

## **CONTRIBUTOR GUIDELINES:**

### **Te Kāreti o Nga Kaiwhakawhanau Ki Aotearoa**

### **New Zealand College of Midwives Journal**

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*(Document updated May 2022)*

## INTRODUCTION

### Scope of the Journal

Te Kāreti o nga Kaiwhakawhanau ki Aotearoa | the New Zealand College of Midwives Journal (the Journal) is a high-quality, peer-reviewed, open access journal published annually. Through article-based publishing, accepted papers are circulated to all members of the College and published online at <https://www.midwife.org.nz/midwives/publications/college-journal/>.

Papers are indexed to Cinahl, Scopus and ProQuest, and are also searchable via digital object identifier (DOI) numbers.

Interest in midwifery-led care is growing globally and the Journal is aimed at both a national and an international audience. It presents research relevant to the continuity of midwifery care framework in Aotearoa New Zealand within a bicultural Te Tiriti honouring context.<sup>1</sup>

Readership includes midwives, student midwives, midwifery managers and educators, allied health professionals and consumers with an interest in pregnancy and childbearing. The Journal informs policy and practice and contributes to the education of midwives.

### Aims of the Journal

The Aims of the Journal are:

- to promote health as it relates to childbearing wāhine/women/people and their whānau/families
- to promote the view of childbirth as a normal life event for the majority of wāhine, and the midwifery professional's role in effecting this
- to provoke discussion of midwifery issues
- to support the development of Aotearoa New Zealand midwifery scholarship
- to support the development and dissemination of Aotearoa New Zealand and international research into midwifery and maternal and child health
- to provide evidence to support midwifery practice

### Publication ethics

The Journal bases its [Publication Ethics and Malpractice Statement](#) and its guidelines for authors, reviewers and editors on the [International Committee of Medical Journal Editors \(ICMJE\) recommendations](#) and the [Committee on Publication Ethics \(COPE\) core practices](#).

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<sup>1</sup> Te Tiriti o Waitangi (The Treaty of Waitangi) is an agreement which was signed by representatives of the British crown and Māori in 1840. Te Tiriti o Waitangi aimed to protect the rights of Māori to keep their lands, forests and fisheries, and to give the Crown the right to govern and establish laws and to develop British settlement. <https://www.waitangitribunal.govt.nz/treaty-of-waitangi/>

## **Article-based publishing**

The editors build the “issue in progress” throughout the year, as manuscripts are accepted for publication. Each issue covers a calendar year and is available online in full once it has been completed. The advantages of article-based publishing are:

- Papers are processed more quickly.
- Papers can be disseminated electronically, making them readily available as soon as they are accepted.
- There is an improved ability to cite immediately without the need to wait until an issue is complete and printed.
- There is improved global availability, as each paper is provided with a DOI and uploaded with open access to the [Journal's web pages](#) after first circulation to College members.

Once papers are online, they are uploaded to, and searchable through, the [Aotearoa New Zealand Midwifery Research Database](#).

## **SUBMISSIONS**

The Journal welcomes original research, literature reviews, case studies, audits and research methodology manuscripts that fit with the [Aims of the Journal](#).

By submitting a manuscript to the Journal, authors imply that the work is original, has not been published previously in any form and is not under consideration for publication elsewhere.

## **ETHICAL CONSIDERATIONS**

All manuscripts that report research should ensure that the research has been carried out in accordance with the [Helsinki Declaration](#) as revised in 2013. Aotearoa New Zealand based research should follow the [National Ethics Advisory Committee \(NEAC\) guidelines](#) for intervention and observational research, audits and related activities.

Authors need to familiarise themselves with, and adhere to, the ethical considerations outlined in the Journal's [Publication Ethics and Malpractice Statement](#).

## **MANUSCRIPT FORMAT**

Manuscripts should be submitted electronically as a Word document or RTF file, with double line spacing, a left-hand margin of 3cm and a size 12 font.

### ***Style***

The Journal style is based on the 7th Edition of the American Psychological Association (APA) style.

### ***Authorship***

When the manuscript is co-authored, details for all authors are to be provided. The corresponding author is responsible for ensuring that all authors have agreed to submit the manuscript for publication.

It is expected that each person named as an author for a manuscript has made substantial contributions to all of the following:

- The conception and design of the study, or acquisition of data, or analysis and interpretation of data
- Drafting the manuscript or revising it critically for important intellectual content
- Final approval of the version to be submitted

### ***Acknowledgements***

Those who only meet some of the authorship criteria, or who provided assistance such as collecting data, transcribing interviews or providing technical or writing support, should be acknowledged in the manuscript.

