



EDITORIAL POLICIES

OVERVIEW

This document provides the policies and guidelines regarding the publication processes of *The Practising Midwife* produced by All4Holdings Ltd. Submission of an article to *The Practising Midwife* implies that all authors have read and agreed to its content and that the manuscript conforms to the journal's policies.

AUTHORSHIP/CONTRIBUTORSHIP

An author is someone who has made a significant contribution to the development of a manuscript. The corresponding author is accountable for their own work and should be able (if further information is sought) to identify the contribution of their co-authors.

We adhere to the [International Committee of Medical Journal Editors \(ICMJE\)](#) recommendations for authorship:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

For anyone who has contributed to the manuscript but does not qualify for co-authorship, the corresponding author should state this under a sub-heading 'Acknowledgements' at the end of the manuscript. Organizations that provided support in terms of funding and/or other resources should also be acknowledged.

CONFLICT OF INTEREST

The corresponding author is required to declare on submission whether they or their co-authors have any conflicts of interest per the [World Association of Medical Editors \(WAME\)](#) guidance. Should a declaration be stated, the Editor reserves the right to make the decision regarding the continuation of the article through the publishing process. If deemed acceptable to publish, the declaration will be printed alongside the article.

Referees will be asked to decline reviews, should they have a potential or declared conflict.

HUMAN AND ANIMAL RIGHTS

When reporting research studies, it is expected that researchers have adhered to the [Helsinki Declaration](#) updated in 2013. Primary research studies are required to report details of ethical approvals including the review body and identification number. The Editor reserves the right to seek further information from the authors or ethical body during the review process. If reporting experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

INFORMED CONSENT

Women and families receiving maternity care have the right to privacy that should not be violated without written informed consent (a copy is required on submission) as per [World Association of Medical Editors \(WAME\)](#) guidance. The author will ensure the client has read the final manuscript before submitting to *The Practising Midwife*. Identifying information, including names, initials or hospital numbers should not be published. The Editor reserves the right to request revised manuscripts or reject manuscripts to ensure confidentiality is protected.

PEER REVIEW PROCESS

All research articles, primary or secondary, will be subjected to a single-blind peer review process. All submissions will be assessed by the Editor for suitability to the journal. Manuscripts deemed suitable will be sent to an expert reviewer anonymously to assess the scientific quality. On occasion, two reviewers may be asked to assess the manuscript, at the Editor's discretion. The Editor is responsible for the final decision regarding acceptance, revisions required or rejection.

For clinical or practice-based articles, those that are outside the remit of the Editorial team (all practising midwives) will be subjected to a single-blind peer review process as outlined above. The authors will be informed should this be required.

DATA SHARING

For clinical trial manuscripts, authors must adhere to [International Committee of Medical Journal Editors \(ICMJE\) guidance](#). Such research must be registered as a clinical trial and include a data sharing plan. A data sharing statement must be provided within the manuscript as per this guidance, and where appropriate, a link to the data stored repository.

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CORRECTION AND RETRACTION OF ARTICLES

In the first instance, authors must notify the Editor of corrections required. Minor corrections will be updated on the online version of the article with a note from the Editor. However, for major corrections, the online original version will be retained and linked to an online corrected version. If necessary, retraction of articles will be carried out in line with Committee on Publication Ethics – [COPE retraction guidelines](#).

COPYRIGHT AND LICENSING

Copyright licenses specify who has what rights for publication, distribution and use of article content. Authors are provided with a copy of the contract at the time of submission and asked to register their agreement electronically.

ADVERTISING POLICY

The following policy applies to both the print and electronic versions of journal publications produced by All4Holdings Ltd (The Practising Midwife, The Student Midwife) which both utilise a set number of adverts in each issue:

1. All advertising must be an accurate description of the product or service, legal, decent, truthful, honest and socially responsible.
2. Advertisements must comply with the relevant laws, regulations and industry codes for the geographic area in which they appear.
3. Advertising has no influence over editorial decisions, with advertising and editorial being managed by two separate departments.
4. A journal's editorial team has full and final authority for approving print and online advertisements and for enforcing advertising policy.
5. A journal's editorial team will consider all criticisms of advertisements for publication, in the same way as any other journal content.
6. Advertisements will not be juxtaposed with editorial content on the same product.
7. Advertisements/sponsored content will always be clearly identifiable as such.
8. Advertisements will not be carried for products proven to be seriously harmful to health.
9. Advertisements will be [WHO, the Code](#), compliant.