

## GUIDELINES FOR AUTHORS OF PAPERS IN *NEW SOLUTIONS*

### **General formatting**

1. The paper margins should be set at 1 inch (2,54 cm) all around. Paragraphs should be indented .25 inches (0,63 cm).
2. The text should be double-spaced throughout, including offset quotes and the references.
3. Authors should put in the text a note where a table or figure is to be placed - as follows:

<< place figure 1 here >>

### **Abstract and Key words**

1. The abstract is limited to 150 words and should be done in paragraph format and not by sections of the paper as many scientific journals require these days.
2. A list of 3 - 5 key words should follow the abstract.

### **Acknowledgements**

Any acknowledgements or explanations to readers regarding funding and other potential or actual conflicts of interest should be in a section with the heading Acknowledgements that follows the end of the text and precedes the Notes and References.

### **Use American Spelling**

*New Solutions* publishes articles in the English language. The journal uses American spellings and does not use British English.

## **Headings**

**First-level heading is in bold**

*Second-level heading is in italics*

The following paragraph is indented

*Third-level heading is in italics.* The paragraph continues without any inserted space or line.

## **Numbers**

1. Spell out whole numbers from zero through one hundred, round numbers, and numbers beginning a sentence.
2. Round numbers: Except in the sciences, any of the whole numbers followed by *hundred*, *thousand*, or *hundred thousand* are usually spelled out, e.g.
  - a. *The population of our city is more than two hundred thousand.*
  - b. *The official attendance at this year's fair was 47,122.*
3. If a year must begin a sentence, spell it out; it is usually preferable to reword the sentence.
4. Ordinal numbers have the same rules as cardinal numbers explained above (fortieth, but 122<sup>nd</sup> and 123<sup>rd</sup>)

## **Notes**

Notes are to be kept to a minimum. Notes are cited and listed separately from References and are found in a separate section.

Notes should be cited with a superscript lowercase letter <sup>a</sup> as shown. The notes should be listed at the end of the text just before the references, with a heading **Notes**. The notes should be listed alphabetically in the order of appearance, with lower case letter followed by a period (a., b., etc.).

### **References and Citations**

1. Do not use the MS Word automatic reference or note tools. A bibliographic management software application, such as Endnote, can be used. Apply the SAGE Vancouver style.

### **Citations**

Citations should be numbered with a superscript numeral <sup>1</sup> following the text requiring the citation. If the citation comes at the end of the sentence, the citation number should be placed after the end of sentence punctuation mark, as shown below. Three or more citations in consecutive order should list the first and last with a dash in between. <sup>3-7</sup> If a string of 3 or more citations is not in consecutive order, they should be separated by commas. <sup>3-7, 9, 11</sup>

### Examples:

- Tojo <sup>47</sup> argues that, at least in theory, this cannot be applied.
- Labor organizations are building momentum for shaping policy changes. <sup>29</sup>
- Smith and Jones <sup>5,6</sup> have shown that worker training has been effective in these circumstances.
- These regulations have been in place since the 1930s. <sup>24,32</sup>
- Multiple studies have shown similar results. <sup>3-8, 11</sup>

## References

1. References are numbered in order of appearance, followed by a period (as shown here)
  1. Reference
  2. Reference
  3. Reference
2. Journal titles are abbreviated as in PubMed and italicized:  
<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>
3. Up to three authors may be listed. If more, then list the first three authors and represent the rest by et al. Fewer author names followed by et al. is also acceptable. Where et al. is used, it should always be upright, not italic in both references and textual citations.
4. Last Names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V respectively. List them as: De Roux DP and not Roux DP, de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. (Van Dijk, year)
5. Names containing Jr or II should be listed as follows:
  - Author Last Name Initial Jr (year)
  - Author Last Name Initial II (year)
6. The styles for references follow (SAGE Vancouver):

### ***Book***

Huff D. *How to lie with statistics*. 4th ed. London: Penguin, 1991, p.51.

### ***Chapter in book***

Huff D and Black TL. Comprehensive statistics. In: Miller C and Smith H (eds) *How to lie with statistics*. 4th ed. London: Penguin, 1991, pp.51–55.

***Journal article***

Ludbrook J, Miller T and Russel A. Musculo-venous pumps in the human lower limb. *Am Heart J* 1966; 71: 635–641.

Araki C, Black TL, Patberg FT, et al. Significance of calf muscle pump function in venous ulceration. *J Vasc Surg* 1994; 20: 872–879.

