

MONASH BIOETHICS REVIEW

Online Manuscript Submission

Monash Bioethics Review utilises Editorial Manager – Springer’s fully web-enabled online manuscript submission and review system. Authors should submit their manuscripts via this system and they can use the system to check the progress of their submission(s) in the review process.

Editorial Manager offers easy and straightforward log-in and submission procedures. In case you encounter any difficulties while submitting your manuscript online, please get in touch with the responsible Editorial Assistant by clicking on “CONTACT US” from the toolbar.

Manuscripts should be submitted to:

<http://www.edmgr.com/mobr>

Manuscript Submission

Manuscripts submitted to *Monash Bioethics Review* should not have been published elsewhere and should not be under consideration by another publisher. *Monash Bioethics Review* employs a double-blind reviewing procedure. Authors are asked to anonymise their manuscripts before submitting them (including removing their name from the head of the document and removing all self-identifying citations and references). Authors are responsible for reinserting these into accepted articles when manuscripts are prepared for final submission.

The language of the journal is English; authors should consistently use either British English or American English.

Submissions should include a Title Page, in a separate file containing the following information:

- running head (shortened title)
- title
- author(s)
- affiliation(s)
- full address for correspondence, including telephone and e-mail address

A Cover Letter can also be uploaded as a separate file.

Types of papers

Original Article: 4,000 to 13,000 words

Commentaries: 1,000 to 3,000

Case Study: 1,000 to 1,500

Case Study Response: 500 to 1,500

Review Essay: 2,000 to 4,000

Book Review: 500 to 1,500

Abstract

Please include an abstract of 250 words.

Key Words

Please provide 5 to 10 key words or short phrases in alphabetical order.

All Articles Open for Commentary

Monash Bioethics Review welcomes submissions of 1,000 to 3,000 word commentaries on any articles (or commentaries) previously published in the Journal. Such commentaries will be peer reviewed. Those accepted will be published in hard copy and online--with links to/from the relevant article and/or other relevant commentaries.

If your paper is a commentary on an earlier paper or commentary published in the Journal (e.g., as per the Journal's Special Feature, "All Articles Open for Commentary", see: <http://www.springer.com/social+sciences/applied+ethics/journal/40592>), please indicate this and provide full reference details for the earlier paper upon submission (i.e., in the cover letter/submission form).

Additional Promotion of Ongoing Discussion in the Journal

Whether or not your submission is a commentary you are encouraged to include discussion, mention, and/or citation of relevant papers on the same topic previously published in the Journal, because *Monash Bioethics Review* aims to promote ongoing conversation of issues.

Copyright Permissions

Authors are required to obtain all permissions. Written permissions should be obtained for any quotations from unpublished material, for all quotations in excess of 250 words in one extract or 500 words in total from any work still in copyright, and for the reprinting of any figures, tables or poems from unpublished or copyrighted material.

Manuscript Presentation

Manuscripts should be presented in a word-processing package such as MS Word; please do not submit manuscripts as PDF files.

The page format should be A4, double-spaced, with wide margins (at least 1 inch) on all sides.

Monash Bioethics Review (usually) employs a double-blind reviewing procedure. Authors are required to anonymise their articles before submitting them (including removing their name from the head of the article and removing all self-identifying citations and references). Authors are responsible for reinserting these into accepted articles when manuscripts are prepared for final submission.

Quotations of more than forty words should be offset clearly within the text, by indenting the left hand margin. Single quotation marks should be used to indicate quotations; double quotation marks should be used only for quotations within quotations.

Pages should be numbered consecutively from the first page.

Footnotes should be used, rather than endnotes.

Acknowledgments, for instance of people, institutions and research grants, should be located in a separate section immediately preceding the references.

References

Citations in the text should give the author's name and publication date, e.g. Hudson (2003), Fitzpatrick (2001: 73), or (Arrigo et al. 2000).

References at the end of the text should be as follows.

1. Journal article:

Barlow, D. H. & Lehman, C. L. (1996). Advances in the psychosocial treatment of anxiety disorders. *Archives of General Psychiatry*, 53, 727-735

2. Book chapter:

Cutrona, C. E. & Russell, D. (1990). Type of social support and specific stress: Towards a theory of optimum matching. (In I.G. Sarason, B. R. Sarason, & G. Pierce (Eds.), *Social support: An interactional view* (pp. 341-366). New York: Wiley.)

