



Instructions to Authors

British Journal of Health Care Management (BJHCM)

BJHCM welcomes unsolicited articles. If you are involved in any new approaches to management, are carrying out some original research, or want a forum for your political or professional viewpoints, *BJHCM* could be the answer.

Submitting articles

Articles (no longer than 2,000 words including the references) should be emailed as a Word compatible document (double spaced with the numbered pages) to bjhcm@markallengroup.com

Alternatively, you may send your article by post to:

Andy Cowper, Editor, *BJHCM*, St Jude's Church, Dulwich Road, London SE24 0PB.

All articles submitted are reviewed before publication; this can take a number of weeks or even months. When the review is complete, you will be contacted about proofs, so we need up-to-date contact details.

ARTICLE FORMAT

Title page

1. Title of article.
2. The names of the authors (with initials or first names, whichever is preferred).
3. Job title, employer and location of each author.
4. Name and address of the author responsible for correspondence. Please provide **full** contact details (including work and home addresses, telephone numbers and email addresses).

Short introduction

This is typeset in bold at the beginning of the article, between 50 and 60 words in length. It aims to whet the readers' interest in the article, and tell them what they will learn about the topic.

Headings

Headings and subheadings make the text easier to read and enhance clarity. Use headings to break up long passages of text, or to indicate a change in subject.

Key points

Please supply three to five **key phrases** that adequately summarize the major themes of your article. These will appear in a box at the end of the published article.

For example:

- BJHCM will provide a peer-reviewed source of information to all professionals involved in health care management
- BJHCM will discuss new information and ideas relating to all aspects of management
- BJHCM will create an awareness of the national issues affecting the profession
- BJHCM will encourage collaboration and sharing of ideas between professionals

Figures and tables

Figures (illustrations, graphs, bar charts and photographs) and tables (information listed in a boxed off row-and-column format) are popular with readers and are encouraged. Remember, your article has to compete with other articles in the journal to catch the eye of the reader. An interesting item can turn a browser into a reader. Please clearly indicate the number of the figure or table in the text of the article and also on the figure/table.

In the case of illustrations, our artists can transform rough drawings you provide into finished artwork. Graphs, bar charts etc must have all percentages/numbers clearly marked on them, as our artists also redraw these.

Photographs and slides can be supplied in hard copy or electronically. If supplied electronically, please ensure that the images are high-resolution. It is preferable that they each be sent separately (i.e. not embedded in a Word document or Powerpoint presentation).

You must have written consent to publish photographs of patients and/or their conditions. Please indicate that such consent has been obtained in your submission.

Please ensure that all tables and figures are cited in the text and that permission has been granted to use them where necessary. If they are from another publication, seek the original publisher's permission.

REFERENCES

The Harvard system must be used. Provide full details of the **original source of the material used** (do not use 'cited in...').

In the text

1. For one or two authors, give surnames plus the year of publication:
As Black (1987) and Black and White (1990) have shown...
As already reported (Black and White, 1987)...
2. For 3 or more authors, put the first author's name followed by 'et al':
e.g. As Black et al (1987) have shown...
3. When several references are cited simultaneously the order should be chronological:
e.g. Ross, 1990; James, 1997; Levi, 1998...

In the reference list

1. Arrange references alphabetically by first author's name.
Black B (1987)...
Black B (1999)...
2. Give the surnames and initials of all authors for references with *six or less* authors.
Black B, Green G (1995)...
Black B, White W (1993)...
Black B, White W, Green G, Brown B, Tan T (1993)...
Black B, Green G, Tan T (2004)...
Black B, Abel C, Tan T (1995)...

The last three references above are in chronological order as they are all cited as Black et al in the text.

For *seven or more* authors print the first three and add 'et al'—are arranged chronologically:

Black B, White W, Green G et al (2003)...

Black B, Green G, Tan T et al (2004)...

Black B, Brown B, Tan T et al (2005)...

3. The sequence for a standard journal article is: author(s) (year) Title. *Journal title* (abbreviated as in PubMed) **volume**(issue): first page–last page. For example:

Armstrong-Esther C, Hagen B, Sandilands M, Williams R, Smith C (2005) A longitudinal study of home care clients and their informal carers. *Br J Community Nurs* **10**(6): 284–91

4. The sequence, layout and punctuation for books are:

Personal Author:

Ellis H (1980) *Lecture Notes on Psychiatry*. 5th edn. Blackwell, Oxford

Editor:

Scott H, Brown B, eds (1973) *Living with Parkinson's disease*. Vol 5. Raven Press, New York

Chapter in Book:

Samuels B (1979) Pulmonary complications of AIDS. In: Rand A, Long B, eds. *Management of AIDS*. Butterworths, London: 387–95

5. Articles that have been submitted for publication but not yet accepted are *not* acceptable as references. They should be cited in the text as 'unpublished observations'. (Smith XY, unpublished observations, with or without a date). Similarly, 'personal communication' should be inserted in the text in parentheses.

6. Articles that have been accepted for publication but not yet published may be included in the reference list: Abel HL (2002) The management of chronic asthma in the community. *Br J Community Nurs* (in press)

ABBREVIATION AND UNITS

Abbreviations should be defined at their first mention. Standard units should always be used, where applicable.

CONFLICT OF INTEREST

It is the journal's editorial policy to ask authors to declare any conflict of interest, including any possible interest, financial or otherwise, that may embarrass the author or the journal if revealed at a later date. If you believe that applies to you, please provide a statement at the end of the article.

ETHICAL APPROVAL

If the work involves the use of animal or human subjects, the author should ensure that the article contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has/ve approved them.