



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 research, literature reviews, exemplars/practice stories, audits and research methodology articles. It is important that articles have not previously been published in any form. In general, articles should be between 500-4000 words.

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 section on copyright). All articles are subject to double blind peer review and the Editors reserve 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.

Format

Articles should be typed on one side of white A4 paper with double line spacing and a left margin of 3 cm. Authors should use the following section headings: Abstract, Key words, followed by the introduction and further subheadings to structure the article. Label any diagrams or tables which are included and indicate where in they should be in the text. 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 file copy in a WORD document or RTF file.

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, email address for correspondence during the review process and day time phone number. Indicate which contact details (corresponding author email address) 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 Lesley Dixon Journal Secretariat at practice@nzcom.org.nz. The content box of the email should read NZCOM Journal paper submission. On receipt of your paper the secretariat will email a response to confirm receipt of your paper, if you do not receive a response within 5 days please phone 03 377 2732 to discuss submission.

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. The 6th edition of the *APA Publication Manual* was published in 2010.

Last updated August 2011

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)*". When there are two authors both names should be cited each time, when there are three to five authors, all names are cited initially and subsequently referenced in text as first author et al. 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 the first author and "*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.

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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/sub-editor acts as a reviewer and collates feedback from the two external reviewers.

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.

Reference

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.