

TUBE Writing Guidelines for Authors

The Tube is the official journal of the NZgNC (New Zealand Gastroenterology Nurses' College), and is published quarterly. We welcome articles that will be of interest to nurses working in Gastroenterology and related. Our aim is to publish a high quality, professional and educational journal for nurses working within the specialty of Gastroenterology.

All manuscripts received by the editor will be acknowledged, however, reports, area news or letters to the Editor will not. If you have not received confirmation of receipt within six weeks, please contact the Editor.

Suggestions for articles include:

- Recommendations for nursing practice based on current global trends/literature
- Overview of learning achieved through post graduate paper, or conference attendance
- Review of literary article relevant to best practice
- Case study relevant to specialty
- Education for nurses based on sub specialty topic

Editorial review/acceptance

Articles submitted to *The Tube* are currently reviewed at a minimum by the editor and co-editor. The review will assess the accuracy of fact, clarity of presentation, use of references and relevance to practice of gastroenterology nursing. The editor/co-editor may also request a committee member review any article, particularly if the article is a sub-specialty of gastroenterology nursing and the committee member area of special interest/work.

All articles which are being considered for publication may be reviewed and returned to the author with suggestions for revisions and improvement. The author will be provided with a deadline in which to provide the revised article in order to comply with publication schedule.

The Editor's decision to publish or reject an article is final. You are welcome to email or phone the Editor to discuss your article should it not be accepted for publication.

Structure of Article for submission

The submission should include the following information:

Title Page Title of the Paper (20 word max)

- Author(s) name(s) in full
- Qualifications, current position, details of other relevant achievements, and affiliations of author(s)
- Address, contact telephone numbers, email address of the author(s)
- Conflict of interest and / or financial disclosure related to the article or related matter

Body of article

- Title at top of first page
- The body of work should be clearly written in an academic style of writing, and organised with headings/sub-headings (where appropriate)
- Tables, figures (if applicable) should be referred to in the body of the manuscript

- Pages numbered consecutively
- References (APA 6th Edition)
- Written authorisation(s) to publish identifiable person(s)/institutions and copyright materials

Word limit is approximately 1000 words. For the purposes of publication all articles should be formatted in Calibri, font size 10. All work should be saved as MS-Word (.docx) or text only (.txt) files.

All articles must be fully referenced where appropriate (APA 6th Ed)

Authors should keep an original copy of their article.

Submission

Articles should be submitted to the editor at NZGNC Secretary secretaryofnzgnc@gmail.com .

If submission of your article is as a requirement of a NZgNC Education/Travel Grant, please ensure you submit within the required 6 week timeframe of your funding application.

Request Further Information

For advice or clarification on any of the above matters please contact the NZGNC Secretary secretaryofnzgnc@gmail.com

College committee members' reports:

- The aim of such reports is to inform the national College membership of the business and activities of the College during the last quarter.
- **These reports should include such activities as:**
 - College meetings/teleconferences (date and venue)
 - decisions arising from these meetings/teleconferences (can be focused on the minutes of these meetings)
 - plans/development the College is involved in/hopes to develop
 - any external meetings committee members have attended relating to the business of the College, e.g. meetings with NZNO professional nursing adviser/professional services manager
 - any contributions to national NZNO business, e.g. contribution to any submissions/ national guideline development
 - These should be a maximum of 600 words and contain people's correct names and titles.

Case study/clinical practice article:

- Outline the nature of the treatment/procedure/product that forms the basis of the case study
- Provide information on the patient: age, sex, history, any other pertinent clinical/social/cultural aspects. Avoid using information, which would clearly identify the patient.
- Tell readers what is new, interesting, different, pioneering, about this treatment/procedure/product
- Outline the actual treatment/procedure or how product works
- Report on the patient's/client's response/recovery/
- Tell readers what you have learnt through your involvement with this treatment/procedure/product
- Outline any implications/meaning it may have for gastroenterology nurses' practice
- Provide references to support the article.

TO COMPLY WITH THE PRIVACY CODE:

**ALL INFORMATION REGARDING YOUR APPLICATION WILL BE CONFIDENTIAL TO THE NZNO
GASTROENTEROLOGY NURSES' COLLEGE NATIONAL
COMMITTEE AND THE JUDGES.**