

AUTHOR GUIDELINES

INSTRUCTIONS TO AUTHORS (AFRICA JOURNAL OF NURSING AND MIDWIFERY)

Please adhere strictly to these instructions to facilitate the publication process of articles. Each article submitted must contain:

- The exact appropriate title – use as few words as possible
- The surname and initials of the author/s in the correct sequence.
- Highest academic qualification of every author
- The department and institution/university to which the work should be attributed
- Telephone, fax numbers and email address of the corresponding author (to whom galley proofs should be sent)
- Declaration signed by the corresponding author

GENERAL REQUIREMENTS

An abstract not exceeding 250 words should be on a separate page, covering the purpose of the research article, research methodology, major findings and recommendations. This should be followed by 4-6 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 in the text. Cite the author's surname, followed by a comma, then the year of publication and page number (Jones, 2007:231). More than one reference per year per author must be distinguished by using alphabetic letters (Jones, 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** (not the country nor the state) 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), with the heading on top of the table. All abbreviations used should be defined in a note immediately below the table.

Figures (maximum of 2) should be **presented in the correct places in the text and must be in black and white only**, and the title of the figure must be below the figure.

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 sole responsibility.

All manuscripts must be submitted in MSWORD format via email to ehlervj@unisa.ac.za. No hard copies should be posted. **Referees** will only review articles adhering to the author guidelines; 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.

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 R150.00 (one hundred and fifty Rand) per published page during 2011. An account will be rendered to the corresponding author who will be held responsible for payment.

Please adhere to the following outline when writing your manuscript:

Title: BOLD CAPITALS TYPED IN AERIAL NARROW SIZE 14

Authors' initials, surname, highest qualifications and affiliations typed in Aerial Narrow 11: for example: **V.J. Ehlers, D Litt et Phil**

University of South Africa

Department of Health Studies

Abstract typed in Verdana 10 not exceeding 250 words – single spacing. Refer to background, significance of study, research methods used, most important findings and recommendations.

Keywords: 4-6 in alphabetical order typed in Verdana 10

The actual article must be typed in Aerial Narrow 11 using single line spacing, and must include the following sections:

INTRODUCTION AND BACKGROUND INFORMATION: Discuss the importance of the study and include a brief literature review, using only sources published since 2000, preferably since 2005.

STATEMENT OF THE RESEARCH PROBLEM should be done clearly and concisely. The significance of the problem/issue should also be specified.

PURPOSE OF THE STUDY, OBJECTIVES, ASSUMPTIONS, RESEARCH QUESTIONS depending on the nature of the study

Definitions of keywords/concepts

These must be supplied in alphabetical order and must include every term mentioned under 'keywords'. Please use full sentences with the key term in bold, for example: **An adolescent mother** is any woman aged 19 or younger who has given birth to an infant, irrespective of the pregnancy outcome and irrespective of her marital status.

RESEARCH METHODOLOGY should address the design, research site, study population and sample and sampling techniques, size of sample.

Under the research instrument the development, structure, reliability, validity (or trustworthiness) and the pre-test need to be addressed.

The data collection procedure needs to be discussed in sufficient detail **and the exact dates of data collection must be specified.** Data analysis procedures must be explained.

Ethical considerations must specify how permission was obtained to conduct the study and how participants/respondents were protected from exploitation. Confidentiality and anonymity should be addressed and adhered to. No identification tags should indicate potential respondents' verbatim quotations. Names of hospitals and healthcare institutions should preferably not be used.

ANALYSIS commences with the demographic information of the participants/respondents. Thereafter the results should be presented according to the research questions. In this section **ONLY** present the current study's findings.

DISCUSSION OF RESEARCH RESULTS Discuss the results in the same sequence as the analysis, compare and contrast the study's findings with those of other studies.

CONCLUSIONS must be based on the research results.

RECOMMENDATIONS follow from the conclusions. Recommendations that are irrelevant to the current study should be avoided.

LIMITATIONS OF THE STUDY must be specified so that the readers can interpret the significance of the findings and recommendations within the context of the limitations.

Acknowledgements: must be brief and to the point.

REFERENCES : these must be typed in single spacing and Verdana 10. Leave one space open between successive references. This list must be in alphabetical order according to the surname of the first author. Abbreviations such as WHO should be used in the text but in the list of references the full name World Health Organization must be written out. In case of Internet references, the date on which the information was accessed should be indicated in brackets. Check every Internet reference, if it is correct and shown in blue, and if one double-clicks on this reference, one should automatically be linked to the document/article/site concerned.

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DECLARATION TO BE SIGNED BY THE CORRESPONDING AUTHOR AND SUBMITTED WITH EACH ARTICLE

I, Ruel du Preez, as corresponding author of the article (submitted to the AJNM) entitled Job Demands and Resources as *, hereby declare that this is an original article which has never been published previously and which is not under consideration for publication by any other journal. The data were collected from ... to 30 June 2014

Signature: Ruel du Preez Date: 1-10-2015

Please specify the specific contributions of each author
Anel D. Emilio - Masters student
Ruel du Preez - Supervisor of study
Joint write up of manuscript

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*Antecedents of work engagement: A diagnostic survey of nursing practitioners

o Prof S Rothmann (an@ianrothmann.com)