



2018 GUIDELINES FOR CONTRIBUTORS
TO TheMHS CONFERENCE BOOK OF PROCEEDINGS

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TheMHS Learning Network Inc. welcomes the submission, in written form, of papers presented at the annual conference. Papers are reviewed by two independent reviewers and those accepted are published in an e-book of conference papers.

Submission of manuscripts

Submit your paper by EMAIL as a Word document to anne.allen@themhs.org.

Format of manuscript

- Manuscripts should not exceed 3,000 words excluding references and tables
- Snapshots (brief papers) and e-Posters should not exceed 1,500 words.
 - Powerpoint slides are not acceptable for publishing but are welcome for upload to the Resource Library
- Include a one-paragraph abstract (100-150 words) providing information about the content of your paper such as background, methods, results (if relevant) and conclusions.
- The standard format for setting out papers and instructions for authors is outlined on the following sheet.
- Authors should write clearly and use a minimum of jargon.
- All acronyms should be written in full with the acronym in brackets following, e.g. Community Mental Health Centre (CMHC). For research reports use the standard format of introduction, methods, results, discussion and conclusions.
- If you would like to be contacted about your paper, include the full address of the corresponding author on the title page of the manuscript.
- Case studies should be obviously de-identified and this should be stated in the paper. If there is any concern, on the part of the Editors, that the people described in these studies could be identified, the case studies will be deleted, or the paper may not be published.

References

- Include only those references which are cited in the text. When referring to reference in the text, place the author's names and date of the publication in brackets immediately after the idea referenced. In the reference list arrange references alphabetically by first author.
- *Journal articles* should include the following order: author, year, title, journal, volume, number, first and last pages.
- *Books or monographs* should include, in the following order: authors or editors, year, title, volume or edition, city, publisher, page numbers.
- *Chapters in books* should include, in the following order: chapter, authors, year, chapter title, book title, volume or edition, city publisher.
- *Formatting references*: please use italics for the book or journal title, not underlining - eg: Brown, G. 1990 Dogs and Fleas. *Animal Lovers* Vol. 5, No., 6, 30-33.

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INSTRUCTIONS FOR AUTHORS

FORMAT FOR SETTING OUT PAPERS TO BE SUBMITTED FOR INCLUSION IN TheMHS CONFERENCE BOOK OF PROCEEDINGS

In order to enable TheMHS to produce their Conference Proceedings quicker and more efficiently, we would like you to apply the standard format (below) to your paper, when preparing it for submission for the Conference Proceedings.

Following is an excerpt of a sample paper, which has been set out in the required way.

FORMAT REQUIREMENTS:

Title:	Size 12, Avenir, Bold, Upper Case, Centred
Name & State/Country	Names only, no titles. Size 11, Avenir, Bold, Title Case (State/Country in Upper Case), Align left
Abstract	Text-Size 11, Avenir, Italics (Word 'ABSTRACT' in Upper Case, Bold), justified
Main Headings	Size 11, Avenir, Bold, Upper Case, Align left
Sub-Headings	Size 11, Avenir, Bold, Title Case, Align left
Text	Size 11, Avenir, Justified
Symbols	Bullets and numbers only are to be used
Quotes/Poems etc	Size 11, Avenir, Italics, Tab in once, Justified (Heading in Bold)
Tables/graphs	Tables/graphs should be presented on separate pages. Please indicate the position of the table/graph in the text.
References	Size 11, Avenir, (Title only in Italics), Use bullet points

CONCERNING QUALITY IN MENTAL HEALTH SERVICES:

[12, Avenir, Caps, Bold, Centred]

John Smith, NSW [11, Avenir, Bold]

ABSTRACT [11, Avenir, Caps, Bold, Italics]

When faced with change, people have legitimate concerns about how the change will affect themselves, the tasks they perform and the impact that the change will have on the organisation undergoing change. This paper will outline a concerns-based approach to facilitating change in the Hospital. [11, Avenir, Italics, Justified]

INTRODUCTION [11, Avenir, Caps, Bold]

Quality is not an optional extra in today's mental health services, it is an integral part of service provision. It is not something that is grafted onto existing service systems, quality is built into each step and each decision of the management of services. [11, Avenir, Justified]

INTRODUCING AN INNOVATION (QUALITY ASSURANCE) INTO A PSYCHIATRIC HOSPITAL

[11, Avenir, Caps, Bold]

When I first joined the Hospital as Quality Assurance Co-ordinator two years ago, everyone wished me well in trying to get staff to do Quality Assurance. I knew enough about human nature to know that staff wouldn't always mail back their questionnaires after the event. [11, Avenir, Justified]

What were the findings of my initial survey? [11, Avenir, Bold]

From the survey, the types of concerns expressed by staff were as follows;

- Number of questionnaires given out = 25
- Number of returns = 21

1. About Staff

Staff are suspicious and resistant to implementing QA. Others don't see QA as important as I do.

2. About Co-operation Between Professions

Not enough interdisciplinary co-operation.

IN CONCLUSION

Encouraging self-direction, creativity and a striving for excellence, may sometimes appear chaotic, fuzzy or messy. We may become bogged down in a morass of ideas, data and anticipated directions. But it is worth the struggle. Let me end with a quote from Donald Schon (1990:1).

"The Crisis of Confidence in Professional Knowledge" [11, Avenir, Bold, Italics, Tab in once]

In the varied topography of professional practice, there is a high, hard ground overlooking a swamp.....Shall he remain on the high ground where he can solve relatively unimportant problems according to prevailing standards of rigour, or shall he descend to the swamp of important problems and non-rigorous inquiry? [11, Avenir, Italics, Justified]

REFERENCES

Schon, D.A., 1990, *Educating the Reflective Practitioner*, Jossey-Bass. San Francisco. [11, Avenir, Title in Italics]