

## Instructions to authors

*Breastfeeding Review* welcomes the submission of original research papers and articles on human lactation, as well as clinical comments, case studies, reviews and letters. All submissions are read by two or more reviewers.

The article to be submitted must be typed with double spacing on one side of the paper only. The front page should include the title of the paper and the author(s) name(s) and up to four academic qualifications. The abstract should be no longer than 150 words, with up to five key words. Articles of fewer than 5 000 words have the best chance of publication. A clear legend must accompany each figure and table. Three copies of the entire article are required. An electronic copy on 3.5 inch disc (Mac or IBM compatible) is desirable prior to publication. Photographs (slides, prints or black & white) are welcome.

Information regarding authorship should be attached in the covering letter: author(s) name(s), academic degrees, job titles and affiliations, biographical note in two or three sentences, and the name of the institution or setting where the work was done.

'Breastfeeding' and 'breastmilk' are printed in this journal as single words. Authors are asked to distinguish between exclusive, partial and token breastfeeding, defining the extent of partial breastfeeding, or to use the scheme set out by Labbok M, and Krasovec K in 'Toward consistency in breastfeeding definitions', *Stud Fam Plann* 1990, 21: 226-230. This was reprinted in *Breastfeeding Review* July 1991, 2(3): 121-124, and copies may be obtained from the Editor.

*Breastfeeding Review* recommends that breastfeeding be presented as the standard for child health care and that bottle-feeding has risks/disadvantages rather than breastfeeding having benefits/advantages. General guidance on the presentation of papers can be found in 'Uniform requirements for manuscripts submitted to biomedical journals', *Br Med J* 1991, 302: 338-341, copies of which are also available from the Editor.

Referencing must comply with the instructions below.

### REFERENCING STYLE FOR *BREASTFEEDING REVIEW*

This referencing style is a compromise between the textual referencing style of the Harvard (author-date) system and the punctuation and abbreviation of other styles.

The use of the author-date in the body of the text has several advantages. Entries can be added or deleted, generally with minimal disturbance to the text. It enables the reader to make an immediate association between an idea or fact and its authority and time of publication.

Authors should maintain a balance between ease of reading and the need to cite authorities. Too many textual references can be distracting; too few may mean an inadequately researched article.

### TEXTUAL REFERENCES

A textual reference requires the name of the author or authors and the year of publication with no punctuation between the two items. Where possible these are placed at the end of the sentence, before the concluding punctuation.

eg This idea was first put forward in Australia (Hill 1981).

Alternatively, the author's surname may be integrated into the sentence followed immediately by the year of publication, in parentheses.

eg Hill (1981) was the first to put forward this idea.

If a sentence is long and the citation refers to only a portion of it, the citation should be placed at the end of the relevant clause.

If more than one work is cited it should be presented as (Hill 1981; Phillips 1989) — with a semicolon separating the citations.

### Two or three authors

When a work by two or more authors is cited the textual reference should be presented as — (Walker & Greene 1989) or (Walker, Green & Murphy 1989). When the authors' names are incorporated into the sentence, the ampersand is replaced by 'and'.

### More than three authors

When a work has more than three authors, only the surname of the first-listed author is used, followed by et al.

eg Walker et al (1987) found  
or (Walker et al 1987) found

However, if there is also reference to a work by a group of authors of which the first-listed has the same surname, names of all the authors should be given to avoid confusion.

### Same surname and personal communication

An author's initials should be given to distinguish between works written by authors of the same surname, or when referencing is made to information gained by means of personal communications. Note that personal communications are not included in the list of references.

eg This idea was first put forward in Australia (Hill SA 1981) but has partly been disproved (Hill MK 1987). Some parts are still under discussion (Roberts JK 1989, pers comm 3 May).

If the author's surname and initials are incorporated into the sentence, the initials should precede the surname.

### Several works by same author

When reference is made to more than one work by the same author, the citation should be arranged in chronological order.

eg (Walker 1989, 1991)

Reference to several works published in the same year by the same author should be distinguished using lower-case letters attached to the publication date.

eg (Hill 1989a, 1989b)

### Editors

Textual references to works which have an editor are presented as — (ed Greed 1989).

### Publishing date

Works for which no publication date can be reliably established are cited as — (Pearce nd) or Pearce (nd).

### Queries

However, if the date can be approximately established, the abbreviation 'c.', denoting circa should be used — (Pearce c.1989) or Pearce (c.1989).

If the publication date is dubious, a question mark is used — (Pearce ?1989) or Pearce (?1989). A work not yet in the process of publication may be cited — (Cooper, forthcoming or Cooper (forthcoming)).

A work currently in the process of publication, but date of publication uncertain can be cited — (Cooper, in press) Cooper (in press).

### Sponsored works

If a work is sponsored by an association, etc, and it bears no specific author's name on the title page, the name of the sponsoring agency is cited.

Commissions of enquiry, etc:

The reports of commissions of enquiry and other bodies often have complex and lengthy titles and are often better known by a brief title, which may contain the name of the chairperson etc. The short title may be used in the text provided that the list of references contains a clear cross-reference to the official title.

### Abbreviations

Well-known abbreviations, contractions and acronyms may be used in textual references, but they must be set out in full in the list of references. The question of whether to abbreviate is largely a matter of frequency of use and the ease of the reader. If a work contains frequent abbreviations they should be fully spelt out in an alphabetical list of abbreviations located at the beginning of the list of references.

