

# CONNECT: The World of Critical Care Nursing

## **AUTHOR GUIDELINES**

### **DESCRIPTION**

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CONNECT is an international, peer-reviewed critical care journal providing a forum for critical care nurses and allied health practitioners around the world to share their critical care practice and research that has an impact on patient outcomes and practice innovations. Additionally, CONNECT aims to empower persons with a critical illness experience and their families and caregivers to have a voice, and to be able to inspire the critical care community through making their perspectives, struggles, and successes visible. It also aims to support evidence to inform policy and practice by publishing clinical and basic research studies, nursing interventional research articles, special advances in critical care, scholarly reviews, case reports, education related to critical care, letters to the editors, continuing education articles, reflections of practitioners and individuals with a critical illness experience and, of course, information about developments in WFCCN.

The main focus of CONNECT is clinical practice and optimizing patient outcomes. The editors are particularly keen to receive articles that aim to generate knowledge on the integration of health and nursing care research into clinical practice, and to evaluate existing care and policies using methodologies relevant and appropriate for the research question of interest.

### **INDEXING**

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Connect is indexed in CINAHL, EBSCO, and BNI

### **GUIDE FOR AUTHORS**

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CONNECT is the official journal of the World Federation of Critical Care Nurses (WFCCN) and is published in association with the European federation of Critical Care Nursing associations (EfCCNa) and the Latin American Federation of Intensive Care Nurses (FLECI). Authors are invited to submit ORIGINAL manuscripts for peer review.

### **TYPES OF ARTICLE**

The Editors welcome contributions for publication from the following categories:

#### ***Letters to the Editor***

- The editors welcome letters that comment on any aspect of the journal, a recently

published academic work, or research findings. The final decision about whether to accept, reject or accept letters without making any amendment of the views by the writer will be made by the editors

- Word guideline: 500–1000 words and 10 references, from up to 5 authors)

### *Research articles*

- Research articles should be original and unpublished works identifying any new findings with evidence relevant to critical care nursing
- Word guideline: 2000-3500 words for quantitative research studies and 5000 words for qualitative studies.

### *Review papers*

All types of review articles will be considered:

- Systematic reviews that address focused practice questions
- Literature reviews (scoping reviews, narrative reviews) that focus on a specific topic, a critical analysis of the relationship among different works or a thorough investigation of the works on a broad topic
- Policy reviews such as reviews of published literature and policy documents which inform nursing practice, the organization of nursing services, or the education and preparation of nurses and/or midwives)
- Discussion papers that are designed to stimulate academic debate or identify conversational nature
- Word guideline: 3000 words.

### *Case studies*

- Case studies are an invaluable record of usual, rare or where there was an unexpected response to treatment. They usually document the management of successive patients, and are a record of clinical interactions.
- Authors are encouraged to present cases where distinct phenomena can be documented (authors are encouraged to follow the guideline on CARE to present their research findings. The CARE guidelines are available at <http://www.care-statement.org/case-report-writing-template.html>).
- Word guideline: 2000 words.

### *Reflections*

- Reflections on practice: accounts of experiences of critical care practitioners including critical reflection
- Reflections on critical illness experiences: accounts and narratives from individuals and families who have gone through a critical illness experience and recovery. Critical care practitioners are encouraged to support individuals to articulate and publish their experience

- Word guideline: 2000 words.

## **MANUSCRIPT PREPARATION**

### ***Plagiarism***

Proper acknowledgement of the work of others must be given in the manuscript. Duplicate submission and the absence of proper acknowledgement of work of another person is a serious act of misconduct. The authors should ensure that the work and/or words of others which appear in the manuscript should be appropriately cited or quoted. It is the authors' obligation to ensure that their manuscript does not contain any plagiarized material before submitting their work for peer-review.

### ***Ethical principles***

- Writers are assumed to have followed sound ethical principles and to have preserved anonymity and confidentiality of patients, clients and staff.
- The use of gender neutral terms is encouraged.
- A statement regarding ethical approval, citing the ethics approval reference number, must be made within all research articles.

### ***Use of word processing software***

All articles must be prepared using Word software. PDF files will be returned to the author.

## **MANUSCRIPT FORMAT AND STYLE**

The whole manuscript should be written using double-spaced lines, with a font of 12 point and "Times New Roman" style with margins of 2.5 cm from each side using Word software (save in .doc format). All pages should be numbered and manuscripts should be organized as follows:

### ***Title Page***

All manuscripts should begin with a separate title page which contains the following information:

- Title of the article. Avoid abbreviations and formulae where possible
- The author(s) full name(s), qualifications, job title(s), place of work, country
- An email address for correspondence (to be published if paper is accepted)
- 4- 6 key words that relate to the article should be provided by the authors. These will be used as search terms when the article is archived.

### ***Summary or abstract***

- A summary is not required for letters and news items.
- Case reports, reflections and continuing education articles must have a structured summary of 4-6 bullet points, of approximately 150 words, that briefly describes the main elements of the paper.

- Research and review papers should contain a structured abstract of approximately 250 words, including the following subheadings: *Background, Aim, Methods, Results/Findings, and Conclusions*.

### **Word limits**

The word limit guidelines for each type of article are indicated above. The title page, summary or abstract, figures and tables, acknowledgements and contributions, and the references are not included in the word count.

