



Nephrology Nursing Journal

Author Guidelines

The *Nephrology Nursing Journal* is the official publication of the American Nephrology Nurses' Association (ANNA). The *Nephrology Nursing Journal* is a refereed clinical and scientific publication that provides current information on a wide variety of subjects to facilitate the practice of professional nephrology nursing. Its purpose is to disseminate information on the latest advances in research, practice, and education to nephrology nurses and to positively influence the quality of care provided.

The *Nephrology Nursing Journal* welcomes both solicited and unsolicited manuscripts and suggestions for articles. Manuscript queries should be submitted to Beth Ulrich, NNJ Editor-in-Chief (BethTUlrich@gmail.com). All materials must be original and submitted for the exclusive use of the *Nephrology Nursing Journal*.

Types of Articles Accepted

The *Nephrology Nursing Journal* publishes articles on a wide variety of subjects to facilitate the practice of professional nephrology nursing, including clinical articles as well as articles on topics such as leadership, education, health policy, nurse health and safety, etc. NNJ publishes feature articles such as quality improvement articles, research articles, literature reviews; and shorter department articles such as case studies, professional issues, clinical consults. In general, feature articles should include an introduction, background information, methodology, interventions, results, discussion, implications for nephrology nurses, and conclusions.

NNJ encourages the submission of manuscripts based on dissertations, theses, DNP projects, and other scholarly papers. Articles for publication in professional journals differ in several ways from student papers. Suggestions for developing a manuscript based on student work can be found at <https://apastyle.apa.org/style-grammar-guidelines/research-publication/dissertation-thesis>

Manuscript Preparation

The manuscript should follow the guidelines established by the *Publication Manual of the American Psychological Association* (APA), 7th edition (2020). In addition, NNJ adheres to APA guidelines regarding the use of bias-free language. Authors should refer to the APA Publication Manual for all details regarding the formatting of manuscripts. Information on APA Style is also available online (<https://apastyle.apa.org/>).

Order of the Manuscript

The following order should be followed for all manuscripts submitted to *NNJ* including department submissions.

- Title Page – Include
 - title of the manuscript
 - the names of the author(s) with their credentials
 - keywords – Three to five words/phrases typically used when people are searching for information (e.g., hemodialysis, transplantation, work environment).
- Author Information – For each author, provide the
 - Name
 - Credentials - In the order designated by the ANA 2009 Position Statement: education (completed degrees only in order of highest degree first), licensure (state designation or requirement), national certification (earned), awards and honors, other certifications
 - Current job title, name of employer, city and state of employer
 - If applicable, any current ANNA leadership position titles
 - If applicable, ANNA chapter of which the author is a member
 - Contact information including email address, phone number, and land mail address (home address preferred).
 - Disclosure statement. Include a statement signed by all authors that the contents, in whole or in part, have not been previously reported, and are not under consideration for publication elsewhere, nor will be, until a decision is made by the *Nephrology Nursing Journal* Editor.
 - Indicate which author is the primary author or the corresponding author
- Acknowledgement of funding or other contributions (include only if applicable)
- Other acknowledgements (include only if applicable)
- Abstract (75-125 words) – The abstract should be written as one paragraph
- Key words – Provide several key words that describe the content and can be used in searches
- Learning outcome
- Manuscript text
- References
- Tables (start each on a separate page)
- Figures (start each on a separate page)

Word Limits

NNJ does not publish word limits for submission to NNJ (except for abstracts) as we think they inhibit the authors. Word limits often thwart good writing – by emphasizing the quantity rather than the quality of words written. Authors to write as much as is required to convey the information that needs to be conveyed, but not so much that it bores the reader. The manuscript needs to be concise, articulate, and purposeful.

Technical Format

Manuscripts should be submitted using MS Word. The manuscript should be submitted in a 12 point font (preferably Times New Roman or Arial), be double spaced, and have at least one inch (1”) margins. The text in the body of the manuscript should be indented at the beginning of each paragraph. A running header (shortened title) and page number should be included at the top of each page of the manuscript except for the title page.

Reference software programs (including the program that comes with MSWord) should NOT be used.

