

# South West Clinical School Journal

## Author and Editorial Guidelines for the online Journal of the South West Clinical School in Cornwall

### CONTENTS

The South West Clinical School Journal .....	2
Background.....	2
Aim.....	2
Scope.....	3
General information .....	3
Submission preparation and format .....	3
Authorship guidance.....	3
Author details .....	4
Disclosure statement (including any conflict of interest and/or financial declaration) .....	4
Guidance for submission (#400Words) .....	4
Referencing.....	5
Suggested structure for the four categories of article publication .....	5
#400words: Knowledge+Action .....	5
#400words: Research Report.....	5
#400words: Quality Improvement Report.....	5
#400words: Case Study Report .....	6
Copyright .....	6
Manuscript submission .....	7
What happens next?.....	7
Publication schedule.....	7
South West Clinical School Journal's Editorial Advisory Board.....	7
References .....	9
Appendix 1: Example front sheets that can be copied and used to support #400Word submissions .....	10
Appendix 2: Case study consent form .....	11

# South West Clinical School Journal

Online Journal of the South West Clinical School in Cornwall (ISSN XXX\_XXXX)

## The South West Clinical School Journal

**The Journal aims to share and celebrate evidence-based practice at its best.**

This Journal has evolved to capture the evidence-based experiences of nurses, midwives, allied health professionals and other non-medical clinical colleagues. The Journal now provides a route for some to their first formal publication; it also provides staff within these professions the opportunity to edit and produce a regular electronic journal, meeting the wider aims of the South West Clinical School in Cornwall: exposure to opportunities to grow clinical academic knowledge and skills.

### Background

The South West Clinical School was established at the Royal Cornwall Hospitals NHS Trust in 2014. The Clinical School is part of the University of Plymouth's South West Clinical School Collaboration: a professorial-led initiative which aims to link research with practice to improve patient outcomes across NHS Trusts in the South West. In 2020 the Clinical School expanded to incorporate Cornwall Partnership Foundation Trust and is now known as the South West Clinical School in Cornwall.

This journal grew in response to a successful Clinical School engagement activity: The #400Word writing competition. #400Word was introduced to promote writing about evidence-based practice connected to the Clinical School's mantra - Knowledge + Action. This mantra was embedded in the Clinical School's philosophical grounding connected to the Knowledge to Action Framework (Graham et al., 2006). #400Word submissions were judged each quarter across the year. The competition encouraged novice writers from nursing, midwifery and the allied health professions to celebrate their clinical academic enquiries and pursuits. The competition grew a body of work worthy of greater exposure. As dissemination of local work was important, the competition also helped talent spot colleagues, often with clinical academic ambitions, and gave them opportunities for developing further their writing into targeted articles for peer-review publications.

In 2018 the Trust's Nursing, Midwifery and Allied Health Professions Vision (its strategic policy) challenged its workforce to tackle unwarranted variation in practice, by adopting the best knowledge from the existing evidence-base and then writing 400 words to celebrate their achievements and share their experience. Staff engagement increased and added to the growing body of #400Words that warranted wider exposure. It is from these humble beginnings and from the enthusiasm of colleagues to write and share their evidence-based experiences that this Journal was established.

### Aim

The South West Clinical School Journal (SWCSJ) aims to encourage and support novice writers and more experienced researchers to publish #400Words on aspects of knowledge discovery and evaluation (research and development) and on adopting evidence-based practice through the use of improvement science methodologies such as the Clinical School promoted Knowledge to Action Framework (Graham et al., 2006) or other quality improvement approaches.

## Scope

The Journal is aimed at nurses, midwives, allied health professions and other non-medical clinical staff, including their supporting colleagues from across the Trusts.

The journal publishes #400Word articles in four categories:

- Knowledge+Action
- Research Reports
- Quality Improvement Reports
- Case Study Reports

The #400Words articles have historically been submitted against a competition framework where each quarter of the year all submissions were judged for a prize. This ethos continues to be a corner stone of this journal. Each quarter the winner is identified and awarded a prize for the best #400Word submission.

