

AUTHOR GUIDELINES

FOR THE HEALTH ISSUES JOURNAL

Health Issues is a quarterly journal that aims to analyse and report on the latest developments in health policy, research and practice, with particular focus on how these developments affect consumers and the community.

The objectives for *Health Issues* are to:

- Critique health issues from the consumers' perspective.
- Provide a forum for dialogue between consumers, policy makers and service providers.
- Provide a forum for the voice of consumers and community-based health groups.
- Report on and provide analysis of current state, national and international developments in health policy, practice and research.

Readership

Health Issues has a wide and varied readership. This includes people involved in the areas of providing acute, primary, allied and community health services, those involved in health policy, community and consumer organisations, Divisions of General Practice, libraries, government departments, secondary and tertiary students and individuals with an interest in the health system. Because of this diversity, our readers do not always have expert knowledge in all areas of health services and policy. It is therefore important, that authors do not assume their audience will have background knowledge in the topic they are writing about.

Submitting articles

Health Issues Centre does not usually reprint articles previously published in other journals.

It is preferable that articles are submitted as an email attachment, in Microsoft word windows version 97 or later or Rich Text Format, to the following address: d.lowther@healthissuescentre.org.au

If email facilities are not available, then mail a copy, in one of the formats previously mentioned, on a 3.5" disc or CD.

Unfortunately Health Issues Centre does not have the means to pay its contributors. It is however our policy to provide each author or co-author with a free copy of the edition their article appears in.

Editorial process

All articles submitted to Health Issues Centre for inclusion in *Health Issues* are presented to the Editorial Committee for consideration prior to publication. Articles will be reviewed by members of the Editorial Committee and these comments will inform the editing process. The Editorial Committee may request changes be made to the article before publication. Health Issues Centre retains the right to edit articles to meet the style and standards of *Health Issues* journal. Wherever possible authors will be consulted about any changes before publication.

Health Issues Centre cannot promise that all contributions, whether commissioned or unsolicited, will be published in the journal.

Articles maybe 'held over' to a future edition at the discretion of the Journal Coordinator if there is insufficient space to publish the article in the current edition.

Copyright

Health Issues Centre is happy for authors to retain copyright of the material they write. Authors will however, be asked to sign a copyright licence that grants Health Issues Centre a perpetual, non-exclusive licence (without charge) to reproduce, publish, communicate to the public; and adapt the article in all forms, languages and editions throughout the world for the duration of copyright in the article in both print and electronic formats. This licence does not prevent authors from reprinting or using for educational purposes all or part of their article. Health Issues Centre does however ask that a citation of the previous publication in *Health Issues* is included in the reprint and that Health Issues Centre be notified before publication.

Approvals

It is common for articles that draw heavily on material from funded projects to require approval from funding bodies, other organisations/individuals involved or immediate supervisors. The author is responsible for obtaining these authorisations in a timely manner so there is no delay in publication. This includes acquiring and providing any copyright releases for materials acquired from other published or non-published sources, including illustrations.

REQUIREMENTS

Health Issues publishes different types of articles. **The style and referencing guides included in these guidelines apply to all articles published.** The different types of articles and their requirements are described below.

Feature articles

Feature articles are approximately 2,000 to 2,500 words long.

Ideally, a *Health Issues* feature article will meet as many of the following criteria as possible.

1. Report on developments or research in health policy or practices.
2. Discuss ethical issues involved in research, health policy or practice.
3. Consider implications for consumers.
4. Provide analysis of the issues involved.
5. Provide relevant background information.
6. Have national relevance (e.g. make reference to national policy and/or comparable or contrasting responses in more than one state to the issue under discussion).

In addition, the following can also be included in feature articles to add interest.

1. Commentary relevant to the topic from other states or countries.
2. Case studies to help illustrate points being made in the article.

News articles

Generally, news articles are between 500 and 1,000 words and cover more immediate issues or events than feature articles.

Ideally, a *Health Issues* news article will meet as many of the following criteria as possible.

1. Report on a recent event, project, research or program in health policy or practices.
2. Provide an up-date report on recent developments of a particular issue in health policy or practice.
3. Consider implications for consumers.
4. Provide relevant background information.
5. Provide contact details for readers wishing to find further information on the topic.
6. If the article discusses a particular report or resource, include details of how readers can obtain a copy and any costs involved.

Opinion pieces

Opinion pieces are generally between 700 and 1,500 words and put forward an individual's or organisation's view point on a particular issue.

Ideally, a *Health Issues* opinion piece will meet as many of the following criteria as possible.

