

### GUIDELINES FOR AUTHORS

The Philippine Journal of Nursing, an international peer reviewed journal, is the official publication of the Philippines Nurses Association published biannually. It considers original articles written for, but not limited to, Filipino nurses at all levels of health care organizations and in various settings. The Philippine Journal of Nursing will serve as:

1. Venue for the publication of scientific and research papers in the areas of Nursing practice and Nursing education;
2. Source of updates on policies and standards relevant to Nursing practice and Nursing education, and
3. Medium for collegial interactions among nurses to promote professional growth.

The Philippine Journal of Nursing invites original research and scientific papers, full text or abstract, written by registered nurses on different areas of nursing practice, including but not limited to clinical, community, administration, and education. If you are interested in submitting a manuscript for possible publication, please review the submission requirements below.

#### Manuscript Preparation and Submission

1. Manuscripts are voluntary contributions submitted for exclusive review for publication in the PJN. Manuscripts containing original materials are accepted for consideration if either the article or any part of its essential substance, tables, or figures has been or will be published or submitted elsewhere before appearing in PJN.
2. Authors submit their manuscripts for consideration by the PJN with the understanding that their work may be submitted to a plagiarism detection software at the discretion of the Editorial Board to ensure originality of the work submitted.
3. For additional information about manuscripts and queries about submitting manuscripts, please contact the editor:  
E-mail: [philippinenursesassociation@yahoo.com.ph](mailto:philippinenursesassociation@yahoo.com.ph).

The information below indicates the required presentation of manuscripts.

#### Format and Style

1. The PJN follows the Publication Manual of the American Psychological Association (APA) 6<sup>th</sup> edition with respect to manuscript preparation. Authors are encouraged to refer to the manual, whenever possible. Alternatively, the following internet resource may be used: Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee, A. (2010, May 5). *General format*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>
2. Please submit two copies of manuscript, which should not be more than ten pages, including abstract, text, references, tables, and figures. The author is responsible for compliance with APA format and for the accuracy of all information, including citations and verification of all references with citations in the text. Spelling may be in either American or British English; submission must be typed, double-spaced on letter-size (8.5" x 11") paper with at least 1" margin on both sides. Include a cover letter listing the author's contact number, address, title, institutional affiliation, position and other relevant credentials. All articles should be addressed to the PNA Office at 1663 Benitez St., Manila, Philippines or sent through e-mail: [philippinenursesassociation@yahoo.com.ph](mailto:philippinenursesassociation@yahoo.com.ph)
3. Manuscripts should be 12 font, double-spaced with standard margins (about 1 inch). Fancy typefaces, italics, underlining and bleeding should not be used except as prescribed in the APA 6<sup>th</sup> edition guidelines.

#### Content

The content of a typical manuscript includes:

##### Title page

##### Title

Should indicate the focus of the article in as few words as possible. It should not contain a colon or other complex structure. Manuscript titles should not exceed 15 words.

##### Author information

Indicate for each author:

- (a) Name and degrees
- (b) Title or position, institution and location; to whom correspondence should be sent, with full address, phone and fax numbers, and e-mail address; provide e-mail address for all coauthors.

##### Acknowledgements

Briefly state name of funders, grant number and name of mentors/people with significant contribution.

##### Abstract

A structured abstract with headings should be included as part of the manuscript. The abstract denotes: (a) purpose of the article, without detailed background; (b) design, including type of study, sample,

setting, ethics review board approval, dates of data collection, if applicable; (c) methods, such as interventions, measures, type of analysis; (d) findings; and (e) conclusions.

For manuscripts focused on review or theoretical analysis, a structured abstract is still required but the organizing construct may be stated instead of a design.

##### Key words

A few words that are recommended for use in indexing should be listed at the end of the Abstract.

##### Text

Successful articles have clear, succinct and logical organization and flow of content. It contains the following:

- |                           |                   |
|---------------------------|-------------------|
| • Introduction            | • Discussion      |
| • Methodology and Methods | • Conclusions and |
| • Results or Findings     | Recommendations   |

The text should indicate the characteristics of the setting in which the study was conducted. The review of literature and the discussion, interpretation and comparison of findings should include reference to relevant works published in other countries, contexts and populations.

#### Systematic Reviews

Authors considering to submit a systematic review must adhere to the PRISMA Statement. Such submissions must be accompanied by a PRISMA 2009 Checklist. Further information about the PRISMA Statement and the PRISMA 2009 Checklist can be obtained from the following link:

PRISMA. (n.d.) *The PRISMA statement*. Retrieved from <http://www.prisma-statement.org/statement.htm>

#### References

Authors must adhere to APA 6<sup>th</sup> edition Form and Style; list of references should include only those references that are important and cited in the text. References should be the most current on the topic.

#### Tables and figures/photos

1. Each table and figure should be presented on a separate page and uploaded separately. Placement of each table or figure should be noted in the text. The PJN does not use addenda, appendices and colors.
2. Photo of the author as well as photos that highlight article content are also welcome. Black and white photos are preferred. Drawings and graphics should be clear. Art work, photographs, and other materials submitted with the manuscript are accepted with the understanding that the author/s has/have copyrights over these materials, and this must be explicitly indicated in the cover letter when the author/s submit their manuscript for consideration in the PJN.

#### Time for Review, Decision and Production

1. The average time from manuscript submission to the author's receipt of the editor's decision about publication is approximately 3 months. During that time, each manuscript undergoes rigorous double-blind peer review. During this period, peer reviewers may request additional information including but not limited to electronic copies of raw data for the purpose of verifying and gaining a better understanding of the manuscript. Such requests will be within the limits allowed by standard ethical guidelines.
2. The editor's pending decision are
  - a. accept, with editing to follow immediately;
  - b. accept, pending satisfactory revisions by the author;
  - c. not accepted, but author is encouraged to make specified major revisions and return the manuscript to the editor for further consideration; and
  - d. rejected.
3. The editor normally encourages the author(s) to continue the work and to revise and resubmit the manuscript as part of the mentoring culture. The time required for revisions can vary.
4. All manuscripts are edited and copyedited before they are sent to the printer. The corresponding author receives page proofs for approval before publication. However, the Editorial Board is not responsible for editing work for English concerns.
5. Publication is scheduled at the discretion of the Editor who reserves the right to postpone and cancel publications for reasons of space and other factors.
6. All accepted manuscripts are subject to editing.
7. Authors will receive a complimentary copy of the issue in which their respective articles appear.

The PJN is indexed in the Western Pacific Region Index Medicus (WPRIMP, a project of the World Health Organization Western Pacific Regional Office in collaboration with several institutions in its Member States. All journals must be approved by the Regional Journal Selection Committee before inclusion of any articles or abstracts in the WPRIM database. The PJN was officially accepted for inclusion on August 15, 2014, in a meeting held in Ulaan Bataar, Mongolia.