

Healthcare Science Leadership Journal: Author Guidelines

Aims of the Journal

The AHCS welcomes article submissions relating to leadership in healthcare science.

The Journal provides an open and cross-professional forum that supports leadership and leadership development across the healthcare science and clinical research practitioner workforces. It publishes a mix of papers, reports, articles, commentary and information that inform and inspire those in healthcare science to develop and exercise effective leadership.

General guidelines

Content: The AHCS is pleased to consider any article that is relevant to its aims and likely to be of interest to its professional audience and stakeholders. Prospective authors are advised to discuss the proposed content of their article with the Editors prior to submission. Articles that are 'adveritorial' in nature (those that heavily promote a specific product or provider) will only be considered for publication after discussion with the Editors.

Format: The article should be supplied as an open Word document, using Arial font (size 12 point). Single line spacing should be used throughout the document, with single spaces between sentences. Put a blank line between paragraphs and set paragraph spacing to zero.

Spelling: Please double-check the spelling of names and technical/medical/scientific terms.

References: Please use the Vancouver method of referencing. Vancouver is a numbered referencing style commonly used in medicine and science, and consists of:

- citations to someone else's work in the text, indicated using a number
- a sequentially numbered reference list at the end of the document providing full details of the corresponding in-text reference. Further details of the Vancouver method are widely available on the Internet.

Article length: This will depend on the type of copy submitted, but as a general guide, we suggest aiming for one, two or three pages. A single page typically contains 500-600 words depending on word length and how much space is taken up by illustrations. Shorter articles are more likely to be read online. We suggest a target length of 1500 words.

Style: Aim to give your article a logical flow, use straightforward text and explain any specialist references so that they can be understood by a general healthcare science audience. Short sentences containing a single point are easier to read. Long sentences containing multiple punctuation marks should be avoided.



PICTURES AND DIAGRAMS ATTRACT ATTENTION

Pictures: Readers like articles containing illustrations, particularly when browsing online, and they are an effective way of attracting attention.

Authors are encouraged to provide one or more illustrations to accompany their article and enhance reader understanding. Photographs should be high-resolution (0.5Mb to 5Mb file size) and in jpeg or an equivalent format. Diagrams and illustrations should be submitted in an original PowerPoint format where available.

Editing: All articles submitted to the AHCS are subject to editing where necessary. Wording changes may be requested where these would improve understanding and diagrams and illustrations may be amended to improve clarity. Final editing changes may also be made to ensure articles fit into the available space. See the next section for additional information.

Publishing: Please note that submitting an article does not guarantee publication. The AHCS may also delay (or occasionally withdraw) articles accepted for publication, for a variety of reasons.

Tips on turning a project report or assignment into an article:

- Project reports are written for a purpose and often in a particular format. They usually need rewriting for general publication.
- It is usually quicker and easier to distil the key messages or learning points from a report and then write them from scratch, rather than trying to edit the full report.
- Remember that you are writing for people who may know nothing about your specialty but who want to understand more about leadership, so avoid jargon, unexplained acronyms, and technical detail.
- It can work well to start at the end! Tell the reader about your conclusion first and then take them through the story of how you got there.

Editing and Review

The Healthcare Science Leadership journal is about sharing knowledge, good practice, relevant ideas, and experience in healthcare science leadership. Clear communication is essential to build and retain our readership.

One of the best ways to do this is by use of clear text supplemented by diagrams and pictures which help draw in and maintain readers' attention.

The Editors reserve the right to edit your article to ensure it fits the space available and gets its key messages across clearly. You will have the opportunity to read the amended article and discuss any changes with the Editors if necessary. Articles are also subject to review and comment by one or more members of the Editorial Board.

Submitting an article for publication

Prior to submission: Authors are advised to contact the Editors prior to submitting an article, to discuss the scope and timing of their proposed contribution.

Accompanying information: Please note that all contributors/authors must complete the *AHCS Article Permissions Form* (see separate document) when submitting an article for the AHCS's consideration. Also, where photographs being used as illustrations include one or more individuals who are not the author, the submitted article must also be accompanied by signed or emailed permissions from those whose images are being used, using the *AHCS Photo Permissions Form* (please request this form)

Submitting your article: Please email your article to leadershipjournal@ahcs.ac.uk writing 'Article submission' in the subject box, along with your full name. Please ensure you also attach a completed *AHCS Article Permissions Form* and other information and illustrations, as necessary.

Need advice?

Further guidance is available on request. Please email Will Smith at william.smith@ahcs.ac.uk.

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