Guidelines for Authors: *Health and Social Care Chaplaincy*

Please follow these guidelines when you first submit your article for consideration by the Editors and when you prepare the final version of your article following acceptance for publication. The style guide for submitting to *Health and Social Care Chaplaincy* is provided at the end of this document.

About *Health and Social Care Chaplaincy*

Health and Social Care Chaplaincy is a peer-reviewed, international journal that assists health and social care chaplains to explore the art and science of spiritual care within a variety of contexts. The journal was founded in 2013 through the merger of the *Journal of Heath Care Chaplaincy* and the *Scottish Journal of Healthcare Chaplaincy*. It continues to be the official journal of the College of Heath Care Chaplains and the Scottish Association of Chaplains in Healthcare and members of both societies receive the journal as part of their annual membership.

Health and Social Care Chaplaincy is a multidisciplinary forum for the discussion of a range of issues related to the delivery of spiritual care across various settings: acute, paediatric, mental health, palliative care and community. It encourages a creative collaboration and interface between health and social care practitioners in the UK and internationally and consolidates different traditions of discourse and communication research in its commitment to an understanding of psychosocial, cultural and ethical aspects of healthcare in contemporary societies. It is responsive to both ecumenical and interfaith agendas as well as those from a humanist perspective.

The journal focuses on ensuring that chaplains have the essential knowledge, skills and character required to perform chaplaincy services in a range of health and social care contexts. It fosters ethical practice; enhanced discourse and communication skills; philosophical and critical understanding; proficiency in assessment, intervention and evaluation; research literacy; team working and awareness of the contribution of other disciplines in the delivery of health and social care. It enables chaplains to offer staff support, enhance organisational spirituality and contribute to health and wellbeing in their communities.

The journal strives to bring practitioners and academics in the field into critical dialogue and encourages first time authors and reflective practitioners.

The journal will be published online and in hard format twice a year.

General Information for Authors

<u>Types of Submission</u>

Articles and Research Articles

Health and Social Care Chaplaincy seeks articles covering a variety of topics including (but not restricted to): ethics, general interest, mental health, paediatric care, palliative care, professional issues, reflective practice, social care and spirituality and religion. Articles may vary in length, but submissions should not normally exceed 7,000 words (inclusive of notes and bibliography). Articles must include an abstract of the main text and a list of key words.

Book Reviews and Literature Reviews

Please contact the book review editor, Mark Newitt (mark.newitt@sth.nhs.uk), before submitting a review to ensure that the book concerned has not already been assigned. Book reviews should be between 500 and 1,500 words, although literature reviews of 3,000 words or longer will occasionally be considered. These may review one or more books, and may also focus on multiple works of a single author, works in a series, or publications around particular topics. Literature reviews may also be joint-authored, and may be commissioned and accepted by the editor without outside review. Please submit a proposal for such an extended literature review electronically. (See the five step process below) Book reviews and literature reviews do not need an abstract but do need a list of keywords.

Letter to the Editors

Letters to the editors may vary in length and must be submitted electronically.

<u>Language of Publication</u>

The language of publication is English. The language of submission is English.

<u>Permissions and Copyright</u>

It is your responsibility as author to ensure that you have obtained any permissions to reproduce any part of another work, including artwork. If your article contains extracts from other works, especially figures, tables, poetry etc., please contact the authors and publishers before submitting the final version to seek permission to use their work. Please refer to the Permission Guidelines for Authors PDF on the Equinox website for further details. Under no circumstances will the Publisher undertake to redraw or enhance material or to clear permissions.

Policy Regarding Previously Published Material and Translations

The journal accepts only original articles that have not been previously published. The Editors will not consider articles that are under consideration by other publishers. It is assumed that once you have submitted an article to *Health and Social Care Chaplaincy* it will not be sent to other publishers until the Editors have made a decision regarding its inclusion.

The Editors will only consider previously published material in exceptional circumstances. They will consider translations of articles previously published in other languages if they consider that their publication in English will considerably advance the field.

