



## NEW ZEALAND COLLEGE OF MIDWIVES (INC) JOURNAL

### Guidelines for Contributors to the New Zealand College of Midwives Journal

The NZCOM Journal is published in April and October each year. It focuses on midwifery issues and has a readership of midwives and other people involved in pregnancy and childbearing, both in New Zealand and overseas. The Journal welcomes original articles, which have not previously been published in any form. In general, articles should be between 500-4000 words.

#### Format

Articles should be typed on one side of white A4 paper with double spacing and a left margin of 3 cm. Authors should use section headings and label any diagrams or tables which are included. Diagrams, tables or photographs should be supplied as computer generated items. The word count for the article should be stated. Articles should be supplied as an electronic copy in a WORD document or RTF file. All articles should have an abstract of 100 words maximum.

In addition, authors are requested to provide the following details on a separate sheet, which is **not** sent to the reviewers. Name, occupation (current area of practice/expertise), qualifications, address for correspondence during the review process including day time phone number, contact details such as email address which can be published if the journal accepts the article. Where the article is co-authored, these details should be provided for all authors. ALL authors of the article should state in an accompanying letter that they wish to submit it for publication.

#### Submission

Articles should be submitted electronically via email to [joan.skinner@vuw.ac.nz](mailto:joan.skinner@vuw.ac.nz)

#### Content

Any article, which reports a piece of research, needs to note the processes undertaken for ethical approval.

#### References

Authors are responsible for providing accurate and complete references. The Journal uses the American Psychological Association (APA) format. Some details of this format are available on the APA website at [www.apastyle.org](http://www.apastyle.org). The 5<sup>th</sup> edition of the *APA Publication Manual* was published in 2001. In the text, authors' names are followed by the date of publication such as "Bain (1999) noted ....." or "this was an issue in Irish midwifery practice (Mary, 2000)". Where there are three or more authors, all the names should appear in the first citation such as "(Stoddart, Mews, Neill and Finn, 2001)" and then the abbreviation "(Stoddart et al., 2000)" can be used. Where there are more than 6 authors then "et al." can be used throughout.

The reference list at the end of the article should contain a complete alphabetical list of all citations in the article. It is the responsibility of the author to ensure that the reference list is complete. A comprehensive range of examples are provided on the APA website. Two examples are included here.

#### Journal article

Pairman, S. (1999). Partnership revisited: Towards a midwifery theory. *New Zealand College of Midwives Journal*, 21 (4), 6-12.

#### Book

Page, L. (Ed.). (2000). *The new midwifery*. London: Churchill Livingstone.



## Copyright

It is the responsibility of authors to ensure that any necessary permission is sought for copyright material. This relates to articles, which include substantial quotations, diagrams, artwork and other items, which are owned by other authors. Further details and examples are included in the *APA Publication Manual*. Written evidence of copyright permission must be sent to the journal if the article is accepted for publication. Please contact the Editor if you wish to have clarification of copyright material.

## Review process

All articles are sent out for external review by two reviewers who have expertise relevant to the article content. In addition, the Editor acts as a reviewer and collates feedback from the two external reviewers.

## Other items for publication

Items other than articles are welcomed for publication. These include:

- Exemplars/ stories of practice
- Book reviews
- Abstracts of Masters or doctoral theses
- Letters to the editor.

The expectation regarding publication of any of these items is that they preserve confidentiality where necessary (e.g. in exemplars) and seek any necessary copyright permission of quoted materials (see earlier section on copyright). Items other than articles are not generally sent out for a review. Instead the Editor reserves the right to make a final decision regarding inclusion in a Journal issue. Such decisions take into account the length of the Journal and the nature of other articles.

## Acceptance

On acceptance of an article or other item for publication authors will be requested to submit the material with any necessary amendments by a specified date as either a Word document or a RTF file for a PC. Articles, which are accepted and published, become the copyright of the Journal. This includes placing articles as part of an on-line publication of the Journal. As part of the electronic process of printing the Journal, the Editor reserves the right to modify any article, which is accepted with regard to formatting and layout.

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## Reference

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: American Psychological Association.

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