Headings

NNJ uses three levels of headings in the body of the manuscript:

First Level (bold, left justified, underlined, Arial font, 12 point)

Second Level (bold, left justified, Times New Roman font, 12 point)

Third level. (bold, at the start of the paragraph, Times New Roman font, 12 point)

Punctuation Guidelines

Spacing - Insert one space after commas, colons, semicolon, and periods.

Commas - Within a sentence, use commas to separate three or more elements that do not have internal commas (for example – apples, oranges, and bananas); use semicolons to separate three or more elements that have internal commas.

Quotation marks - Use double quotation marks when quoting material directly from the source, the first time a word or phrase is used for an invented or coined expression, and to set off the title of an article or chapter when the title is mentioned in the text. Do not use double quotation marks to identify the anchors of a scale or to introduce a technical term - italicize them instead. Do not use double quotation marks to enclose block quotations of 40 or more words.

Bullet points - If each bullet point is a complete sentence, start each with a capital letter and end each with a period. If the bullet points are a list, then end each bullet point with a comma or semicolon as noted above. End the last bullet point with a period.

Tables, Figures, and Photographs

Each table and figure (including photographs, which are considered to be figures) should appear on a separate page after the reference section. Each table and figure should have a title at the top and any sources or permissions for the use of the table listed under the table/figure. For figures, make sure to submit the figure in a format that can be recreated for publication. If the figure is a graph, for example, submit the graph in a format that includes access to the data used to create the graph. The data in the tables and figures should be carefully checked for accuracy - make sure all the numbers that should add up actually do add up.

Photographs must be of high resolution. If the table or figure is taken from another source, include a full reference citation. Obtaining permission to reprint another's work is the responsibility of the author. In addition, photographs that contain the image of an individual or

individuals must be accompanied by signed releases from those individuals stating that they give permission for the photograph to be used in *NNJ*.

Citations and References

The purpose of citations and references is for readers to be able to find the sources cited. Citations and references must follow the guidelines in the *APA Publication Manual*, 7th edition, 2020. Examples are provided below. For other types of citations or references, refer to the *APA Publication Manual*, Chapter 8: Works Credited in the Text.

Citations

Citations should be from primary (original) sources and should be as current as possible.

Citations from references with one or two authors should list all authors in each citation. (Kear, 2018; Ulrich & Robbins, 2017).

Citations from references with three or more authors should list the first author followed by et al. on all citations.

(Colaneri et al., 2017)

When multiple citations are listed for the same information, they should be listed in alphabetical order, with each citation - except the last - followed by a semi-colon.

(Colaneri et al., 2017; Headley et al., 2015; Kear, 2018; Ulrich & Robbins, 2017)

References

Reference information should be obtained from the original (primary) source. There should be a reference for each source cited in the manuscript. References should be listed in alphabetical order at the end of the manuscript and should begin on a new page. Authors should provide digital object identifier (DOI) numbers, when available, at the end of the reference.

For references with up to 20 authors, all author names should be listed. When there are 21 or more authors, list the first 19 authors followed by an ellipsis and the final author's name.

When there is more than one reference by the same author, the references by that author should be listed in order of the publication years with the earliest article listed first. When there is more than one reference by the same author in the same year, those references should be ordered alphabetically by the first word of the title and a lowercase suffix should be added to the year beginning with the letter "a" (i.e., 2021a, 2021b).

References for an entire book must contain the name(s) of the author(s), year of publication, title of book, edition of book (if multiple additions have been printed), and the name of the publisher.

Examples:

Author, A.A. (2018). *Title of book*. Publisher.

Editor, A.A. (Ed.) (2021). *Title of book*. Publisher.

References for a book chapter must include information on the chapter as well as on the book as a whole.

Example:

Author, A.A., & Author, B.B. (2018). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Publisher.

References for articles must include the name(s) of the author(s), year of publication, title of the article, name of the journal, volume number, issue number, page numbers, and DOI number, if available. In addition, if the article can be retrieved online by readers, the article's web address should also be included.