***Journal article published ahead of print***

Ludbrook J. Musculo-venous pumps in the human lower limb. *Am Heart J*. Epub ahead of print 12 June 2011. DOI: 10.1177/095443271167940.

***Website***

Smith JR. Choosing your reference style. *Online Referencing* 2(3), <http://orj.sagepub.com> (2003, accessed 12 October 2008).

National Center for Professional Certification. Factors affecting organizational climate and retention, [www.cwla.org/programmes/triechmann/2002fbwfiles](http://www.cwla.org/programmes/triechmann/2002fbwfiles) (2002, accessed 10 July 2010).

***Conference paper***

Peters J. Musculo-venous pumps in the human lower limb. In: *ASME conference on automatic transmissions* (ed A O'Brien), Pisa, Italy, 29 May–2 June 2003, paper no. GE1234, pp.4–10. New York: ASME.

***Thesis/dissertation***

Clark JM. *Referencing style for journals*. PhD Thesis, University of Leicester, UK, 2002.

***Patent and patent applications***

Smith ST. *Referencing styles for journals – a new method*. Patent 12346-ZH, USA, 2011.

Jones P. *Referencing styles for journals – a new method*. Patent application 12346-ZHA, USA, 2011.

***Report (published/unpublished)***

MacDonald S. *The state of social welfare in the UK*. Report, University of Durham, UK, June 2011.

Citigroup Ltd. *How to make your money work for you*. Report for the Department of Finance. Report no. 123345, 13 June 2011. Oxford: OUP.

***SAE/JSAE etc. papers***

Clark JM. *A new exhaust gasket manifold for powertrains*. SAE paper 2002-0101234, 2002.

***Newspaper/magazine***

Clark JM. *Referencing style for journals*. *The Independent*, 21 May 2006, p.10.

***Package insert (medical etc.)***

Eisai Inc. *Aloxi (package insert)*. New York: Esai Inc, 2008.

***Manual (automotive etc.)***

Fiat. *Driver's manual, Fiat Uno 4-litre diesel model*, December 2010.

***Standard***

ISO 27799:2008. *Information security management in health*.

***Code of Federal Regulations***

*Epithelioma of the Eye*, 9 C.F.R. Sect. 309.6 (2006).

*Cardiopulmonary Bypass Intracardiac Suction Control*, 21 C.F.R. Sect. 870.4430 (2002).

### ***Federal Register***

An item from the Federal Register is cited the same way as a standard journal article.

Abbreviate the title to Fed Regist. and see Chapter 1A for journal article citation information.

Social Security Administration (US). Evidentiary requirements for making findings about medical equivalence. Final rules. Fed Regist. 2006 Mar 1;71(40):10419-33.

### ***U.S. Congressional Hearing***

#### ***House***

Plant Biotechnology Research and Development in Africa: Challenges and Opportunities:

Hearing Before the Subcomm. on Research of the House Comm. on Science, 108th Cong., 1st Sess. (Jun. 12, 2003).

Arsenic in Drinking Water: An Update on the Science, Benefits and Cost: Hearing Before

the Subcomm. on Environment, Technology and Standards of the House Comm. on Science, 107th Cong., 1st Sess. (Oct. 4, 2001).

#### ***Senate***

Public Health Preparedness in the 21st Century: Hearing Before the Subcomm. on

Bioterrorism and Public Health Preparedness of the Senate Comm. on Health, Education, Labor, and Pensions, 109th Cong., 2d Sess. (Mar. 28, 2006).

Examining the Effects of Bovine Spongiform Encephalopathy (BSE) on U.S. Imports and

Exports of Cattle and Beef: Hearing Before the Senate Comm. on Agriculture, Nutrition, and Forestry, 109th Cong., 1st Sess. (Feb. 3, 2005).

### ***U.S. Congressional Report***

#### ***House report***

Providing for Consideration of H.R. 525, Small Business Health Fairness Act of 2005,  
H.R. Rep. No. 109-183 (Jul. 25, 2005).

Methamphetamine Remediation Research Act of 2005, H.R. Rep. No. 109-42 (Apr. 13,  
2005).

***Senate report***

Foundation for the National Institutes of Health Improvement Act, S. Rep. No. 109-75  
(May 26, 2005).

Meeting the Housing and Service Needs of Seniors Act of 2005, S. Rep. No. 109-178  
(Nov. 15, 2005).

***Template for Interview data***

Author Surname.Author Initial. Title. Location; Year Published.

Example:

Hicks D. David Hicks: Australian Story Special. Australia; 2011.