



# AAQHC Publications

## ***Information for authors***

The Australasian Association for Quality in Health Care publishes two newsletters and two journals per year. These publications are available only to members.

### **Editorial committee**

In early 2005, AAQHC launched a new expanded Editorial Committee to further improve the quality of the organisation's print publications. The committee will also oversee the expansion of AAQHC's regular publications to keep members better informed and to help build the organisation in Australia, New Zealand and throughout the Asia-Pacific region.

### **I. AAQHC Journal – scope and objects**

The Journal of the Australasian Association for Quality in Health Care serves as a forum for sharing information and practical approaches to achieving optimal health care and services. The association invites submissions on contemporary quality improvement initiatives undertaken within health care settings.

It also provides an opportunity for members to inform their colleagues of their achievements in a supportive environment. Papers should reflect original research on quality in health care, critique of quality in health care policy and related issues, and clinical case reports.

### **Refereed and Reviewed Journal**

The journal accepts both refereed and reviewed articles. Refereed articles will be labelled as such when published. These are formal academic writing which examine new original research. Such articles must be offered exclusively to the AAQHC Journal and must conform with the *Uniform requirements for manuscripts submitted to biomedical journals* [<http://www.icmje.org/#peer>].

All other articles submitted will be reviewed by at least two suitably qualified readers who will provide comments and a recommendation for or against publication, with or without revisions. The editors guarantee that neither referees nor authors will be informed as to the others' identity.

### **Content**

Journal articles should focus on:

- quality improvement teams and programs, methodologies and strategies;
- patient perspectives, needs, satisfaction and dissatisfaction;
- change management;
- performance measurement;
- health care reform; and
- motivation of staff for involvement in quality activities.

Papers should provide new insight, challenge traditional perspectives or provide new knowledge related to the improvement in the quality of health care and or the health care industry. Contributions on any issue contributing to quality care and service outcomes are welcomed.

### **Journal structure**

Regular features of the Journal include:

- Editorial
- Opinion pieces
- Comment on previous articles
- Reviewed articles
- Interviews
- Profiles of members
- News and events
- Reports from AAQHC Networks.

## **Manuscripts**

Article must be submitted electronically and can be sent by email to [editor@aaqhc.org.au](mailto:editor@aaqhc.org.au). Authors wishing to arrange alternative methods to submit articles should contact Pittash Productions on (02) 9591 2641.

Articles (500 to 2,000 words) should include:

- Title
- Author(s) name, title, position, and brief biography (one paragraph)
- Abstract
- Key words
- Introduction
- Literature review
- Methods
- Results
- Discussion
- Limitations
- Conclusion, and
- References.

Submissions should include the author's contact details.

All pages should be numbered, type in 12pt Times New Roman and double spaced. Any items previously published should be acknowledged.

Articles may be up to 2000 words or as negotiated with the Editor. Authors should use the Harvard system for references. Book references must include surname, initials, year of publication, title, publisher and place of publication. Journal references are to include authors' surnames, initials, title of article, title of journal, year of publication, volume and issue and page numbers.

## **Keywords**

Up to eight key words or short phrases identifying the topics addressed in the paper should be included. These will help in the indexing of the journal and may be published electronically with the abstract.

## **2. Inside Quality newsletter**

The *Inside Quality* (IQ) newsletter will be a forum for members to share news, assist networking, help to publicise and organise events such as conferences and seminars, and market AAQHC to potential new members. While the Journal's primary function is professional development of members, the newsletter's main aim is to focus on AAQHC, what each local network is doing, national events and our peer organisations internationally.

Regular features will include:

- Message from the president
- Network reports
- Short articles on local events and initiatives
- Reports on recent conferences and seminars
- Information on upcoming local and national events
- News from ISQua and other overseas news, and
- Interviews

## **Articles**

Contributions to IQ must be submitted by email to [editor@aaqhc.org.au](mailto:editor@aaqhc.org.au). Authors wishing to arrange alternative methods to submit an article should contact Pittash Productions on (02) 9591 2641.

Articles should be a maximum of 2,000 words (or as negotiated with the Editor) and should include the author's contact details.

### 3. General guide for authors

The following information applies to both the Journal and IQ.

#### Tables

Tables should be submitted in the same format as your article and embedded in the article. The preferred format for tables is Microsoft Word. Excel files cannot be accepted. Tables should be self-explanatory and the data they contain must not be duplicated in the text or figures.

#### Graphics

All diagrams and graphics included in the manuscript should, in addition, be forwarded as separate electronic graphic files. Other than for letters and very short pieces, please include a scanned photo of the author(s).

Images (photographs, line drawings, graphs etc.) should be supplied as TIFF, EPS or high quality JPEG files at a minimum of 300 dpi.

Files should not exceed 3MB in files size.

If you require assistance with electronic transmission of graphics contact Pittash Production on (02) 9591 2641.

#### Other reports

News items, events reports and anecdotes are encouraged. Material submitted should conform as much as possible to the guidelines outlined above.

#### Letters to the Editor

Letters to the Editor are welcome and will be published at the discretion of the Editor, as space allows, and subject to editorial review, editing and abridgement. Letters should not exceed 500 words.

#### Assistance to authors

Any author seeking assistance to prepare an article will be provided with peer support by the editorial committee.

#### Financial disclosure

Authors who have financial arrangements with commercial organisations whose services or products, or whose competitors' services or products, are a subject of discussion or evaluation must disclose this relationship when submitting the manuscript. This information will be disclosed only if the paper is accepted for publication and will generally be communicated in the form of an acknowledgement at the end of the text.

#### Copyright

All submitted papers must not infringe on the copyright of third parties.

AAQHC encourages readers to copy articles for distribution to interested parties. Authors should be aware that AAQHC supports the general distribution of quality and safety literature. Articles from the journal must be acknowledged if they are reproduced.

#### Production process

Decisions of the Editor are final. All material accepted for publication is subject to copyediting.

#### Publication schedule

2007				
	March Newsletter	May Journal	Aug-Sept Newsletter	November Journal
<b>Copy deadline</b>	24 Jan	7 April	27 July	20 October
<b>Last items to Pittash</b>	7 Feb	21 April	10 August	3 November
<b>Design complete</b>	14 Feb	28 April	17 August	10 November
<b>Distribution</b>	28 Feb	12 May	31 August	24 November