



General Instructions for authors

Submissions to the ACPRC journal may take the form of research articles both quantitative and qualitative, service evaluations, audit reports, case studies, literature reviews and book reviews. Student contributions are welcomed.

Quantitative study involves the collection of data from either a randomized controlled trial, cross-over study or longitudinal study. Generally, ethical approval is required for these studies and they are often prospective in nature. Quantitative studies are designed to answer a specific research question and, unlike case studies, inferences or generalizations can be made to the wider population. Quantitative studies form the backbone of evidence-based practice.

Case studies are important for highlighting instances where a patient or treatment has deviated from the 'typical' protocol or response. They are often used for patients who have very rare presentations, where insufficient patient numbers would preclude a randomized controlled trial. Or for novel treatment approaches that have shown to be surprisingly successful!

Service Evaluation is useful to estimate the value of the service being delivered. It may be used to compare a new method of service delivery with a more established one – particularly if a Trust/Health Board is moving from one mode to another. It may also be used to justify staffing levels or add weight to a funding bid for more staff.

Qualitative studies use rigorous methodologies to collect usually textual data but this could also include images. These studies are usually more concerned with the 'why' rather than the 'what' or 'how' type research questions and are chosen when exploring experiences and/or perceptions of a phenomenon.

Literature reviews are often conducted as a precursor to quantitative studies to highlight where the 'gap' is, that can then be filled with the quantitative study. Alternatively a literature review may be conducted in order to identify and summarize a large amount of studies about a particular topic in a systematic way. A literature review is particularly important when studies show conflicting results and direct comparisons can highlight the potential reasons for this.

Research studies and service evaluation should normally be no longer than 2000 words, case studies 1500, literature reviews 2500 and book reviews 250 words.



Here is a guide to the overall layout of the articles, please see the web site:

www.acprc.org.uk/publications for further details.

Formatting the document for submission

Font and spacing

All text is Calibri and fully justified.

Title: bold 16pt, 1.5 spacing

Authors, keywords and correspondence: 12pt, all headings bold

Abstract:

- Sub-headings: 14pt, bold, italic
- Text: 12pt, single spaced, italic

Main body of article:

- Headings: bold 14pt,
- Text: 12pt, double spacing
- Any further subheadings within sections: italic

Fig and table titles: 12pt

Note for insert figure/table: bold, italic, capital, red 12pt.

All pages must be numbered

Title page

All submissions should include a title page as the first page of the document. This page must include the following information:

- Title of the article
- The names and initials of each author & institutional affiliation of each author.
- Name, e-mail address and telephone number of the author responsible for correspondence.
- Please provide up to 5 keywords that summarise the major themes of your article.
- Word count (excluding abstract)

Tables and Illustrations

Tables and illustrations should be sent in separate files. Do not paste figures and tables into the text. Photography and images should be in black and white. Supply images at highest resolution obtainable from source. Do not reduce the file size.

If previously published, acknowledge the original source. 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 (search for 'permissions' on the publisher's website).

References, explanatory matter and definitions of abbreviations should be explained in a key below the table.

Ensure that each table and figure are cited in the text.



Describe where the table should sit within the text e.g.

*******TABLE 1 NEAR HERE*******

or

*******FIGURE 2 NEAR HERE*******

References

These should be referenced using the Harvard system. You are responsible for accurate referencing.

In the text, use the name and year system e.g. As Black and White (1987) have shown..., as already reported (Black and White, 1987)... For three or more authors print the first author's name followed by et al e.g. as Black et al (1987) have shown...

When several references are cited simultaneously, the order should be chronological e.g. Black et al 1997, White and Smith 1987.

In the reference list arrange references alphabetically by first author's surname. Print the names and initials of all authors for references with six or fewer authors; for seven or more authors print the first three and add 'et al'.

The sequence **for a journal article** is: author(s); year; title; journal; volume; first and last page numbers. The layout and punctuation are e.g.

Gosselink, R. 2004 Breathing techniques in patients with chronic obstructive pulmonary disease (COPD). *Chronic Respiratory Disease* 1(3): pp163-172.

The total number of references should not exceed 20.

Submission

Word documents should be submitted online at

http://www.acprc.org.uk/publications/acprc_journal.asp

or emailed to journaleditor@acprc.org.uk with the files named as follows:

- Main document: Author, date of submission, title of paper e.g. Smith011206Bronchiectasis
- Tables: Author, date of submission, title of Table e.g. Smith011206Table1
- Figures: Author, date of submission, title of figure e.g. Smith011206Figure1