Type of manuscript (Article, Review, Communication, etc.):

Title

**Abstract:** A single paragraph of up to 300 words summarising the content of your article, highlighting the main aspects. Grab the reader’s attention so they want to keep reading.

**Keywords:** keyword 1; keyword 2; keyword 3 (List three to five pertinent keywords that are specific to the article as well as reasonably common within the subject discipline.)

**Confirmation:** Confirm that permission has been gained from the owner and practice if applicable

How to Use This Template

The template details the sections that can be used in a manuscript. You can include your subheadings within the article to divide your text to help the reader identify topics, just delete the sections that do not apply to your article.

**Before you start, remove this paragraph** and start your introduction. For any questions, please contact the editorial office of the VNJ at vnj@bvna.co.uk or the editor in chief, Nikki, on nicola@bvna.co.uk.

1. Introduction

This is different to the abstract but still outlines the main points of the article. Identify the topic and purpose (who, what, when, where, why, how). Give the reader some background on the main topic and tell them what to expect from the rest of the article.

We use the Vancouver referencing format which is commonly used in a variety of scientific disciplines. References must be numbered in order of appearance in the text (including citations in tables and legends) and correspond to an entry on the reference list at the end of the manuscript. In the text, reference numbers should be in superscript. See the end of the document for further details on references.

2. Learning outcomes: Create 3 or 4 bullet points of what you expect the reader to learn or take away from your article.

3. The main body of text

This is where you expand on topics in your introduction. Use subheadings to divide your text to help the reader follow the subject. Use clear, concise language, giving an unbiased opinion. Remember to write in third person (do not use ‘I’, ‘we’, ‘you; or contractions such as don’t. Write all numbers 1-10 in words.

Use subheadings to divide your text so the reader can easily follow the information.References should be numbered in order of appearance and indicated by a numeral or numerals in square brackets—e.g., [1] or [2,3], or [4–6]. See the end of the document for further details on references.

Figures, Tables and Images

All figures and tables should be cited in the main text as Figure 1, Table 1, etc. You will also need to submit the original separately to ensure high resolution for publishing. See the end of the document for further details on figures and tables.

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**Figure 1.** This is figure one demonstrating how to include within the text. Figures should be placed in the main text near the first time they are cited. A caption on a single line should be centred.

The text continues underneath the figure here.

**Table 1.** This is a table. Tables should be placed in the main text near the first time they are cited.

|  |  |  |
| --- | --- | --- |
| **Title 1** | **Title 2** | **Title 3** |
| entry 1 | information | information |
| entry 2 | information | information |

1 Tables may have a footer.

The text continues underneath the table here.

4. Conclusions

This section is mandatory, with one or two paragraphs to end the main text pulling together the main takeaway points of your article.

**5. Assessment of learning:** Include 4-5 multiple-choice questions here, highlighting the answer or you could use one-word answer questions (include the answer). This is to allow the reader to reflect on what they have learnt from your article and can be used for their CPD.

**6. Acknowledgements:** In this section, you can acknowledge any support given which is not covered by the author contribution section.

**7. Conflicts of Interest:** Declare conflicts of interest or state “The authors declare no conflict of interest.” Authors must identify and declare any personal circumstances or interests that may be perceived as inappropriately influencing the representation or interpretation in the writing of the manuscript.

**You can include supplementary materials such as appendices, images, podcasts or videos:** The following supporting information can be downloaded at: www.bvna.co.uk, Figure S1: title; Table S1: title; Video S1: title.

**Appendix A**

The appendix is an optional section that can contain details, additional images and data that is extra to the main text but would disrupt the flow of the content if included at that point. This must be crucial to the understanding of the content shown and it will be included on the website for readers to look at.

References

We use the Vancouver referencing format which is commonly used in a variety of scientific disciplines. References must be numbered in order of appearance in the text (including citations in tables and legends) and correspond to an entry on the reference list at the end of the manuscript.

Citations and references in the Supplementary Materials are permitted provided that they also appear in the reference list.

* In the text, reference numbers should be in superscript e.g., Antibody titres are the gold standard diagnostic tool for myasthenia gravis1 or Richardson1 states that antibody titres are …
* If the same source is cited again, use the same number to refer to it throughout the paper. This means that the numbers might not appear in consecutive order in your text:
* Multiple sources of information can be cited in the same place e.g., Several studies8,12 indicate that…
* If the multiple sources appear consecutively in the numbered list, it is possible to use a dash to indicate the range e.g., There are a range of studies1, 3-5

**HINT:** to superscript the numbers in the text; highlight the number and click on the x2 icon in the toolbar.

A reference list only contains the sources of information in your article and allows a reader to find that source of information. It is a numbered list of all the sources and includes the name of the author(s), title and publication date. The list is in numerical order and ideally should include a digital object identifier (DOI) or URL.

1. Author 1, A.B.; Author 2, C.D. Title of the article. *Abbreviated Journal Name* **Year**, *Volume*, page range.
2. Author 1, A.; Author 2, B. Title of the chapter. In *Book Title*, 2nd ed.; Editor 1, A., Editor 2, B., Eds.; Publisher: Publisher Location, Country, 2007; Volume 3, pp. 154–196.
3. Author 1, A.; Author 2, B. *Book Title*, 3rd ed.; Publisher: Publisher Location, Country, 2008; pp. 154–196.
4. Author 1, A.B.; Author 2, C. Title of Unpublished Work. *Abbreviated Journal Name* year, *phrase indicating the stage of publication (submitted; accepted; in press)*.
5. Author 1, A.B. (University, City, State, Country); Author 2, C. (Institute, City, State, Country). Personal communication, 2012.
6. Author 1, A.B.; Author 2, C.D.; Author 3, E.F. Title of Presentation. In Proceedings of the Name of the Conference, Location of Conference, Country, Date of Conference (Day Month Year).
7. Author 1, A.B. Title of Thesis. Level of Thesis, Degree-Granting University, Location of University, Date of Completion.
8. Title of Site. Available online: URL (accessed on Day Month Year).