FULL PAPER PREPARATION GUIDELINES

##### **1. Manuscript Submission**

##### Submission of a manuscript implies: that the work described has not been published before; that the exact manuscript is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

***Maximum word limit is 3500 words for body text only, not including tables and references.***

##### **2. Permissions**

##### Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

##### **3. Title page**

##### The title page should include:

* A concise and informative title.
* The name(s) of the author(s).
* The affiliation(s) and address(es) of the author(s).
* The e-mail address, telephone and fax numbers of the corresponding author.

##### **4. Abstract**

##### Please provide a structured abstract of 250 words. The structured abstracts should have the following headings namely Introduction, Methods, Results and Conclusion.

##### **5. Keywords**

##### Below the abstract, provide a minimum of two (2) and a maximum of five (5) keywords that will assist in the cross-indexing of the article using appropriate terms from medical subject headings (MeSH).

##### **6. Text Formatting**

##### Manuscripts should be submitted in Microsoft Word.

* Use a normal, plain font (e.g., 12-point Times Roman) for text.
* Use italics for emphasis or terms from other languages.
* Do not use field functions.
* Use tab stops or other commands for indents, not the space bar.
* Use the table function, not spreadsheets, to make tables.
* Use the equation editor or MathType for equations.
* Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

##### **7. Headings**

##### Please use no more than three levels of displayed headings.

##### **8. Abbreviations**

##### Abbreviations should be defined at first mention and used consistently thereafter.

##### **9. Footnotes**

##### Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

##### **10. Acknowledgments**

##### Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

##### **11. Citation**

* The articles will follow the format of ***American Psychological Association*** (APA) 6th style for sections of the manuscripts.
* In the body of the manuscript, refer to authors as follows: Smith and Jones (2020).
* At the end of the sentence, refer to authors as follows: (Smith & Jones, 2020).

##### **12. Reference**

##### The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

* **Journal Article**Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. Journal of Science and Medicine in Sport, 13(6), 578-583. doi: 10.1016/j.jsams.2010.03.007
* **Book**Aspinall, V. (Ed.). (2014). Clinical procedures in veterinary nursing (3rd ed.). Edinburgh, Scotland: Elsevier.
* **Online Document**Ministry of Health. (2014). Ebola: Information for the public. Retrieved from [Ministry of Health Website](http://www.health.govt.nz/your-health/conditions-and-treatments/diseases-andillnesses/ebolainformation-public)

##### **13. Tables**

* Maximum of 2 tables are allowed.
* All tables are to be numbered using Arabic numerals.
* Tables should always be cited in text in consecutive numerical order.
* For each table, please supply a table caption (title) explaining the components of the table
* Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
* Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

##### **14. Figures**

* Maximum of 2 figures are allowed.
* To facilitate review, figures can be placed immediately after it has been cited in text.
* Figures should always be cited in text in consecutive numerical order.
* A figure with multiple panels or parts should appear on one page (e.g., if Figure 1 has parts a, b, and c, place all of these on the same page).
* Figure captions should be typed explaining the components of the figures and can be placed below the figures.
* Figure should be in .tiff or .jpeg format