



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 BethTUlrich@gmail.com. All materials must be original and submitted for the exclusive use of the *Nephrology Nursing Journal*.

Manuscript Preparation

Manuscript format should follow the guidelines established by the *Publication Manual of the American Psychological Association* (APA), 6th edition (2010). In addition, *NNJ* adheres to APA guidelines regarding the use of non-biased language. Authors should refer to that text for all details of their manuscript.

Technical Format

Manuscripts should be submitted using MS Word. The manuscript should be submitted in a 12 point font, be double spaced, and have at least one inch (1") margins. The preferred font is Times New Roman. 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)

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

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

Punctuation Guidelines (APA, Chapter 4)

Spacing - Insert one space after commas, colons, and semicolons; periods that separate parts of a reference citation; and periods of the initials of personal names.

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.

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 - according to the ANA 2009 Position Statement, the correct order of credentials is education (list highest attained degree first), licensure (state designation or requirement), national certification, awards and honors, other certifications (www.nursecredentialing.org/DisplayCredentials-Brochure.pdf)
 - 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.
- Acknowledgement of funding or other contributions (include only if applicable)
- Abstract (75-125 words)
- Key words
- Learning outcome
- Manuscript text
- References
- Tables (each on a separate page)
- Figures (each on a separate page)

Tables, Figures, and Photographs (APA, Chapter 5)

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*, 6th edition, 2010. Examples are provided below. For other types of citations or references, refer to the *APA Publication Manual*, Chapter 6: Crediting Sources.

Citations

Citations should be from primary sources and should be as current as possible.

Citations from references with one or two authors should list all authors in each citation.
(Kear, 2014; Ulrich & Robbins, 2015).

Citations from references with three, four, or five authors should list all authors the first time the reference is cited.

(Headley, Brooks, Szromba, & Dutka, 2011)

All future citations should list the first author followed by et al.
(Headley et al., 2011)

Citations from references with six or more authors should list the first author followed by et al. on all citations.
(Colaneri et al., 2014)

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., 2014; Headley, Brooks, Szromba, & Dutka, 2011; Kear, 2014; Ulrich & Robbins, 2015)

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 are encouraged to provide digital object identifier (DOI) numbers, when available, at the end of the reference.

For references with one, two, three, four, five, or six authors, all author names should be listed. For references seven or more authors, the names of the first six authors should be listed followed by an ellipses (...) and the name of the last author. Note that in the reference titles, only the first word, proper names, and the first word after a colon are capitalized.

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., 2015a, 2015b).

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), location of the publisher, and the name of the publisher.

Examples:

Author, A.A. (2014). *Title of book*. Location: Publisher.

Editor, A.A. (Ed.) (2016). *Title of book*. Location: 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. (2012). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: 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. (2014). 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).

Author, A.A., Author, B.B., & Author, C.C. (2015). 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, Z.Z. (2012). Title of article. *Journal Name*, *10*(2), 101-110.

Author, A.A., Author, B.B., & Author, C.C. (2016). Title of article. *Journal Name*, *10*(2), 101-110. Retrieved from www.website.com (Note that there is no period after the name of the website address.)

Author, A.A., Author, B.B., & Author, C.C. (2014). Title of article. *Journal Name*, *10*(2), 101-110. doi: 10.1234/1234-1234.24.2.225 (Note that there is no period after the DOI number)

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 in both electronic and hard copy

formats, with the electronic file submitted via email (carol.ford@ajj.com) and two hard copies of the manuscript by regular mail (Carol Ford, *Nephrology Nursing Journal*, East Holly Ave/Box 56, Pitman, NJ 08071-0056). 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 hard copies

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 and a disclosure of conflict of interest statement.

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 having the final decision about the disposition of manuscripts. Decisions are made based on the reviewers' recommendations on 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.