### END LIST OF REFERENCES

A list of references contains details of only those works cited in the text, with the exception of personal communications. The same method of presentation is used for both a list of references and a bibliography. Works in the list of references are placed in alphabetical order by author.

### Books

For books, the information is presented in the following order:

- author's surname and initials
- year of publication
- title of publication
- title of series, if applicable
- volume number or number of volumes, if applicable
- edition if applicable
- publisher
- place of publication
- page numbers, if applicable

### **Author's surname & initials**

The author's surname appears first with no punctuation between name and initials. eg Phillips MP

Note that there is no space between initials. It is sometimes useful to spell out the given name if this will enable the reader to recognise the author more readily. If the work has more than one author, the names should be cited in the order in which they appear on the title page.

### **Punctuation**

There is a comma between the authors' names and a comma between the date and the title.

### **Editors**

Works in which the role of the editor, compiler, reviser or translator is paramount are listed under the name of that person with the abbreviations (ed) (comp) (rev) (trans) being used as appropriate.

### **Year of publication**

In the author-date system the year of publication appears immediately after authorship details.

### **Title**

The title of a book is italicised. It follows the author and date and is separated from it by a comma.

### **Capitalisation**

For book titles the first letter of the first word of the title and all other words except articles, prepositions and conjunctions are capitalised.

Titles and subtitles of articles and chapters in books are given minimal capitalisation. Only the first word and any words that normally have capitals are capitalised.

### **Title of series**

If the work to be listed forms part of a series, the name of the series should be provided after the title of the work.

### **Volume number**

If only one volume of a multi-volume work is to be listed, the volume number (and its title if it has one) should be put after the title of the complete work. If a multi-volume work is to be listed in its entirety, the number of volumes should be inserted after the title.

### **Edition**

Any edition other than a first edition should be indicated after the title.

### **Publisher**

The publisher's name should normally be cited in full. If the word 'and' is included in the name, it should be replaced by an ampersand. If a book is co-published, both publishers' names and locations should be given.

### **Place of publication**

The place of publication is the site of the publisher's main editorial offices.

### **Page numbers**

If it is appropriate to cite page numbers in the list of references, the numbers should be presented as the final item of the citation.

### **Examples**

Adams PA 1981, *The Child Within*. Bantam, London. pp 75-77.  
Baxter S, Roberts PJ 1990, *Hospital Practices*. AGPS, Canberra.

Manderson L 1985, To nurse or to nurture breastfeeding in Australian society. In Hull V, Simpson M (ed) *Breastfeeding, Child Health and Child Spacing*. Croom Helm, London.

### **Journals and periodicals**

References to articles in journals and periodicals are set out in the following order:

- author's name
- year of publication
- title of article
- title of journal or periodical
- volume number
- issue number
- page number/s

### **Author's name**

Same manner as for books. All authors must be listed.

### **Year of publication**

Same manner as for books.

### **Title of article**

Capitalise only the first letter of the first word together with those words which normally have capitals.

### **Title of journal**

The name of the journal or periodical is printed in italics and separated from the title of the article by a full stop. Standard abbreviations for scientific journals are used (Medline) and are set without full stops.

### **Volume number**

Arabic numerals should be used for volume number.

### **Issue number**

This should be given in parentheses.

### **Page numbers**

These are separated from the issue number by a colon.

### **Examples**

Bruen MJ 1991, SIDS and breastfeeding. *J Hum Lact* 7(4): 175-177.  
Kleinman RE, Walker WA 1989, The development of barrier function of the gastrointestinal tract. *Acta Paediatr Scand* 351: 34-37.  
Moore R 1992, Osteoporosis. *Healthsharing Women* Dec-Jan: 5-9.  
Plovnic P, Lumley J 1984, Breastfeeding patterns in inner-city Melbourne. *NMAA Newsletter* 20(9): 12-15.

### **Newspapers**

If a newspaper article has an obvious author, follow the procedure for journals, the volume and issue number being replaced by day and month.

eg Roberts S 1991, Working and breastfeeding. *Weekend Australian* 23-24 Mar: 19.

If the article has no obvious author, full details should be provided in the textual citation

eg (*Canberra Times* 23 Mar 1991)

If a work contains numerous references to newspaper material, the titles may be abbreviated, both in the text and list of references, with the abbreviated titles italicised.

eg *SMH* for *Sydney Morning Herald*

### **Government publications**

When citing government publications, the procedure used for books should generally be followed.

eg Australian Bureau of Statistics 1992, *1989-1990 Health Survey Preliminary Estimates* Cat No 4361. 0 ABS, Canberra.

### **Websites**

When citing a website the following information should generally be given — author/organisation, date site created or last updated, title of article, organisation, full web address and

date of access by researcher.

***Examples***

Population Health Division 2001, *National Breastfeeding Strategy*. Commonwealth Department of Health and Ageing

URL:

<http://www.health.gov.au/pubhlth/strateg/brfeed/index.htm>

Accessed 23/11/2001.

World Health Organisation 2002, *The Global Data Base on Breastfeeding*. World Health Organisation URL:

[http://www.who.int/nut/db\\_bfd.htm](http://www.who.int/nut/db_bfd.htm) Accessed 23/03/2002.