THE PRACTISING MIDWIFE The Student MIDWIFE

ARTICLE SUBMISSION CHECKLIST

Preparing your article for submission

It's important you have read our guidelines before your submit your article, here is a check list to help you:

Article format:

- Word document (not PDF), not password protected and no 'draft' watermark
- Word document file clearly labelled with author last name and date of submission
- Text: Arial font size 12, text ranged left, line spacing: 1.15pt, no double spacing between sentences
- Keep your article title brief, circa 6 words
- If your article is part of a series, indicate in the title: Part 1, Part 2, etc
- Author(s) name in correct order with job title(s), pronoun(s) and social media handle(s) at top of document
- Word count is in accordance with article type
- Includes 100 word Summary at the beginning and a Conclusion at the end
- Use AMA numerical reference style: in-text superscript numbers and corresponding numbered reference list at the end
- Do not include headers, footers or footnotes

Other information:

- Written with reference to our Inclusivity Principles and Bias Free Language Guide
- Tables/diagrams (with appropriate permissions from original source) clearly labelled and uploaded as separate .jpgs, size 1Mb. Indicate in article where they are to be placed.
- Tables created in Word are uploaded as a text file, not as pictures/images or PDFs
- Bullet point lists contain explanation and context
- Author photo (head and shoulders only) supplied separately as hi-res .jpgs over 500kb in size
- Article complies with our **informed consent policy** and where women/families have provided permission to share their information, written consent is included with the submission.

The Practising Midwife reserves the right to amend supplied content and assets during production in accordance with house style and the demands of space and layout.

Please note we may return your article submission for revisions, if it does not comply with the above guidelines.