



Submission Guidelines for Research and Practice Based Articles in Column

National Back Exchange

Responsible Person

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1. Version Control Summary

Date	Version no.	Summary of changes	Consulting group / person
August 2025	1.0	New: Submission Guidelines for Research and Practice Based Articles in Column	S Thornton, Chair M Furness, Managing Editor, Column

2. Introduction

This guidance document provides a structured framework for contributors preparing submissions for research or practice-based articles to be published in the National Back Exchange (NBE) Column Digital. These articles provide a platform for professionals to share original research, service evaluations, or clinical practice developments that contribute to the field of moving and handling, rehabilitation, or related healthcare disciplines.

3. Purpose and Scope

The aim of this guidance is to support contributors in preparing high-quality, well-structured research and practice-based articles that effectively communicate the rationale, methodology, findings, and implications of their work. Submissions should be evidence-based, reflect current thinking, and provide insights that can inform and improve practice. This guidance also ensures consistency across submissions, helping readers to engage with and apply the knowledge shared effectively.

4. Word Count

Submissions should be between 1,500 and 3,000 words in length, although longer submissions may be considered in consultation with the editor.

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	Introduction to your study/research Current thinking in practice and what is happening now.
3	Study rationale and aims	What is the rationale or motivation for the study/research? What is the study/research aims/hypothesis?
4	Methodology	What is the study design? What is the equipment being used? Who are the participants? What is the study procedure?
5	Results	What are the results from your study intervention? Include comfort, exertion, skill of handlers
6	Analysis	Analysis of result findings
7	Discussion	Discussion of research findings and potential impact on practice
8	Study limitations	Discussion of any limitations found within the study
9	Conclusion	What are the concluding findings from your study?
10	Referencing	Harvard referencing style
11	Font	Arial font, black
12	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.
13	Appendices	Please include with 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 research and practice-based articles 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