

# 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 workforce. It publishes a mixture 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 happy 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 'advertorial' 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 must be supplied as an open Word document, using Arial font (size 12). Single line spacing should be used throughout the document, with single spaces between sentences.

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

**Article length:** This will depend on the type of copy submitted, but as a general guide, we suggest:

- **Features:** 500-600 words (single page), 1,000-1,200 words (two pages)
- **Pictures:** Article length should take account of the space any illustrations will occupy
- **Editing:** All articles submitted to the AHCS are subject to editing but, wherever possible, please try to ensure that your article flows well and is reader friendly.

**Pictures:** Authors are encouraged to provide one or two illustrations to go with their article, as this enhances reader interest. Supporting pictures, diagrams and illustrations must be high-resolution and preferably in jpeg or equivalent format unless being supplied for web use only. To take high-resolution photographs, please ensure the camera formatting option is set to 'large, 'advanced' or similar before photographs are taken. Where possible, please ensure the background is neutral and uncluttered, and so on.

**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.

**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 which may well need rethinking and rewriting for general publication
- It is usually best to distil your key messages or learning points and 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 us about your conclusion first and then take us through how you arrived at it. Tell us the story.

## **Editing approach**

**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 plain 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* (see separate document).

**Submitting your article:** Please email your article to Fiona Fiorentino ([admin@AHCS.ac.uk](mailto:admin@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 Fiona Fiorentino at [admin@AHCS.ac.uk](mailto:admin@AHCS.ac.uk)

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