

## ***Public Health Nursing Author Guidelines***

### **AIMS & SCOPE**

*Public Health Nursing* aims to provide worldwide access to timely research and practice features of use to public health nurses, administrators, and educators in the field of public health nursing.

Its scope is the range of population-based concerns and interventions in which nurses are involved. The journal emphasizes scholarship on vulnerable populations. Articles include research studies, program evaluations, practice concepts, and educational features published with the goal of replication and development, and theory, education, methods, policy, and ethical and legal papers that stimulate discussion and public debate. Authors from all disciplines are invited to submit manuscripts relevant to public health nursing. Authors who have questions about the appropriateness of a manuscript for publication in this journal are encouraged to communicate with the Editors prior to submission.

### **SUBMISSION POLICIES**

1. ***Author or submitting agent***
2. ***Sufficient participation***
3. ***Submission and Publication***
4. ***Originality***
5. ***Anonymity***
6. ***English language***
7. ***Formatting the manuscript***
8. ***Formatting the references***
9. ***Protection of Human Subjects***
10. ***Copyright agreement***
11. ***Correspondence with the Editorial Office***

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1. ***Author or submitting agent.*** The author or submitting agent is responsible for compliance with all journal policies, including identification of a corresponding author, declaration of all sources of research funding and support, and documentation of all appropriate permissions.
2. ***Sufficient participation.*** *Public Health Nursing* adheres to the Vancouver Guidelines on authorship, as defined in the International Committee of Medical Journal Editors' (ICMJE) Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Guidelines specify that authorship credit is based on (1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; and (3) final approval of the version to be published. When authorship of a single manuscript exceeds six authors, the Editors may require additional information about the contributions of each. The Editors discourage submission of papers written for class assignments by individual or groups of students.

3. **Submission and Publication.** Manuscripts must be submitted online through the *Public Health Nursing* Manuscript Central website: <http://mc.manuscriptcentral.com/phn>. The Editors will review all manuscripts before assigning them to experienced external reviewers. Final publication decisions remain the responsibility of the Editors.

Articles accepted for publication are copy-edited and typeset. Proofs are sent to the corresponding author for final review. The corresponding author is responsible for the entire content of the copy-edited article. Extensive changes to the proofs, other than printers' errors, will be charged to the author(s) and may delay publication. Accepted manuscripts become the sole property of *Public Health Nursing* and may not be published elsewhere without written consent from Blackwell Publishing.

Authors may track accepted manuscript through the production process to publication online and in print. Tracking is available online, with optional automated e-mails at key stages of production. The author will receive an e-mail with a unique link that enables them to register and have their article automatically added to the system. Visit [www.blackwellpublishing.com/bauthor](http://www.blackwellpublishing.com/bauthor) for more details on online production tracking and for a wealth of resources including FAQs and tips on article preparation, submission and more.

4. **Originality.** Manuscripts that contain original, previously unpublished material will be considered for publication. The essential content of the article, including tables and figures, may not be submitted for publication elsewhere before a publication decision is made by this journal. Secondary publication may be considered when a paper, in the judgment of the Editors, is intended for a different group of readers, and following approval from the editors of both journals prior to review. Authors should make complete disclosures to the Editors of any previous dissemination of the findings that might be considered redundant or duplicate publication. The Editors reserve the right to request copies of such material in advance, to reject submissions in process, and/or, if the article has been published, to print a notice of redundant or duplicate publication.
5. **Anonymity.** Manuscripts must be completely "blinded" and will not be accepted for editorial review if they contain information that could identify the author(s). No author's or institution's name may appear in the file name, file description area, title page or any section of the text, e.g., in the discussion of human subjects' protection. No acknowledgements or correspondence to the Editor or Reviewers may be included in the manuscript file.
6. **English language.** *Public Health Nursing* welcomes international submissions. However, all articles published in the journal must conform to grammatical and syntactical conventions common to most English-speaking readers. Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. A list of independent suppliers of editing services is available at [www.blackwellpublishing.com/bauthor/english\\_language.asp](http://www.blackwellpublishing.com/bauthor/english_language.asp).  
All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication.
7. **Formatting the Manuscript.** *Manuscript types.* Authors should specify a Manuscript Type for each submission, depending on its content and focus. All manuscripts must be shorter than 5000 words (text & references) and have no more than 5 tables or figures. Letters to the Editors must be shorter than 1000 words and include no graphics.
  - a. **Populations at Risk Across the Lifespan** manuscripts describe the distribution, risk, or outcomes of health determinants in a specific population. The discussion must focus on implications for practice or theory in public health nursing.

