

Author and Artist Instructions and Style Guide

OVERVIEW OF MIDWIFERY MATTERS

The mission of *Midwifery Matters* is to support the growth and development of the evolving CPM profession, as well as evidence-based midwifery practice in the out-of-hospital setting, by providing a forum to share research, post research updates, and dialogue on issues relevant to the field. Content is intended to keep midwives and students up to date on research, clinical practice, and professional and political issues relevant to the midwife practicing in the home or birth center setting. As a publication of Birthwise Midwifery School, much of the research and writing is the work of Birthwise students, faculty, and alumni, and it also serves as a forum for alumni news. However, submissions from all interested authors are warmly welcomed!

Midwifery Matters is also committed to publishing student research and writing. In its role as a forum for midwifery students and midwives to publish their own research and writing, the magazine will foster the research and writing skills of midwives and future midwives, helping to define the body of work and areas of research that out-of-hospital midwives find relevant to their profession. In working with the journal's general editor, contributors will learn to shape their research and writing into articles that speak to a broader audience.

Midwifery Matters is published biannually in March and September. Material for the Spring issue should be submitted by August of the prior year, and material for the Fall issue should be submitted by February. However, submissions are accepted for consideration at any time during the year.

Submissions to *Midwifery Matters* should be emailed to the editor: MMEditor@birthwisemidwifery.edu

ARTWORK SUBMISSIONS

Midwifery Matters accepts submissions of original artwork and photography for possible use on the cover and throughout the publication. Submissions should be in a digital format (JPEG, PNG, PDF, GIF, TIF), and should be high resolution. Photographs or images of identifiable people must be accompanied by the Consent for Publication of Identifying Material form, available for download on the "Contribute" page of the *Midwifery Matters* website.

WRITTEN SUBMISSIONS

Written manuscripts submitted to *Midwifery Matters* will be reviewed by the editorial staff, and an editor may be assigned to work with the author to prepare the article for publication. Original research articles are generally peer-reviewed; please see details of the peer review process on the *Midwifery Matters* website. Editing suggestions may be offered for your consideration, and writers are encouraged to seriously review editorial feedback, to dialogue

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with editorial staff, and if necessary, to work closely with an editor to complete changes to the manuscript. Because submissions are encouraged from students and midwives alike, editorial involvement may be more or less significant depending on an author's experience. *Midwifery Matters* strongly encourages new authors to submit their work, and is committed to supporting writers with diverse levels of experience. Authors retain the right to give final approval to their articles before publication.

TYPES OF WRITTEN MATERIALS ACCEPTED FOR SUBMISSION

Content appearing in every issue includes the following:

Student Research

Original student research (including reviews and meta-analyses) on relevant topics will be published in each issue. Where appropriate, submissions may include papers written for courses that can be shaped into publishable articles in conversation with the journal's editor and peer reviewers. Word count: 2000 to 5000 words, including references.

Original Reviews

Original review articles may address diverse topics including but certainly not limited to new research, clinical practice, midwifery education, disparities in health outcomes in terms of race, class, gender, and sexuality, international issues in midwifery, and environmental health. Word count: 2000 to 5000 words, including references.

Research Updates

Summaries of previously published relevant research are current (published within the past 2 years), brief (maximum 500 words), and focus on critical clinical practice updates, or other research with broad clinical practice implications. Submissions should include a summary along with the full text of the original article being reviewed. Midwifery research and writing classes are encouraged use this feature of the publication as part of their curriculum: if preparing article summaries is part of a class assignment, students are encouraged to submit their work for possible publication. Journals with content regularly reviewed for possible inclusion include: *Journal of Midwifery and Women's Health*, *International Journal of Childbirth, Women and Birth*, *British Journal of Midwifery*, *Midwifery*, *MIDIRS*, *Birth*, *Prenatal Diagnosis*, *American Journal of Obstetrics and Gynecology*, *Obstetrics and Gynecology*, *British Journal of Obstetrics and Gynecology*, *International Journal of Gynecology and Obstetrics*. Word count: Maximum 500 words.

Political Updates and Editorials

Political and professional midwifery news may include the activities of major midwifery organizations (NACPM, NARM, MEAC, ICTC, MANA, AME, CfM, the MAMA Campaign, ACNM, and ICM) and state organizations, changes in state and national legislation, and updates on licensure efforts. Editorials should be on topics relating to the practice and politics of midwifery. Word count: 500-1000 words.