Examples:

Author, A.A., Author, B.B., & Author, C.C. (2015). Title of article. *Journal Name*, *Volume number* (issue number), pages. (For page numbers, list the first page of the article and the last page of the article. If there are additional pages, they are listed following the consecutive pages. Example 101-110, 124). <http://doi.org/10.1016/j.midw.2019.09.010>

Author, A.A., Author, B.B., & Author, C.C. (2020). Title of article. *Journal Name*, *10*(2), 101-110.

Author, A.A., Author, B.B., Author, C.C., Author, D.D., Author, E.E., Author, F.F., Author, G.G., Author, H.H., Author, I.I., Author, J.J., Author, K.K., Author, L.L., Author, M.M., Author, N.N., Author, O.O., Author, P.P., Author, Q.Q., Author, R.R., Author, S.S., ... Author, Z.Z. (2022). Title of article. *Journal Name*, *10*(2), 101-110. <http://doi.org/10.1020/ajkd.2019.09.010>

Human and Animal Rights

Nephrology Nursing Journal requires authors to disclose Institutional Review Board consent, if applicable, related to their research and manuscript. *Nephrology Nursing Journal* endorses and subscribes to the definition of Human and Animal Rights by the International Committee of Medical Journal Editors (2006), "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," which states:

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

Authors

Requirements to Be Named an Author

NNJ adheres to the authorship requirements as specified in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URMSBJ) developed by the International Committee of Medical Journal Editors (www.icmje.org). As noted in the URMSBJ, "All persons designated as authors should qualify for authorship, and all those who qualify should be listed.

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.”

Determining the Order of Authors

According to the APA Publication Manual (7th ed., p. 25), *Authors are responsible for determining authorship and for specifying the order in which two or more authors' names appear in the byline. Principal authorship and the order of authorship credit should accurately reflect the relative contributions of persons involved...The general rule is that the name of the principal contributor appears first, with subsequent names appearing in the order of decreasing contributions.*

Primary/Corresponding Author

The first author is generally the primary author. If an author other than the primary author is to receive the correspondence and regarding the manuscript, that author is called the corresponding author and should be indicated on the Author Information page of the manuscript. There is only one primary/corresponding author.

Communication. All correspondence concerning the article will be sent to the primary/corresponding author as designated in the manuscript submission. All correspondence concerning the manuscript to the NNJ Editor-in-Chief and the NNJ staff after the manuscript is submitted should come from the primary/corresponding author. It is the primary/corresponding author's responsibility to communicate information regarding the manuscript to other authors and to communicate information from other authors to the *NNJ*. This includes ensuring that all authors agree with any manuscript revisions submitted to *NNJ*.

Responsibility for Permissions/Releases. The primary/corresponding author is responsible for obtaining permissions and releases required for the manuscript and providing those permission to *NNJ* prior to publication of the manuscript. These include the following:

- Permissions to reprint information of previously published information. This includes permission to reprint tables, figures, images, etc.
- Permission to use an individual's name/identity in the manuscript (e.g., in an acknowledgment, personal communication, identification in a photograph)
- Permission to use an image/photograph
- Permission to use information from an institute/organization. If this work has been commissioned by or identifies with an institute or organization, the institution/organization must grant permission for the use of the information presented in this article, and an authorized representative of the institution/organization must also sign this form stating his or her title in the institution/organization.

Acknowledgements

Acknowledgements are used to recognize funding sources and are also often used to recognize the contributions and support of colleagues or groups in the performance of the research reported in the manuscript or the development of the manuscript. The acknowledgement should be concise and professionally worded. When readers may infer that those acknowledged endorse the data, conclusions, and/or the content in general, authors must obtain written permission from people included in the acknowledgement and must submit that permission to *NNJ*.

Copyright Transfer

In order to comply with present U.S. copyright law, **each** author of a submitted manuscript must complete and sign a transfer of copyright form. The author's signature on this form expressly transfers copyright of the manuscript and its contents (tables, figures, photos, etc.) to the *Nephrology Nursing Journal* in the event that it is published in media now and hereafter invented. The copyright transfer signature also confirms that the material is original and not previously published or under consideration for publication elsewhere nor will be, either in whole or partially, except in abstract form until a decision is made by the *Nephrology Nursing Journal*. The author also certifies that any affiliations with or involvement in any organization or entity with a direct financial interest in the subject matter or materials discussed in the manuscript (e.g., employment, consultancies, stock ownership, honoraria, expert testimony) are disclosed.

