

**Writing an article for submission to the British Journal of Anaesthetic and Recovery Nursing (BJARN)**

The British Journal of Anaesthetic and Recovery Nursing publishes the following types of articles, but welcomes any submission of relevance:

- Editorials
- Original articles
- Original research
- Study day and conference reports
- Correspondence
- Case reports
- Notices
- Review articles
- News articles
- Audit reports
- Unit Interviews

**SUBMITTED MATERIAL**

Authors are requested to submit a copy of their typescript as a 'word' document, preferably by email as the Editor cannot accept responsibility for damage to/or loss of material discs. When a paper is accepted for publication, it is done so on the understanding that it is not being submitted simultaneously to any other journal in the English language. The Editor will make editorial and literary corrections as she sees fit.

Any opinions expressed or policies advocated do not necessarily reflect the opinions or policies of the Editor or the British Anaesthetic and Recovery Nurses Association.

A separate covering letter should be submitted with your article.

Any article submitted should contain:

- Title of the article
- Initial and name of each author
- Relevant qualifications
- Name and address of the department or institution to which the work should be attributed
- Abstract or summary and section headings if suitable

If you are submitting a revised article which has already been submitted to the Editor, please provide a further separate document which outlines how the reviewers' comments have been responded to.

**COVER LETTER**

A cover letter should identify the name, address, telephone number, fax number and email address of the author(s).

### **DIAGRAMS, ILLUSTRATIONS AND PHOTOGRAPHS**

All diagrams, pictures or illustrations should have a short description or caption sent with them. Titles should appear above each table or figure. They should also be referred to in the text. Photos should be sent as an attachment and as a jpeg file, along with where you wish them to be placed.

Where photographs of patients and/ or hospitals are submitted, full consent should be sought by the author to reproduce the image. The Editor may require evidence that this has been established.

### **TABLES**

Tables should be self-explanatory and not duplicate the text. Tables should be numbered consecutively in Roman numerals according to the order of text citation. A brief title should be provided for each table.

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Written permission received from the copyright holder and author of figures, tables, written material and images must accompany the submitted manuscript.

The Editor, the publisher, and the Society will not be held liable if the author(s) do not receive the necessary permission to reproduce any part of the article.

Where animal testing has been undertaken or patient information is being disclosed, the author(s) must provide appropriate institutional or patient consent. A disclaimer to this effect will be printed in the journal:

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### **HARVARD REFERENCING**

References should be presented in the Harvard style.

The accuracy of the reference you provide is your responsibility. In the text your reference should state the author's surname and the year of publication e.g. [Smith, 2002] unless the reference is at the beginning of the sentence when only the date is put in brackets e.g. Smith [2002]. If there are two authors, you should give both surnames [Smith and Black, 2001].

When a source has more than two authors, give the name of the first named author followed by 'et al', however do not use *et al* in the reference list, credit must be given to all authors. Where a quotation is used within your paper; the author, date and page number should be given, e.g.

'For many years the recovery unit has been viewed as the "Cinderella" of the operating department. Indeed twenty-five years ago many hospitals did not have recovery units and post-surgical patients were recovered on the surgical wards directly from theatres.' (Oakley and Spiers, 2004 P 137)

A list of all the references in your manuscript should be typed in alphabetical order, on a separate sheet entitled 'References' at the end of the paper. Each reference to a paper needs to include

authors' surnames and initials, year of publication, full title of paper, full name of journal, volume number, and first and last page numbers. References should conform to the Harvard style. Here is an example:

Wilson S, Forrester A (2002) The way forward for anaesthetic and recovery nursing. *Accident and Emergency Nursing* 13(1), 1–8.

References to books should be given in a slightly different form, as in this example:

Radford M, County B, and Oakley M (2004) *Advancing Perioperative Practice*. Cheltenham: Nelson Thornes.

When using an edited book, the author of the chapter will be used in the text and in the reference list and will be referred to in the following way:

Oakley M and Spiers C (2004) Chapter 6 Principles of Recovery Practice. In Radford M, County B and Oakley M (2004) *Advancing Perioperative Practice*. Cheltenham: Nelson Thornes.

Secondary references can be used, but overall these should be avoided. With the advent of the internet there are very few primary sources that will be unavailable to authors. The rationale for using a secondary reference is that the author is unable to find the primary source and must therefore use the secondary reference. If a secondary reference has to be used, the text should Read:

Smith [1978] cited by Brown [2004].

In the reference list it is Brown that is listed as the reference, because if the Smith reference had been used it would be the primary reference.

### **LETTERS TO THE EDITOR**

Readers are welcome and encouraged to write about any topic that relates to the practice of anaesthetic and recovery practice or relevant to contents of the journal. Such letters will be published under 'short communication' and can be in relation to something you have read in the journal, or an item of news, etc.

### **DISCLAIMER**

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### **FURTHER INFORMATION**

The Editor and relevant members of the committee would be pleased to hear from any potential authors. If you are unsure of the suitability of your article or wish to discuss your ideas further, please contact the team.

We particularly welcome new research from undergraduates and postgraduates, whose article may form an academic study submitted to a higher education institution.

Publishing in the British Journal of Anaesthetic and Recovery Nursing is an excellent opportunity for professional and personal enhancement.

Submissions and ideas to:

**Theofanis Fotis and Lucie Llewellyn**, Co-Editors [editors@barna.co.uk](mailto:editors@barna.co.uk)

#### **AUTHORS' CHECKLIST**

- Cover letter**  
Including contact details of author(s) as a separate word document
- Article**  
Including the article title, name(s) of author(s), address of institution the work is to be attributed to, an abstract or summary.  
The article should be submitted as a separate word document
- Tables, images, diagrams and illustrations**  
Should be included as jpegs or within the word document
- Permissions and consents**  
Proof that consent has been sought for illustrations, images, diagrams and tables; photographs and animal testing or patient consent (if necessary)
- References**  
The article should be fully referenced throughout with a full bibliography at the end of the article.

#### **If Applicable:**

- Revisions letter**  
Including details of the revisions that have been made since the previous submission of the article based on recommendations made by the Editor. This should be submitted as a separate word document.