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Letters to the editor

Letters to the editor responding to previous content will be included in every edition of the publication. Authors will have a chance to respond if appropriate. Letters may be edited for length and clarity prior to publication. Word count: <250 words.

In Profile

This section is typically written by Birthwise staff based on an interview or in first-person as a personal reflection piece. It features profiles of individuals whose work may be of interest to the wider midwifery community and readers of MM. If you would like to be interviewed or have a suggestion of a midwife to interview, or would like to write a piece about yourself or someone else, contact the editor. Word count: 750-1000 words.

Calendar of Events

Public events such as conferences and workshops can be submitted for inclusion in the journal's published calendar. Please include the event's name, any affiliated organization, its location, the date of the event, and a website or contact information.

Job Postings

Job postings for clinical midwifery positions or midwifery-related jobs are welcome. Apprenticeship opportunities may also be posted in this section. Send postings for publication to the editor.

The following additional content areas are accepted and published when available:

Case Reviews

Clinical rounds or case review articles take as their departure point a unique, challenging, or particularly relevant case encountered by the author and its management. Presentation of the case is followed by a discussion that includes a review of current research, literature, and clinical practice, along with resources. All identifying information about geographic location, clients, and other healthcare providers involved in client care must be removed, and the client must sign the Consent for Publication of Identifying Material form, available for download on the "Contribute" page of the *Midwifery Matters* website. Word count: 2000 to 4000 words, including references.

Reviews of Professional Guidelines

Updates on professional guidelines issued by major midwifery organizations (i.e. NARM, MEAC, MANA, ICM) and relevant practice bulletins/updates from organizations like ACNM and ACOG will be reviewed as they are issued. Word count: 500 to 1500 words, including references.

Ethics, Social Responsibility, and Cultural Competency

Articles and essays addressing specific ethical issues and social responsibility in midwifery care, and in midwifery as a profession more broadly, are welcomed by *Midwifery Matters*. In some

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instances, these articles may overlap with or be published in the Case Review section; in others, they may be published as a review article. Areas of particular interest to the journal include the intersection of midwifery with race, class, gender, and sexuality, and international issues in midwifery. Word count: 2000 to 5000 words.

Technology

Articles/essays can focus on the use of technology in midwifery practice, including information on electronic medical records, social media/social networking and midwifery, reviews of simulators, and other new medical technologies available to midwives and midwifery educators. Word count: 500 to 1000 words.

How-To/The Art of Midwifery

This section of the *Midwifery Matters* focuses on the deep roots of midwifery, highlighting clinical skills, tips, and midwifery approaches that are grounded in tried-and-true practice. It seeks to inspire readers about the spirit and heart of midwifery and its traditions. Word count: 500 to 1000 words.

MANUSCRIPT SUBMISSION GUIDELINES

General Guidelines

All content should be submitted digitally via email to the general editor. A manuscript must meet the following minimum requirements: 1) it cannot have been previously published; 2) it cannot be under consideration for publication elsewhere; 3) the content must be original and your own, and cannot be plagiarized or false; and 4) it cannot infringe on the copyrights of others. All submissions should also meet the requirements described below.

Cover Letter

Please include a short cover letter with a brief description of your submission (1 to 2 sentences is fine), what content area your piece best fits into, your contact information (mailing address, phone number, email address), disclosure of any conflicts of interest and sources of financial support for your article, and a brief biographical description of your professional and/or midwifery background. If the manuscript has multiple authors, include biographical information for each author, and indicate which person will serve as the primary point of contact with *Midwifery Matters*.

Digital Format

All text submissions should be in a Microsoft Word document (.doc) format. Contact the editor if you cannot submit in this format.

Document Format

Margins should be 1 inch on all sides. Spacing should be 1.5. Use 12-point size Times New Roman font. Paragraphs should be indented with a tab. Consecutively number all pages.

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Headings

Use bold caps for first-level headings, bold caps and lowercase for second-level headings, and italicized caps and lowercase for third-level headings (**FIRST LEVEL**, **Second Level**, *Third Level*).

Figures, Images, and Illustrations

All figures should be attached as separate files, and should *not* be included in the text document itself; this creates formatting issues for our design and editorial staff. Each image should have its own file (JPEG, PDF, TIFF, and PNG files are accepted) and should be labeled with a figure number and title (i.e. “Figure 1: Birth Center”). Images should be referenced in the text at the appropriate location(s), and labeled “Figure 1”, “Box 1”, “Table 1”, etc., based on the type of image. Include a list of images at the end of your text submission with the labels, titles, and any captions.