All submission will be judged against criteria to meet the journal's publication standard. This process is a peer-review process. Criteria for judgement are set out here:

<b>Judging Criteria</b>	Compliance with submission criteria*	Title clearly describes #400Words	Background concisely sets scene (may end with aims)	Method appropriate for submission criteria	Results / sustainable outcomes clearly presented	Conclusion – concise and punchy	References - appropriate and correctly presented	<b>TOTAL</b>	Recommend for journal publication (Y/N)
Score 1-5 for each 1 - Poor 2 - Fair 3 - Competent 4 - Good 5 - Excellent									
1. Title of submission #1									
2. Title of submission #2									

## General information

The journal is committed to following guidance from the International Committee of Medical Journal Editors (ICMJE) <http://www.icmje.org/recommendations/> in editing, producing and making available this online journal publication. ICMJE developed these recommendations to review best practice and ethical standards in the conduct and reporting of research and other material published in medical journals. Their online resources aim to help authors, editors, and peer reviewers involved in journal publications.

## Submission preparation and format

As an e-journal, SWCSJ can only accept material submitted as electronic files. Submissions should be prepared using Microsoft Word (file extension doc. or dox.) in single spaced format using Arial 12 point font. Margins should be 2.0cm.

## Authorship guidance

The ICMJE recommends that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Author's contributions need to comply with ICMJE guidance:

<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

### Author details

All submissions must include the following author details on a separate page:

- Name of author(s)
- Role title
- Name of organisation and department, including address and email address,
- Contact telephone number

For example:

*Joan Smith  
Deputy Ward Leader  
Royal Cornwall Hospitals NHS Trust, Guinevere Ward, TRURO, TR1 3LJ, UK.  
joan.smith@thisnhstrust.net  
01872 250001*

### Disclosure statement (including any conflict of interest and/or financial declaration)

On the same separate sheet containing the author(s) details, the author(s) should also include the following copyright statements along with the text of their article:

- *I/We confirm that my/our work is original, that I/we have not published this article previously and it is not under consideration by another journal.*
- *I/I have consulted any co-authors and where I/we have used the work or words of others, I/we have secured the necessary permission to use this. (further details over consent to support this section are found below).*

Authors must also state any conflict to interest and / or financial declaration.

Example of disclosure statement:

*I confirm that my work is original, that I have not published this article previously and it is not under consideration by another journal. I have used the work or words of others, I have secured the necessary permission to use this. I declare no conflict of interest. I received educational funding from the Trust's Surgical Care Group to support a Master's module that led to this submission.*

### Word count

A total word count statement should be included (400 words +/- 20 words)

**A draft front sheet can be found at the end of this document.**

### Guidance for submission (#400Words)

- Submission should be of approximately 400 words (+/- 20 words). This includes all sub-headings (excluding the submissions main title).
- A clear succinct title should be used to communicate the essence of the #400Words.

- Suggested structures (sub-headings) for the four types of submission are set out below in separate sections.
- A submission is limited to include one table or figure that should be titled clearly (included in word count). It should be positioned appropriately in the text to aid the readers interpretation. Ensure that any images within the table or figure can be viewed at 400% without blurring or pixilation.
- Up to five references should be used.
- The Editor will use their discretion in making a decision about pieces which do not follow this format, but which meet the aims of the journal.

### Referencing

A maximum of five references should be used for #400Word submissions. All manuscripts should be prepared using the Harvard referencing system. Details on which can be found at <http://plymouth.libguides.com/referencing>. Authors are responsible for checking the accuracy and inclusion of all cited references. References are not included in the word count.

### Medicine names

Please use the generic name of medicines cited in the article. Brand names can be used but in parentheses e.g. Generic name (Brand name).

