

Research and Theory for Nursing Practice

GUIDELINES FOR AUTHORS

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JOURNAL DESCRIPTION

Research and Theory for Nursing Practice, published quarterly, focuses on issues relevant to improving nursing practice. Nursing practice incorporates roles related to patient care, nursing education, and nursing administration. The articles strive to discuss knowledge development in its broadest sense, reflect research using a variety of methodological approaches, and combine several methods and strategies in a single study.

Please ensure that you explicitly incorporate a theoretical background into the manuscript. Additionally, because of the journal's international emphasis, article contributors address the implications of your studies for an international audience.

We welcome manuscript submissions in the following categories:

- Original or replicated research studies;
- Systematic reviews of the literature;
- Integrated reviews of the literature;
- Evidence based intervention protocols;
- Quality improvement studies.

We welcome and encourage your inquiries; however, letters of inquiry prior to submission are not necessary. Please review the online journal website for an overview of previously published articles and topics: <https://connect.springerpub.com/content/sgrtnp>.

SUBMITTING YOUR MANUSCRIPT ON SCHOLARONE

RTNP uses an online manuscript submission and peer review system, ScholarOne Manuscript Central. To access the system and submit your manuscript to RTNP, go to:

<https://mc.manuscriptcentral.com/rtnp>.

First-time users 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. (If, at a later date, you need to update your information, you can log in on the site and click on your name located in the navigation bar at the top to open a drop-down menu where you can update your E-mail/Name, Address, or User ID & Password.) Upon successful registration, you will receive an e-mail with your assigned username and password.

If you have already registered on [RTNP's ScholarOne Manuscript Central site](#) and received a user name and password or if you are a repeat user, do not register again. Instead, click the “Log In” option and click on Author to open the dashboard. **Please confirm your contact information is still correct and up to date** (click on your name located in the navigation bar at the top).

- 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.
- On the Submit & Review page, be sure to preview and approve the PDF version of your manuscript; otherwise, the submission process will not be complete. To do so, click “View PDF Proof” (the PDF will appear on your desktop); then, click the “Submit” button to formally submit it for review.
- After you successfully complete the submission process on ScholarOne Manuscript Central, you’ll receive an e-mail from the system, advising that your manuscript has been successfully submitted. Additionally, your submission will be noted in the “Submitted Manuscripts” folder of your Author Dashboard and you can log in to check on the status at any time.
- Please retain copies of all files that you submit on ScholarOne Manuscript Central.

Manuscripts are subject to plagiarism review policy.

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

(<http://www.apastyle.org/index.aspx>). An annotated sample paper in APA style can be viewed [here](#).

The journal uses iThenticate plagiarism detection software. Both plagiarism and self-plagiarism are considered serious offenses.

The journal adheres to the Committee on Publication Ethics guidelines (<http://publicationethics.org>), and significant ethical breaches will be managed according to the guidelines.

Research reports must contain a statement in the methods section related to approval by an appropriate institutional review board (IRB). If local policies do not require IRB approval for a particular type of study, please include a statement that the study does not include ethics approval along with the guidelines of the country where the study was carried out, or an IRB-sponsored letter stating no ethical approval is required. For studies that include researchers from the US and those outside the US, please explicitly define the IRB clearances for the study.

General Guidelines for Manuscript Preparation

- Use Microsoft Word for your manuscript submission file.
- Combine your manuscript's abstract, main text, and references into one Word 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 on ScholarOne Manuscript Central.
- 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 20 pages (excluding references, tables, and figures).
- Include a section on international implications for practice.

Cover Letter

Prepare a brief cover letter, separate from your manuscript, to upload or you may copy and paste the text in the “Cover Letter” field when you upload your submission on ScholarOne Manuscript Central. Include the full title of your manuscript, and an authorship statement that includes the following:

- all authors have contributed to the manuscript based on International Committee of Medical Journal Editors [ICMJE] criteria
<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
- all authors have read and approved the submitted manuscript
- the work is original and not under consideration by any other journal
- declaration of any competing interests

Add any comments or indicate specific features of the manuscript that the editors should note. If the manuscript is derived from a previously published scholarly work, please include the following in your cover letter to the editor:

- A summary of the original scholarly project
- Publication source(s)

- How the submitted manuscript provides new information
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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.
- **Statement of author roles/contributions to the manuscript.** All authors should have made a substantial contribution to the manuscript and be prepared to defend the manuscript's content (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>).
- **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 250 words) on a single page. The abstract should follow a structured format with headings (Background and Purpose, Methods, Results, Implications for Practice).
- On a separate line below the abstract, include 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.

- RTNP adheres to the 7th 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 (unless citing a classic publication).
- 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 imbed 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. When submitting the manuscript files, upload a copy of the copyright holder's written permission as a Copyright Agreement file.

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 on ScholarOne Manuscript Central. Do not imbed 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, or EPS electronic file, with a resolution of at least 300 dpi. Please do not send native file formats (e.g., Excel, PowerPoint).
- RTNP 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).
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One or more experienced 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. Experienced reviewers may be mentoring less-experienced reviewers during the peer-review process either individually or in a group.

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 ScholarOne

Manuscript Central 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 RTNP's editorial office (dimonsivais@utep.edu) to request an update on your manuscript's status.

After evaluating the initial peer reviews, RTNP'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 RTNP 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 RTNP issue, you will receive information about the projected publication date and details about the production process. Also, the RTNP 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.

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RESOURCES

Committee on Publication Ethics (COPE) International Standards for Editors and Authors

<http://publicationethics.org/resources/international-standards-for-editors-and-authors>

COPE Authorship Guidelines <http://publicationethics.org/resources/guidelines>

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