

The Journal of Perinatal Education

The Official Journal of Lamaze® International

GUIDELINES FOR AUTHORS

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ABOUT THE JOURNAL OF PERINATAL EDUCATION

The Journal of Perinatal Education (JPE) is the official journal of Lamaze International, whose mission is to promote, support, and protect natural, safe, and healthy birth through education and advocacy.

As the leading peer-reviewed journal specifically for childbirth educators, JPE publishes evidence-based articles to advance the knowledge of aspiring and seasoned educators in any setting—independent or private practice, community, hospital, nursing or midwifery school—and to inform educators and other health-care professionals on research that will improve their practice and their efforts to support safe, healthy birth. The journal also publishes features that provide practical resources and advice health-care professionals can use to enhance the quality and effectiveness of their care or teaching to prepare expectant parents for birth.

JPE is published quarterly for Lamaze International members and for individual and institutional subscribers. The journal's content focuses on pregnancy, childbirth, the postpartum period, breastfeeding, neonatal care, early parenting, and young family development. In addition to childbirth educators, JPE's readers include nurses, midwives, physicians, and other professionals involved with perinatal education and maternal–child health care.

We welcome manuscript submissions in the following categories:

- original or replicated research studies with implications for perinatal education (these typically include an introduction, literature review, methods, results, discussion, and implications for practice);
- systematic or scoping reviews of the literature providing evidence to support current best practices that promote natural, safe, and healthy birth;
- examples of exemplary maternal–newborn services or clinical projects that translate best evidence into care practices;
- current issues or emerging trends that influence care practices for childbearing families and newborns;
- birth stories and personal experiences of women or families that describe natural, safe, and healthy birth;
- guest editorials with critical commentary on professional issues or trends influencing maternity care;
- letters to the editor of 300 words or less, commenting on recent articles published in the journal; and
- creative submissions such as poetry, photos, and drawings.

➔ You can view a full sample issue [here](#).

CONTACT US

We welcome and encourage your inquiries.

Editor-in-Chief: Wendy C. Budin, PhD, RN-BC, LCCE, FACCE, FAAN

E-mail: wendy.budin@rutgers.edu

Phone: (973) 972-9731

Technical support and status queries:

If you need help uploading your manuscript or other assistance, please contact the journal editorial office at Springer Publishing Company.

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SUBMITTING YOUR MANUSCRIPT

JPE uses the ScholarOne Manuscripts online manuscript submission and peer review system.

To access the system and submit your manuscript to JPE, go to:

<https://mc.manuscriptcentral.com/j-pe> .

First-time users on the J-PE ScholarOne site must click the “Create an Account” option and enter the requested information. **Be sure to include complete and accurate contact information, especially your e-mail address and if available, a primary cc email address.** (If, at a later date, you need to update your information, you can log in on the site and click on your name in the navigation bar at the upper right side of the screen.) Upon successful registration, you will receive an e-mail with your assigned username and password.

If you have already registered on JPE’s ScholarOne Manuscripts site or if you are a repeat user, do not register again. Instead, click the “Login” option and log in to the system as an author. **Please confirm your contact information is still correct and up to date** (click on your name in the navigation bar at the top to check and update your details).

- After logging in as an author, click “Begin Submission.” Follow the step-by-step instructions and fill in the required fields before loading your manuscript.
- **Be sure to preview and approve the PDF** version of your manuscript; otherwise, the submission process will not be complete.
- After you successfully complete the submission process, you’ll receive an e-mail from the system, advising that your manuscript has been successfully submitted.

Additionally, your submission will be noted as a “Submitted Manuscript” on your Author page.

- Please retain copies of all files that you submit.

PREPARING YOUR MANUSCRIPT FOR SUBMISSION

Prepare your manuscript according to the 7th edition of the *Publication Manual of the American Psychological Association* (APA) for formatting, grammar, punctuation, and style. In addition to the manual, check APA’s website for more information about APA style (www.apastyle.org/index.aspx).