Agreement to Publish

It is a condition of publication that authors vest copyright in their articles, including abstracts, in Equinox Publishing Ltd. This enables the publisher to ensure full copyright protection and to disseminate the article, and the journal, to the widest possible readership in print and electronic formats as appropriate. Authors may use the article elsewhere in print only after publication without prior permission from Equinox Publishing Ltd., provided that acknowledgment is given to the Journal as the original source of publication, and that Equinox is notified in advance so that its records show that use of the article is properly authorized. Once an article has been accepted for publication, the author must complete the 'Agreement to Publish' form downloadable from http://www.equinoxpub.com. Please read the conditions, sign the form and return it to the Publisher. Any other re-use of the material must be cleared in advance with the Publisher.

Submitting your work to *Health and Social Care Chaplaincy*

Electronic submission

The Editors usually only consider articles and reviews that have been submitted electronically through the *Health and Social Care Chaplaincy* website. If you are unable to submit electronically, please contact the Editors.

How to Submit

Electronic submission is a five stage process. Before the author (or corresponding author) can submit their work to *Health and Social Care Chaplaincy*, they must first register as an author with the Equinox website. This can be done under the 'For Authors' tab on the *HSCC* webpages. Once registration is complete the author can 'enter a new submission' and begin the five-stage submission process:

1. The author will choose the journal section to which they are submitting their work, for example 'Book Review'. The author will then be asked to complete a submission checklist in which they must

confirm that they hold copyright in the material being submitted and/or that permissions have been cleared to reproduce any included copyrighted material. The journal accepts only original articles which have not been previously published. It is the author's responsibility to clear copyright for any copyrighted material which is quoted or used, including artwork.

2. The next stage will prompt the author to upload the main body of their work. Please upload a Word document and ensure that this document is anonymous (see the section below on Ensuring a Blind Peer Review). Any supplementary files will be uploaded at a later stage.

3. The author will be prompted to supply various types of information about their work which is known as 'metadata'. Although the metadata is entered separately from your article, the metadata will include the abstract that will appear in the main body of your article, along with keywords. You will also need to fill in author(s) biographical information and appropriate classification codes (a link to the Library of Congress website will be provided). Please be as detailed as you can when filling in the metadata. It is important because it facilitates the indexing of your article once it is published, thus leading to more citation and greater readership. Any author information that is entered at this stage will not be revealed to the reviewers of the work; they will only see the abstract, key words and the classification codes.

4. The fourth step allows the author to upload any supplementary files. Supplementary files can be in PDF format if desired.

5. The final stage is confirmation that the author wants to submit their work for consideration by the Editors of *Health and Social Care Research*. The author will receive a confirmation email that their work has been successfully submitted, and the Editors will receive an automatic notification that a submission has been made electronically to the journal.

Ensuring a Blind Peer Review

All articles are blind peer-reviewed, being evaluated by referees who will be members of the Editorial Board. To ensure the integrity of the blind peer review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore, when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word 'author' for your own personal details and for the actual title of the work cited.

2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.

3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

4. Acknowledgments should be added as part of the Metadata and not included in the main body of your submission as they may contain information that would jeopardize anonymity.

Decision about Publication

The Editors will communicate with you by e-mail regarding the progress of your submission. The decision period is generally between six and eight weeks. Their evaluation may include recommendations for revision, which the author should carry out to the Editors' satisfaction before the article can be accepted.

Proofs, Offprints and Copyright

Proofs will normally be sent to authors as PDF files via email. The author should correct and return them electronically within the specified time period. The author should advise the Editors in advance if they will be unable to do this. Only typographic corrections, and responses to specific questions raised by the Editors, can normally be accepted at this stage.

Authors will receive final versions of their articles by e-mail as PDF files. In addition, authors receive one copy of the print issue in which their article appears. The author may also purchase additional copies of the issue at a 35% discount and may also order other Equinox titles at this discount. The Publisher does not provide printed offprints.