1. Clearly and convincingly put forward the author's viewpoint.
2. Include relevant examples to illustrate points made.
3. Consider implications for consumers.
4. Provide relevant background information.

Book reviews

Book reviews are approximately 500 to 1,000 words long.

Ideally, a *Health Issues* book review will cover as many of the following areas as possible.

1. Title, author, publisher and publication details.
2. The book's intended audience.
3. New contributions the book makes to the literature written on the topic
4. Whether the book is an introduction to the topic or requires prior knowledge of the topic.
5. Author's main arguments or views.
6. Your opinion on the author's views.
7. The best and worst aspects of the book.

STYLE GUIDE

Language

1. *Health Issues* articles should be free of jargon. Where jargon is unavoidable, it should be fully explained in its first usage. *Health Issues* uses a less formal language style than most academic journals. **Please write articles so they are understandable to someone with no background knowledge of the topic.**
2. Avoid statistical jargon when describing research findings. Use percentages, fractions or numbers to describe results. For example:

The most common reason for non-compliance was unpleasant side effects (53%) followed by forgetting to take medication (23%) and not able to afford medication (15%).

Alternatively use tables or graphs for results. For example:

Reason for non-compliance	% of participants
unpleasant side effects	53
forgetting to take medication	23
not able to afford medication	15
Other reasons	9
Total	100

3. Try not to use language or labels which may be stereotyping; for example, older people is preferred to elderly; people from culturally and linguistically diverse backgrounds (CALD) rather than ethnic; low income people rather than poor.
4. Third person is the preferred voice. Avoid using the first person, that is, “my” and “I” and similarly avoid using “we”, “you” and “your” whenever possible.
5. Quotations should be clearly marked with quotation marks, that is “ ”.
6. Percentages should be indicated by a percentage sign, that is %.
7. Figures should be written in numbers, except for numbers under ten and those beginning a sentence, which should be written in words. Years should be written in numbers.
8. Dollar amounts should be written in the following form: \$5 million, \$7.85 million.
9. People referred to in articles should have names and positions written in full for the first usage. In subsequent usage refer to the person by their name only. For example,

The Managing Director of Radiant Health, Bess Edwards, first raised the need for policy change in 1999. The final changes were implemented in 2001 shortly before Bess Edward’s retirement.
10. Please do not use personal titles. Therefore, it is David Livingstone not Dr Livingstone; Albert Einstein not Professor Einstein; and Charles Darwin, not Mr Darwin.
11. Capitalisation should be kept to a minimum, and use must be consistent. Do not use capitals for general nouns, for example, the federal government, the states. Do use capitals for proper nouns, for example, Victoria, NSW, etc.
12. Spell out all abbreviations and then bracket abbreviation for first use. The abbreviation is then used throughout the rest of the article. For example:

The establishment of Community Advisory Committees (CAC) was proposed as one important tool to promote this participation. The non-statutory guidelines were written to assist the Metropolitan Health Services to establish the role, accountability and reporting relationships, membership, resourcing and evaluation of processes and outcomes of the CACs.

Layout

1. Each article needs a short introduction. This would be a paragraph of approximately 100 words, which briefly outlines what the article, is about.
2. Authors should include a brief description (one or two sentences) about themselves at the end of the article. For example:

Jean Citizen is a Policy Officer at the Centre of Spectacular Health Outcomes and has a background in child and adolescent health.

3. If the article is discussing the activities of a particular group or organisation, please include contact details of that group or organisation at the end of the article.
4. Please provide articles with a title and sub-headings.
5. Acknowledgements should be kept brief. Acknowledgement of funding bodies or collaborating organisations can be included in the text of the article. For example:

The project was conducted by the Centre for Professional Standards in collaboration with the Institute for Wellbeing and funded by the Department of Health.

Personal acknowledgements can be added to the end of articles but should be brief. For example:

The author would like to thank Helen Wallflower for providing comments on the draft of this article.

6. Dot points should be written in the following form.

A number of issues are raised:

- the deadline is important;
- adherence to the suggested length is important; and
- following the style recommended is appreciated.

7. Information that is separate but essential to the understanding of the article, can be included in a box, to be placed within the article. Please mark any information you would like to be placed in a box in the following way.

START BOX

Australian Health Care Agreement Principles

- A. Eligible persons must be given the choice to receive public hospital services free of charge as public patients.
- B. Access to public hospital services by public patients is to be on the basis of clinical need and within a clinically appropriate period.
- C. Eligible persons should have equitable access to public hospital services, regardless of their geographical location.

