

Australasian Emergency Care
(formerly known as Australasian Emergency Nursing Journal)

Instructions for Authors

Submission of Manuscripts

1. Electronic submission

Articles submitted for review must be original works, and may not be submitted for Review elsewhere whilst under review by AUEC.

All manuscripts, correspondence, and editorial material for publication should be submitted online via the Elsevier Editorial System at <https://ees.elsevier.com/auec>. Authors simply need to “create a new account” (i.e., register) by following the instructions at the website, and using their own e-mail address and selected password. Authors can then submit manuscripts containing text, tables, and images (figures) online. The entire peer-review process will then be managed electronically to ensure timely review and publication. Authors can expect an initial decision on their submission within 6 weeks.

Following Registration, enter the “Author area” and follow the instructions for submitting “Entry data” and a complete manuscript, including abstract, tables, figures and the cover letter.

Do not include your name in the body of the manuscript to ensure blind review.

Under “Entry data,” indicate the number of authors in the box and justify more than 7 authors. If you wish to publish colour figures and agree to pay the “colour charge” check the appropriate box. Colour illustrations incur a colour charge of US\$312 for the first page and US\$208 for every additional page containing colour.

Every submission, regardless of category, must include:

A **cover letter**, stating: the category of article, sources of outside support for research, including funding, equipment, and drugs, and disclosing any conflict of interest. If your manuscript has been submitted to another journal prior to submission to AUEC full disclosure of this information is required including reason(s) for withdrawal/rejection and any comments from reviewers/editors.

Competing Interests: When the proposed publication concerns any commercial product, either directly or indirectly, the author must include in the cover letter a statement (1) indicating that he or she has no financial or other interest in the product or distributor of the product or (2) explaining the nature of any relation between himself or herself and the manufacturer or distributor of the product. Other kinds of associations, such as consultancies, stock ownership, or other equity interests or patent-licensing arrangements, also must be disclosed. If, in the Editor’s judgment, the information disclosed represents a potential conflict of interest, it may be made available to reviewers and may be published at the Editor’s discretion; authors will be informed of the decision before publication. Authors should ensure that any members of the Editorial Board, Reviewers or Editors of AUEC who are involved in any capacity in the authoring process including supervision and mentoring, are listed as having a potential for competing interests.

Note that the online manuscript submission program requires separate entries of some information that also appears in the manuscript. These separate entries are needed to manage processing and reviewing your manuscript and correspondence.

2. Hard copy support materials

In addition, the following must be submitted in hard copy direct to the Editorial Office if applicable:

Two sets of **original illustrations** labelled with manuscript number, first author and figure number on back (if originals are not electronic files).

Permission from the copyright holder (typically the publisher) must be submitted to the Editorial Office for the reproduction of any previously published table(s), illustration(s) or photograph(s). Permission must be valid for reuse in both print and electronic formats.

Appropriate consents must also be obtained for any patient images appearing in your manuscript. For Elsevier’s patient consent policy, please visit <https://www.elsevier.com/about/company-information/policies/patient-consent>.

Preparation of Manuscript

Microsoft Word is the preferred software program. Manuscripts written in 11 point Arial or Times New Roman fonts are preferred and more reliably convert to PDF files during electronic submission.

Manuscripts should be typed double-spaced throughout (including title page, abstract, text, references, tables, and legends) with 2.5 cm (one inch (1”)) margins all around.

Arrange manuscript as follows: (1) title page, (2) abstract and keywords, (3) text, (4) acknowledgments, (5) disclosures, (6) references, (7) tables (each complete with title and footnotes) (8) Figures and (9) figure legends. Number pages consecutively, beginning with the title page as page 1 and ending with the legend page.

Word Limits by Category of Manuscript

- **Original articles** maximum 4,500 words including title page, abstract, text, figure legends and references.
- **Case reports** and “how to do it” maximum 1,500 words including title page, abstract, text, references and figure legends. A “how to do it” article should be a description of a useful, clinical technique and contain descriptive, illustrative material.
- **Review articles** are limited to 6,500 words including title page, abstract, text, figure legends and all references. The total number of references should not exceed 80. Subtract 100 words for each illustration and 300 words for each table. More specific guidelines about the content of review articles are available from the editorial office upon request.
- **Correspondence** (Letters to the Editor), commentaries and updates are limited to 500 words. Subtract 100 words for each illustration and 300 words for each table.
- **Editorials** are limited to 2,500 words including references. Subtract 100 words for each illustration and 300 words for each table.

Sections of the Manuscript

(Items in order from top to bottom)

- **Title Page** (first page) should contain:

A. **Title.** Short and informative

B. **Running Head.** Short title of 30 characters and spaces

C. **Authors.** List all authors by first name, all initials, family name and highest academic degree using “RN, PhD” for holders of both degrees

D. **Institution and Affiliations.** List the name and full address of all institutions where the work was done. List departmental affiliations of each author affiliated with that institution after each institutional address. Connect authors to departments using numbered superscripts.

E. **Corresponding Author.** Provide the name, exact postal address with zip or postal code, telephone number, fax number and e-mail address of the author to whom communications, proofs, and requests for reprints should be sent.

- **Abstract & Keywords.**

Purpose, procedures, findings and principle conclusions must be covered in under 200 words. Avoid abbreviations and acronyms. For Original Research and Quality Articles, the Abstract should be divided into **Background, Methods, Results, Conclusions.**

Provide up to 6 keywords, at least five of which should be selected from those recommended by the Index Medicus Medical Subject Headings (MeSH) browser list (<http://www.nlm.nih.gov/meshhome.html>)

- **Main Body Text**

For Original Research or Quality Articles, **text** should be organised as follows:

Introduction (purpose of study and brief review of background);

Material (or Patients) and Methods (described in detail);

Results (concisely reported in tables and figures, with brief text descriptions), and

Discussion (clear and concise interpretation of results).

