

NURSING TIMES

AUTHOR GUIDELINES

Nursing Times publishes articles usually written by practising nurses to support readers in their clinical, management, leadership and teaching roles. Articles are published in print and online, becoming part of our online archive at nursingtimes.net – the most visited nursing website outside of the United States. These guidelines:

- Offer advice on writing;
- Describe the types of articles you may write;
- Explain our submission and review process.

Before writing, look at a selection of our articles on nursingtimes.net to become familiar with our style and article types.

ARTICLE TYPES

Articles published by *Nursing Times* usually fall into one of the following categories:

- Discussion;
- Review;
- Innovation;
- Research;
- Clinical comment.

DISCUSSION

Usually commissioned, this type of article discusses aspects of nursing practice or theory, and uses the literature and expert clinical knowledge to explore professional and practice issues. It could be on a topic about which there may be different opinions and emerging issues that affect patients and/or the profession. A discussion article aims to:

- Support readers to think about and challenge their views;
- Promote discussion about, and reflection on, practice.

Example

[Professional midwifery advocates: delivering restorative clinical supervision](#)

REVIEW

A review article provides an update and overview on a nursing issue in clinical practice. It could cover a diagnosis (for example, COPD, heart failure) or a nursing intervention (for example, ECG, peritoneal dialysis, management of pain). It should discuss the literature in a clear, logical format, broken into sections, as appropriate, to guide the reader through the article. It is an opportunity to publish a literature review that aims to:

- Help nurses to provide evidence-based practice.

Example

[Essential critical care skills 3: arterial line care](#)

INNOVATION

An innovation article will report on innovative practice developments done, or led, by nurses. It aims to:

- Share useful information;
- Inspire nurses to undertake similar initiatives to improve their own services.

Example

www.nursingtimes.net/innovations

RESEARCH

A research article will report on original nursing research. It should aim to:

- Make research available in clear, plain English to nurses who are unlikely to read academic or specialist journals.

Example

[The experiences of grief in patients with end-stage kidney disease](#)

CLINICAL COMMENT

Clinical comments are more informal in style than other clinical articles in *Nursing Times* and represent a viewpoint or describe an experience – authenticity is key.

Example

[‘MASD is a significant problem and not getting the attention it deserves’](#)

Submission checklists for each article type are provided on page 6. If you wish to discuss the suitability of a proposed article, please submit it to: clinical1@emap.com

WRITING STYLE

Nursing Times aims to meet the information needs of busy nurses, most of whom work in clinical practice or managerial roles. We publish articles in clear, plain English, avoiding complex or overly academic language, and keeping jargon to a minimum.

Articles should have a logical order, and be broken up with headings, bullet points, boxes, tables and figures, as appropriate, to help readers to follow your ideas.

Writing in plain English

Plain English is not simplistic or patronising; it is clear and concise with a tone and language that is appropriate for the audience. It means readers have to do less work to understand what is written, and can focus on evaluating and appreciating its content.

The list below shows how words and phrases can often be replaced by something simpler:

Complex	Simple
Utilise	Use
With regard to	About
In order to	To
Prior to	Before
For the purposes of	For

For more information on writing plain English, go to <http://www.plainenglish.co.uk/free-guides.html>

ABBREVIATIONS

Keep abbreviations to a minimum; any used must be spelt out in full the first time they are used, followed the abbreviation in brackets. Specialist terms should also be explained.

REFERENCES/CITATIONS

References and citations should be in:

- Harvard style;
- Alphabetical order;
- Reverse chronological order (ie, from newest to oldest) – ‘no date’ (nd) references

should be listed first.

Author name and the year of publication should be cited in the text. If there are more than two authors, name the first author followed by et al.

Examples:

“xxx (Jones, 2021; Smith et al, 2020).”

“Jones (2021) stated that...”

Noting the punctuation given in the examples, format references according to the type of source (journal, book, chapter in book, website etc), as indicated below.

Journal articles

Author surname(s) and initial(s), year of publication, article title, journal title in full (Journal of Advanced Nursing, not J Adv Nurs), volume, issue (where available), page numbers/range in full.

Example:

Smith K, Jones P (2012) The challenges of multiprofessional education. *Journal of Advanced Nursing*; 42: 5, 470-478.

Books

Author surname(s) and initial(s), year of publication, full book title, publisher. There is no need to include edition or publisher location.

Example:

Macrophagus MH (2012) *Viral Warts: Their Biology and Treatment*. Oxford University Press.

Chapters in books

If the chapter author differs from the editors of the book, you must note the name of the book's editor(s) as well as the author of the particular chapter. Include the following:

Chapter author surname(s) and initial, year of publication, chapter title, book editors, book title, publisher.

Examples:

Cathala X, Cost A (2019) Anatomy and physiology. In: Moorley C (ed) *A Guide to Your First Year in Nursing*. Sage.

Clarke M (2005) The autonomic nervous system. In: Hinchliff S et al (eds) *Physiology for Nursing Practice*. Baillière Tindall.

If the chapter author is the same as the author of the whole book, include the following:

Chapter author surname(s) and initial, year, chapter title, book title, publisher.

Example:

Jones CF (2019) Symptoms. In: *Managing Diabetes*. Elsevier.

Documents/reports

Noting punctuation, set as: organisation name/author(s) surname(s) and initial(s), year of publication, full document title, publisher (abbreviated if appropriate).

Example:

National Institute for Health and Care Excellence (2018) *Urinary Tract Infection (Catheter-associated): Antimicrobial Prescribing*. NICE.

Websites

Please include the:

- Date you accessed the source;
- Day/month of publication, or 'n/d'.