### **Language**

The Journal uses Aotearoa New Zealand or United Kingdom English, rather than United States spelling.

### **Word count**

Authors are asked to keep to the preferred word count:

- Preferred word count of abstract: 300-350 words
- Preferred word count of manuscript: 4-5,000 words (manuscripts of more than 5,000 words may be accepted at the editors' discretion)

### **Section headings**

Authors should use the following section headings:

- Abstract:
  - Background
  - Aim/s
  - Method/s
  - Findings
  - Conclusion
- Keywords:
  - Preferred number 3-5
- Body of article (depending on type of article):
  - Introduction
  - Aim/s
  - Method/s
  - Findings
  - Discussion
  - Conclusion

### **Figures and tables**

- Authors need to indicate in the manuscript where tables, figures and diagrams would ideally be positioned, although final placement depends entirely upon space when laying it out for publication.
- Diagrams and figures need to be supplied separately in a high-quality image file (preferably as a tif or pdf), as they do not reproduce in high enough quality when embedded in a Word document.
- Data included in graphs and tables should also be sent in a separate Excel document, so they can be regenerated, if necessary, for printing.

### **Bullet points and footnotes**

The Journal style is to avoid bullet points and footnotes in articles (apart from footnotes attached to tables).

### **Inclusive language**

Authors should use culturally sensitive language that conveys respect and acknowledges diversity. The Journal style is to use inclusive language and to support humanising terms (for example, *give birth* rather than *deliver*; *people with diabetes*, rather than *diabetic people*).

### ***Te Reo Māori***

Te Reo Māori is the language of the indigenous people of Aotearoa New Zealand and is an officially recognised language in Aotearoa New Zealand. When using Te Reo words or phrases, at first mention please include a brief 2-3 word in-text definition in brackets. Alternatively, consider listing them in a separate table if there is a reasonable number used throughout the manuscript or the explanations are more complex.

### ***Copyright material***

It is the responsibility of authors to ensure that any necessary permission is sought for copyright material. This relates to substantial quotations, diagrams, artwork, photographs and other items that are owned by others.

Written evidence of copyright permission must be produced if the manuscript is accepted for publication. Please contact one of the co-editors if you need to clarify what might constitute copyright material.

### ***Plagiarism***

The Journal has zero tolerance to plagiarism, including self-plagiarism, and requires authors to ensure that it does not occur.

### ***References***

Preferred number of references: 30-40

Authors are responsible for providing accurate and complete references. Please check citations and references carefully, especially when additions or deletions have been made to the text during the editorial process.

### ***Key points***

Authors need to supply three key points in a bulleted list, outlining the important points about their paper (up to 20 words each). These will be published as part of the paper, and also shared via College communication platforms.

## **AUTHOR COVER SHEET**

An Author Cover Sheet needs to be completed with details of all authors of a submitted manuscript, outlining their credentials, place of work and other affiliations. Completion of the cover sheet is the responsibility of the corresponding author, whose email address will be published with the paper. (A copy of the cover sheet is in Appendix 1 and is also [available online](#).)

In addition, the corresponding author is responsible for ensuring that all authors have agreed to submit the manuscript for publication.

The Journal is committed to publishing papers of quality and integrity. Therefore, the corresponding author, on behalf of all authors of the paper, is required to complete the Declaration of Interests statement in the cover sheet. The declaration must state if there are any commercial, personal or organisational interests that could influence, or could be perceived as influencing, the production of their research or their submission to the Journal.

These include, but are not limited to:

- payments, honoraria or travel costs in respect of the research
- financial interests in any product the research might promote
- reimbursement by commercial entities to an author's employer for the author's time and expertise
- membership of an organisation or a professional or advisory group

If authors declare any interests, these are provided anonymously to reviewers.

Either a summary of declared interests, or a statement saying there is no conflict of interest, is published with the paper.

## **SUBMITTING A MANUSCRIPT**

Please email manuscripts to co-editor Lesley Dixon, at [practice@nzcom.org.nz](mailto:practice@nzcom.org.nz), with the subject as *NZCOM Journal manuscript submission*. Submissions need to include the following attachments:

- Manuscript with title
- A completed Author Cover Sheet
- Separate hi-resolution image files of any figures and diagrams
- A separate Excel document of data for tables, figures and diagrams

The receipt of each submission will be confirmed but if you need to discuss your submission, please contact the co-editor by email, or phone 03 377 2732.

