

INFORMATION FOR AUTHORS (TAKEN FROM THE LATEST ADSNA JOURNAL MARCH 2018)

The Editors and Editorial Board of Day Surgery Australia have specified guidelines for prospective authors to follow when compiling an article they wish to submit to the journal.

TERMS OF SUBMISSION

The Editors accept submission in the form of research findings, clinical papers, case studies, reports, review articles, letters and product appraisals. Each submission is evaluated on its timeliness, relevance, accuracy, clarity and applicability to the journal. Contributions in any language are welcomed for publication but must be accompanied by an English Translation. When accepted for publication; they will be published in the same issue.

Previously published articles are welcome for republication in our journal. If it will be new to our subscribers. It is the responsibility of the author(s) to ensure that their permission is obtained from the original publisher. A statement of permission should be included in the document, such as "Originally Published by xxxxxx, republished with permission".

All work is sub-edited to journal style. The editors reserve the right to modify the style and length of the article submitted, so that it conforms to journal format. Major changes to an article will be referred to the author for approval prior to publication. The Editor will provide assistance to first time authors and many be contacted by email.

AUTHORSHIP

All authors must make a substantial contribution to the manuscript and will be required to indicate their contribution. Participation solely in the acquisition of funding, the collection of data or supervision of such does not justify authorship. All participating authors must be acknowledged as such, proof of authorship may be requested by the editors. The first named author is responsible for ensuring that any other authors have seen and approved the manuscript and are fully conversant with its contents. If the author wishes to reproduce copyrighted work, it is the responsibility of that author to obtain written permission from the copyright holder and to submit the original copy of that permission to the editor within the work as it is to be copied.

CONFLICT OF INTEREST

It is the responsibility of the submitting author to disclose to the Editor any significant financial interests they may have in products mentioned in their manuscript. Conflicts of interest should also be disclosed within the manuscript before the References Section.

ETHICS

Investigations in human and animal subjects must conform to accepted ethical standards. Authors must certify that the research protocol was approved by a suitably constituted ethics committee of the institution within which the work was carried out and that it conforms to the Statement on Human Experimentation or the Statement on Animal Experimentation by the NHMRC.

MANUSCRIPT TYPE

We encourage any one with an interest in day surgery to submit manuscripts on all aspects of day surgery for publication in our journal. Share with your colleagues your clinical experience, quality activities, innovative practices, advances in trends and developments, research studies and conference reports. By publishing your activities, you can be part of the continuous growth of day surgery and best practice in our specialty.

PREPARATION OF MANUSCRIPTS:

Manuscripts are to be no more than 4000 words and include an abstract of no more than 250 words. Use Double Spacing with Times Roman 12 Font and Margins 2cm. The title page is to include the title of the manuscript, names, qualifications and affiliations of the author(s), corresponding author's details including email address and contact phone numbers, total word count and up to five keywords. Include the title of the work on the abstract page and first page of introduction. Include key points on what is already known on the topic and what your manuscript contributes. Define abbreviations in the summary and on first mention in the text. Avoid abbreviating them will enhance clarity. Additionally, photograph(s) of the author(s) must be included in the submission and should be in .jep format.

Tables and figures are to be presented on separate pages, one per page. Tables should be clearly typed, showing columns and lines. Number tables consecutively using Arabic Numerals in the order of their first citation in the text and supply a brief title for each. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all non-standard abbreviations used in each table.

Figures must be submitted on separate pages. Photographs of the highest quality may be included in the submission and should be in .jep format. Legends for any figure supplied must be typed in sequence on a separate page(s). Illustrations and figures must be clear, well-drawn and large enough to be legible when reproduced. Titles of illustrations should be supplied on a separate page, not in the figure or illustration. Each figure must include its place, its number and the orientation of figure. Patients or other individual subjects should not be identifiable from photos unless they have given written permission for their identity to be disclosed: this must be supplied.

REFERENCING GUIDELINES

The referencing format is based on the Vancouver Style, the main feature of which is the use of numbers at the point of reference so as not to interfere with the flow of words. Each number corresponds to a single reference provided in the reference list at the end and, once assigned a number, a reference retains that number throughout the text, even if cited more than once. If more than one work is quoted in a reference, each work must be assigned a number. That is, at any point in the text, the reference may be one or several 2-4 numbers

Standard Journal Article – List of Authors

1. Whitby DJ & Ferguson MW. Immunohistochemical localisation of growth factors in fetal wound healing. *Developmental Biology* 1991; 147:207-15 Books and Other Monographs
2. Majno Ga. *The Healing Hand: Man and Wound in the Ancient World*. Cambridge: Harvard University Press. 1975. pp 23 – 24
3. Philips C & Wenstrup RJ. Biosynthetic and Genetic Disorders of Collagen. In: Cohen JK, Diegelmann RF & Lindblad WJ (eds). *Wound Healing: Biochemical and Clinical Aspects*. Philadelphia: Saunders. 1992 p 152. Conference Proceedings
4. Harley NH. Comparing Radon Daughter Dosimetric and Risk Models. *Proceedings of the Seventh Life Sciences Symposium*. 19 – 31 October 1984. Knoxville. USA, pp. 69 – 78

SUBMISSION OF MANUSCRIPTS

Manuscripts are only accepted as an electronic submission with an attachment as a Word Document. All tables, figures and photographs are to be included in the one attachment. Please ensure image files are no larger than 700kb. The manuscript must be accompanied by any relevant permissions.

Manuscripts are submitted electronically to president@adsna.info. Once submitted to the National Committee; the manuscript is reviewed by the editor and, if acceptable, sent for peer review. You will be notified by email once your manuscript has been selected for peer review.

PEER – REVIEW PROCESS

All manuscripts are initially reviewed by the Editorial Board and those deemed unsuitable (insufficient originality, serious scientific or methodological flaws, or a message that is too specialised or of limited interest to a general medical audience) are returned to the author(s), usually within 4 weeks. If the manuscript does not conform to the submission guidelines, the author will be asked to amend prior to peer review.

All manuscripts are reviewed by content and writing peers for relevance, construction, flow, style and grammar. All reviewers spend considerable time in reviewing the manuscripts and providing feedback to the authors. The length of time of the publication process can vary and depends on the quality of the work submitted. Several revisions may be required to bring the manuscript to a standard acceptable for publication. The Editorial team undertake the final review and often have different questions for the author/s to consider. When time permits, proof of articles about to be published will be sent to the corresponding author for review. This requires rapid response. If such a response is not forthcoming, the article will be published irrespective of the author's reply. The final decision about publication is made by the Editor.

The peer review process is managed online. Decisions are communicated by email to the corresponding author. Submitted manuscripts are acknowledged by email.

PUBLICATION DEADLINES

All materials for publication in the journal for 2019 must be in the hands of the Editor by the middle of December/June for publication in the first week of January/July. Also; Please note that due to the editorial review process there is no guarantee of when accepted papers will be published.