

## **Editorial Purpose**

The **Journal of Nursing Administration (JONA)** is designed for nurse leaders in a variety of healthcare organizations such as hospitals, home care agencies, and clinics. **JONA** provides information on management and leadership development; human, material, and financial resource management; staffing and scheduling systems; staff development; research and innovations; labor-management relations; policy, legislation, regulations, and economics related to healthcare and program development; legal, ethical, and political issues; interdisciplinary collaboration; organization-wide projects; and professional trends.

## **Manuscript Review**

**JONA** is a refereed journal. Published manuscripts have been reviewed, selected, and developed with the guidance of our editorial advisors. Manuscript content is assessed for relevance, accuracy, and usefulness to administrators in service settings.

Manuscripts are reviewed with the understanding that neither the manuscript nor its essential content has been published or is under consideration by others. The review process starts on the first day of every month. For example, February 1 is the start of the review process for all manuscripts received during January. Publication decisions and author notification occur within 8 weeks from the beginning of the review process.

## **Authorship Responsibility**

All persons designated as authors should qualify for authorship. Each author should have contributed significantly to the conception and design of the work and writing the manuscript to take public responsibility for it. The editor may request justification of assignment of authorship. Names of those who contributed general support or technical help may be listed in an acknowledgment, placed after narrative, before references.

## **Query Letters**

Although not necessary, query letters allow the editor to indicate interest in, and developmental advice on, manuscript topics.

## **Manuscript Preparation**

Unless otherwise stated here, prepare manuscripts according to the American Medical Association (AMA) Manual of Style (9th edition). The maximum manuscript length is 18 pages, including figures, tables, and references. As a general rule, an 18 page paper should have approximately 4 figures or tables.

**Line Numbering.** Since we no longer receive a paper copy of the manuscript, it is critical that you use your word processor's "insert continuous line numbering" feature. This will apply a unique line number to each line in your manuscript and references to which we will refer when giving you comments about your manuscript's content.

**Format.** Do not indent paragraphs. Do not justify the right margin. Do not use running headers or footers. Subdivide the manuscript into main sections by inserting subheads in the text. Subheads should be succinct, meaningful, and similar in sense and tone.

**Author Biography/Title Page.** The biography/title page includes:

1. title of the manuscript
2. author names and credentials (highest earned credential only, followed by RN, and certifications (optional))
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4. Corresponding Author (use this heading). For publication, it is preferable to use a work address. You may include an e-mail address (optional) at end of your mailing address.

### **Example**

Nursing Revisited: Creative Solutions To Old Problems

Jane Doe, PhD, RN, Kathy Free, MSN, RN, May Brown, PhD, RN

**Authors' Affiliations:** President (Dr. Doe), Health Systems, Inc., Gray, Tex; Professor (Ms Free), School of Nursing, James University, Louisville, Mass; Instructor

(Dr. Brown), Adjunct Professor (Dr. Doe), School of Nursing, Sunny University, San Diego, Calif. **NOTE:** 1. If all authors are from the same institution, format similarly to Dr. Brown and Dr. Doe (example above) and 2. the state abbreviation is used here, not the US postal code, (i.e., Calif, Ind, Mass) as found on pages 282-283 of the AMA Manual of Style, 9th ed.

**Corresponding Author:** Jane Doe, PhD, RN, Health Systems, Inc., 2656 Loop Road, Gray, TX 77054 (janedoe@hs.com).

**NOTE:** US postal state abbreviation used here, i.e., CA, IN, MA.

**Abstract.** Abstract for **non-research** paper: 50-75 word abstract that stimulates readers' interest in the topic and states what readers will learn or how they will be better off after reading the article.

Abstract for a **research** paper: structured abstract of no more than 200 words, with 5 headings - objective, background data, methods, results, and conclusions.

**Tables and Figures.** Tables (information in 2 or more columns) and figures, if any, should each be saved as individual files. All tables must be numbered consecutively with Arabic numbers and have a title. All figures must be numbered consecutively with Arabic numbers and have a title. Figures and tables must be cited in numerical order in the text.

Simple text figures and tables should be saved as Word documents. Figures that are graphic representations such as a photo, a chart with boxes, or other type of illustration should be saved in tagged image file format (TIFF) or as an encapsulated postscript (EPS) file in Adobe Illustrator, Adobe Photoshop, or QuarkXPress.

**References.** References are typed double-spaced and placed at the end of the manuscript file. References are cited consecutively by number and listed in citation order in the reference list. Whenever a reference is repeated in text, it uses the same reference number each time. Journal titles should be abbreviated in the reference listing according to Index Medicus style. If not listed in Index Medicus, journal titles should be spelled out.

**Reference example for a journal article:**

Forman H, Powell T. Management Rights. *J Nurs Adm*:2003;33(1):7-9.

**Reference example for a book:**

Hunter KM. Electronic health records. In: Englebardt SP, Nelson R. *Health Care Informatics*. St. Louis: Mosby; 2002:209-230.

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