Permissions

All images and figures should be original. If you include borrowed material, a signed permissions form must be obtained from the original author. This form should ideally accompany your manuscript, and at the latest must be returned to *Midwifery Matters* 3 months prior to the anticipated publication date of your article, October or April depending on when your article will be published. Permissions forms can be found on the “Contribute” page of the *Midwifery Matters* website.

Author Biographical Sketch

Write a brief, 1- to 2-sentence biographical sketch of the author(s) of the manuscript for use in publication. Inclusion of an email address where the author(s) can be reached by readers is highly recommended.

References and Citations

References should be numbered consecutively in the order in which they are mentioned in the text, and listed at the end of the text as endnotes. This means the references will be listed in order of appearance in the document, not alphabetically or by date of publication. In the text, references should be identified by a superscript Arabic numeral, generally at the end of the sentence(s) where the source material is cited (e.g., Identify references in this style.¹). If you want to refer to a source more than once, simply cite the original reference number.

Because references are numbered consecutively, and reference numbers may occur more than once, please use the cross-referencing feature of your word processing software (For Microsoft Word see <https://support.office.com/en-us/article/Refer-to-the-same-footnote-or-endnote-more-than-once-9925ad08-2593-49ac-842b-c0f55b94e137>). Alternatively, do not use the automatic endnote feature your word processing software, and instead insert reference superscripts by hand and have a separate reference list at the end of your document.

Citation style for sources should follow the National Library of Medicine’s (NLM) International Committee of Medical Journal Editors (ICMJE) recommendations. This resource is frequently

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updated, covers a comprehensive variety of source material, and can be accessed online: http://www.nlm.nih.gov/bsd/uniform_requirements.html. For additional details about reference formatting, the NLM's *Citing Medicine* style guide should be consulted: <http://www.ncbi.nlm.nih.gov/books/NBK7256/>. Guidelines for the most common types of citations are included below.

Journal Article

Include the names of all authors:

Hines AJ, Ikuta L. A Nurse-Driven Algorithm to Screen for Congenital Heart Defects in Asymptomatic Newborns. *Adv Neonatal Care*. 2013 Jun;12(3):151-57.

If an article has more than 6 authors, list the first 6 authors followed by et al.:

Mahle WT, Newburger JW, Matherne GP, Smith FC, Hoke TR, Koppel R, et al. Role of Pulse Oximetry in Examining Newborns for Congenital Heart Disease: A Scientific Statement from the AHA and AAP. *Pediatrics*. 2009 Aug;124(4):823-36.

Organizations may be listed as the author:

American College of Obstetricians and Gynecologists. Practice Bulletin No. 137: Gestational Diabetes Mellitus. *Practice Bulletin No. 137. Obstet Gynecol*. 2013 Aug;122:406-16.

Book

Blackburn ST. *Maternal, Fetal, and Neonatal Physiology: A Clinical Perspective*. 4th ed. Maryland Heights: Elsevier Saunders; 2013.

Chapter in an Edited Book

Vadeboncoeur H. Is there a Link Between the VBAC Decline since the Second Half of the 1990s and Scientific Studies on the Risks of VBAC? In: Spiby H, Munro J, editors. *Evidence Based Midwifery: Applications in Context*. Malaysia: Wiley-Blackwell; 2010. p. 38-56.

Institutional Publication

North American Registry of Midwives. *Candidate Information Bulletin*. 2014. 80 p.

Website

For websites, use the following format and include as much of the information as you can find: Title of Homepage. Edition. Place of publication: publisher; date of publication [date updated; date accessed]. Web address.

Wisconsin SHINE Project. WI: Board of Regents of the University of Wisconsin System (Wisconsin SHINE Project); [updated 2014; accessed 2014 Jul 12]. <http://www.wisconsinshine.org/>.

Personal Communications

References to personal communications like letters, emails, and conversations should be included in the text of the manuscript and not as a formal end reference. Put source information in parentheses. Consider including the people you cite in an "Acknowledgements" or "Notes" section at the end of the article.

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...the state Midwifery Advisory Committee was the only place where complaints about midwives were formally processed, and they had a poorly articulated process for case reviews (2014 email from Mary Midwife to the author).

If an interview is a major primary source for your manuscript, include it as a reference and cite it in the endnotes as follows:

Mary Midwife, telephone interview by author, March 14, 2014.

Grammar

For questions concerning grammar, consult the *Chicago Manual of Style*:

<http://www.chicagomanualofstyle.org>.

