

# Continuing Professional Development Guidelines for Contributors

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**NURSINGSTANDARD**  
DRIVEN BY NURSING - SHAPED BY RESEARCH

**Gwen Clarke**

**Paediatric Nursing**

**Anne Casey**

**mental health practice**  
The Journal for mental health nurses and others involved in the mental health field

**Ian McMillan**

**nursing older people**

**Hazel Heath**

**CANCER NURSING PRACTICE**

**Karen Birmingham  
(Managing Editor)**

**emergency nurse**

**Nick Liple  
(Managing Editor)**

**LEARNING DISABILITY PRACTICE**  
The Journal for professionals working with people with learning disabilities

**Ruth Northway**

**primary health care**

**Julie Sylvester**

**nursing management**

**Nick Liple  
(Managing Editor)**

**gastrointestinal nursing**

**Karen Birmingham  
(Managing Editor)**

These guidelines have been prepared for authors contributing articles to *Nursing Standard* and the company's specialist monthly titles - *Paediatric Nursing*, *Primary Health Care*, *Nursing Older People*, *Mental Health Practice*, *Learning Disability Practice*, *Nursing Management*, *Cancer Nursing Practice*, *Gastrointestinal Nursing* and *Emergency Nurse*.

## Author and article approval

Before writing the articles, authors are required to complete the authors' form provided and to submit this, along with an abstract of about 150 words plus the intended learning outcomes.

## Structure and content

Editorial content will be agreed with you in advance by the commissioning editor. In writing the article, you should keep in mind the level of nurse at whom you are aiming the material and, where appropriate, the specialty in which he or she works.

You should start the article by stating clearly:

- The overall aim
- The learning outcomes - four or five are usually sufficient.

The article should end with a short conclusion summarising the main points covered.

## Style and tone

The CPD articles require a consistent and user-friendly tone. The style does not need to be overly 'academic' to get across information of a sufficiently high level and quality. Neither should it be too simple or patronising for the readers' abilities and understanding. Aim to make it concise, clear, directive, factual and evidence based; you should seek to teach the readers, rather than suggest a particular course of action.

Think about the best way to present detailed information. It may be more clearly understood as a graph, table or pie chart or as a list of points. However, it is important not to over-use these devices. Remember that after reading the article, the readers will be scrutinising it again in order to complete the practice profile. It is important to ensure that the information you provide is available, accessible, accurate and unambiguous.

### **Time out activities**

A maximum of ten Time Out activities should be included in each article. The purpose of these is to make readers stop and think about what they are reading and relate it to their current practice or experience.

Each activity should have a clear purpose – for example, it may test whether readers have achieved one of the stated learning outcomes, or you could introduce a new idea by asking readers to think about, and then write down, what they understand by a particular term or concept.

You might suggest that readers discuss a particular aspect of nursing practice with colleagues, ask someone from another professional group, eg physiotherapy, what his or her understanding is of a particular patient's health need.

Another angle you might take is to ask readers to compare two views that have been presented. In another section, you might get readers to apply national figures for, say, the incidence of a health problem in their local area.

It is good open learning practice to include some commentary, debriefing or feedback for each activity. This does not necessarily mean providing the right answer – often there are no right answers! Rather, you should give readers an indication of whether they are on the right track or comment on any difficulty they might have had. You could suggest where they might find further information or help as necessary. Equally, you might raise another aspect of the topic: 'I wonder if you considered X when you thought about/discussed this issue. X is relevant here in terms of its....'.

### **References**

All written material should be referenced using current literature and primary sources. Please adhere to the Harvard style for writing references (see below). Please ensure that all the information required is included.

#### **References in the text**

Please ensure you use the Harvard (name and year) system for references in the text. For example, 'It has been argued that nurses should examine their own relationship with patients' (Brown 2004). For three or more authors, print the first author's name followed by *et al*, for example, 'As White *et al* (2004) argue...'. Note that White *et al* is acceptable for White, Red and Blue but not for White and Red. When several references are cited simultaneously the order should be chronological, from earliest to most recent. If there are two or more references to the same author, the order should also be chronological, e.g. WHO 1996, 1997.

