

# Journal of Interprofessional Care

## Instructions for Authors

### General Information

Manuscripts must be written in English and should be double spaced and use 12 pt font. The main document, title page, and any tables/figures should each be submitted as separate files. The main document that will be sent for review should contain no identifying information. The title page, submitted as a file not for review, should include the title of the paper, author names and affiliations, contact information, keywords, and running head. Manuscripts should be prepared in accordance with American Psychological Association's (APA) guidelines – see below for further details.



All submissions are initially assessed by the Editor-in-Chief and Managing Editor for their suitability for *Journal of Interprofessional Care (JIC)*. A letter will be sent to the authors, usually within two to three weeks, if a manuscript is rejected at this stage. Manuscripts that are assessed as having potential for publication in *JIC* are sent, with no identifying author information, to two peer reviewers. Associate Editors oversee the process of assessing reviewer feedback, corresponding with authors, and making recommendations for publication. A manuscript may need to undergo a number of revisions prior to a final acceptance. Accepted articles may be edited to meet certain standards. Authors can track the progress of their manuscript on the ScholarOne website.

### Original articles

Original research articles and reviews should have a maximum of 5,000 words including abstract, main text, tables and figures, and references. This total number of words should be indicated in the appropriate space during the online submission process.

**Abstract:** The abstract should be written in paragraph form (not structured with sub-headings), and describe the main elements of the manuscript using no more than 200 words.

**Keywords:** 4-6 keywords, that address both methodological and content areas, should be selected. Keywords should be listed both in ScholarOne Manuscripts during the submission process, as well as on the title page.

**Text:** The text should in general, but not necessarily, be divided into sections with the headings: Introduction, Methods, Results, Discussion, and Conclusion. Main headings should be in bold; subheadings in italics.

**Tables and Figures:** Tables and figures should be referred to in text as follows: Figure 1, Figure 2; Table 1, Table 2, etc. The place at which a table or figure is to be inserted in the printed text should be indicated clearly on the manuscript. Each table and/or figure must have a legend that explains its purpose without reference to the text. Each table and/or figure must be uploaded separately from the main document. Charts and tables are considered textual and should also be supplied in a format compatible with MS Word.

**Notes:** Notes can be included at the end of the paper, before the reference section. All notes should be identified with superscript numbers at the appropriate place in the text.

References: References should be in APA (American Psychological Association) 6th Edition referencing style. The instructions below are taken from:

<http://owl.english.purdue.edu/owl/resource/560/03/>

Please refer to this site for more specific guidelines when preparing your manuscript.

All references cited in the text should be listed in alphabetical order in the reference section at the end of the manuscript text. All citations in the text should include the author last name and the year of publication e.g. (Smith, 2008) or “Smith (2008) demonstrated the importance of...” For a work by two authors, both authors are listed in the signal phrase or in the parentheses each time the work is cited. Use the word “and” between the authors’ names within the text and use “&” in the parentheses. For a work by three to five authors, list all the authors the first time the source is cited, and use only the first author’s last name followed by “et al.” in subsequent citations. For a work by six or more authors, use the first author’s name followed by et al. for all citations. Below are some examples; please refer to the website listed above for further instructions.

#### Journal Papers:

Farrell, B., Pottie, K., Woodend, K., Yao, V., Dolovich, L., Kennie, N., & Sellors, C. (2010). Shifts in expectations: Evaluating physicians' perceptions as pharmacists become integrated into family practice. *Journal of Interprofessional Care*, 24(1), 80-89.

#### Books:

Jelphs, K., & Dickinson, H. (2008). *Working in Teams*. Bristol: Policy Press.

#### Book Chapters:

Wee, B. & Goldsmith, J. (2008). Preparing facilitators for interprofessional learning. In E. Howkins & J. Bray (Eds.), *Preparing for Interprofessional Teaching: Theory and Practice* (pp. 55-68). Abingdon: Radcliffe Publishing.

#### Websites:

Health Canada. (2009). *Interprofessional education for collaborative patient-centred practice*. Retrieved from [http://www.hc-sc.gc.ca/hcs-sss/hhr-rhs/strateg/interprof/index\\_e.html](http://www.hc-sc.gc.ca/hcs-sss/hhr-rhs/strateg/interprof/index_e.html).

### **Short Reports**

The Short Reports section is for papers that describe research plans, either in progress or completed, or an innovation in the field of interprofessional care. These papers have a maximum of 1000 words and six references, and may contain one table or figure. Short reports should not have an abstract. During the submission process, please record “Not applicable”, or input the first paragraph of the report, in the space for abstracts. The text should in general, but not necessarily, be divided into sections with the headings: Introduction, Methods, Results, Discussion, and Conclusion. Main headings should be in bold; subheadings in italics. References should be APA style as noted above.

### **Editorials**

Editorials are designed to be thought-provoking opinion pieces and commentaries on current issues in the interprofessional field. Editorials are usually around 1000 words long.

### **Book reviews**

Book reviews that summarize recently published books relevant to the interprofessional field are usually around 500 words long.

### **Acknowledgments and Declaration of Interest sections**

Acknowledgments and Declaration of interest sections are different, and each has a specific purpose. The Acknowledgments section details special thanks, personal assistance, and dedications. Contributions from individuals who do not qualify for authorship should also be acknowledged here. Declarations of interest, however, refer to statements of financial support and/or statements of potential conflict of interest. Within this section also belongs disclosure of scientific writing assistance (use of an agency or agency/ freelance writer), grant support and numbers, and statements of employment, if applicable.

#### Acknowledgments section

Any acknowledgments authors wish to make should be included in a separate headed section at the end of the manuscript preceding any appendices, and before the references section. Please do not incorporate acknowledgments into notes or biographical notes.

#### Declaration of Interest section

All declarations of interest must be outlined under the subheading "Declaration of interest". If authors have no declarations of interest to report, this must be explicitly stated. The suggested, but not mandatory, wording in such an instance is: *The authors report no declarations of interest*. When submitting a paper via ScholarOne Manuscripts, the "Declaration of interest" field is compulsory (authors must either state the disclosures or report that there are none). If this section is left empty authors will not be able to progress with the submission.

Please note: for NIH/Wellcome-funded papers, the grant number(s) must be included in the Declaration of Interest statement.

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