3. Book, authored:

Capland, G. (1964). *Principles of preventive psychiatry*. (New York: Basic Books)

4. Book, edited:

Felner, R. D., Jason, L. A., Moritsugu, J. N. & Farber, S. S. (Eds.) (1983). *Preventive psychology: Theory, research and practice*. (New York: Pergamon Press)

5. Paper presented at a conference:

Phelan, J. C., Link, B. G., Stueve, A. & Pescosolido, B. A. (1996, November). Have public conceptions of mental health changed in the past half century? Does it matter? (Paper presented at the 124th Annual Meeting of the American Public Health Association, New York)

6. Patent:

Name and date of patent are optional

Norman, L. O. (1998) Lightning rods. US Patent 4,379,752, 9 Sept 1998

7. Dissertation:

Trent, J.W. (1975) *Experimental acute renal failure*. Dissertation, University of California

8. Published and In press articles with or without DOI:

- a. In press: Wilson, M., et al. (2006). References. In: Wilson, Mm (ed) *Style manual*. Springer. (Berlin Heidelberg New York: Springer) (in press)
- b. Article by DOI (with page numbers): Slifka, M. K. & Whitton, J. L. (2000). Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine* 78,74–80. DOI 10.1007/s001090000086
- c. Article by DOI (before issue publication with page numbers): Slifka, M. K. & Whitton, J. L., (2000), Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine* (in press). DOI 10.1007/s001090000086
- d. Article in electronic journal by DOI (no paginated version): Slifka, M. K. & Whitton, J. L. (2000). Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*. DOI 10.1007/s801090000086

9. Internet publication/Online document

- a. Internet articles based on a print source: VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123. VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

- b. Article in an Internet-only journal Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and wellbeing. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>
- c. Article in an Internet-only newsletter: Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M., et al. (1998, July). Videocounseling for families of rural teens with epilepsy -- Project update. *Telehealth News*, 2(2). Retrieved from <http://www.telehealth.net/subscribe/newslett4a.html>
- d. Stand-alone document, no author identified, no date: GVU's 8th WWW user survey.(n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>.
- e. Document available on university program or department Web site: Chou, L., McClintock, R., Moretti, F., Nix, D. H. (1993). Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/newwine1.html> Other Electronic Sources
- f. Electronic copy of a journal article, three to five authors, retrieved from database: Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database

Figures and Tables

All photographs, graphs and diagrams should be referred to as a 'Figure' and they should be numbered consecutively (1, 2, etc.). Multi-part figures should be labelled with lower case letters (a, b, etc.). Please insert keys and scale bars directly in the figures. Relatively small text and great variation in text sizes within figures should be avoided as figures are often reduced in size. Figures may be sized to fit approximately within the column(s) of the journal. Provide a detailed legend (without abbreviations) to each figure, refer to the figure in the text and note its approximate location in the margin. Please place the legends in the manuscript after the references.

Each table should be numbered consecutively (1, 2, etc.). In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory footnotes, identified by superscript letters, should be placed immediately below the table. Please provide a caption (without abbreviations) to each table, refer to the table in the text and note its approximate location in the margin. Finally, please place the tables after the figure legends in the manuscript.

Electronic figures

Electronic versions of your figures must be supplied. For vector graphics, EPS is the preferred format. For bitmapped graphics, TIFF is the preferred format. The following resolutions are optimal: line figures - 600 - 1200 dpi; photographs - 300 dpi; screen dumps - leave as is. Color figures can be submitted in the RGB color system. Font-related problems can be avoided by using standard fonts such as Times Roman, Courier and Helvetica.

Proofs

Proofs will be sent to the corresponding author by email and will need to be returned within 72 hours. Authors will be given advance warning of when proofs will be sent, so that arrangements can be made if return within 72 hours will not be possible.

Offprints

The corresponding author will automatically receive a free electronic offprint (PDF file) of the article.

Copyright

Authors will be asked, upon acceptance of an article, to transfer copyright of the article to the Publisher. This will ensure the widest possible dissemination of information under copyright laws.

Additional information can be obtained from:

Michael J. Selgelid (Co-Editor)

Monash University, Australia

michael.selgelid@monash.edu

Justin Oakley (Co-Editor)

Monash University, Australia

justin.oakley@monash.edu

Ilaria Walker

Editor, Social & Behavioural Sciences, Australia & New Zealand

Ilaria.walker@springer.com



<http://www.springer.com/journal/40592>

Monash Bioethics Review

Co-Editors-in-Chief: Oakley, J.; Selgelid, M.J.

ISSN: 1321-2753 (print version)

ISSN: 1836-6716 (electronic version)

Journal no. 40592