Cite references, illustrations and tables in numeric order by order of mention in the text.

Avoid abbreviations. Define abbreviations at first appearance in the text.

Measurements and weights should be given in standard metric units.

Footnotes. Type footnotes at the bottom of the manuscript page on which they are cited.

- **Acknowledgments**

Authors are encouraged to acknowledge persons other than co-authors who have made substantial contributions to the development of their study or manuscript. Permission from all persons named in the acknowledgements must be obtained prior to submission to the Journal and authors must inform the Editor in writing that such permission has been obtained. This statement can be included in the “comments” section when submitting a manuscript online. Any personal acknowledgements should also be submitted as a separate attached page with the manuscript.

- **Disclosures**

All manuscripts must include a statement relating to competing Interests.

All manuscripts must include a statement relating to Funding.

- **References**

Consecutive numbers in superscript should be used to indicate references in the text, e.g. ...in nursing practice guidelines.^{21,46}

The full reference should be cited in a numbered list essentially according to the Vancouver Uniform Requirements (5th ed., *Ann Intern Med* 1997;126(1):36–47).

Journal References should contain names of all authors in small letters (surnames first followed by initials), Title of communication in lower case lettering, Title of Journal [abbreviated according to International Serials Data System-List of Serial title Word Abbreviations, 1985 (ISDS-ISO International Centre, 20 rue Bachaumont, 75002 Paris, France)], year of publication; volume number (issue number in brackets): first and last page number. For communications which have been accepted for publication, but not yet printed, the reference must contain the journal name and year.

Book References should contain Author Name(s) in the same format as above: Title. Publisher’s location: Name; Year of publication. page range.

References to multi-author books with editor(s) should contain Author Name(s) in the same format as above: Title of contribution. In: Name(s) of editor(s). Title of book. Publisher’s location: Name; Year of publication. If necessary page range (see Ref. 4)

Material referred to by the phrase “**personal communication**” or “submitted for publication” are not considered full references and should only be placed in parentheses at the appropriate place in the text, e.g., (Hessel 1997 personal communication).

Examples of references are shown below

1. Baker D, Stevens C, and Brook R. Patients who leave a public hospital emergency department without being seen by a physician *JAMA* 1991;266: 1085–1099

2. Copley AL. The endothelial fibrin lining. *Thromb Res* 1983;(SV):1–154.

3. Bhimani M, Li G, Chanmugam A, Scheulen J, Liang H, Tang N, and Kelen G. The impact of physician rapid assessment program at triage on ED overcrowding. *Academic Emergency Medicine*; 2001. p. 578

4. Angulo P, Nonalcoholic fatty liver disease. In: Clouston AD, and Powell EE. Nonalcoholic fatty liver disease: is all the fat bad. *Intern Med J*; 2004

Internet address

3. Health Care Financing Administration. 1996 statistics at a glance. Available at: <http://www.hcfa.gov/stats/stathili.htm>. Accessed December 2, 1996.

- **Tables**

Tables should be typewritten double-spaced on separate sheets (one to each page). Do not use vertical lines. Each table should be numbered (Arabic) and have a title above. Legends and explanatory notes should be placed below the table. Abbreviations used in the table follow the legend in alphabetic order. Lower case letter superscripts beginning with “a” and following in alphabetic order are used for notations of within-group and between-group statistical probabilities. Tables should be self-explanatory, and the data should not be duplicated in the text or illustrations. Tables must be submitted as part of the text file and not as illustrations.

- **Figure Legends**

Figure legends should be numbered (Arabic) and typed double-spaced in order of appearance beginning on a separate sheet. Identify (in alphabetic order) all abbreviations appearing in the illustrations at the end of each legend. All abbreviations used on a figure and in its legend should be defined in the legend. **Cite the source** of previously published (print or electronic) material in the legend.

- **Illustrations**

Images or figures are submitted online as one or more separate files that may contain one or more images. Within each file containing images, use the figure number (eg, Figure 1A) as the image filename. The system accepts image files formatted in TIFF and EPS. Powerpoint (.ppt) files are also accepted, but you must use a separate Powerpoint image file for each Powerpoint figure.

Symbols, letters, numbers and contrasting fills must be distinct, easily distinguished and clearly legible when the illustration is reduced in size.

Black, white and widely crosshatched bars are preferable; do not use stippling, gray fill or thin lines.

Written permission from unmasked patients appearing in photographs must be obtained by the authors and must be surface mailed or faxed to the editorial office once the manuscript is submitted online.

Regulatory Requirements

- **Research Protocol**

Authors must state that the protocol has been approved by the appropriate Ethics Committee (state which)

- **Human Investigation**

All work should conform to the “National Statement on Ethical Conduct in Research Involving Humans” by the National Health and Medical Research Council of Australia, or the equivalent in other countries, or the Declaration of Helsinki. The ethical guidelines that were followed by the investigators must be included in the Methods section of the manuscript. State clearly that the subject gave informed consent. Anonymity should be preserved.

- **Humane Animal Care**

The Methods section must contain a statement (if applicable) assuring that all animals received humane care in accordance with the “Statement on Animal Experimentation” by the National Health and Medical Research Council of Australia, or its equivalent in other Countries (for example the “Guide for the Care and Use of Laboratory Animals” published by the National Institutes of Health).

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