cohesive account.

*Exposition (incl letter to the editor):* Putting forward a particular viewpoint/justification of a particular argument.

*Narrative:* An informing and/or entertaining account of a happening in the world (for example, conference report).

## PREPARATION OF MANUSCRIPTS

Manuscripts are to be no more than 4000 words and include an abstract of no more than 200 words. The title page should include the title of the manuscript; author's names, qualifications and affiliations; corresponding author's details including email address; total word count and up to five keywords. Include title of work on the abstract page and first page of introduction. Include key points on what is already known on the topic and what your manuscript contributes. Define abbreviations in the summary and on first mention in the text. Avoid abbreviations unless terms are used repeatedly and abbreviating them will enhance clarity.

## Referencing guidelines

The referencing format is based on the Vancouver style, the main feature of which is the use of numbers at the point of reference so as not to interfere with the flow of words. Each number corresponds to a single reference provided in the reference list at the end and, once assigned a number, a reference retains that number throughout the text, even if cited more than once. If

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more than one work is quoted in a reference, each work must be assigned a number. That is, at any point in the text, the reference may be one<sup>1</sup> or several<sup>2-4</sup> numbers.

Following are examples of references from different sources:

- **Journal article (list all authors up to six; above six, use first author only, followed by *et al.*).**  
Jones P. Pressure ulcers: a management problem. *Nursing Times* 2002; 45(2):400–410.
- **Book**  
Green O. *Nursing Today*. Sydney: Mosby, 2002.
- **Edited book**  
Green O & Harold H (eds). *Science at Work*. Sydney: Mosby, 2002.
- **Chapter in an edited book**  
Green O. Intravenous therapy. In: Harold H (ed). *Nursing Today*. Sydney: Mosby, 2002, pp. 300–330.
- **Website**  
Data from AASTN website. Available at: [www.stomaltherapy.com](http://www.stomaltherapy.com). Accessed 15 March 2005.
- **Unpublished paper presented at a meeting**  
Green O. Stomal therapy nursing. Paper presented at the AASTN Conference Hobart, Tasmania, 16 March 2002.

## SUBMISSION OF MANUSCRIPTS

The Journal of Stomal Therapy Australia, in conjunction with Cambridge Publishing, uses the world's leading manuscript management system – ScholarOne. Submission of manuscripts for peer review will only be accepted via this online program. Reports can still be emailed to the editor.

All tables, figures and photographs, as well as the main document and title page, are to be uploaded separately. Please ensure image files are uploaded as jpegs and are a MINIMUM of 300kb and no larger than 2mb in size. The manuscript may be accompanied by a Word document with tables, figures and photographs embedded so as to show the preferred positions of these. This separate file can be uploaded at step 4 as a cover letter.

Explain in footnotes all non-standard abbreviations used in each table.

Patients or other individual subjects should not be identifiable from photos unless they have given written permission for their identity to be disclosed; this must be supplied.

To submit manuscripts, go to <http://mc04.manuscriptcentral.com/jsta> and log into your Author Centre. Links to the login page and guidelines for authors can be found on the JSTA home page on Cambridge Publishing's website ([cambridgepublishing.com.au/publications/journal-of-stomal-therapy-australia.aspx](http://cambridgepublishing.com.au/publications/journal-of-stomal-therapy-australia.aspx)). The AASTN website also has the links.

Once submitted, the manuscript is reviewed by the editor and, if acceptable, sent for peer review.

To create an account when using the system for the first time, click on 'Create an Account' Please enter as much information as possible when creating an account.

Once in the system, the steps to submit an article are:

Step 1 – Manuscript type, title and abstract.

Step 2 – Key words – two are required, up to five allowed.

Step 3 – Add co-author and edit your details (if necessary).

Step 4 – Manuscript information and questions on funding, ethics, conflict of interest and copyright.

Step 5 – Upload files.

Step 6 – Review and submit.

The ScholarOne website has comprehensive guidelines and online tutorials to assist in using the system. Click on 'Help' in the top right hand corner.

## PEER-REVIEW PROCESS

All manuscripts are initially reviewed by the Editorial Board and those deemed unsuitable (insufficient originality, serious scientific or methodological flaws, or a message that is too specialised or of limited interest to a general medical audience) are returned to the author(s), usually within four weeks. If the manuscript does not conform to the submission guidelines, the author will be asked to amend prior to peer review.

All manuscripts are reviewed by content and writing peers for relevance, construction, flow, style and grammar. All reviewers spend considerable time in reviewing the manuscripts and providing feedback to the authors. The length of time of the publication process can vary and depends on the quality of the work submitted. Several revisions may be required to bring the manuscript to a standard acceptable for publication. The Editorial team undertake the final review and often have different questions for the author/s to consider. When time permits, proofs of articles about to be published will be sent to the corresponding author for review. This requires rapid response; if such a response is not forthcoming, the article will be published irrespective of the author's reply. Providing facsimile numbers facilitates this process. The final decision about publication is made by the editor.

## PUBLICATION DEADLINES

Please note that due to the editorial review process there is no guarantee of when accepted papers will be published.