General Style Rules for submissions to *Health and Social Care Chaplaincy*

1. Manuscripts should be formatted using double spacing with pages numbered consecutively throughout.

2. Manuscripts should be prefaced by a Title, a short abstract of 50–150 words and a list of keywords.

3. No more than 2 levels of headings should be used, and in the manuscript the primary and secondary headings should be prefaced by <1> and <2> respectively.

4. Quoted matter, if more than three lines, should normally be indented, without quotation marks.

5. Quotations of up to three lines should form part of the text, and should be indicated by double quotation marks. Single quotation marks should be used only for quotations within quotations.

6. In general, foreign words and phrases, both in main text and endnotes should be provided in translation, followed by the transliterated foreign word in square brackets (i.e. house [bayt]).

7. References within the submission should follow the *Harvard Referencing* style using the author-date system. Sources should be cited in the text giving the author's last (family) name, and then the publication date of the work should be cited in brackets. In addition, a page number or other locator may be added, following a comma.

8. All notes of a substantive nature should be provided as footnotes using the footnote tool in Microsoft Word, and using Arabic numerals, (1), (2), etc.

9. All sources referred to in the text and footnotes must be compiled by the author in a bibliography of works cited in which the year of publication appears immediately after the author's name. All entries must be in alphabetical order. For successive entries by the same author(s), translator(s), editor(s), or compiler(s), a 3-en dash replaces the name(s) after the first appearance. The entries are arranged chronologically by year of publication in *ascending* order.

Titles should be capitalized headline-style unless they are in a foreign language (see *CMS* 8.157, 11.3); titles of larger works such as books and journals are italicized; and titles of smaller works such as journal articles are presented in Roman and enclosed in quotation marks. Noun forms such as editor, translator, volume, and edition are abbreviated, but verb forms such as edited by and translated by are spelled out.

10. -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.).

11. Preferred spelling should follow the Oxford English Dictionary. Contributors may opt to use American or UK English standards of spelling but must indicate this at the time of their submission and must be consistent throughout.

12. Authors of articles and book reviews will be emailed a proof as a PDF file, and will normally be expected to return these within ten working days of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors.

13. Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data. Authors are responsible for obtaining and paying for all copyright and reproduction charges.

14. For further reference or details not covered in this Guide, please refer to *The Chicago Manual of Style*, 16th edition.

Gender and Language

Where a gender-inclusive alternative is possible, it is to be preferred (e.g. "humanity" rather than "man" when referring to both genders). When personal pronouns are used both genders should generally be included. The use of plural forms is recommended.

Capitalization

Use lower case for personal pronouns of divine persons other than at the beginning of sentences: he, his, etc. In the case of book titles, significant caps are recommended. Sentence style capitalization must be used for titles in Arabic and German.

Abbreviations

Do not abbreviate journal titles.

BC and AD should be unpunctuated and should not be set in small capitals.

Note the following abbreviations:

ed. (editor)

trans. (translator)

rev. (reviser)

2nd ed. (second edition)

repr. (reprint)

vol./vols. (volume)

For full details regarding forms of abbreviation please refer to the *Chicago Manual of Style*, Chapter 10.

Verbal Style and Spelling

1. Square brackets should be used within parentheses, to indicate the major text inserted into a quotation by the author (e.g. [sic]), and should also be used to contain the citation of an original, transliterated term translated. In this case, the foreign word should not be italicized.

2. Numerals are written out in full when they are ten or below, when they begin a sentence and when they are an even hundred, thousand, million, etc. But sometimes it is better to have consistency rather than follow this rule. Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc. In a sequence of numbers, the numbers should be given in full separated by an en-dash, hence 107.109 (not 107.09), and should not be preceded by p. or pp.

3. Possessives. For possessives of proper names ending in a (pronounced) s add 's, e.g. Childs's Introduction, Jones's views. The exception is for ancient names, e.g. Jesus', Moses', Barthes', Descartes' etc.

