

Notes for authors

All professional and research papers are considered for publication in *Community Practitioner* on the understanding that they are not currently being offered to any other journal and have not been published or accepted elsewhere.

All manuscripts should be submitted directly to the Professional Editor Jane Appleton, *Community Practitioner*, Unite/CPHVA, 128 Theobald's Road, Holborn, London WC1X 8TN

An electronic copy should be submitted on 3^{1/2}" floppy disk or CD, or emailed to Chloe Harries on chloe.harries@tenalps.com

Authors should keep a copy of the material they submit.

Presentation

1. Articles should be typed on one side of the paper only, using double spacing with wide margins. Please use A4 paper and submit two copies.
2. The first page should contain the following information only:
 - a) title of article
 - b) first name and surname of author(s)
 - c) qualifications
 - d) details of position held
 - e) approximate number of words in article
3. The preferred length of articles is 2000-3000 words. All articles should begin with
 - a summary of up to 150 words
 - up to five key words which accurately reflect the article's subject and focus, and
 - an introduction.

Research articles should be arranged in the usual order of summary, introduction, method, results, discussion and/or conclusion, references and acknowledgements.

4. Spelling should conform to that of Chamber's Twentieth Century Dictionary. Where either 's' or 'z' can be used, please use 's'. eg organisation.
5. Numerals one to nine should be written out, 10 and over typed as figures. Per cent should be written, not %, except in tables.

6. Full stops should not be used to indicate abbreviations – eg, ie, DSS. Unfamiliar terms should be spelt out in full when first used followed by the abbreviation in brackets.
7. Quotation marks should be single, except for quotes within quotes.
8. Capitals should not be used for words like health visitor or doctor. Please do not underline headings or any words except those you want printed in italics.

References

Please check that references are complete and accurate before submitting an article. Failure to do so may cause delay in publication. References should be set out in the Vancouver style (see examples in recent copies of the journal and reference sheet). Essential information includes: author's name and initials, full title of paper or book, publication date, volume number, and page numbers of the articles (first and last page). Normally, references should not exceed 25 in number, often they will number far fewer.

Editing

The editor reserves the right to style to shorten material accepted for publication.

Publication

The editor reserves the right to determine the priority and time of publication. Because of the large number of articles received; publication may be delayed although every effort is made to publish within nine months of acceptance. No payment is made but authors of articles receive two complimentary copies of the Journal.

I hope this brief guide will be helpful. If you have any further queries please contact the Editorial Department of the journal.

Polly Moffat
Editor

***Community Practitioner* – references**

References are an important part of most authors' articles and we hope the following information will be helpful. The principle of references is simple: to give a full reference to the source of your information.

In common with many other biomedical journals, *Community Practitioner's* standardised system for references is the Vancouver system. The format is as follows:

references should be numbered in the order they appear in the text.
references to articles in journals should be in the following order:

author's surname; initials; full title of article; name of journal (in full, not abbreviated); year; volume number; first and last page numbers of article.

references to books should be as follows:

author's surname; initials; full title of book; city of publication; name of publisher, year of publication. For example:

Illingworth RS. The normal child: some problems of the early years and their treatment. Edinburgh: Churchill Livingstone, seventh edition, 1979.

Sometimes you may wish to refer to one particular chapter in a book that has the editor as the main author. This would appear as follows:

Smith ABC. Hearing tests in young children. In: Brown XYZ (ed). Developmental testing of the under fives. New York: Blenkinsop, 1980.

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