Author Guidelines

The Canadian Vascular Access Association (CVAA) welcomes manuscripts regarding all aspects of infusion therapy and vascular access within various settings, including acute, critical and alternate care, in all disciplines, including but not limited to medicine, nursing, and paramedics. This includes original articles, case studies, letters of opinion, descriptions of clinical care and best practices, reviews, research or improvement initiatives, and other information that is pertinent to providing care in vascular access.

Vascular Access is blind peer reviewed. All manuscripts submitted to CVAA undergo a review by the editor and publications committee chair, and blind reviews by the review panel. Each article is evaluated on timeliness, importance, accuracy, clarity, and applicability.

Editorial requirements are in accordance with the “Uniform requirements for manuscripts submitted to biomedical journals” (http://www.icmje.org). The editorial policies of the journal are in line with those of the Council of Science Editors (http://www.councilscienceeditors.org/services/draft_approved.cfm).

Authors must state all possible conflicts of interest in the manuscript, including financial, consultant, institutional, and other related relationships that might lead to bias or a conflict of interest. If there is no conflict, this should be stated explicitly as “none declared.” All sources of funding should be acknowledged in the manuscript.

Each author must submit a photo (headshot) and brief biography to be included with the article when it is published in the journal. The biography should outline the relevant areas of practice and include the author’s credentials.

A covering letter must indicate if the work is original and must include the senior author’s address for correspondence, a statement that the paper is not being considered by any other journal, and a phone number and e-mail address to ensure rapid processing. Authors should include a biography of 12–15 words in the letter and identify their affiliation with a hospital or university department. After acceptance of the manuscript, the author(s) must sign a copyright transfer agreement.

Vascular Access reserves the right to edit manuscripts to ensure conformity with the journal’s style. Such editing will not affect the scientific content.
Manuscript Preparation

Manuscripts should be double-spaced and approximately 2,500 words, including figure legends or tables, and excluding references. Authors wishing to submit longer articles should first obtain approval from the editor.

Scientific articles should include a structured abstract of up to 200 words with the following headings: Purpose, Methods, Results, Conclusions. All other articles should have an unstructured abstract.

Headings and subheadings that are succinct, meaningful, and similar in sense and tone should clearly divide the content. Specific information can be found in the Vascular Access 2018 Style Guide for Authors available on our website.

The manuscript must be sent by e-mail attachment (Word). Graphics should be sent in a separate file (see “Tables and Illustrations” below).

Plagiarism

Plagiarism is defined as the presentation of work of another in such a way as to give the reader reason to think it is the author’s own work. Plagiarism is a form of academic fraud and is considered a serious academic offense. Any paper submitted may be checked for originality to confirm that it has not been plagiarized from other sources. Acquiring permission to reprint previously published material is the responsibility of the author.

References

The journal uses APA formatting that follows the author-date method for in-text citations. All sources cited in the manuscript should be included in the reference list.

The sequence for journal references should be as follows: author(s). year of publication. title of paper. journal name. volume number, first and last page numbers. When there are more than 4 authors, shorten to 3 and add “et al.”

Tables and Illustrations

Tables and images or graphics should be on a separate document. Use high resolution images to ensure adequate printing. Tables should supplement the text and be cited within the text. Each table should be clearly labelled and numbered.

Illustrations may be sent via e-mail as a TIFF or JPEG file. Do not embed the images in the text/Word document. Images may be colour or grey-scale and may be line drawings, photographs, diagrams, and graphs. If any photographs are to be submitted, please use the maximum resolution of the camera (3.2 megapixel minimum). Please do not crop the photos as you will lose resolution; instead, zoom in to get the maximum image in the frame for the photograph. Illustrations should clarify and complement the text and be cited within the text. Each illustration should be clearly labelled with the title, figure number, and indication as to the correct position of viewing of the image. Labels or arrows may be used to point out areas of interest and should be detailed in the legend. Patient identification MUST be removed. Consent to publish should be obtained from any person who is recognizable in a photo.

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Measurements are to be metric. In scientific text, physical quantities and units of time should be expressed in numerals, for example, 2 kg, 6 mmol, 5 hours, 4°C, 3 mm, 6 m/s.

Use only standard abbreviations and acronyms and avoid using them in the title. Define all abbreviations and acronyms on their first mention.

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No reference should be made to a patient’s identity. Names, initials, hospital numbers, dates, and personal histories must not be used.

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Proofs for correction may be sent to authors by e-mail as a Word file or pdf. Authors are asked to e-mail corrections back to the publisher within 72 hours.

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