### Suggested structure for the four categories of article publication

The following four formats for submission are encouraged:

#### #400words: Knowledge+Action

(Implementing evidence-based practice)

A suggested structure for this type of submission could use

- **Background**
- **Method**
- **Results**
- **Conclusion**

#### #400words: Research Report

A suggested structure for this type of submission would resemble an academic abstract:

- **Background**
- **Aim and objectives**
- **Method**
- **Ethical considerations**
- **Results or Findings**
- **Discussion**
- **Conclusion**

Alternatively the report may reflect a proposed systematic review or research enquiry. In this instance a suggested structure could be:

- **Background**
- **Aim and objectives**
- **Method / Search Strategy**
- **Discussion**
- **Conclusion**

#### #400words: Quality Improvement Report

Based on: <https://qualitysafety.bmj.com/content/13/1/6>

- **Brief description of context:** relevant details of staff and function of department, team, unit, patient group.
- **Outline of problem:** what were you trying to accomplish?
- Key measures for improvement: what would constitute improvement in view of patients?
- **Process of gathering information:** methods used to assess problems.
- **Analysis and interpretation:** how did this information help your understanding of the problem?
- **Strategy for change:** what actual changes were made, how were they implemented, and who was involved in the change process?
- **Effects of change:** did this lead to improvement for patients—how did you know?
- **Next steps:** what you have learnt/achieved and how will you take this forward?

### #400words: Case Study Report

A case study is a research method involving a detailed examination of a particular case. A case study report narrates a unique case in a way that is easy to follow.

- **Introduction**
- **Case report** - the general approach is to describe the history, examination, findings, investigations and treatment without these headings.
- **Discussion**
- **Conclusion**

Consent of the participant is essential to obtain before submitting and confidentiality needs to be maintained. A case study consent form is available in Appendix 2. The case study report should include the following sentence after the conclusion section:

*Written informed consent for publication of these clinical details was obtained from the patient/parent/guardian/relative of the patient. The case study has been anonymised so that no person is recognisable.* (These words are not included in the 400 word count).

### Copyright

The transfer of copyright is standard practice in publishing and is designed to facilitate the protection from copyright abuse for authors, editors, and publishers. An author's assignment of copyright also signifies their agreement to the article's storage electronically or digitally. Nothing in the copyright agreement is intended to restrict an author's rights and as such, you retain several rights and these are retained and permitted without the need to obtain specific permission from the Editor. These include:

- The right to make your own copies (print or electric) of the article for your own personal use
- The right to present the article at a meeting or conference, or use as lecture notes and to distribute copies of this article to the delegates/students who attend the meeting/lecture
- The right to make copies and distribute these (including via e-mail) to colleagues
- The right to include the article, either in full or in part, in a thesis or dissertation
- The right to prepare other derivative works which the author acts as editor or author or to re-use sections in other works, citing SWCSJ as the original source of publication
- If the paper is not published in the Journal, the rights revert to the author(s) as original copyright holder(s).

## **Manuscript submission**

Manuscripts should be sent as an email attachment to:

[rch-tr.RCHTClinicalSchool@nhs.net](mailto:rch-tr.RCHTClinicalSchool@nhs.net).

All material must be submitted exclusively to the Journal, and is accepted on this understanding and condition. Receipt of your submission will be via email.

## **What happens next?**

Following the first two weeks of each yearly quarters end all submission will be collated and judging packs distributed to peer-reviewers. Peer reviewers have two weeks to complete their judging and returning packs to the Editor. The winning #400Word submission is acknowledged and the author(s) awarded their prize. The rest of the submissions are evaluated by the editorial advisory board. Outcomes are:

- Publish outright with no corrections/amendments required
- Slight amendments required, enter final editorial process to make these and final approval sought from author before final publication.
- Major revisions required, follow-up in the Clinical School Writing Café for support will be offered. Author will be requested to re-work the submission for editorial evaluation again.
- Reject for publication, no resubmission considered.

Authors will be sent an e-mail detailing the outcome of the Editorial Advisory Board's evaluation and the editor's decision, outlining next steps.

The Editor's decision is final.

## **Publication schedule**

Submitted Q1 – Judged July - Published August Edition

Submitted Q2 – Judged October - Published November

Submitted Q3 – Judged January - Published February Edition

Submitted Q4 – Judged April - Published May Edition

## **South West Clinical School Journal's Editorial Advisory Board**

The Editorial Advisory Board is a group of experts, drawn from the Clinical School Leadership Group or who are invited on to the Board, who dictate the tone and direction of the publication's editorial policy.

