



General advice

- Read the guidelines carefully and read papers published in the journal that are similar to yours (e.g. systematic reviews)
- Pay particular attention to your abstract as this is the window that shows the reader what to expect in the content.
- **Proof read** your paper before you submit.
- Complete the submission checklist.
- If English is not your first language, seek support from a colleague or friend who has an excellent grasp of the language to quality-assure your paper before submission.
- Rejection of papers is part of the process and cannot be avoided. Do not be discouraged from resubmitting with revised content, structure etc.

Submission checklist

	✓
Authorship – please check you adhere to the authorship guidelines and that you have written permission for their contribution as author or acknowledgment.	
Author information – please ensure there are no identifying details of the authors or their institutions in the submitted paper and they are provided in a separate Word document as per submission guideline, author information instructions	
Font and formatting – please check you have used the correct font and line spacing (Arial font, size 12, use 1.5 line spacing), that you have inserted line and page numbers and satisfied other formatting requirements.	
Word count - Papers should be written to a maximum word count of 5000 words excluding references, tables and figures. Please check the word count and include total word count (Abstract + Main paper) on the Abstract. Any paper that is submitted with an excess of 5000 words without prior discussion with the editor, will be returned.	
Manuscript layout – Please ensure the manuscript is structured as per the submission guideline relevant to your type of research with all headings included (as appropriate) in the correct order.	
References – The chosen style for citing references is Harvard. Please ensure the number of references provided is as per the guidelines for the type of research submission.	
Tables and graphs – Please check you have submitted the correct number of allowed tables and graphs and formatted as per the guidelines. Ensure you have submitted the appropriate PRISMA / CONSORT checklist, if applicable.	
Images – please check any images comply with guidelines and appropriate permissions are gained.	
Illustrations – please ensure any illustrations or diagrams comply with guidelines.	