Numbers and Units of Measurement

For additional questions concerning numbers and units of measurement not answered below, refer to the latest edition of the Council of Science Editors' *Scientific Style and Format*:

<http://www.scientificstyleandformat.org>.

Numerals and Words

Use Arabic numerals (e.g., 2, 3, 4) for all numbers, including 2 through 10, unless the number begins a sentence. Other numbers that should be spelled out include the following cases:

1. Fractions (e.g., one-half, one-third). However, for fractions greater than 1, use mixed fractions with numerals (e.g., 1 ½).
2. Idiomatic usage and expressions, or numbers used as pronouns.
3. Ordinal numbers first through ninth.
4. Numbers spelled out in quotations or in published titles.
5. When 2 numbers are adjacent, spell out one number and leave the other as a numeral. If one number has a unit of measure, leave that one as a numeral. (e.g., She completed two 50 g glucose tolerance tests.)
6. For most general uses, spell out the numbers zero and one.

Ranges

When writing a range, use the word "to" in the text (e.g., 10 to 20 days) and a hyphen in figures (e.g., 10-20 days). When writing a range of units of measure, the unit of measure should be included only after the second number (e.g., 10 to 20 cm).

Percentages

When writing percentages, use Arabic numerals and the symbol "%" (e.g., 10%) unless the percentage begins a sentence, in which case it should be written out (e.g., Ten percent...). The percentage symbol "%" should be repeated when writing a range or series of percents (e.g., 10% to 20%).

Number Formatting

For whole numbers with 4 or more digits, separate every 3 digits with a comma (e.g., 6,790 and

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12,741). For decimals that are less than 1.0, include an initial zero to the left of the decimal point (e.g., 0.2) and round to two significant digits when reporting numbers (e.g., 8.765 becomes 8.77, and 5.643 becomes 5.64), though not during analysis or calculations.

Units of Measure

In general, all units of measure (volume, mass, length, and area) should be reported using metric units. Temperature may be reported in degrees Fahrenheit (°F). Never add a plural “s” to units of measure (e.g., write mm, not mms). Always include a space between the number and unit of measure (e.g., 100 g). The following abbreviations should be used for units of measure:

<u>Meaning</u>	<u>Abbreviation</u>
milliliters	mL
liters	L
micrograms	mcg
milligrams	mg
grams	g
kilograms	kg
millimeters	mm
centimeters	cm
meters	m
kilometers	km
square centimeters	cm ²
square meters	m ²
second	s
minute	min
hour	h
week	wk
month	mo
year	y

AUTHOR CHECKLIST

- Brief cover letter with contact information included
- Document is formatted properly, and is a Microsoft Word (.doc) file
- Spelling, grammar, and punctuation reviewed
- References formatted
- Author biographical sketch included
- Images labeled and attached separately in correct digital format
- Signed consent and permissions forms included if necessary
- Signed Author Agreement and Declaration of Conflicts of Interest form
- You keep copy of all submitted materials for your reference
- Materials submitted to the editor via email

Author Agreement

Manuscript title: _____

If you agree with the following statement, please sign at the bottom of the page. For pieces with multiple authors, all must sign the agreement.

“I affirm that the submitted article is my original work; that none of the information has been published previously; that the manuscript is not currently under consideration by another publication; that upon publication nothing contained in the article will constitute an infringement of any copyright; and that the contents of the manuscript are neither false nor constitute an invasion of privacy.”

Declaration of Conflicts of Interest

Conflicts of interest occur when an author or other participant in the publication process has connections to activities that might influence his or her judgment, regardless of whether or not judgment is in fact impacted. Common examples of conflicts of interest include financial relationships – including employment, consultancies, stock ownership, and grants – and personal relationships – including relationships with family, friends, and colleagues.

When authors submit a manuscript, they must recognize and disclose financial and other conflicts of interest that might bias their work. Authors should also acknowledge any financial support for their work, and other financial and personal connections to their work. For pieces with multiple authors, each author must declare any conflicts of interest. Declaring a conflict of interest does not mean a piece won’t be published; rather, the declaration will be included with the article so that readers can assess for themselves any impact on the work the conflict of interest might have.

Author Name	Signature	Date
<input type="checkbox"/> I have no conflicts of interest to declare.		
<input type="checkbox"/> I declare the following conflict(s) of interest:		

Author Name	Signature	Date
<input type="checkbox"/> I have no conflicts of interest to declare.		
<input type="checkbox"/> I declare the following conflict(s) of interest:		