## **REVIEW PROCESS**

All manuscripts are assessed by an editor and, if deemed suitable, are sent for double-blind peer review by two external reviewers who have expertise relevant to the content. Reviewers who are invited to review a manuscript are required to declare any interests that might conflict, or might be perceived to be in conflict, with their ability to carry out an impartial/objective review of that manuscript.

The reviewers carefully and objectively critique the manuscript in a formalised manner, stating strengths and weaknesses and indicating improvements they consider necessary to support the quality of the manuscript. They provide a written report to the editor appointed to the manuscript, identifying its suitability for publication in the Journal.

The editor then collates feedback from reviewers and communicates with the corresponding author regarding the acceptability of publication:

- Acceptable, taking into account recommended suggestions
- Not acceptable in its present form and would need to be re-submitted and reviewed again after extensive revision
- Not suitable for publication in the Journal

If acceptable, the role of the editor is to work with the author to improve the overall academic standard of the manuscript, through a process of critique, feedback and revision. Our goal is to encourage authors with this editorial process.

Once accepted in principle, manuscripts go through a process of proofreading and in-house checks and are returned to the author for final confirmation and permission to publish. Authors are kept informed as their manuscript progresses through this process.

Flowcharts outlining the full editorial process from submission to publication are on the [Journal web pages](#) and also in Appendices 2 and 3.

## ACCEPTANCE AND PUBLICATION

The editors reserve the right to modify any accepted manuscript with regard to syntax, format and layout. Papers that are accepted and published become the copyright of the Journal.

The following table outlines the subsequent rights of authors.

<p><b>Te Kāreti o nga Kaiwhakawhanau ki Aotearoa</b>  <b>New Zealand College of Midwives Journal</b>  <b>Copyright agreement</b></p> <p>This agreement allows authors to share their work in the following ways,          providing it remains attributable to  <b>Te Kāreti o nga Kaiwhakawhanau ki Aotearoa  </b>  <b>the New Zealand College of Midwives Journal</b></p>	
Read, print and download	✓
Redistribute or republish the final article (e.g. display in a repository)	✓
Translate the article	✓
Download for text and data mining purposes	✓
Re-use portions or extracts in other works	✓
Sell or re-use for commercial purposes	✗

Published papers are first disseminated to College members and then uploaded with open access to the [Journal web pages](#).

Papers are searchable on the [Aotearoa New Zealand Midwifery Research Database](#) and by DOI. They are also indexed in the Cumulative Index of Nursing and Allied Health Literature (Cinahl), Scopus and ProQuest.

In December the completed issue of the Journal, encompassing all papers published online throughout that calendar year, is distributed to College members and subscribers. Once disseminated, the full issue is then available online.

## **RAISING CONCERNS**

If authors wish to appeal against any editorial decisions, they should contact one of [the co-editors](#), who will present concerns to the Editorial Board for resolution.

If authors discover an error or inaccuracy in their published paper, they must promptly notify the co-editors. An erratum will then be published.

**APPENDIX 1**



**AUTHOR COVER SHEET:**

**Te Kāreti o Nga Kaiwhakawhanau Ki Aotearoa**

**New Zealand College of Midwives Journal**

*(Please include this form as part of your manuscript submission. It is also available on the [Journal web pages.](#))*

**Title of manuscript:** \_\_\_\_\_  
\_\_\_\_\_

**Corresponding author's details:**

*(The corresponding author's email address will be published with the paper)*

Name: \_\_\_\_\_

Qualification abbreviations (highest to lowest):  
\_\_\_\_\_

Place of work / affiliation: \_\_\_\_\_

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**Co-authors' details:**

Name: \_\_\_\_\_

Qualification abbreviations (highest to lowest):

\_\_\_\_\_

Place of work / affiliation: \_\_\_\_\_

Name: \_\_\_\_\_

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**Please tick one of the following:**

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**OR**

- On behalf of all authors, I declare the following funding in relation to the production of this paper:

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**Please tick one of the following:**

- On behalf of all authors, I declare that there are no commercial, personal or organisational interests that could influence, or be perceived as influencing, the production of this paper.

