

INSTRUCTIONS TO AUTHORS (AFRICA JOURNAL OF NURSING AND MIDWIFERY)

Please adhere strictly to these instructions to facilitate the publication of articles.

Each article submitted must contain:

- The surname and initials of the author/s in the correct sequence.
- Highest academic qualification of every author
- The department and institution to which the work should be attributed
- Telephone, fax numbers and email address of the corresponding author (to whom galley proofs should be sent)

GENERAL REQUIREMENTS

An abstract of maximum 200 words should be on a separate page, covering the purpose of the research article, research methodology and the main findings. This should be followed by 6 keywords in alphabetical order. The total length of the article should not exceed **5000 words** from the first word in the title to the last word in the list of references. Avoid/limit the use of abbreviations. The abbreviated Harvard system of referencing should be used. Cite the author's surname, followed by a comma, then the initial(s) of the author with a full stop after each initial. This is followed by the year of publication (Jones, S.W. 2007). More than one reference per year per author must be distinguished by using alphabetic letters (Jones, S.W. 2007a, and 2007b). Preferably no more than 25 references should be included in the list of references; in alphabetic order (according to the surname of the first author). Only System International (SI) units should be used. English spelling should conform to that of the Concise Oxford Dictionary.

Complete and correct titles of books and journals must be supplied and written in italics. For books the city of publication and the name of the publisher must be supplied (Evian, L. 2003. *Primary Aids care*. 2nd Edition. Johannesburg: Jalana). Journals' titles may **not** be abbreviated.

Tables (maximum of 3) should be **single spaced in the correct position in the text** (table 1; table 2). All abbreviations used in a table should be defined in a footnote. **Figures** (maximum of 2) should be **presented in the correct places in the text and must be in black and white only**.

Acknowledgements should be brief and recognise sources of financial and logistical support and permission to reproduce materials from other sources. Enclose a copy of documentation granting such permission. Adherence to copyright rules remains each author's responsibility.

All manuscripts must be submitted in MSWORD format via email to kistas@unisa.ac.za or to ehlervj@unisa.ac.za No hard copies should be posted. **Referees** (at least two) will review each article; their recommendations will be communicated to the corresponding author. **Galley proofs** must be returned to the editor within 3 days otherwise the article may be printed in a later edition. Only typographical errors and other essential changes may be made at this stage.

Copyright of an article will be assigned to the AJNM if the article is published. Copyright covers the exclusive right to reproduce and distribute the article in any medium. Submitting any article to the AJNM, implies that it presents original, unpublished work, and is not considered for publication elsewhere. The corresponding author needs to sign an agreement to this effect.

Authorship credit implies that listed authors should meet the criteria contributing to the conception, design, analysis, interpretation of data, drafting and revising the manuscript, and approving the final version. Participation in the acquisition of funding and/or data collection does not merit authorship credit. The corresponding author will normally be the first author.

Publication Fees will be charged at R100.00 (one hundred Rand) per published page. An account will be rendered to the corresponding author.