#### **In the reference list**

Each **journal** reference should include:

- The author's surname and initial(s) (in bold): print the surname and initial of all authors for references with six or less authors. For seven or more authors, print the first three and add *et al* (in bold italics).
- The year of publication in brackets.
- The title of the article.
- The name of the journal.
- The volume, issue number and first and last page numbers.
- Use alphabetical order for references. If there are two or more references to the same author, use chronological order.

Each **book** reference should include (in the order listed):

- The author's surname and initial(s) in bold. Please indicate if the people cited are authors or editors.
- The year of publication in brackets.

- The title of the book in italic.
- The edition (if applicable).
- The publisher.
- The city of publication, and state if in US.
- If you are citing a chapter within a book, supply the author's name, title of the chapter and page numbers.
- Use alphabetical order for references. If there are two or more references to the same author, use chronological order.

### Examples

1. **Hill D, Hadfield J** (2005) The role of modern matrons in infection control. *Nursing Standard*. 19, 23, 42-44.
2. **Dougherty L, Lister S** (Eds) (2004) *The Royal Marsden Hospital Manual of Clinical Nursing Procedures*. Sixth edition. Blackwell Publishing, Oxford.
3. *Mosby's Medical, Nursing & Allied Health Dictionary* (2002) Sixth edition. Mosby, St Louis MO.
4. **Department of Health** (2000) *The NHS Plan: A Plan for Investment, A Plan for Reform*. The Stationery Office, London.

You may also wish to include a list of further reading. It is the author's responsibility to ensure that references are accurate. Overuse of online internet references is not advisable as these may be unreliable - links can break easily and information may be withdrawn at any time.

### Deadlines

Editorial deadlines are set to allow time for the material to be refereed and edited. Articles are subject to double-blind educational and clinical review. The date set for receipt of the manuscript is usually three months before publication. It is imperative that authors keep to the deadlines agreed with the commissioning editor so production schedules can be maintained and the high quality of the articles ensured. You will be sent page proofs for checking in advance of printing. If for any reason you are unable to meet the agreed deadline please inform the commissioning editor as soon as possible

### Length

The articles should be approximately 4,000 words in length, including the references.

### Diagrams/illustrations

Any diagrams, figures or tables required to illustrate the text should be supplied at the same time as the article. They will be redrawn in-house to keep a consistent style and design but should be clear and easy to read and understand. Please supply an appropriate caption with each diagram. Illustrations from books and other journals can be used but, because of copyright restrictions, permission must be sought by the author in advance from the publishers and acknowledgement given in the text. Please allow sufficient time to gain permission as this can take up to 12 weeks. Diagrams should be clearly numbered and referenced within the text. Suggestions on other pictures or illustrations are always welcome.

### Presentation of CPD manuscripts

Articles can be submitted by email to [helen.hyland@rcnpublishing.co.uk](mailto:helen.hyland@rcnpublishing.co.uk), **or** sent by post to The Editor, (journal name), RCN Publishing Co, The Heights, 59-65 Lowlands Road, Harrow-on-the-Hill, Middx HA1 3AE, in which case they should be submitted typed, on single-sided A4, using single-spacing and wide margins, or, if possible on labelled 3.5 inch disks, with one hard copy printout. Each page should be numbered and references clearly marked. Do not add hand-written notes to the text as this impairs ability to scan the page in the DTP system.

You should supply your full name, qualifications, job title and place of work, also give an address for correspondence, a daytime telephone number and, if possible a fax number. If the article is co-authored, put the co-authors in the correct order, and supply their name/s, job title/s and address/es and any other relevant contact details.

**What happens next?**

When we receive your article, it will be sent simultaneously to two external expert referees for double-blind review. You will be contacted by the commissioning editor if there are any suggested amendments. On acceptance you will be asked to sign and return a form releasing copyright to RCN Publishing Company Ltd.

Your article may be repeated in *Nursing Standard* or one of the specialist journals at a later date. If this is planned, you will be offered the opportunity to update the text and/or the references if necessary.

**Fee**

A fee of £150 per article is payable following the publication. Authors are paid £75 if their article is repeated.

**Contacts**

Thank you very much for agreeing to participate in this successful CPD initiative. If you experience any difficulties please contact the relevant commissioning editor at any time to discuss your manuscript.