**OR**

- On behalf of all authors, I declare the following interests that could influence, or be perceived as influencing, the production of this paper:

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**Ethical approval (if appropriate):**

Institution that granted ethical approval:

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Approval reference number: \_\_\_\_\_

Date of approval: \_\_\_\_\_

**Word count:**

Abstract: \_\_\_\_\_  
Body text: \_\_\_\_\_  
References: \_\_\_\_\_  
Total: \_\_\_\_\_

**Signature of corresponding author:**

I confirm that I have read, understood and adhered to the Contributor Guidelines and the Publication Ethics and Malpractice Statement.

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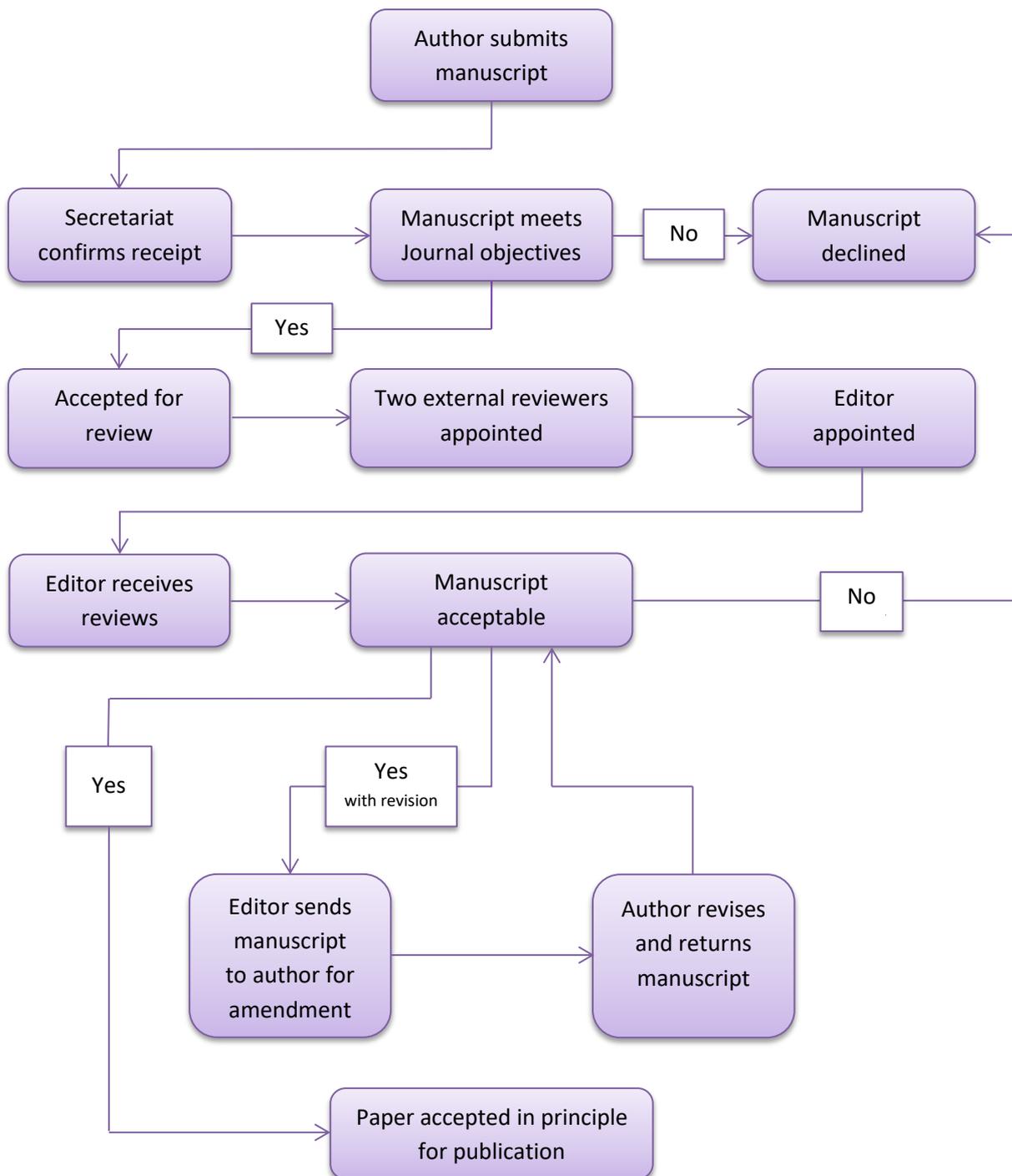
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APPENDIX 2

**Journal editorial process:  
From manuscript submission to acceptance**



APPENDIX 3

**Journal editorial process:  
From manuscript acceptance to publication**

