



## Guidelines for authors

The editor and the editorial board of the Journal of Children and Young People's Health (JCYPH) have specified guidelines for prospective authors to follow when compiling a manuscript they wish to submit to the journal.

### Terms of submission

The editors accept submissions in the form of discussions, reviews, research reports, case studies, expositions, narratives and letters. Each submission is evaluated on its timeliness, relevance, accuracy, clarity and applicability to the journal. Submissions will be accepted from any country but must be written in idiomatic English. The submitting author must certify that all authors have seen and approved the manuscript content and that the work has not previously been published and will not be published elsewhere. Once it is published, the article and its illustrations become the property of the journal, unless rights are reserved before publication.

All work is copy-edited to journal style. The editors reserve the right to modify the style and length of any manuscript submitted, so that it conforms to journal format. Major changes to a manuscript will be referred to all authors for approval prior to publication. Major editorial support will also be stated in the Acknowledgments section on publication.

### Authorship and contributors

All authors must meet all four criteria for authorship based on the International Committee of Medical Journal editors (ICMJE) Recommendations (see Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals (ICMJE Recommendations); available at <http://www.icmje.org>):

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.

All authors and contributors (ie, individuals who contributed to the preparation of the manuscript but who do not meet the ICMJE criteria for authorship; including medical writers/editors) must specify their individual contributions at the end of the text in the Acknowledgements section. Individuals who did not contribute to the manuscript development but who deserve to be acknowledged for their contribution to the study (eg, study investigators, persons who provided important technical expertise, or the participants as a group) should be acknowledged in the Acknowledgements section.

## Role of funding source

All sources of funding (study sponsors) must be declared at the end of the text in the Acknowledgements section. In addition, where a funding source is declared the role of the funding source (eg, in study design, data collection, analysis, or interpretation of the data) must be described in the Acknowledgements section. If the funding source had no such involvement, this must be stated.

## Disclosure of interests

A disclosure of interests statement must be included. It is the responsibility of all authors to disclose to the editor (in the cover letter) any financial and nonfinancial relationships that could be viewed as presenting a potential or actual conflict of interest. Conflicts of interest must also be disclosed within the manuscript in the Disclosure of Interests section before the References section. If there are no conflicts of interest to report, this must be stated.

## Ethical considerations

Investigations in human and animal subjects must conform to accepted ethical standards. Authors must certify in the text 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 [WMA Declaration of Helsinki](#) or a similar such statement from the author's country, such as the [Statement on Human Experimentation](#) or the [Statement on Animal Experimentation by the NHMRC](#) in Australia. In addition, study participants must provide informed consent and appropriate written consents and permissions. Releases must be obtained where authors wish to include any case details, personal information, and/or images of patients or other individuals. Participant consent must be documented in the text.

## Permissions

If the author(s) wishes to reproduce copyrighted work, it is the responsibility of that author(s) to obtain written permission from the copyright holder and to submit the original copy of that permission to the editor with the work as it is to be copied.

## Manuscript type

The journal publishes articles of interest to readers from areas relevant to neonatal care, paediatrics, children and young peoples' health. Manuscripts are expected to follow recognised reporting guidelines relevant to the research design. Please submit a completed checklist with your covering letter that complies with research guidelines in the [EQUATOR Network](#) ([equator-network.org](http://equator-network.org)).

Submitted work may take any of the following forms:

### Discussion

Presentation of information from more than one viewpoint (for example, for and against) and usually ending with a recommendation or opinion based on the evidence presented.

### Review

Literature review: Narrative – describes and evaluates the current knowledge of a subject, identifies gaps or inconsistencies, and includes critical evaluation with recommendations for future research. Systematic – describes planned analysis and evaluation of all available research studies on a particular clinical issue, conducted in accordance with scientific principles and may include recommendations for future research.

## Research report

Presentation of study results in an ordered fashion, based on common practice. Research reports are expected to follow the [ICMJE Recommendations](http://www.icmje.org) for preparing a manuscript ([icmje.org](http://www.icmje.org)).

## Case study

Combination of recount (retelling of events as they occurred) and information report (classification and description of something). Can be presented in different ways to give a cohesive account.

## Exposition (including letter to the editor)

Putting forward of a particular viewpoint / justification of a particular argument.

## Narrative

The informing and/or entertaining account of a happening in the world (e.g. conference report, conference abstract).

## Preparation of manuscripts

Manuscripts are to be no more than 5000 words, inclusive of references and tables but excluding the abstract. The abstract must be no more than 250 words. They must be double spaced, size 12 font with 2.5cm margins and must not contain any information that may identify the authors during the peer review process.

The title page is to include title of manuscript, author's names, qualifications and affiliations, corresponding author's details including email address and contact phone number, total word count and from three to five key words. At least three of the key words must be derived from the [MeSH list](http://nlm.nih.gov/meshhome) ([nlm.nih.gov/meshhome](http://nlm.nih.gov/meshhome)).

Reviews and research reports require structured abstracts, using the headings: background or problem, methods, findings, discussion and conclusion. The abstract must appear under the title on the first page of the main document, before the summary of relevance section and introduction. The abstract should not contain references.

Include key points on what is already known on the topic and what your manuscript contributes in a summary of relevance section and introduction. Define abbreviations in the introduction (not abstract) and on first mention in the text. Avoid abbreviations unless terms are used repeatedly and abbreviating them will enhance clarity.

See ICMJE recommendations for further details on how to prepare a manuscript (<http://www.icmje.org>), including recommendations on how to report registration of clinical trials and the deposition of data in public repositories. In addition, authors are encouraged to use the relevant research reporting guidelines for the study type provided by the EQUATOR Network (see: <http://www.equator-network.org/>).

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 as separate high-resolution jpegs, at least 300kb in size and no larger than 2 mb. Legends for any figures supplied must be typed in sequence. Illustrations must be clear, well-drawn and large enough to be legible when reproduced.

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 will be 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. Generally, research reports require no more than 30 references.

## Submission of manuscripts

All submissions are to be emailed to [editor@accypn.org.au](mailto:editor@accypn.org.au) as a Word document with tables, figures and photographs embedded so as to show the preferred positions of these.

All tables, figures and photographs, as well as the main document and title page, are also to be sent as separate files, preferably in a zip file.

Please ensure image files are jpegs of minimum size 300kb and no larger than 2mb and that tables are Word files. Figures can be either jpegs or Word files as appropriate.

Submissions will be acknowledged by email.

## Peer review process

All manuscripts are initially reviewed by the editor and those deemed unsuitable (insufficient originality, serious clinical, scientific or methodological flaws, or a message that is too specialised or of limited interest) are returned to the author(s), usually within four 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 peer reviewed to assess content and writing for scientific rigour, relevance, construction, flow, style and grammar. This process can take four to six weeks. 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. Revised submissions shall consist of changes shown in blue with an accompanying clean copy. Authors are encouraged to respond to reviewer comments in a table form with clear reference to changes in the text.

The editorial team undertake the final review and may have different questions for the author/s to consider. When time permits, proofs of articles about to be published will be sent to the corresponding author for review. This requires a rapid response; if such a response is not forthcoming, the article will be published irrespective of the authors reply. The final decision about publication is made by the editor.

## Reviewer response table

Reviewer	Reviewer's Comment	Author's response and changes made to text
Editor		
	Feedback point 1	
	Feedback point 2	
	(add more rows as needed)	
Reviewer 1		
	Feedback point 1	
	Feedback point 2	
	(add more rows as needed)	
Reviewer 2		
	Feedback point 1	
	Feedback point 2	
	(add more rows as needed)	