

IJNS editorial policy / style on abbreviations / initialisms / acronyms.

The *International Journal of Nursing Studies* has long standing guidance for authors that discourages the use of abbreviations, initialisms or acronyms (hereafter referred to as abbreviations for brevity) in the body of your paper. We do not allow the use of any abbreviations that are not widely recognised.

The table below is a guide to the limited acceptable use of abbreviations. If there is uncertainty about any exceptions, or you wish to make a special case, please check with editorial staff *before submission*. Where an abbreviation is used, it should be written out in full on first use, other than in the cases outlined below.

Additionally we accept that more extensive use of abbreviations may occasionally be required in tables or figures. In this case the abbreviated words used in the table must be given in full at the foot of the table / figure *irrespective of whether they are also given in the main text*.

Permitted use of abbreviations (should be written out in full at first use, unless specified)

- All Système International (SI) units should use standard symbols / abbreviations (e.g. s,m,kg)
- Statistical distribution terms (e.g. t, z, F) can be used and should not be written out in full first time.
- Common tests e.g. t, U, ANOVA, MANOVA can be used and need not be written out in full
- Statistical Programmes e.g. SPSS, STATA can be used and need not be written out in full (nb SPSS is NOT an abbreviation and should never be written out as 'Statistical package... etc')
- Other common statistical abbreviations e.g. CI (confidence interval), sd (standard deviation), se (standard error), df (degrees of freedom) can be used, but should be written out in full first time],
- Measures that are generally referred to by their initials (e.g. GHQ, SF36, Euroqol) although if an abbreviation these should generally be written out in full on first use.
- Database names MEDLINE, CINAHL, PUBMED, PSYCHLIT, BIOSIS etc. need not be written out in full (and generally should not be)
- Established dictionary words that were originally acronyms that have become universal can be used (e.g. 'Scuba', Laser')

Potentially acceptable abbreviations in the body of the paper (Should always be written out in full at first use)

- AIDS (Acquired Immune deficiency syndrome)
- EU (European Union)
- HIV (Human Immunodeficiency Virus)
- IJNS (International Journal of Nursing Studies)
- NHS (British National Health Service)
- TB (tuberculosis)
- UAE (United Arab Emirates)
- UK (United Kingdom)
- UN (United Nations)
- US (United States)
- USA (United States of America)
- WHO (World Health Organisation)

The abbreviations below might also be acceptable under certain circumstances although we discourage their use and strongly urge authors to consider whether their use adds to the readability of their article for an international audience whose first language may not be English. They must always be written out in full at first use.

- Established national / international organisations that are commonly referred to by initials e.g. CDC, FDA, NICE, NIH, NIHR
- Abbreviations for common bacteria (e.g. *c. difficile*, *staph. aureus*)
- ANP (Advanced Nurse Practitioner)
- CBT (cognitive behaviour therapy)
- CNS (clinical nurse specialist)
- CT / CAT scan (computerized [axial] tomography)
- ECG (electrocardiogram),
- FTE (full-time equivalent)
- GP (general practitioner)
- ICU (intensive care unit)
- LPN (Licensed Practical Nurse)
- MRI (magnetic resonance imaging)
- NA (nurse's aide / nursing auxiliary)
- NICU (neonatal intensive care)
- NP (nurse practitioner)

- PET (positron emission tomography)
- RCT (randomised controlled trial)
- RN (registered nurse)
- WTE (whole time equivalent)