Example:

Cancer Research UK (nd) *Screening for cancer*. cancerresearchuk.org (accessed 9 December 2021).

Howarth G (2022) London nurse wins case for unfair dismissal over religious necklace. *nursingtimes.net*, 10 January (accessed 11 January 2022).

With the exception of seminal works, references should only cite work published in the last 10 years. Please ensure all books cited are the most up-to-date edition that hold the stated information/data.

DATA

Graphs and tables

Graphs and tables can be used to clarify information. Graphs/charts should be supplied separately as Excel files and must not be embedded in the Word document. Please include the raw data for graphs and charts so they can be accurately reproduced.

Figures, illustrations and photographs

Images must:

- Be supplied as a high-resolution files in JPEG format;
- Be more than 1MB file size for head and shoulder shots; at least 3MB for images appearing in the article;
- Include your name in the filename;
- Not be embedded in a Word document;
- Be provided with a source, copyright credit, and notification that permission has been granted by the copyright holder for images to be reproduced.

SUBMITTING YOUR WORK

Articles should be emailed to clinical1@emap.com stating 'Clinical article' in the subject line. You must not submit your article to other publications while it is under consideration by *Nursing Times*.

Submission checklists for each article type are provided on page 6.

DECLARATION OF ORIGINALITY

You need to confirm that by submitting to *Nursing Times*, your submission is your own work and any additional sources of information have been correctly cited.

CONFLICT OF INTEREST

If you have a financial or personal interest in products, technology or methodology mentioned in your article (for example, if research was funded by a commercial company), please make this clear on your manuscript.

FORMAT

Articles should be:

- Word-processed;
- Not use reference management functions, coloured text or special formatting;
- In plain English (see page 1);

- Use British spelling.

On the title page, state the full name, job titles and places of work of all authors in the order you would like them to be published, with full contact details for the lead author and, if appropriate, a second author.

THE REVIEW PROCESS

If the subject matter and article level seem appropriate for *Nursing Times*, the article will be sent for double-blind peer review. Reviewers report on articles from a range of perspectives, including whether they fit with *Nursing Times*' formats, accuracy, relevance and level. They are also asked to make suggestions on how the articles could be developed.

You should receive a decision within eight weeks of submitting your article. We may accept it as is, but it is more likely that we will ask you to undertake developments on the basis of the reviewer's report. Some articles sent for review are rejected.

We cannot give a publication date when your article is accepted, but will usually contact you shortly before publication with editing queries, and can let you know at this stage. You will be sent a copy of the issue in which your article is published.

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ARTICLE SUBMISSION CHECKLISTS

ALL ARTICLES

- Declaration of originality has been completed
- Additional sources of information have been correctly cited
- Conflict(s) of interest has/have been declared
- Article is word-processed and reference management functions, coloured text or special formatting have not been used
- The title page includes the full name, job titles and places of work for all authors, in the order you would like them to be published
- Full contact details have been included for the lead author and, if appropriate, a second author
- Additional data has been supplied in correct format (Excel, JPEG, etc) and with raw data as necessary
- Copyright credit has been included for all images used
- Permission has been granted for images to be reproduced

DISCUSSION ARTICLES

Word count

Including the abstract and a maximum of 35 references, these articles can be *either*:

- 2,600 words, *or*
- 3,500 words.

Include the following:

- Different opinions and emerging issues affecting patients and/or the profession
- Three or four keywords
- A 50-100-word abstract
- Five key points, highlighting the main issues nurses should consider in their own practice – these can be specific to the type of initiative described or may be applicable more generally
- Illustrative material: one or two graphs, tables or boxes picking out key information or results, or suggestions for illustrations or photographs

REVIEW ARTICLES

Word count

Including the abstract and a maximum of 35 references, these articles can be:

- 2,600 words, *or*
- 3,500 words.

If you have concerns about the word count or number of references, please contact the clinical team at: clinical1@emap.com

Include the following:

- Key issues relevant to the subject
- Evaluation of the strengths and weaknesses of relevant literature
- Gaps in the literature or problems to be solved
- Drawing together of the main themes and arguments
- Explanation of the relevance of the literature and its implications for nursing practice
- Three or four keywords
- A 50-100-word abstract

- Five key points, highlighting the main issues nurses should consider in their own practice – these can be specific to the type of initiative described or may be applicable more generally
- Illustrative material: one or two graphs, tables or boxes picking out key information or results, or suggestions for illustrations or photographs

INNOVATION ARTICLES

Word count

Including the abstract and references, an innovation article should be:

- 1,600 words, *or*
- 2,600 words.

Include the following:

- Explanation of why and how the initiative was done, citing any evidence used to support the work and/or national policies or guidance used to inform the piece
- The results of any audits or evaluations demonstrating outcomes of the initiative
- Any problems encountered, from which others could learn
- Three or four keywords
- A 50-100-word abstract
- Five key points, highlighting the main issues nurses should consider in their own practice – these can be specific to the type of initiative described or may be applicable more generally
- Illustrative material: one or two graphs, tables or boxes picking out key information or results, or suggestions for illustrations or photographs

RESEARCH ARTICLES

Word count

Including the abstract and a maximum of 35 references, a research article should be:

- 3,500 words.

Include the following:

- These headings:
 - Background
 - Literature review
 - Aims
 - Method
 - Results
 - Discussion
 - Conclusion
- A 100-150-word abstract
- Five key points, highlighting the main issues arising from the study that can inform nursing practice
- Up to four boxes, figures or tables
- Up to four keywords or search terms

CLINICAL COMMENT ARTICLES

Word count

Including a maximum of five references, a clinical comment article should be:

- 750 words approx.

The piece must be free flowing, without sections or headings.