The board is made up of an Editor-in-Chief (and Chair) and Editorial Advisory Board Members.

Editorial Board Members are voluntary members who:

- Review submitted manuscripts.
- Advise on journal policy and scope.
- Identify topics for special issues, which they may guest edit.
- Attract new authors and submissions.
- Promote the journal to their colleagues and peers.
- Assist the editor(s) in decision making over issues such as plagiarism claims and submissions where reviewers can't agree on a decision. (list taken from <https://www.elsevier.com/editors/editorial-boards>)

## **Editor-in-Chief:**

**Dr Frazer Underwood**, Associate Clinical Professor (Honorary) and Consultant Nurse in Integrated Services for Older People. Joint Director of the South West Clinical School in Cornwall.

**Editorial Advisory Board:**

**Sue Apthomas**, Knowledge Service Manager, Cornwall Health Library, Royal Cornwall Hospitals NHS Trust.

**Lisa Attrill**, Lecturer in Adult Nursing, University of Plymouth's School of Nursing & Midwifery

**Dr Lisa Burrows**, Lecture in Nursing – Mental Health, University of Plymouth's School of Nursing & Midwifery

**Mandy Gorton**, Clinical Effectiveness Manager. Royal Cornwall Hospitals NHS Trust.

**Caroline Jamison**, Associate Head of School – Teaching & Learning and Lecturer Adult Nursing/Apprenticeship Lead. University of Plymouth's School of Nursing & Midwifery.

**Heather Newton**, Consultant Nurse Tissue Viability. Royal Cornwall Hospitals NHS Trust.

**Professor Jill Shawe**, Professor in Maternal and Family Health, University of Plymouth's School of Nursing & Midwifery and Joint Director of the South West Clinical School in Cornwall.

**Emma Underwood**, Lymphoedema Specialist (Occupational Therapist), Royal Cornwall Hospital NHS Trust

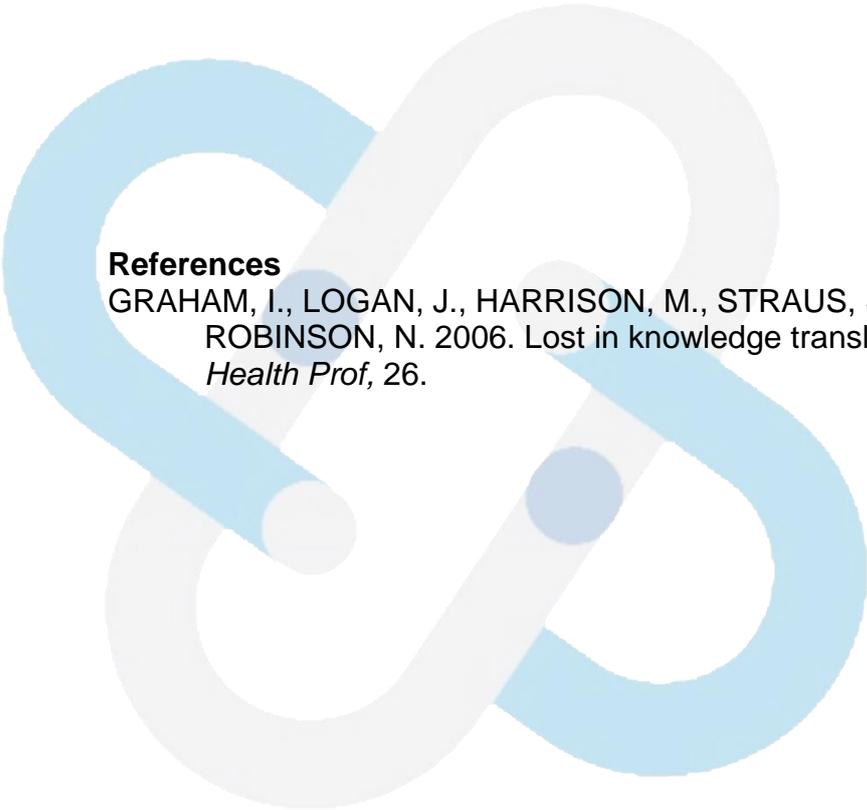
**Michael Wilcock**, Head of Prescribing Support Unit, Royal Cornwall Hospitals NHS Trust