Department Manuscript Submission

For manuscript submissions to NNJ departments, all author guidelines must be followed with the exception of the following:

- The manuscript is submitted only electronically and may be submitted to the Department Editor or the Editorial Coordinator (nephrologynursing@ajj.com). The Department Editors are:
 - **Access Issues**, Lynda Ball, lynda31699@msn.com
 - **Books & Media**, Deb Brooks, brooksdeb@bellsouth.net
 - **Case Study**, Jeannie Colaneri, colaneJ@mail.amc.edu
 - **Clinical Consult**, Dept Editor position open – submit to BethTUlrich@gmail.com
 - **Exploring the Evidence**, Tamara Kear, tamara.kear@villanova.edu
 - **Patient Safety and Quality Care**, Norma Gomez, ngomez610@yahoo.com
 - **Professional Issues**, Paula Dutka, pdutka@winthrop.org
- The reviews are completed and the recommendations for publication decisions are made to the Editor by the Department Editor, with the Editor having the final decision about the disposition of manuscripts.
- Department submissions do not require an abstract unless specifically requested.
- Submissions to the Specialty Practice Networks (SPN) department are coordinated by the SPN Publication Leaders and the Associate Editor.

Frequently Asked Questions

The following frequently asked questions and their answers are provided to assist authors in the development and submission of manuscripts. Additional questions may be directed to Beth Ulrich, EdD, RN, FACHE, FAAN, Editor, *Nephrology Nursing Journal* (BethTUlrich@gmail.com).

How is the order of authors determined?

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.”

The order of authorship is a decision of the authors. The primary author should be indicated on the Author and General Information page. All correspondence concerning the article will be sent to the primary author. It is the primary author's responsibility to communicate this information to other authors and to communicate information from other authors to the NNJ.

What/who should be included in an acknowledgement?

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*.

What is included in an abstract and how long should it be?

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 at the beginning of the manuscript. When an article is indexed, only the title, the abstract, and reference information will appear in article searches.

What is non-biased language?

NNJ adheres to APA guidelines regarding the use of non-biased language. The overall principle of non-biased language is that the integrity of all human beings should be maintained and that they should not be described by language that objectifies them. This requires, for example, replacing terms like "hemodialysis patients" with "patients on hemodialysis" and using "people with diabetes" instead of "diabetics."

What are primary sources for citations and references and why should they be used?

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.

Why do you discourage the use of 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.

What abbreviations can be used?

NNJ allows the use of common abbreviations. 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 use any abbreviations in the manuscript that are on the Joint Commission 'do not use' list.

What units of measure should be used?

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.

What names of pharmaceuticals, devices, etc. should be used?

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

What are the guidelines for numbers? (APA, Chapter 4)

- In general, use numerals for numbers 10 and above and words to express numbers below 10.
- There are exceptions to this such as
 - numbers that immediately precede a unit of measure;
 - numbers that represent statistical or mathematic functions, percentages, ratios, and the like;
 - numbers that represent time, dates, ages, scores, and points on a scale, exact sums of money, and numerals as numerals;
 - numbers that denote a specific place in a numbered series, parts of books and tables, and each number in a list of four or more numbers.
- 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.

What is a 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. Your 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.

What do I need to know about protecting people's 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.

What is considered plagiarism?

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

When do I need written permission?

Permission is required to use someone else's data (such as in a Table or Figure), to print a photograph or other identifying information, to name a person or organization in an acknowledgement, and to reprint another's work. Obtaining such permission is the responsibility of the author. Documentation of necessary permissions must be received by *NNJ* prior to the publication a manuscript.

Other questions?

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

Important Statements

Conflict of Interest

Nephrology Nursing Journal requires authors, editorial board members, and reviewers to disclose any conflicts of interest related to their submission and involvement with the journal. *Nephrology Nursing Journal* endorses and subscribes to the definition of Conflict of Interest by the International Committee of Medical Journal Editors (2006), "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," which states:

Public trust in the peer review process and the credibility of published articles depend in part on how well conflict of interest is handled during writing, peer review, and editorial decision making. Conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence (bias) his or her actions (such relationships are also known as dual commitments,

competing interests, or competing loyalties). These relationships vary from those with negligible potential to those with great potential to influence judgment, and not all relationships represent true conflict of interest. The potential for conflict of interest can exist whether or not an individual believes that the relationship affects his or her scientific judgment. Financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of science itself. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion. Authors should identify individuals who provide writing assistance and disclose the funding source for this assistance.

Informed Consent

Nephrology Nursing Journal requires authors to assure patients' and subjects' privacy, 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:

Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published. Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note. When informed consent has been obtained it should be indicated in the published article.

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.

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