

Publications –Private Hospital magazine

Author Guidelines

Private Hospital is the official magazine of the Australian Private Hospitals Association (APHA), published five times a year. Each issue has a theme and includes original material that promotes debate on issues of interest to private hospital operators, government and industry.

Contact the editor, Lisa Ramshaw for forthcoming submission dates and themes.

The criteria for all articles are the quality and originality of the research, review or commentary and their significance to readers. Articles are accepted for publication on the understanding the content has not been published or submitted for publication elsewhere. However, the magazine accepts summaries and extracts from conference or forum presentations.

As a general rule, new product launches are not covered unless there is specific, demonstrable benefit to private hospitals and are being trialled or used at a member hospital. Advertorials are not accepted.

The Editor reserves the right to refuse any material for publication and to edit according to house style, space and appropriate length, and to improve communication between author and reader. In most instances, the edited manuscript will be returned to the author for final clearance. If extensive alterations are required, the manuscript will be returned to the author for revision.

Authorship includes the following:

- contribution to the conception and design of the piece of work, or to analysis and
- interpretation of data
- contribution to the drafting or revision of the article, and
- approval of the version finally published.

Authors must:

- declare any financial support or relationships that may pose conflict of interest, and
- sign a letter to the Editor that acknowledges the content has not been published
- elsewhere and gives APHA copyright over the article (APHA will send a pro forma letter).

The magazine is a benefit of APHA membership that is also sent to key stakeholders.

The views expressed in Private Hospital are not necessarily the views of the Australian Private Hospitals Association. Private Hospital does not accept responsibility for the accuracy of statements made by its contributors nor for any errors or omissions.

Style

Spelling and grammar

The magazine uses Australian spelling. Authors should follow the latest edition of the Macquarie Dictionary 3rd Concise Edition. The magazine follows the grammatical style of the Australian

Government Style Manual for authors, editors and printers, published by John Wiley and Sons Australia Ltd.

Referencing

Please do not use automatic footnote, referencing or numbering systems as this creates difficulties with layout. Number the references in order of their first appearance in the text, and note citations as superscript numerals.

Examples:

1. Wright O, Capra S, Aliakbari J. A comparison of two measures of hospital foodservice satisfaction. *Aust Health Rev* 2003; 26: 70-6.
2. Ringsven MK, Bond D. *Gerontology and leadership skills for nurses*. 2nd edn. Albany, New York: Delmar Publishers, 1996.

Acknowledgements

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Graphics should be referenced in the text and included as separate sheets/files at the end of the article. Indicate in the text the desired position for placement of graphics. The Editor reserves the right to place graphics differently than requested if needed for layout purposes. Electronic graphics must be in an appropriate format; figures from within a Word file are usually suitable while photographs and other illustrations must be supplied in their native format (e.g. JPG, TIF, EPS). If in doubt, contact the Editor.

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If you wish to discuss prospective submissions, or to clarify the above guidelines please contact the Editor at APHA by email Lisa.Ramshaw@apha.org.au or telephone (02) 6273 9000.