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☎ **Phone:** 01872 255043



## References

GRAHAM, I., LOGAN, J., HARRISON, M., STRAUS, S., TETROE, J., CASWELL, W. & ROBINSON, N. 2006. Lost in knowledge translation: time for a map? *J Contin Educ Health Prof*, 26.

**Appendix 1: Example front sheets that can be copied and used to support #400Word submissions**

<b>Author details</b>	
Name of author(s)	Joan Smith
Role title	Deputy Ward Leader
Name of organisation and department, including address	Royal Cornwall Hospitals NHS Trust, Guinevere Ward, TRURO, TR1 3LJ, UK.
Email address	<a href="mailto:joan.smith@thisnhstrust.net">joan.smith@thisnhstrust.net</a>
Contact telephone number	01872 250001
<b>Disclosure statement (including any conflict of interest and/or financial declaration)</b>	
<p><b>Copyright statements:</b></p> <p><i>I/We confirm that my/our work is original, that I/we have not published this article previously and it is not under consideration by another journal.</i></p> <p><i>I/I have consulted any co-authors and where I/we have used the work or words of others, I/we have secured the necessary permission to use this. (further details over consent to support this section are found below).</i></p> <p><b>Conflict of interest and/or financial declaration:</b></p> <p><i>Free text declaration</i></p> <p><a href="#">Contacts the Clinical School or the Journal Editor of you need any advice or help with this declaration.</a></p> <p><b>Example of disclosure statement:</b></p> <p><i>I confirm that my work is original, that I have not published this article previously and it is not under consideration by another journal. I have used the work or words of others, I have secured the necessary permission to use this. I declare no conflict of interest. I received educational funding from the Trust's Surgical Care Group to support a Master's module that contributed to this submission.</i></p>	
<b>Word count</b>	
402 words	

## Appendix 2: Case study consent form

### Author information:

Authors should use this form to obtain written consent from individuals who are the focus of the case study report.

The original signed consent form must be filed along with the material to be published in the patient's clinical health record. A copy of the consent form should be retained by the author.

## Case Study Consent Form

### Patient details:

Name of patient: \_\_\_\_\_

Date of Birth \_\_\_\_\_

### Researcher details:

Name of author: \_\_\_\_\_

Email of corresponding author: \_\_\_\_\_

Images and / or healthcare  
record details about the patient:

\_\_\_\_\_

### Consent:

I \_\_\_\_\_ (PRINT FULL NAME)

give my consent for the details noted above about me / the patient to appear in the South West Clinical School Journal.

Relationship to patient (if patient not signing this form): \_\_\_\_\_

tick this box to confirm you have the authority to sign on their behalf or are entitled to give this consent on behalf of the patient.

Describe the reason for signing on behalf of the patient (e.g. child, intellectual impairment, cognitive impairment):

---

**I understand the following:**

	Initial Boxes below
The details will be published without my/the patient's name attached, however I understand that complete anonymity cannot be guaranteed. It is possible that somebody may recognise me/the patient from the published material.	
I understand that the text and any pictures or videos published in the article will be available on line and/or in print to subscribers of the journal, and made freely available on the internet including to the general public. The material may also appear on other websites or in print, may be translated into other languages or used for commercial purposes.	
The article, including these details, may be the subject of a press release, and may be linked to social media and other promotional activities.	
The text of the article may be edited for style, grammar and consistency before publication.	
Signing this consent form does not remove my rights to privacy. I may revoke my consent at any time before publication, but once the information has been committed to publication, revocation of consent is no longer possible.	
I would like to receive a copy of the published case study to the email address below.	

Signed:

Print name:

Address:

Email address:

Telephone number:

Date: