



I.F.H.E. Administrative Secretariat, 2
Abingdon House, Cumberland Business
Centre, Portsmouth PO5 1DS, England

IFHE Digest 2026 Guidance Notes for Authors

The **IFHE Digest 2026** will examine a wide range of topics covering the optimal running of healthcare facilities.

Authors considering contributing an article should, in the first instance, email a synopsis, in English, of about 200 words to the editor at Step Communications editorial@ifhedigest.com. The synopsis should be received no later than **Friday 30 May 2025**

When the go-ahead for contributing has been given, the author must confirm that the article deadline, **Friday 1 August 2025** will be met. Confirmation should be sent to editorial@ifhedigest.com

The full article must be written in English with a length of between 1,500 and 2,500 words. Brand/company names should not be mentioned repeatedly.

Article text should be typed using double line spacing with wide margins on each side of the page and with a space between each paragraph. The completed article, saved in a Microsoft Word document, should be sent to editorial@ifhedigest.com with relevant illustrations - these should be high-resolution jpeg images (minimum of 300 dpi and at least 75 mm wide) or contained within a Microsoft PowerPoint file.

A biographical note, of about 100 words, for each author should be submitted together with a high-resolution photograph of each author.

References must be listed in sequential order. If a published article is the subject of a reference, the surname and initials of each author must be included, along, as applicable, with the year of publication, the title of the article, the name of the publication (in full and italicised), the volume number, the part number (in brackets) and the page numbers. For example: Tennant R., Marsh P.L., Smitherson T.A. 2008 New approaches to hospital ventilation *International Journal of Hospital Ventilation* 19 (4) 145-148.

