

# The Cumbria Partnership Journal of Research, Practice and Learning

## Instructions for authors

### General

The aim of the Cumbria Partnership Journal of Research, Practice and Learning is to share good practice in clinical and professional activity relevant to the services and functions of the Cumbria Partnership NHS Foundation Trust. We support articles from within or outside of the trust that encourage evidence based practice within any part of the trust services and support and educational functions. The editorial board will be happy to discuss articles with potential authors and to offer support in developing an idea or working up an existing report for publication in the journal. If you would like to submit an article or require more information about the journal or the Learning Network you can contact Professor Dave Dagnan, Editor in Chief, at [dave.dagnan@cumbria.nhs.uk](mailto:dave.dagnan@cumbria.nhs.uk).

Articles may be submitted on a range of topics including:

- Case Reports
- Review Articles
- Clinical Experience
- Key Audits
- Research and Development
- Health and Social Care Management
- Trust Management
- Governance including Risk
- Reflective practice
- Adult learning
- Letters to the Editor
- Events, Special Training Sessions and Guest Speakers

They are also encouraged from all partners including:

- Nursing
- Managers
- Finance, Human resources, Estates, IT and other wider functions of NHS trusts
- Medical
- Psychology
- Allied Healthcare Professionals
- Social Care
- Service users and carers

The Editorial Board and Cumbria Partnership NHS Foundation Trust do not take any responsibility for the accuracy of the articles which are published in the Journal. Any views expressed in any article published are purely those of the author.

### Ethical guidelines

Acceptance of papers is based on the understanding that authors have treated research participants with respect and dignity throughout. Papers based on original research must include an ethical statement to confirm either that the research has received formal ethical approval from an appropriate ethics committee or that the research has taken appropriate steps with regard access, informed consent, confidentiality and anonymity.

Copyright and publication in other journals: All refereed journals will have strict rules about the publication of data and text that has appeared elsewhere. This will also apply to the Cumbria Partnership Journal of Research, Practice and Learning. We will need to be sure that articles we publish have not been published elsewhere unless we can get express permission to republish. But perhaps more important is the fact that an article published in the Cumbria Partnership Journal of Research, Practice and Learning cannot then be published elsewhere. Publication in national and

international reviewed journals is important for professional development and for the reputation of the Cumbria Partnership NHS Foundation Trust. The editors will advise authors as to whether their submissions are potentially publishable elsewhere and support this process if it seems likely to be the case. However if potential authors have work that they intend to publish elsewhere then we would encourage reflective or formative articles discussing the process of the research or the implications of the research for the Trust.

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Permissions: if all or parts of previously published illustrations or text are used, permission must be obtained from the copyright holder concerned. The editors will help the author determine how to obtain such permissions.

## **Submission of manuscripts**

To submit a paper to the Cumbria Partnership Journal of Research, Practice and Learning, please send your manuscript by e-mail attachment to the Editor-in-Chief, at [dave.dagnan@cumbria.nhs.uk](mailto:dave.dagnan@cumbria.nhs.uk).

## **Manuscript format and structure**

All manuscripts submitted to the Journal of the Cumbria Learning Centre should include: Summary, Keywords, Main Text (divided by appropriate sub headings) and References. Articles should be a maximum of 2,000 words in length including references.

Title Page: This should include: a short title to indicate content with a sub-title if necessary; the full names of all the authors; the name(s), address(es) and email addresses of the author to whom all correspondence and proofs should be sent and up to six key words to aid indexing.

## **Style**

### **Abbreviations and symbols**

All symbols and abbreviations should be clearly explained. Abbreviations should not be used when they refer to people (e.g., learning disabilities, not LD; mental health, not MH etc). Please also use "people with condition name" wherever possible, not "condition named people".

### **References**

Journals require a consistent approach to recording references. The journal uses the American Psychological Association referencing format; the journal website has links that explain how to present references in this format. However, don't be put off submitting something if you cannot get references looking right. The editorial team will help you.

### **Tables, Figures and Figure Legends**

Tables should be used to clarify important points. Tables must, as far as possible, be self-explanatory and should be numbered consecutively with Arabic numerals, e.g., Table 1, Table 2, etc, in order of their appearance in the text.

Figures: All graphs, drawings and photographs are considered figures and should be numbered in sequence with Arabic numerals. Each figure should have a legend and all legends should be typed together on a separate page at the end of the manuscript and numbered correspondingly. All symbols and abbreviations should be clearly explained.

## **After acceptance**

Proofs: Proofs will be sent via e-mail as an Acrobat PDF (portable document format) file. The e-mail server must be able to accept attachments up to 4 MB in size. Acrobat Reader will be required in order to read this file. Corrections must be returned to the Production Editor within 3 days of receipt.