General Guidelines

- Use Microsoft Word for your manuscript submission file.
- Combine your manuscript’s abstract, main text, and references into one document. Tables and figures can also be included with this document (each placed on separate pages after the reference list) or, depending on their file format (e.g., TIFF, PICT, JPEG), uploaded as separate files with your submission.
- Use 1-inch margins on all sides, left justified only (do not justify the right margin).
- Number pages consecutively, beginning with the abstract page and continuing through the reference list and the pages containing your tables and figures. Include page numbers and a running head (short title) in a “header” on each page. Do not include your name, initials, or identifying information in the header or in the name of your submission file.
- Use 12-point Times New Roman font consistently throughout the manuscript.
- Double-space the entire document (including abstract, block quotations, references, tables, and legends).
- Create each new paragraph with a 1/2-inch tab indentation on the first line. Do not create new paragraphs by inserting an extra line space between paragraphs.
- Follow APA style for headings and subsequent subheading levels.
- If you use a reference-managing program (e.g., EndNote®), remove all “field codes” (which turn the citations and references gray) before submitting your manuscript.
- Limit your manuscript length to 16 pages (excluding references, tables, and figures).
- Include a section on implications for practice—especially for childbirth educators, JPE’s primary readership.

Cover Letter

Prepare a brief cover letter, separate from your manuscript, to copy and paste or upload in the “Cover Letter” field when you upload your submission. Include the full title of your

manuscript and add any comments or indicate specific features of the manuscript that the editors should note. The cover letter should also identify any tables, figures, or other items (e.g., photos) that accompany the manuscript, need special headings or captions, and/or may require written permission to be published.

Title Page

- **Separate:** Upload the title page as a separate document with your submission.
- **Title:** Include the full title of your manuscript.
- **Running head:** Include a running head (short title), which is an abbreviated wording of the title and usually not more than four or five words.
- **Author information:** List full name, credentials, and affiliations of each author. Clearly identify the corresponding author, with complete mailing address, telephone and fax numbers, and e-mail address.
- **Acknowledgments:** If applicable, include a brief acknowledgment. Acknowledgments may include reference to grants or other financial assistance and/or reference to any individual(s) who, although not considered a primary author, contributed to the manuscript. Do not include acknowledgments in the body of your manuscript submission. If your manuscript is accepted for publication, we will add the acknowledgments at a later stage.

Abstract and Keywords

- Begin the first page of your manuscript submission with an abstract (limited to 120 words) on a single page. The abstract should summarize the main points of your manuscript. Do not provide a structured abstract, do not include the same sentences as in your introduction, and do not cite references in the abstract.
- Double-space the abstract and type as a single paragraph, without paragraph indentation.
- In the “Attributes” step of your manuscript upload, select three to five keywords for indexing purposes.
- Begin page numbering your manuscript on the abstract page.

Citations and References

References are a critical element of a scholarly publication and demand close scrutiny. As the manuscript’s author, you are responsible for correctly, completely, and accurately citing and referencing sources. Your careful attention to accurately citing and referencing sources helps confirm your reliability as a researcher and an author.

- JPE adheres to the most recent edition of the *Publication Manual of the American Psychological Association (APA)* for style requirements, in which citations are included in the text (identifying the last name(s) of the author(s) and year of publication), and the

reference list is alphabetized by the last name of the author(s).

- References should include only primary sources and be used prudently.
- References should be current (5 years or less, except classic publications).
- The reference list should be double-spaced and should directly follow the main body of your manuscript.
- The first line of each reference entry should be flush left, with subsequent lines indented 1/2 inch (use the “hanging indentation” feature in Microsoft Word, not the space bar or tab key). Do not separate each reference list item with an extra line space.

Tables

Tables are an effective way to summarize, organize, or condense data or information. Data appearing in the tables should supplement, not merely duplicate, the data presented in the text. A table should be able to stand independently, without requiring explanation from the text.

- Include each table on a separate page following the reference list. Do not embed your tables in the main body of your manuscript.
- Number tables consecutively, using Arabic numerals, in the order of their mention in the text (all tables must be mentioned in the text).
- Double space all content in tables. (Or, if necessary, use single-spacing if you think it helps improve the table’s readability for peer review.)
- Limit the use of rules (i.e., lines) in a table to lines that are necessary for clarity (see APA style requirements).
- Following the table’s number, provide a brief, clear, and explanatory title (double-spaced). The title must not contain abbreviations, even if abbreviations are already identified in the text. Do not include the table number and title in a formatted cell of the table; instead, provide the table number and title on a separate line above the table.
- Provide a “Note” at the bottom of the table (double-spaced) to identify and spell out abbreviations used in the table and to add information noted by asterisks or other symbols in the table.
- If a table is taken from previously published material, you must provide written permission for its use from the copyright holder. Also, full credit must be given to the original source in the “Note” at the bottom of the table, and the original source must be included in the reference list. Please upload a copy of the copyright holder’s written permission for use as a not-for-review file when you submit.

