



## Diversity in Health and Care Guidelines for authors

This journal welcomes articles from all those involved in, or concerned about, the equitable provision of healthcare and services for members of diverse social groups and settings in all countries in the world. Papers that compare and contrast similar issues in different countries are encouraged. In particular, the journal welcomes papers about race, culture and ethnicity, sexuality and underserved and marginalised populations. Papers may present qualitative or quantitative research or put forward arguments for debate. Less formal papers, for example, those dealing with diversity issues in practice are also welcome; these may represent a single or multi-professional perspective or the views or service users.

Papers should be submitted electronically at [dhc@radcliffemed.com](mailto:dhc@radcliffemed.com) for peer review. An acknowledgement of receipt will be sent via email. Feedback is normally provided, via email, within 6-8 weeks.

**Guest editorials** are usually commissioned but other submissions are encouraged. Please contact the editors to discuss a particular topic.

**Length:** Guest editorials should be between 750 and 1500 words in length.

**Research papers** may address any aspect of equality and diversity in healthcare with reference to race, culture and ethnicity, sexuality and underserved and marginalised populations. Qualitative and quantitative research, including evaluative studies and methodological debates are welcomed. Editors and reviewers look for high-quality papers in which the aims, literature review, methodology and findings are clearly presented with a robust discussion that includes, where appropriate, the implications of the research for practice.

**Ethics:** Authors are advised to ensure that ethical issues in their research have been clearly identified. Details of the ethical/IRB committee/equivalent body which provided the review should be provided and a copy of their approval letter included if available.

**Length:** Research papers should normally be between 2000 and 6000 words in length.

**Debate papers** should aim to promote discussion about some aspect of equality and diversity in healthcare with reference to race, culture and ethnicity, sexuality and underserved and marginalised populations. Papers on topical and contentious issues are particularly welcome. Editors and reviewers look for high-quality papers in which the aims, literature review, methodology and findings are clearly presented with a logical and robust discussion.

**Length:** Debate papers should normally be between 2000 and 5000 words in length.

**Practice papers** should aim to provide insight into new developments in practice, examples of competent practice or discuss particular areas of concern in relation to providing equitable healthcare and services for members of diverse social groups and settings. Editors and reviewers look for high quality papers in which the aims are clearly set out and discussed with reference to relevant literature and contemporary developments in practice.

**Length:** practice papers should normally be between 2000 and 5000 words in length.

**Education papers** should discuss research or developments concerned with improving the teaching or training of health and care professionals, either in initial training or at advanced and continuing professional development levels, in respect of the themes of the journal. We particularly welcome papers that can show a connection between improved education and better outcomes for service users, and can accept both research and 'good practice' papers. The standards required are as for 'Practice papers' and will be equally subject to peer review.

**Did you see?** This feature provides a review of research or debate articles that have been published elsewhere but which may be of interest to readers. Please contact the editors to discuss a particular topic before submitting items for this feature.

**Length:** Did you see? papers should be between 1000 and 1500 words in length.

**Knowledgeshare** items may include book, website, video and other resource reviews and papers about specific initiatives to improve practice. Please contact Professor Lorraine Culley at [lac@dmu.ac.uk](mailto:lac@dmu.ac.uk) to submit items for this feature.

### **General information**

#### *i) Style*

- Topics within the remit of the journal should be presented clearly and concisely and must be written in a gender-free, non-discriminatory style.
- Permission to reproduce previously published material must be obtained in writing from the copyright holder and the original source should be acknowledged.
- The first page of the paper should contain the title, the author(s) name(s) and an address for correspondence. Each author should indicate his/her professional discipline, current appointment and qualifications. The address of the corresponding author will be printed with the paper (if published) unless you request that it is omitted.
- The second page should present an abstract of a maximum of 300 words.
- When first using abbreviations in the text, the term the author wishes to abbreviate should be spelt out in full with its abbreviation in brackets. Thereafter the abbreviation can and should be used. Abbreviations should be in capital letters and unpunctuated.
- Subheadings are encouraged, when suitable, to break up the text as well as to improve readability.
- The editors reserve the right to make minor adjustments and, if necessary, shorten the article without altering the meaning.

#### *ii) Tables, figures and illustrations*

- As far as possible articles should be suitably illustrated but not contain more than five tables.
- Tables should not duplicate but rather supplement information given in the text. They should be sent in a separate file and have a caption. Do not use vertical rules in tables.

- Tables should only be used when data cannot be expressed clearly in any other form. Figures should not duplicate information provided in the text.
- Illustrations may be line drawings or black-and-white photographs of good quality, preferably with a gloss finish. Illustrations will not be returned after publication unless specifically requested. All illustrations are submitted at the owner's risk, the publisher accepts no liability for loss or damage while in possession of the material.

### iii) References

- The style of referencing is the Harvard system. References should be listed alphabetically at the end of the article. If there is more than one reference in any given year for the same author, then list them as 2003a, 2003b, etc, as they appear in the order of the text.
- Reference should be laid out in line with Radcliffe house style:

#### **Journal articles**

##### Single author

Hipwell A (2008) 'We're not fully aware of their cultural needs': tutors' experiences of delivering the Expert Patients Programme to South Asian attendees. *Diversity in Health and Social Care* 5(4):45-60.

##### Two/three authors

Greenhalgh T, Collard A and Begum N (2005) Sharing stories: complex intervention for diabetes education in minority ethnic groups who do not speak English. *BMJ* 330:628–32.

##### Multiple authors (list first three then use *et al*)

Griffiths C, Foster G, Ramsay J *et al* (2007) How effective are expert patient (lay led) education programmes for chronic disease? *BMJ* 334:1254–6.

#### **Books**

##### Single author/editor

Willig C (ed.) (2001) *Introducing Qualitative Research: adventures in theory and method*. Buckingham: Open University Press.

##### Two/three authors/editors

Benson J and Thistlethwaite J (2008) *Mental Health Across Cultures: a practical guide for health professionals*. Oxford: Radcliffe Publishing.

##### Multiple authors/editors (list first three then use *et al*)

Ngo-Metzger Q, Telfair J, Sorkin DH *et al* (eds) (2006) *Cultural Competency and Quality of Care: obtaining the patient's perspective*. New York: The Commonwealth Fund.

##### Chapter in an edited book

Smith JA, Jarman M and Osborn M (1999) Doing interpretative phenomenological analysis. In: Murray M and Chamberlain K (eds) *Qualitative Health Psychology: theories and methods*. London: Sage, pp. 218–40.

- Cross-referencing should be inserted in parentheses in the text, in full for single or dual authors (Smith and Eades, 2003) but abbreviated (Owen *et al*, 1999) for multiple authors.
- Information taken from unpublished papers, personal communications and observations should only be included in the text and not referred to as a formal reference.
- Authors are responsible for the accuracy of their references.

Papers should carry an explicit reference to ethical approval, where appropriate, and also indicate if any external sources of support (financial or other) were used, especially if they may be thought to have significantly affected the conduct of the research.

#### *iv) Edited text and proofs*

The author submitting the paper will receive, via email, a copy of the edited text and the list of author queries as raised by the copy-editor. This is a final opportunity for authors to make any last minor amendments (using the track changes facility) before it is typeset. Proofs in pdf format will be emailed to the author submitting the paper and must be returned promptly. This will allow correction of printers' and similar errors. Major changes will not be entertained and authors may be charged for excessive amendments at this stage.

#### **Correspondence and enquiries**

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