4. Ellipses: all quotations are in the nature of things an extract from a longer text, so ellipses should not be used simply to indicate that in the original text there are preceding and following words.

5. Use: focused, focusing etc (not focussed, focussing); first, secondly, or first, second (but not firstly); acknowledgment, judgment; analyse (but analyze in American spelling)

6. "E.g." and "i.e." are only permissible in the body of the text if they introduce a list or are within parentheses. Likewise, please avoid "etc." unless it is in a footnote. Please do not use op. cit., idem and avoid ibid. Avoid "f." and "ff."

<u>Captions</u>

Provide on a separate page following the References a list of captions for all figures (i.e. all artwork, including photographs, drawings and graphs) and for all tables.

<u>Figures</u>

Labelling should be of professional standard and no less than 2 mm high after final reduction.

Include a scale when objects, sections, etc. are illustrated, and both a scale and a north arrow on all maps; all scales, symbols and keys should be included as part of the figure itself, rather than placed in the caption. Every figure must have a brief caption, correspondingly numbered, which will be printed beneath the figure: do not include the caption on the actual figure. Cite all illustrations as Figures (not plate, map, plan, illustration, etc.). Indicate in the text where each Figure (or Table) should appear, by writing on a separate line 'Insert Figure xx about here' at the appropriate point.

Figures and Tables should be numbered in the order of their first appearance in the text.

<u>Electronic illustrations</u>

Unless previously arranged, or forming part of Photo Essays, electronic illustrations must be grey scale or black and white. They should initially be submitted in a low-resolution format as either .jpg or .pdf (the latter as a single file). For publication, they must be high-resolution (i.e. 300 dpi for grey tones [photos] and 600 dpi for black-and-white line-drawings at a maximum width

of 149 mm) and submitted in .tif or .eps format. Note that the high-resolution (large-size) files should not be e-mailed to us but must be uploaded to a website (specific instructions will follow once your manuscript is accepted for publication). Please note that all artwork must be submitted in digital format; any author experiencing difficulties in submitting digital artwork should contact the editors.

<u>Colour illustrations</u>

Printing costs and constraints severely limit their use; there must be a compelling case that black and white or halftone illustrations would not provide a viable alternative (e.g. a GIS analytical map that conveys too much information to be rendered meaningfully in black-and-white). Authors who believe the use of colour illustrations is essential should contact the co-editors before submitting their artwork.

Note that many illustrations originally created in full colour, but printed only in black-and -white for purposes of submission, often prove to be unacceptable. Always check with the Editors first if your article requires full colour reproduction in the print version. Each issue has a colour budget which must be allocated by the Editors.

<u>Tables</u>

Tables should be used sparingly. When designing tables, bear in mind their size relative to the dimensions of *HSCC*'s standard page size (149 x 204 mm). Complex or lengthy tables are best

submitted as camera-ready copy; otherwise, present all tables in 1.5-spaced type, together with a complete, separate list of table captions.

<u>Footnote and bibliography style</u>

The journal follows the *Harvard Referencing* conventions for the author-date system.

Journal article:

Reference

Gubi (2012, 61)

Bibliography

Gubi, P.M. (2012). Engaging with Research as Mission: Exploring Challenges and Process. *The Journal of Health Care Chaplaincy* 12 (2) pp. 59-67.

Book:

Reference

Orchard (2001, 87)

Bibliography

Orchard, H. (2001). *Spirituality in Health Care Contexts*. Philadelphia, PA: Jessica Kingsley Publishers.

Chapter/article in a collected volume:

Reference

Wilson (1996, 139)

Bibliography

Wilson, R.E. (1996). Transcutaneous electrical nerve stimulation. In: M. Leflowitz, A.H. Lebovits, with D.J. Wlody and S.A. Rubins (eds.). *A Practical Approach to Pain Management.* Boston: Little Brown. Pp.136-41