NNJ does not accept preprints.

Abstract

An abstract is a brief, concise, comprehensive summary of the article. It should be 75-100 words in length. In general, abbreviations should be avoided in abstracts. The abstract should be on a separate page before the body of the manuscript. When an article is indexed, only the title, the abstract, and reference information will appear in article searches.

Protecting Privacy

People have a right to their privacy. No identifying details should be included unless they are essential for scientific purposes. If initials are used as identifiers, they must be pseudonym initials. If any identifying information is included in photographs, written descriptions, or pedigrees the person or the person's legal guardian must give written consent for publication. The identified person or the person's legal guardian, if appropriate, should see the manuscript before granting permission.

The obligation to protect people's privacy applies to staff members, colleagues, and others as well as to patients. Some people like being identified in articles, but some do not, and their wishes should be honored.

Using Bias-Free Language

NNJ adheres to APA (2020) guidelines regarding the use of bias-free language. The overall principle of bias-free language is that the integrity of all human beings should be maintained and that they should not be described by language that objectifies them, implies prejudicial beliefs, or "perpetuates biased assumptions against persons on the basis of age, disability, gender, participation in research, racial or ethnic identity, sexual orientation, socioeconomic status, or some combination of these or other personal factors (e.g., marital status, immigration status, religion) (p. 131). Bias-free language focuses on the individual, emphasizing the person, not the person's disabilities or chronic conditions (for example, use "patients on hemodialysis" rather than "hemodialysis patients" and use "people with diabetes" instead of "diabetics").

Use of Primary Sources

Primary sources are the original sources of information, such as the original report of a research study. You should not rely on other people's interpretation(s) of what was reported in

another publication. If Author A cites Author B's publication as the source for information in Author A's article, then you should read Author B's publication and confirm Author A's interpretation or, better yet, create your own interpretation. You also should not copy reference information from Author A's article, but should confirm the correct reference information before including it in your article.

Reference Management Software

Reference management software can be very useful, but many reference management software products do not create complete and accurate citations and references. Editing citations and references in a manuscript in which reference management software has been used is often very difficult.

Formatting the Manuscript

Abbreviations

NNJ allows the use of common abbreviations. When deciding whether or not to use an abbreviation, consider the readers' familiarity with the abbreviation and whether or not the use of the abbreviation(s) makes the information easier to read or not. In any case in which an abbreviation is not in common use or may be confused with a similar abbreviation, an abbreviation should NOT be used. *NNJ* also does not permit the use of any abbreviations that are on The Joint Commission 'do not use' list. All abbreviations should be spelled out on first use. Consult the *NNJ* Style Guide (<https://www.annanurse.org/nnj/author-guidelines>) for detailed information on which abbreviations can be used in *NNJ*.

Units of Measure

In general, *NNJ* uses the metric system and adheres to the International System of Units (SI) and its abbreviations. Metric units are preferred for measurements of volume, weight, height, and length. Refer to the *APA Publication Manual* for more details. Conversion information may be included in parentheses as appropriate.

Names of Pharmaceuticals, Devices, etc.

Nonproprietary names of pharmaceutical products, devices, etc. should be used at all times unless the brand/trade name is relevant to the content.

Numbers

- In general, use numerals for numbers 10 and above and words to express numbers below 10.
- Use numbers for:
 - numbers 10 and above (cardinal and ordinal numbers)
 - numbers that immediately precede a unit of measurement;
 - numbers that represent statistical or mathematic functions, fractions, decimal quantities, percentages, ratios, and the like;
 - numbers that represent time, dates, ages, scores, points on a scale, exact sums of money, and numerals as numerals;
 - numbers that denote a specific place in a numbered series, and parts of books and tables.
- Use words for numbers and for common fractions that begin a sentence, title, or heading.

- Use a zero before the decimal point with numbers that are less than one when the statistic can exceed one.
- Be consistent with the number of decimal places used in comparative data.

Plagiarism

Plagiarism is not borrowing or copying. It is an act of fraud and it is illegal.