END BOX

8. Please provide a hard copy of any tables or graphs to be included in the article. Where possible provide these in black and white, not colour. Tables and graphs can be embedded into the word document that contains the text for the article or be provided as separate jpg, gif, bmp or tiff files. **Authors need to ensure they have permission to use any graphs or tables submitted for publication.**
9. Please provide any graphics or photographs to be included in the article as a black and white hard copy. These can also be embedded into the word document that contains the text for the article or provided as separate jpg, gif, bmp or tiff files. **Authors need to ensure they have permission to use any graphic or photograph submitted for publication.**
10. The document sent should not be linked to external files such as endnote, excel or access.

REFERENCING

The format for referencing books, articles and other publications is fully described in *Style Manual for Authors, Editors and Printers*, 2002, 6th edn, John Wiley and Sons, pp. 188–208. A brief summary is below. If you have any questions refer to the *Style Manual* or contact Diane Lowther at Health Issues Centre.

Referring to references in the text

1. When citing references in the body of the text, please use the author-date system also called the Harvard system. **Do not use footnotes or endnotes.**
2. ***If you are using endnote software to reference your document, please ensure that the “remove field codes” option is selected. Do not send through articles with active endnote libraries.***
3. When referring to an idea from a text or quoting from it, place the author/s name/s, date of publication and page number/s in brackets at the end of the sentence. For example:

Paradoxically the unintended consequence of targeted programs may be stigmatisation and negative self-labelling, yet programs pitched more generally may lack impact. (Harrington & Clark 1998, pp. 36-39).
4. Alternatively the authors names and date of publication can be worked into the text in the following manner. For example:

Two reasons given by Mclvor (1998) and Freckelton (1998) in support of the use of Community Treatment Orders (CTO) were that CTOs develop insight or assist with the aiding of insight and they provide protection of self or others.
5. When referring to the reference itself, state the reference’s title and date of publication in the text. Journal and book titles should be in title case and italics. For example:

The *Second National Mental Health Plan* (1998) made mental health promotion and illness prevention one of its major priorities.
6. To cite an entire website (but not specific document on the site), include in brackets, the websites address. For example:

Typical sites providing health condition information are Arthritis Victoria <www.arthritisvic.org.au> and Asthma Victoria <www.asthma.org.au> both of which make an effort to balance their perspectives by providing information about the scope of a particular condition based on medical research including symptoms and treatment options.
7. When referring to documents found on a website follow the system outlined for other types of publications. That is, author, date of publication, page number/s. If these details are unavailable, provide the website address and the date of retrieval.

Please note, special point concerning documents from websites in Reference List section.

Reference List

1. Please note this is not a bibliography, **only references directly mentioned in the article should be included.**
2. List references in alphabetical order according to author's surname or organisation's name.
3. Limit the number of reference listed to **ten or less** whenever possible as space is limited.

Books:

Author(s)' Surname, Given Name, if known or Initial(s), Year of Publication, Title of Book (in italics and title case), Edition (if applicable), Publisher, Place of Publication, Page Number (p.) or Numbers (pp.) if applicable. For example:

Gillespie, James A. 1991, *The Price of Health*, Cambridge University Press, Cambridge.

Chapters in edited books:

Author(s)' Surname, Given Name, if known or Initial(s), Date of Publication, Title of Chapter (in sentence case and single quotation marks), in Title of Book (in italics and title case), ed. Editor's Name, Publisher, Place of Publication, Page Number (p.) or Numbers (pp.). For example:

Gerbich, Carol 1997, 'Qualitative evaluation in health care in health', in *Health Policy In Australia*, (ed). Gardner, Oxford University Press, Melbourne, pp. 83-97.

Articles in journals:

Author(s)' Surname, Given Name or Initial(s), Year of Publication, Title of Article (in sentence case and single quotation marks), Title of Journal (in italics), Volume (Vol.), Issue Number (No.). Page (p.) or Pages Numbers (pp.). For example:

Collyner, Fran 1998, 'Privatisation and Australian hospitals', *Health Issues*, No. 56, pp. 12-14.

Documents from websites:

Follow the same format as a printed document, that is include author, date of publication, title, etc. Also include the date of retrieval and the name of the website. For example:

Griffin, Simon 1998, Diabetes care in general practice: meta-analysis of randomised control trials, *British Medical Journal*, Vol. 317, pp 390-396. Retrieved 25 January 2001 from www.bmj.com/cgi/contents/full

For further information about citing electronic materials see *Style Manual for Authors, Editors and Printers*, 2002, 6th edn, John Wiley and Sons, pp. 230–231.

Many thanks for your assistance

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