



## **Instructions to Authors Dental Nursing (DN)**

Clinical, professional and educational articles should be around 1800 words in length. General interest articles and personal profiles will be around 1200 to 1500 words in length.

Supplements exploring one subject in greater depth will be included in each issue and articles will normally be on a clinical, professional or educational issue. Articles for supplements should be around 2500 words.

### **Submission of articles**

Articles should be emailed as Word files to [dn@markallengroup.com](mailto:dn@markallengroup.com) or submitted on a CD (Apple or PC compatible) to: Andrea Porter, Dental Nursing, MA Healthcare Ltd, St Jude's Church, Dulwich Road, London SE24 0PB.

If there are any difficulties keeping to the specifications of the article, or if you have any queries please do not hesitate to discuss the matter with Andrea on 020 7501 6738; fax: 020 7978 8316; email: dn@markallengroup.com).

**Please note that all clinical and professional articles are published subject to peer review before publication.**

### **Copyright**

Copyright for all articles will be assigned to MA Healthcare Ltd.

### **Title page**

The title page should carry:

1. Title of the article.
2. The names of the authors (with initials or first names, whichever is preferred).
3. Institutional affiliation of each author.
4. Full details of each author's current appointment.
5. Name, address, contact telephone number and email of the author responsible for correspondence.

### **Introduction**

This lies at the beginning of the article and should be between 20 and 30 words in length. It is designed to develop the reader's interest in the article and tell them something about the way it is handled. Any important points can be emphasized.

### **Main introduction**

The main introduction should state the main question that the article sets out to answer.

### **Headings**

1. Please try and use plenty of headings.
2. Indicate clearly the 'importance' you attach to each one.

### **Conclusions**

Your conclusions should be succinct and ordered logically. Please try and identify gaps in knowledge and suggest future initiatives.

### Key phrases

Please supply 5–8 key point sentences that summarize the major themes of your article. These will appear at the end of the article.

### Figures and Tables

Tables (information listed in a boxed off row-and-column format) and figures (illustrations, graphs, bar charts and photographs) are a great help to readers and should be submitted as appropriate with your article. It is the author's responsibility to ensure that permission is received from the copyright holder for the reproduction of figures and tables before submission.

### Figures

1. Colour images are encouraged.
2. Images should ideally be submitted as jpegs (or a similar electronic format) at a resolution of not less than 300 dpi. If you have any problems with submitting electronic versions, please contact Andrea for advice.
3. If a figure or image has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.
5. Figures should be numbered consecutively, in order of their first citation in the text.

### Tables

1. Please send a hard copy to accompany tables submitted on disk.
2. Place references and explanatory matter in footnotes, not in the heading.
3. Please explain in footnotes all abbreviations that are used in each table.
4. If you use data from another published or unpublished source, obtain permission and acknowledge fully.
5. Number tables consecutively in order of their first citation. Ensure that each table is cited in the text.

### References

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

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. E.g.:

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)

**Abbreviations and units**

Abbreviations should be defined at their first mention. SI units should be used.

**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.