### **Manuscript structure**

This will vary depending upon the article type. The following main headings are normally used:

- **INTRODUCTION**
- \***METHODS** (if relevant)
- \***RESULTS/FINDINGS** (if relevant)
- \***DISCUSSION** (if relevant)
- **CONCLUSIONS**
- **REFERENCES**

\*Other main headings may be used for non-research articles.

### **Headings and sub-headings**

- Main headings should be indicated in **BOLD** and **CAPITALS**
- Sub-headings should be indicated in **Bold**

### **Figures and tables**

All figures and tables must be labelled, and should be referred to in the main text. Electronic photographs are accepted. For example, jpeg or bitmap files, but must be high resolution files of at least 300 dpi.

### **Reference style**

A modified Harvard System (author date) is requested, as in the following examples:

#### **In text citations**

- When an author is cited in text their surname and the year of publication should appear in brackets, separated by a comma e.g.  
The cow jumped over the moon (Smith, 2007).
- When more two authors are cited in text, both surnames should be given using an ampersand (&) and followed by a comma before the year in brackets e.g.  
The little dog laughed to see such fun (Jones & Brown, 2007).
- When more than two authors are cited in text, only the surname of the first author should be given followed by et al., followed by the date in brackets e.g.  
And the dish ran away with the spoon (Bloggs et al., 2007).

- When a single author's name is used within the text, the citation should be followed by the year in brackets e.g.

Smith (2007) stated that the cow jumped over the moon.

- When two authors' names are used within the text, they should be separated by the word 'and', followed by the year in brackets e.g.

Jones and Brown (2007) noted that the little dog laughed to see such fun.

- When more than two authors are used within the text, only the surname of the first author should be given followed by et al., followed by the year in brackets e.g.

Bloggs et al. (2007) reported that the dish ran away with the spoon.

- If a direct quote is given, speech marks must be used to indicate the quote exactly and the page number of the quotation must also be cited e.g.

Smith (2007 p.3) stated, "The cow jumped over the moon."

### Reference lists

- Articles should be listed in alphabetical order, followed by date order for an author of the same name e.g.

- Brown A (2006). XXXX
- Brown P (2006). XXXX
- Brown P (2007). XXX
- Orange S (2003). XXX
- Pink P (2004). XXX

- If there is more than one article by the same author(s) in a single year, they should be listed a, b, c et cetera according to the order in which they are cited in the main body of the text e.g.

Brown (2007a) noted that the cow jumped over the moon. In a later publication he observed that the little dog had laughed to see such fun (Brown, 2007b). Following an extensive review of the literature it was concluded that the dish had often run away with the spoon (Brown, 2007c).

- This is the same order that they should appear in the reference list (irrespective of the chronological order in which they were published) e.g.

- Brown A (2007a). XXX
- Brown A (2007b). XXX
- Brown A (2007c). XXX

### Journal article

- The title of a journal should be written in full, followed by the volume number, the issue number (in brackets) followed by the page numbers written in full e.g.

Jones J, Wong C, Shoemaker C (2000). Which critical care journal is best? *Connect: The World of Critical Care Nursing* 5 (3), 267-272.

#### *Book*

- The title of a book should be written in full e.g.  
Stephens ON, Rocket ER (1986). *Early Inventions*. London: Blackpuddle Scientific.

#### *Book chapter*

- The title of the chapter and the title of the book should be written in full e.g.  
Jones T, Wong J (1992). Writing for Publication, In: Hoover JE, Clinton W, Bush G (eds.), *Principles of Dissemination, Volume 2*. New York: Political Publishing.

#### *Internet site*

- An Internet site should be referenced as follows:  
Connect Healthcare Publishing (2007). Guideline for authors [online]. Available at: <http://en.connectpublishing.org/submission.php> Accessed 05 May 2007.

### **SUBMISSION PROCESS**

- Manuscripts should be submitted online at <http://www.editorialmanager.com/wfccn>
- All manuscripts should be accompanied by a cover letter with the name, address, telephone numbers, e-mail address of the corresponding author, and a statement declaring that the manuscript/work described has not been published elsewhere; all authors have agreed to transfer the copyright of the article to CONNECT for publication; and where relevant, institutional ethical approval of the study.
- All articles must be prepared using Word. PDF files will be returned to the author. The Word file of the article must be clearly labelled with the name of the first author.
- Manuscript language - CONNECT publishes articles in English (UK). Articles will not be rejected on the basis of poor use of English language. Wherever possible the editors and associate editors will undertake to support writers to write more fluently.

#### *Copyright*

- It will be assumed that articles submitted for consideration for publication have been submitted exclusively to CONNECT.
- The editors retain the right to make minor modifications and edits in the manuscript.

- Where figures or other illustrations are reproduced, permission must be obtained by the author from the original publisher or author. In such cases, an additional declaration that permission has been obtained must be included on the title page of the article.
- Papers that have been accepted for publication will become the copyright of the Connect journal.

### **REVIEW PROCESS**

- All manuscripts are subject to double blind peer review. They will be reviewed by at least two reviewer(s) and/or editor(s).
- All manuscripts received for review will be treated as confidential documents.
- The review process usually takes several weeks.
- After the manuscript has been reviewed, the author will be informed whether the manuscript has been accepted, rejected, or requires revision before publication.

### ***Proofs***

- Once an article has been accepted for publication, a proof copy in 'pdf' format may be supplied to the corresponding author for checking. Only minor corrections or modifications may be made at this stage.

### ***Accepted manuscripts***

- Accepted manuscripts become the property of CONNECT and may not be published elsewhere without written permission from Connect.