

VPNG Ltd - Snippets Submission Guidelines

Submissions

The submission should be sent to the Editor as a word document prior to the edition deadline by email to snippets@vpng.org.au with the subject heading "To the Editor" or "Snippets Submission". The email should include the author's name and contact details.

Illustrations, Photographs and Other Graphics

Illustrations, photographs and other graphics should be submitted as separate .jpeg, .tiff or .eps files of high resolution, ie. saved as at least 300dpi or be at least 1MB in size, using CMYK colour. Provide captions for images and titles for tables and figures. Permission to reproduce illustrations must be obtained by the author from the owner of the copyright, usually the publisher.

Writing Style

Snippets is a professional newsletter and formal professional language is preferred including active voice, Encarta or Oxford English spelling and correct grammar.

Formatting

Your writing will be formatted by the graphic designer but please:

- Use one space at the end of a sentence
- Use only a single return after each paragraph
- Any font style is acceptable
- Spacing at 1.5 is preferred

Where conflict exists about formatting, the default is the ACORN Author Guidelines available via <https://www.acorn.org.au/author-guidelines>

Referencing

You are responsible for the accuracy and correct formatting of all reference citations. References will be checked for accuracy when edited for publication. If there are errors, publication of your manuscript may be delayed.

Citations and reference lists should follow the APA 7th style. For information on this, please refer to <https://guides.lib.monash.edu/citing-referencing/apa7th>

Acknowledgement

Receipt of articles should be acknowledged by the editor and feedback of proof changes for publication should be shown to the author. The Editor's decision to publish or reject is final. The Editor has the right to edit the article or amend the style.



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Peer Review

Submitted manuscripts are subject to independent proof reading by at least two peers. When the article has been reviewed, the author will be advised by the Editor as to whether it has been accepted or rejected for publication, or if revision is recommended. If you have any questions please send details to the Editor via snippets@vpng.org.au.

Plagiarism

All manuscripts will be reviewed for originality with a plagiarism software product. Manuscripts found to plagiarise the work of others will not be published.

Patient Confidentiality

All patient information included in manuscripts, tables, figures or photographs must be de-identified to avoid compromising patient privacy and confidentiality. Only those details essential for understanding and interpreting a specific case report or case series should be provided.

Content

Clinical Corner / Interest Piece

Article of clinical interest, which must be referenced correctly. Preferred length 500-800 words.

Feature news and conference reports:

Main feature articles and conference reports should be between 500-800 words. Photographs of the event are also hopefully submitted. The Committee or the author should attempt to provide photographs to accompany conference reports.

VPNG Representatives update

VPNG Rep profile with attached photo.

Written update on activities within the authors department up to 500 words.

Advertising of VPNG Perioperative Nursing Events

Publication of other perioperative nursing events are subject to the discretion of the Committee.