- i. Population studies are based on representative samples of at-risk persons and provide either estimates of prevalence or risk or information about the experience of being at-risk or the impact of beliefs, values, or interventions on health behavior.
  - ii. Program evaluations utilize research methods to test the process or outcomes of primary, secondary, or tertiary public health prevention programs that target specific at-risk populations. Program evaluations should include assessment of an intervention's adequacy, progress, efficiency, effectiveness, impact, and/or sustainability.
  - iii. Case reports include research studies based on convenience or other non-representative samples, pilot projects, and analyses of the characteristics of at-risk groups.
- b. **Special Features** manuscripts are as follows.
- i. Clinical Concepts describe the organization, delivery, or financing of public health nursing services, including exemplary practices in population-focused health care.
  - ii. Health Policy papers analyze the social, economic, political, and environmental factors that influence public policy related to health care, including public health nursing and nursing education.
  - iii. Law and Ethics papers address moral issues, principles, and standards of conduct as they relate to providing or receiving care, professionalism, and standards of practice, including court decisions affecting public health.
  - iv. Theory papers concern the development, testing, and critique of theoretical constructs and conceptual frameworks that may be used to inform public health nursing practice or have been widely used in public health nursing education and practice.
  - vi. Education papers describe or test academic program models, curricula, teaching methods, and educational outcomes with implications for replication in other institutions/settings, including those related to professional credentialing.
  - vii. Methods papers include measurement studies, presentation of new analytical strategies, strategies to address population sampling, research subject recruitment, or retention, information about novel settings for research, and other matters pertaining to the conduct of scientific inquiry in public health.
- c. **History** manuscripts concern any aspect of the development of public health nursing or the role of nurses in the evolution of population-based care in any country, including original historical research, critical analyses of past events or trends, and oral histories or biographies.
- d. **Letters to the Editor** address timely issues or reflect on the content of the journal.

*Manuscript formatting: Public Health Nursing* uses the Publication Manual of the American Psychological Association Fifth Edition (2001) as its sole editorial style guideline. Excerpts from the manual can be found at: <http://www.apastyle.org>

- Use a word processing program.
- Use "letter size" paper (8.5" x 11"). Do not format for A4 paper.
- Double-space the entire manuscript file including tables and references
- Use 12-point size font

- Use one-inch margins all around.
- Flush-left the manuscript file. Do not use justified alignment.
- Use a 0.5" indent for all paragraphs.
- Manuscript File sections
  - a. *Title Page* includes full title and running head; omit all contact information
  - b. *Abstract* (maximum word limit: 200; maximum keywords: 5)
    - i. research studies - structured as Objective(s), Design, Sample, Measurements, Intervention (if any), Results, and Conclusions
    - ii. all other manuscripts - narrative abstract
    - iii. Letters to the Editor - no abstract
  - c. *Manuscript Text* - start each section on a new page
    - i. Research studies must include the following headings:
      1. Introduction headings: Background (key publications and their significance for the topic) and Research Questions or Hypotheses.
      2. Methods headings: Design and Sample, Measures, and Analytic Strategy.
      3. Results: headings at the discretion of the authors to summarize of findings from the analytic strategy.
      4. Discussion: headings at the discretion of the authors to state new findings, compare and contrast previous best evidence, present limitations of the study, recommendations for future research, and implications for public health nursing. Avoid unqualified conclusions and over-interpretation of the findings.
    - ii. Non-research manuscripts vary in structure according to topic.
  - d. *References* (see instructions below)
  - e. *Tables* summarize results of analysis and (where appropriate) estimates of effect (odds ratios, relative risk, rates, and means) with their confidence intervals. Format tables with horizontal lines only above and below column headings and at the end of the table. Do not use vertical lines. If a table exceeds one page, repeat all column heads and the stub (left hand column). Double-space tables. Explain abbreviations in a footnote. Title each table with an Arabic number and title. In text, refer to tables by their numbers. Typesetters will position tables as close to the first reference to them as is feasible. Include tables in the manuscript file.
  - f. *Figure Legends*. Each figure must have a corresponding legend that is double spaced and printed on a separate page, not on the figure itself. Number each legend with an Arabic numeral to correspond to the figure as it appears in the text. Explain all symbols, arrows, numbers, or letters used in the figure.
- Number pages in the manuscript file consecutively.
- Remove all “track-changes” and editorial comments before uploading the manuscript file.
- Remove all embedded bibliographic-software field codes before uploading the manuscript file.

