



## Women and Birth – Guide for Authors

### General Information

*Women and Birth* invites authors to submit articles, case studies, book reviews, major conference reviews, and correspondence on all facets of pregnancy, birth and the early postpartum period with particular emphasis on midwifery care during the childbearing year. The majority of submissions are peer reviewed but book and conference reviews, along with letters to the editor are reviewed only by the Editor-in-Chief or the Deputy Editor.

**Peer review** (independently reviewed by specialists in the appropriate field)

- Research article
- Literature Review
- Theoretical paper
- Professional opinion / discussion paper
- Case study which is linked to the literature

### Peer review process

Each paper is allocated to two reviewers who are asked to assess the paper against one of the Journal's three sets of reviewing criteria:

- Quantitative Research Review Criteria
- Qualitative Research Review Criteria
- Scholarly Paper Review Criteria

The review criteria can be viewed at <http://www.ees.elsevier.com/wombi/img/ReviewCriteria.doc>

Articles submitted for review must be original works, and may not be submitted for review elsewhere whilst under review for the Journal.

After review, the Editor-in-Chief will write to the corresponding author to let them know whether the paper has been accepted, rejected, or needs revision.

### Categories of decision

- Accept
- Minor revisions (accept with revisions as advised by Editors)
- Major revisions (possible acceptance following major revision and resubmission)
- Reject

All efforts are made to provide fair and thorough reviews as speedily as possible.

If an author(s) believes that a manuscript has been wrongly rejected, a detailed appeal letter that responds point-by-point to the reviewers' comments should be sent to the Editor who, having reviewed the referees' reports, will make the final decision.

### Reviewed by Editor-in-Chief or Editorial Team only

- Letter to the Editor or a short comment on any topic of current interest

- Book review
- Major conference review

For these types of submissions, the corresponding author will receive a fairly rapid decision on publication.

### Production

Following acceptance of a manuscript; it will be transmitted to Elsevier's Production department. The corresponding author will receive an acknowledgement. The paper will then be edited to comply with house style, and typeset.

The Publisher will email a proof to the corresponding author for checking before it is published.

The corresponding author is responsible for checking proofs thoroughly. By approving the proofs any editorial changes are being accepted.

### Submission of Manuscripts

All manuscripts, correspondence and editorial material for publication should be submitted online via the Elsevier Editorial System at <http://www.ees.elsevier.com/wombi>. 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 is managed electronically to ensure timely review and publication. Authors can expect an initial decision on their submission within 6 weeks.

Following Registration, click on "Author begin" and follow the instructions for submitting a complete manuscript, including the cover letter, title page, structured abstract, tables, figures, and other required documentation.

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 USD 312 for the first page and USD 208 for every additional page containing colour. Figures can be published in colour at no extra charge for the online version. If you wish to have figures in colour online and black and white figures printed, please submit both versions.

### Preparation of Manuscript

In general, the manuscript should not exceed 3,500 words (including References, Tables and Figures, but excluding the Structured Abstract).

Longer papers will be considered where the extra length is warranted by the subject and/or scope of the paper. For manuscripts over 3,500 words please email the Editor for approval, including the Structured Abstract, prior to submitting. Email: [kathleen.fahy@scu.edu.au](mailto:kathleen.fahy@scu.edu.au)

Note: Tables and Figures combined cannot exceed two typeset pages. Additional Tables and Figures can be made available as Supplementary

Material - for online viewing only. (Authors must ensure that their manuscripts do not require the reader to refer to the Supplementary Material for coherence).

First time authors are strongly advised to co-author with an academic supervisor or senior colleague who has been successful in writing for publication.

Microsoft Word is the preferred application. Manuscripts should be in 11 point Arial or Times New Roman fonts as these more reliably convert to PDF files during electronic submission.

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

Page numbers and line numbers should be included for the convenience of the peer-reviewers.

Every submission, regardless of category, must include the following. Please have these items ready before you logon to the system.

(1) A **Cover letter**, stating:

- **Conflict of Interest:** 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.
- **Sources of outside support for research:** including funding, equipment, and drugs.
- **Word Count:** Please state the word-count, including the Abstract, References, Tables and Figures.

(2) An **Author Agreement** stating:

- that the article is the author(s)' original work
- the article has not received prior publication and is not under consideration for publication elsewhere
- that all authors have seen and approved the manuscript being submitted
- the author(s) abide by the copyright terms and conditions of Elsevier and the Australian College of Midwives

(3) An **Ethical Statement** for all Research papers, providing the following information:

- Whether the submitted manuscript involved human or animal research.
- If human or animal research was involved, whether Ethical Approval was granted for the Study as either (A) A quality assurance or practice improvement project, OR (B) A scientific research study.
- If the submitted manuscript is based on a research study which was subjected to a full review by an institutional ethics committee, please provide the following information:
  - The name of the ethics committee
  - The approval number
  - The date of approval

Note: If the manuscript is based on a quality assurance or practice improvement project this must be made clear in the text of the paper and address ethical issues concerning informed and free consent and confidentiality, as relevant.

If an Ethical Statement is not applicable this must also be specified.

### Considerations specific to types of research designs

The editors require that manuscripts adhere to recognised reporting guidelines relevant to the research design used. These identify matters that should be addressed in your paper. These are not quality assessment frameworks and your study need not meet all the criteria implied in the reporting guideline to be worthy of publication in the journal. The checklists do identify essential matters that should be considered and reported upon. For example, a controlled trial may or may not be blinded but it is important that the paper identifies whether or not participants, clinicians and outcome assessors were aware of treatment assignments.

You are encouraged (although not required) to submit a checklist from the appropriate reporting guideline together with your paper as a guide to the editors and reviewers of your paper.

Reporting guidelines endorsed by the journal are listed below:

*Observational cohort, case control and cross sectional studies* - STROBE - Strengthening the Reporting of

Observational Studies in Epidemiology <http://www.equator-network.org/index.aspx?o=1032>

*Quasi-experimental/non-randomised evaluations* - TREND - Transparent Reporting of Evaluations with Non-randomized Designs <http://www.equator-network.org/index.aspx?o=1032>

*Randomised (and quasi-randomised) controlled trial* - CONSORT - Consolidated Standards of Reporting Trials <http://www.equator-network.org/index.aspx?o=1032>

*Study of Diagnostic accuracy/assessment scale* - STARD - Standards for the Reporting of Diagnostic Accuracy Studies <http://www.equator-network.org/index.aspx?o=1032>

*Systematic Review of Controlled Trials* - PRISMA - Preferred Reporting Items for Systematic Reviews and Meta-Analyses <http://www.equator-network.org/index.aspx?o=1032>

*Systematic Review of Observational Studies* - MOOSE - Meta-analysis of Observational Studies in Epidemiology <http://www.equator-network.org/index.aspx?o=1032>

Qualitative researchers are encouraged to consult the guideline listed below:

*Qualitative studies* - COREQ - Consolidated criteria for reporting qualitative research. Tong, A., Sainsbury, P., Craig, J., 2007. Consolidated criteria for reporting qualitative research (COREQ): a 32-item checklist for interviews and focus groups. *International Journal for Quality in Health Care* 19 (6), 349-357. <http://dx.doi.org/10.1093/intghc/mzm042>

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

- Title. Short and informative (abbreviations should not be used in title).
- Running Head. Short title of 30 characters and spaces.
- Authors. List all authors by first name, all initials, family name and highest academic degree only using "RM, PhD" for holders of both qualifications.
- 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.
- 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.

(5) **The complete manuscript**, arranged as follows: (1) structured Abstract and Keywords (2) manuscript, including Acknowledgments/

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