"The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file). All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not" (iParadigms, 2014).

Plagiarism also includes copying your own work from a copyrighted source.

For additional information and details on plagiarism and how to avoid it, go to www.plagiarism.org/plagiarism-101/what-is-plagiarism

Permissions/Releases

The primary/corresponding author is responsible for obtaining permissions and releases required for the manuscript and providing those permission to *NNJ* prior to publication of the manuscript. These include the following:

- Permissions to reprint information of previously published information. This includes permission to reprint tables, figures, images, etc.
- Permission to use an individual's name/identity in the manuscript (e.g., in an acknowledgment, personal communication, identification in a photograph)
- Permission to use an image/photograph
- Permission to use information from an institute/organization. If this work has been commissioned by or identifies with an institute or organization, the institution/organization must grant permission for the use of the information presented in this article, and an authorized representative of the institution/organization must also sign this form stating his or her title in the institution/organization.

Use the NNJ permission/release forms to obtain permissions/releases.

Department Manuscripts

For manuscript submissions to *NNJ* departments, all author guidelines must be followed. Manuscripts should be submitted via email (nephrologynursing@ajj.com). *NNJ* Departments include:

- Access Issues
- Books & Media

- Case Study
- Clinical Consult
- Exploring the Evidence
- First Person
- Patient Safety and Quality Care
- Professional Issues
- Specialty Practice Networks
- Please indicate in your email the department to which the manuscript is being submitted.
- The reviews of the department submissions are completed and the recommendations for publication decisions are made to the Editor-in-Chief by the Department Editor, with the Editor-in-Chief having the final decision about the disposition of manuscripts.
- Submissions to the Specialty Practice Networks (SPN) department are coordinated by the SPN Publication Leaders.

Manuscript Submission Requirements

All manuscripts must be MS Word format. Manuscripts must NOT contain reference software codes, and the use of reference software is highly discouraged. Manuscripts must be submitted via email (nephrologynursing@ajj.com). The submission must also include copyright and disclosure statements as well as any permissions required for use of information, tables, figures, and photographs. Authors must retain a copy of the submitted manuscript, including illustrations, graphs, and/or charts. Authors will receive an acknowledgment within 14 days of the receipt of the manuscript.

Copyright and Disclosure Statements

All material published in the *Nephrology Nursing Journal* is protected by copyright. The *Nephrology Nursing Journal* does not accept responsibility for statements or claims made by contributors. All authors are required to submit a signed copyright release form, a disclosure of conflict of interest statement, and identify their specific contribution to the manuscript or to the work on which the manuscript is based.

Manuscript Review Process

The *Nephrology Nursing Journal* is a refereed publication. Manuscripts are sent to members of the Manuscript Review Panel and/or Editorial Board for review and recommendations, with the Editor-in-Chief having the final decision about the disposition of manuscripts. Decisions are made based on the reviewers' recommendations, relevance to the *Nephrology Nursing Journal* readership, originality, educational value, strength of conclusions (where applicable), clarity, and conciseness of literary expression. All editorial corrections, clarifications, and additions requested in the review process are the responsibility of the author. Members of the NNJ Manuscript Review Panel are volunteers who provide peer review of submitted manuscripts. The review process typically takes 3-4 months.

Manuscript

Other Questions?

If you have other questions concerning *NNJ* Author Guidelines, please contact the Editor-in-Chief (BethTUlrich@gmail.com).

Manuscript Submission Checklist

Before submitting your manuscript, make sure to do the following...

- Statement signed by all authors that contents have not been previously reported and are not under consideration for publication elsewhere, nor will be, until a final decision is made by the *Nephrology Nursing Journal* editor
- Title page
- List of authors in proper order of authorship, with educational credentials and brief biographical statements on a separate page following title page
- Abstract on separate page following author list page
- Entire manuscript double-spaced
- Page numbers printed on each page
- Tables and figures are each on a separate page with captions at the top
- Written permission to reprint nonoriginal figures and tables
- Text and references in APA style
- Submit electronic copy of manuscript via email to *Nephrology Nursing Journal* Editorial Coordinator, at nephrologynursing@ajj.com

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