**Resource Centre: Authors’ Guidelines**

**Introduction**

Thank you for your interest in contributing to *HSJ*, the only title to provide news, data, resources and opinion for clinical and non-clinical healthcare leaders in both the public and private sectors.

Our Resource Centre section (www.hsj.co.uk/resource-centre) is where we highlight examples of best practice which can be replicated at other organisations.

The vast majority of Resource Centre content is contributed by our readers, and we are always happy to receive submissions. We have written these guidelines to give you a clearer idea of the sort of content we are looking for.

**Our three channels**

There are three channels within Resource Centre:

* Innovation and efficiency
* Commissioning
* Leadership

All of the content we publish needs to fall into one or more of these three categories.

**What we are looking for**

We are looking for best practice examples which:

* Have been implemented at one or more organisations
* Are backed by evidence, particularly evidence of improvements
* Could be replicated at other organisations

We are far less interested in general discussions of an issue. Instead, we want to know what an organisation should specifically do about that issue – and the benefits reaped by health organisations which have done something about it.

**What we are not looking for**

* Examples of improvement which are contingent on using a specific commercial product or service
* Examples of change with no or very limited data on the benefits
* Articles which offer a general opinion on an issue – these need to be submitted to our opinion section, which is commissioned separately from Resource Centre (contact details for our opinion editor can be found at [www.hsj.co.uk/contact-us](http://www.hsj.co.uk/contact-us))
* Articles heavily focused on research rather than on the outcomes and implications of that research

**Making your submission stand out**

As you will appreciate, we receive many submissions every week. The ones that generally go to the top of the pile are:

* Clearly focused on a particular issue and – more importantly – the solution to it
* Written in clear, concise language
* Non-academic and not overly technical
* Authored, or at the very least co-authored, by someone within a healthcare organisation who can speak of the benefits of this approach
* Written to sit within one of our three word limits: 700, 1,000 or 1,500 words
* Have broad appeal to our audience, which is healthcare leaders at all levels
* Are written in the third person rather than the first (in general, if you find yourself wanting to write in the first person, your article is likely a better fit for opinion)
* Only contain graphs where they are relevant and add to the article

**The process of making a submission**

To make a submission, please complete the form at the end of the document and send it to: hsjresourcecentre@emap.com

If you already have a draft of your article, do include this along with your completed form. If you have a profile picture of yourself, do send this along – though please bear in mind we need it to be high resolution (the larger the file size, the better!)

Where charts or data form part of your submission, we would be grateful if you could send us the source data for these. We are unable to use charts which are sent without the source data for them.

**What happens next**

The Resource Centre team at HSJ will consider your submission, and whether it would be a good fit for the section.

We will get back in touch as soon as we can with feedback, though please bear in mind that because we receive so many submissions this can take up to six weeks.

It may be that we need to make some changes or cuts to your piece to make it fit the available space, or to make it more suited to our readership. We will let you know if we are planning to do this.

If we decide to feature your piece, we will get in touch with a planned publication date when we have it. We publish content both online and in our magazine. We will of course let you know where we plan to feature your article.

**For further information**

If you have any questions, or need any further information, please get in touch.

**Resource Centre Submission Form**

Please complete this form in full, and in much detail as possible. Thank you.

**Information about you**

Name:

Organisation:

Job title:

E-mail address:

Phone/pager number:

**Basic information about your submission**

Which main topic area does your submission cover? (Tick as many as apply.)

Leadership

Innovation/efficiency

Commissioning

Which other topics does your submission cover? (Tick as many as apply.)

QIPP

Referral management/admissions/discharge

Care pathways

Integration between health and local government

Flexible working/skills mix

Patient safety

Information technology/e-health/e-medicine

Public health

Patient involvement/responsibility/entitlement

Long term conditions

Organisational development

Quality/performance

Other (please specify)

Which area/s of care does your submission relate to? (Tick as many as apply.)

Community care

Primary care

Secondary care (acute)

Tertiary care (specialist)

How long is your article? (Or, if not already written, how long do you think your article will be?)

700 words

1,000 words

1,500 words

Does your submission also include any of the following?

Case studies

Background research

Maps

Graphs (if yes, please bear in mind we will need the source data for these)

Interviews or feedback from patients or carers

Opinion pieces or commentary from clinical team members

Opinion pieces or commentary from non-clinical team members

Frequently asked questions

**Detailed information about your submission**

What are the main themes of your submission? (Please limit your answer to 200 words.)

Is the work described relevant to other healthcare organisations?

Yes

No

Could the practice described in your work be replicated or adapted elsewhere?

Yes

No

What are the benefits of the practice you describe in your submission? (Please limit answer to 200 words.)

Is there evidence of these benefits?

Yes

No

If there is evidence, please specify what type. (Tick as many as apply.)

Audit results

Patient evaluations

Staff surveys

Research findings

Other [please specify]

Is there ongoing evidence of these benefits? (For instance, patient surveys conducted over a period of time; data extending over a period of time.)

Yes

No

How far has the practice/project been rolled out at your organisation?

Rollout not yet begun

Rolled out on a ward

Rolled out to a specialty/a group of wards

Rolled out across the hospital

Rolled out across the trust

For how long has the described practice been in place at your organisation?

Practice not yet implemented

6 months or less

6 months to a year

Over a year to two years

More than two years

Once complete, please send this form to hsjresourcecentre@emap.com. If you already have a draft of your article, do attach this as well. If your submission includes graphs or other charts, please include the source data for this – unfortunately we are unable to use graphs which do not come with the source data.

Thank you.