

Author Guidelines – International Handbook of Assessment Tools for Nursing and Health Care Research

General information

- Authors are requested to submit their manuscripts electronically disk or CD-ROM (or via Email to the editors) together with a *hard copy*
- Check electronic manuscript for computer viruses before sending it to the editor.
- Very important: Please keep everything technically simple!
- Please store data as „rtf-files“
- Make sure that there are no documents on the disk/CD-ROM other than those you want to submit.

Word count

- Each printed book page encompasses **4100 characters /page**. (without space characters)
- Please create text in single-spacing, 10 pt arial

Outline – Very important

Each chapter should have the following structure (the double brackets representing the hierarchical value of the respective heading):

XX. Main-Heading of chapter

First author, title
Second author, title
Third ...

((1)) Introduction (first order heading)

Text, text, text ...

((1)) First order heading.

Text, text, text ...

((2)) Second order heading

Text, text, text

((3)) Third order heading

Text, text, text

((1)) Results/Conclusion (first order heading)

References

For details see below.

Contact

First author's address or any other contact

Typing

- Please use only one type-size all over the text.
- **Please be consistent with the use of formatting throughout the script.**
- Keep all formatting as minimal as possible
- Single space the text, use one column only, and left align
- Do not use the carriage return (enter) at the end of lines within a paragraph; allow the word-processing program to turn the line over
- No extra formatting of headings please.
- Use double brackets to indicate hierarchical structure of headings (see above).

The key for us to successfully use your text is the consistency in the use of formatting throughout the manuscript.**Quotations**

- Enclose all directly quoted material in quotation marks – «quotation» (author, 19xx) – and give reference immediately after the quotation. Check to make sure the quotation is verbatim. Use [...] to indicate any omitted material.
- Indicate page/s for direct quotes if necessary: (author, 19xx: xx–xx).
- Paraphrased quotations as an integral part of the text should be marked as follows: ... text, text, text (author, author, & author, 19xx) text, text, text ...

Footnotes

- Please use the footnote function provided by "Word 2000" or „Word 2003“
- Please don't use citation footnotes. All quoted material should be integrated into the text and treated as described in the section on Quotations and be given credit for in the References section.
- Only insert footnotes if absolutely necessary – use footnotes sparingly

Figures and Illustrations

- Send black and white figures in an extra file separated from text documents. Color pictures can only be published in black and white
- Figures and illustrations should be mentioned at least once in the text (**see Figure 2-1**).
- Figures should be numbered consecutively with each chapter, using the chapter number as a prefix: Figure xx-1, Figure xx-2, Figure xx-3, etc.
- **If the table, or data used in the table has been published elsewhere, ensure that you have obtained written permission from the copyright holder and acknowledge the original source at the end of the caption**

Illustration legends (captions)

- For a borrowed illustration, an acknowledgement of the original source should follow the legend.
- Each figure must have a legend: **Figure xx-x:** Text, text, text ...
- Legend numbers should correspond with the figure numbers, but legends should not be attached to the figure.

Tables

- Please use the „Word 2000“ or „Word 2003“ function to build a table
- Never use tab-stops and spaces to create a table.
- Each table should have a short title: **Table xx-x:** Text, text, text ...
- Number tables consecutively within each chapter: Table xx-1, Table xx-2, Table xx-3, etc., using the chapter number as a prefix.

Boxes

- If the material is to be separated from the text but it is not a table it can be placed in a box as provided by Word 2000 und Word 2003.

References

- Please ensure an alphabetical listing of references, according to APA 5th style
- Do not use any preformatted listing options in your word processing program because they frequently cause formatting problems at the copy editing and composition stages.
- Proofread carefully. Check spelling of authors' names in the text against spelling in the references.
- If a book or journal article has more than 3 authors, list the first author followed by et al.
- Unpublished material and personal communications should be included as numbered references. Provide specific information as follows: Jones S: Personal communication, Feb 21, 1997; Jones S: CPR, unpublished manuscript, 1997.
- References should include the full facts of publication (see examples below).

Book Examples:

Burrus, T.L. & Spiegel, H.F. (1980). *Earth is crisis: an introduction to earth sciences*, ed 2. St. Luis: Mosby.

Journal and periodical examples:

Roodin, P. A., Vaught, G. M., & Simpson, W. E. (1971). Christmas tree drawings before and after christmas: A re-examination. *Perceptual and Motor Skills*, 33(2), 365-366.

Miyazaki, A. D. (1993). How many shopping days until christmas? A preliminary investigation of time pressure, deadlines, and planning levels on holiday gift purchases. *Advances in consumer research*, 20, 331-335.

For further information about the citation take a look to the APA 5th Citation Guidelines.