

# AUTHOR GUIDELINES



Potential articles and manuscripts can be submitted by e-mail, to [futurefocusedfinance@nhs.net](mailto:futurefocusedfinance@nhs.net), or through the online platform, using the [make a submission button](#).

## FORMAT REQUIREMENTS

### **TITLE PAGE:**

Authors should write their name, position, affiliation, and contact information (including e-mail) on the first page.

### **ABSTRACT:**

All submissions must be accompanied by an abstract (max. 200 words) in English.

### **KEYWORDS:**

5-10 keywords should be provided in English, after the abstract.

### **TEXT:**

The manuscript cannot be longer than 7000 words.

The manuscript should be typed and single-spaced in A4 format, style 12.

Emphasizing italics are not to be used excessively. Bold type should not be used anywhere in the article.

### **REFERENCES:**

The Clinical Finance Journal will be using the Vancouver Referencing system (superscript numbers in the text, with full citation details at the end)

Imperial College London Library Services have produced a useful guide which can be found [here](#).

## CONFLICTS OF INTEREST DECLARATION

All articles should have a conflict of interest declaration.

A competing interest, also known as a 'conflict of interest', can occur when you (or your employer) have a financial, commercial, legal, or professional relationship with other organizations, or with the people working with them, that could influence how your article is written.

Full disclosure is required when you submit your article to the journal. The journal editor will firstly use this information to inform his or her editorial decisions. Please inform us of any potential competing interests.

Articles will be evaluated fairly and having a competing interest does not preclude article acceptance and publication in the journal.

Competing interests can be financial or non-financial in nature. To ensure transparency, any associations which can be perceived by others as a competing interest must also be declared.

Examples of financial competing interests include (but are not limited to):

- Collaborations with advocacy groups relating to the content of the article
- Grants from an entity paid to the author or organization
- Personal fees received by the author/s as honoraria, royalties, consulting fees, lecture fees, testimonies, etc.
- Patents held or pending by the authors, their institutions or funding organizations, or licensed to an entity whether earning royalties or not
- Royalties being received by the authors or their institutions
- Stock or share ownership
- Benefits related to the development of products as an outcome of the work

Examples of non-financial competing interests include (but are not limited to):

- Receipt of drugs, specialist equipment, tools, computer programs, digital applications, etc or access to data repositories, archival resources, museum collections, etc. by an entity that might benefit or be at a disadvantage financially or reputationally from the published findings.
- Holding a position on the boards of industry bodies or private companies that might benefit or be at a disadvantage financially or reputationally from the published findings.
- Writing assistance or administrative support from a person or organization that might benefit or be at a disadvantage from the published findings.
- Personal, political, religious, ideological, academic and intellectual competing interests which are perceived to be relevant to the published content.
- Involvement in legal action related to the work.

If there are no competing interests to declare, authors should include a statement to the article to confirm that there are no relevant financial or non-financial competing interests to report.

## IMPORTANT

### **SUBMISSION IMPLIES THAT:**

- The submitted work is original and has not been previously published;
- It is not under consideration for publication elsewhere;
- All co-authors (if any) have approved the submission for publication;
- Tacit or explicit permission for publication has been given by the responsible authorities of the institutions where the research was carried out.

Publication dates for the journal are:

- 1st March
- 1st June
- 1st September
- 1st December

Please note that the submission deadlines are 4 weeks before publication date.