Figures

Figures include diagrams, flow charts, line drawings, and photographs. Figures can highlight patterns or trends in data and display complex relationships. Like tables, figures should be

able to stand independently, without requiring explanation from the text.

- Include each figure on a separate page following the reference list or, if necessary (depending on the figure's file format) upload as a separate file with your manuscript submission. Do not embed your figures in the main body of your manuscript.
- Number figures consecutively, using Arabic numerals, in the order of their mention in the text (all figures must be mentioned in the text).
- Figures should be high quality and submitted as a TIFF, JPEG, PDF, or EPS electronic file, with a resolution of at least 300 dpi. Please do not send native file formats (e.g., Excel, PowerPoint).
- JPE does not print in color. If original figures (e.g., diagrams, flow charts, graphs) use color to distinguish between elements, change to identifiable levels of black-and-white shading. Color photos may be submitted, but please be advised that they will be printed in black-and-white.
- Do not include the figure's title or legend/caption in the figure's actual file; instead, provide the figure's title (including number) at the top of the figure, and, at the bottom of the figure, provide a succinct clause or phrase (legend) that identifies the specific topic of the figure or describes what the data show (double-spaced).
- If the figure is taken from previously published material, you must provide written permission for its use from the copyright holder. Also, full credit must be given to the original source in the legend at the bottom of the figure, and the original source must be included in the reference list. Upload a copy of the copyright holder's written permission when you submit the manuscript.
- Photographs of potentially identifiable people must be accompanied by written permission to use the photograph. A photograph permission form is available for download at https://media.springerpub.com/media/springer-journals/JPE_Photo_Form.pdf. Please fill out the form and upload it with your submission.

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DOUBLE-BLIND PEER REVIEW

JPE blinds reviewers to the name(s) of a manuscript's author(s) and corresponding institution affiliations. To help maintain such blinding, do not include any identifying information or first-person references to previous research in your abstract and main text. Likewise, you will be blinded from the reviewers' names and identities.

The peer-review process begins after your manuscript is successfully submitted on JPE's [ScholarOne Manuscripts site](#). JPE editorial staff first checks your paper for completeness and adherence to blind peer review submission and formatting requirements. The manuscript is then forwarded to JPE's editor-in-chief, who reads the manuscript and sends it to reviewers or returns the manuscript to you with revision requests before sending out for review. In some cases, depending on the type of submission, the editor-in-chief may decide on immediate acceptance for publication as a commentary or a column-type article, without sending the submission out for peer review.

Two or more reviewers who are authorities on the subject of your submission will be asked to judge the relevance, rigor, validity, originality, accuracy, significance, and balance of your manuscript. The initial review process can take from 2 to 3 months, depending on the reviewers' availability and on the number of other submissions in the journal's pipeline. You can log on to <https://mc.manuscriptcentral.com/j-pe> at any time to check the status of your submission. If you have not received notice of a decision after 2 to 3 months, you are welcome to contact JPE's editor (wendy.budin@rutgers.edu) to request an update on your manuscript's status.

After evaluating the initial peer reviews, JPE's editor-in-chief will notify you via e-mail of her decision (accept, revise, or reject). If you receive a decision to revise your manuscript, we encourage you to do so, since most of the manuscripts published in JPE are revised before being accepted. You will be asked to address the reviewers' suggestions and concerns and to resubmit your revised manuscript with a detailed explanation outlining the changes you made, per the reviewers' suggestions.

If your manuscript is accepted for publication in an upcoming JPE issue, you will receive information about the projected publication date and details about the production process. Also, the JPE editorial office will e-mail you a proofread version of your manuscript for you

to approve and, if necessary, add additional edits before it is sent to Springer Publishing Company for production.

PUBLICATION ACCEPTANCE

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Before your article goes to final press, you will receive, via e-mail attachment, a copyedited, typeset “e-proof” to approve and, if necessary, request last-minute edits or minor adjustments.

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After your article is published in JPE, you will receive a PDF of the final, published version of your article (via e-mail attachment. Make sure your contact information (especially e-mail address) is accurate and up to date when checking your proof. If your email contact details change after the paper is accepted, please notify our [editorial office](#) asap.

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