



Case Study Submission Guidelines for Column

National Back Exchange

Responsible Person

Sarah Thornton, Chair

Author

Melanie Furness, Managing Editor Column

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1. Version Control Summary

Date	Version no.	Summary of changes	Consulting group / person
August 2025	1.0	New: Case Study Submission Guidelines for Column	S Thornton, Chair M Furness, Managing Editor, Column

2. Introduction

This guidance document provides a structured framework for contributors preparing a case study submissions to be published in the National Back Exchange (NBE) Column Digital.

3. Purpose and Scope

The guidelines aim to ensure consistency, clarity, and relevance across submissions, enabling readers to gain valuable insights into real-world scenarios case studies in various care or non-care settings.

This guidance covers all key elements of developing a case study, including author information, contextual background, intervention outcomes, and referencing standards. It is designed for professionals working in healthcare, social care, and rehabilitation etc., who want to share their experiences and best practices in handling complex moving and handling situations.

By following this structured approach, contributors can clearly communicate the challenges, solutions, and impacts of their interventions. This will help enhance collective knowledge and promote ongoing improvement in the delivery of care.

4. Word Count

Submissions should be between 400 and 500 words in length.

5. Submission Guidelines

No.	Version no.	Requirements
1	Author details	Your name Your qualifications Your place of work High-resolution JPEG photo of you – head and shoulder
2	Setting the scene	What is the moving and handling difficulty? How and why did you receive a referral?
3	The patient/client	Information about the client/patient/resident: Fictitious name – for anonymity Anthropometrics: weight, height, BMI, body shape Medical conditions Behaviours/cognition/mental capacity Function: Functional Independence Measure, Bed Mobility Assessment Tool etc, describe what they can/cannot do
4	The handlers	Who are they? Formal carers, informal carers, ward staff, personal assistants (PAs), family carers? How many people are required for the task?
5	The environment	Where is the task being completed?
6	Equipment	What equipment was being used at first point of contact?
7	Intervention	What equipment and techniques were tried and tested? What worked and what were the limitations?
8	Success outcomes	What were the findings following your interventions? Describe the final outcomes and how they benefited the patient/client and their carers
9	Referencing	Harvard referencing style
10	Font	Arial font, black
11	Photographs	Confirm agreed permissions from people in photographs, as well as permissions to use images/figures. Inform editor if faces require anonymity. Within article, position where you want photos located. Photos must be sent to editor as separate high-resolution JPEG on submission.

6. Review

This guideline will be reviewed by the Chair, Managing Editor, Column, or designated representatives of the National Back Exchange Board of Trustees every two years from the date of publication or earlier depending on legal requirements, best practices, national guidelines, or organisational changes.

7. Audit – Monitoring Process

Monitoring process	Requirements
Who	<ul style="list-style-type: none">• National Back Exchange Board of Trustees• Association's Administration Team
How	<ul style="list-style-type: none">• Review of case studies submitted, peer reviewed and published in Column• As a result of Column changes or developments
Presented to	<ul style="list-style-type: none">• Board of Trustees
Monitored by	<ul style="list-style-type: none">• Procedural document review group<ul style="list-style-type: none">- Sarah Thornton, Chair- Kerry Kemp, Vice Chair- Mary Muir, Publications Director• National Back Exchange Board of Trustees• Association's Administration Team
Completion / Exception report to	<ul style="list-style-type: none">• Extraordinary circumstances beyond the control of National Back Exchange and / or Association's Administration Team