



## Manuscript preparation

Please use these instructions if you are preparing a manuscript to submit to *Bereavement Care*.

*Bereavement Care* considers all manuscripts on the strict condition that:

- the manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work
- the manuscript has been submitted only to *Bereavement Care*; it is not under consideration or peer review or accepted for publication or in press or published elsewhere
- the manuscript contains nothing that is abusive, defamatory, libellous, obscene, fraudulent, or illegal.

## General guidelines

Most of our readers will have completed some form of counselling training and read a basic text on bereavement. Consequently, some understanding of the topic can be assumed, although we try to avoid the use of jargon in order to make the material accessible to readers from a variety of disciplines. Articles should be consistent with the aims and scope of the journal.

A typical manuscript should not exceed 5000 words including tables, captions, and references.

Manuscripts that greatly exceed this will be critically reviewed with respect to length. Authors should include a word count with their manuscript.

Manuscripts should be compiled in the following order: title page; abstract; keywords; main text; acknowledgements; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).

Abstracts of 150 words are required for all manuscripts submitted.

Each manuscript should have 4 to 6 keywords.

Section headings should be concise.

All authors of a manuscript should include their full names, emails and affiliations on the cover page of the manuscript. One author should be identified as the corresponding author. Please give the affiliation where the research was conducted. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be

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Please supply all details required by any funding and grant-awarding bodies as an Acknowledgement on the title page of the manuscript, in a separate paragraph, as follows:

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Authors must also incorporate a [disclosure statement](#) which will acknowledge any financial interest or benefit they have arising from the direct applications of their research.

For all manuscripts non-discriminatory language is mandatory. Sexist or racist terms must not be used.

## **Style guidelines**

Manuscripts are accepted in English.

Please use single quotation marks, except where 'a quotation is "within" a quotation'. Long quotations of 40 words or more should be indented without quotation marks.

Please use British (-ise) spelling style consistently throughout your manuscript.

The journal used the Harvard reference style.

## **Figures**

Please provide the highest quality figure format possible. Please be sure that all imported scanned material is scanned at the appropriate resolution: 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for colour.

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### **Manuscript submission**

Manuscripts for consideration should be emailed to the managing editor, Edwina Rowling, [Edwina.rowling@cruse.org.uk](mailto:Edwina.rowling@cruse.org.uk)

Submissions should be sent as email attachments using a standard word-processing programme.

Please complete [download and complete this form](#) it to the editor with your submission.

If provisionally accepted by the editor, your paper will be sent for peer review. The reviewers and editor will judge the validity, significance and originality of your work.

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