- Upload manuscript file as a \*.doc or \*.rtf file to Manuscript Central.

*Figures.* Use illustrations, e.g., graphs, charts, flow sheets, and diagrams, to represent concepts, data, persons or events that either cannot be adequately conveyed in text or enhance a reader's understanding of textual material.

- a. Upload figures separately from the text/tables.
- b. Cite each figure in text by its number.
- c. Color illustrations can be printed in *Public Health Nursing* at the request of the author(s) for a separate charge to the authors. Please inquire of the Journal Administrator if color illustrations are being considered.
- d. Scan original photographs or artwork and upload as \*.pdf files. Do not send originals unless requested by the Journal Administrator.
- e. If a figure has been previously published, the author is responsible for obtaining permission in writing for its use in this journal, regardless of authorship or publisher. Acknowledgement of the original source must be included in the legend. Authors must also obtain written release for publication of any photographs of living individuals, whether previously published or not.
- f. Upload Figure files separately in \*.pdf format

*Acknowledgements* of up to three funding sources and two individuals may be included as a separate file.

- Word limit: 50 words
- Upload as a \*.doc or \*.rtf file into Manuscript Central.

8. ***Formatting the References:*** Use the Publication Manual of the American Psychological Association Fifth Edition (2001) for citation and reference style requirements. Excerpts from the Manual can be found at: <http://www.apastyle.org>, and examples can be found below.

1. Include all references cited in the manuscript text.
2. Alphabetize all references by the last name of the first author. Do not number references.
3. The first line of each reference should begin flush with the left margin; subsequent line(s) should be indented 0.05”.

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Examples of references in APA style

*Journal article, multiple authors:*

May, K. M., Phillips, L. R., Ferketich, S. L., & Verran, J. A. (2003). Public health nursing: The generalist in a specialized environment. *Public Health Nursing*, 20(4), 252-259.

*Chapter in edited book, multiple editors:*

Styles, M. M. & Lewis, C. K. (2000). Conceptualizations of advanced nursing practice. In A. B. Hamric, J. A. Spross, & C. M. Hanson, (Eds.), *Advanced nursing practice: An integrative approach* (pp. 33-51). Philadelphia: W. B. Saunders.

*Online document:*

World Health Organization (2003). Stories of tragedy and hope: Access to treatment for people living with HIV/AIDS. Retrieved September 24, 2003 from

<http://www.who.int/features/2003/09/en/>

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9. **Protection of Human Subjects.** All original research reported in *Public Health Nursing* must comply with the ethical rules for human experimentation that are stated in the Declaration of Helsinki (JAMA, 1997, 277:925-927) including approval of an Institutional Review Board or human subjects committee, and informed consent. Authors must disclose this compliance in their manuscripts. Case studies must protect patients' rights to privacy.
10. **Copyright Agreements.**
  - a. *Credits and permissions.* Use or reproduction of non-original materials (quotations over 100 words, tables, figures) must be accompanied by a written statement from both author and publisher giving permission for reproduction in *Public Health Nursing*.
  - b. *Exclusive License.* Authors of accepted manuscripts are required to sign a [Copyright Transfer Agreement](#) (CTA) for *Public Health Nursing* and Wiley-Blackwell Publishing. This form is a condition of publication, and papers will not be passed to the publisher for production unless the form has been signed. Instructions for providing a signed CTA will be forwarded to the corresponding author only after a manuscript has been accepted.
11. **Correspondence** with Editors Abrams or Hays and with Journal Administrators Ms. Nash or Ms. Deyton should be conducted by email to: [phn-edoffice@bos.blackwellpublishing.com](mailto:phn-edoffice@bos.blackwellpublishing.com)