



# Guidelines for submission of manuscripts to *JARNA*

## Aims and scope

Rehabilitation nursing is a recognised specialty area of nursing within Australia with a broad and expanding knowledge base. As the official Journal of the Australasian Rehabilitation Nurses' Association (ARNA), *JARNA* seeks to enhance this expanding knowledge base through the publication of information pertaining to rehabilitation nursing. An equally important purpose of *JARNA* is to facilitate the development of ARNA members as writers for publication by providing constructive feedback to authors.

Prospective authors are asked to follow the following guidelines when compiling a manuscript they wish to submit for consideration for publication in *JARNA*.

## Terms of submission

*JARNA* is published three times a year and manuscripts pertaining to rehabilitation nursing are invited. The Editor welcomes manuscripts on research, quality activities, innovative practice, education, management, case studies and any other item of interest to rehabilitation nurses. *JARNA* also invites new and first-time authors, with mentoring provided by the Editorial Board to assist in achieving publication standards.

All work will be sub-edited to the journal's style. The Editor reserves the right to modify the style and length of any manuscript submitted, so that it conforms to journal format. Major changes to a manuscript will be referred to the author for approval prior to publication.

Once published, the manuscript and its illustrations become the property of *JARNA*, unless rights are reserved before the publication.

## Authorship

All authors must make a substantial contribution to the manuscript and will be required to indicate their contribution. Participation solely in the acquisition of funding, collection of data or supervision of such does not justify authorship. All

participating authors must be acknowledged as such: proof of authorship may be requested by the editors. The first-named author is responsible for ensuring that any other authors have seen and approved the manuscript and are fully conversant with its contents. If the author wishes to reproduce material subject to copyright, it is the responsibility of that author to obtain written permission from the copyright holder and to acknowledge this permission within the manuscript.

**Conflict of interest** It is the responsibility of the submitting author to disclose to the Editor any significant financial interests they may have in products mentioned in their manuscript before the references section.

## Regulatory requirements

**Research protocol** Approval of protocol by the appropriate ethics committee of the institution within which the research was carried out must be stated within the manuscript

**Human investigations** All work must be stated that it conformed to the "National Statement on Ethical Conduct in Research involving Humans" by the National Health and Medical Research Council of Australia, or equivalent in other countries or the Declaration of Helsinki.

**Humane animal care** All work involving animals must contain a statement that it conformed with the "Statement on Animal Experimentation" by the National Health and Medical Research Council of Australia or equivalent in other countries.

## Manuscript types

Submitted work may take any of the following forms:

**Original articles** These articles should be 1500–4000 words in length and, where appropriate, may include photographs or tables.

**Reviews, commentaries and discussion articles** These articles should be 1000–3000 words in length.



**Case reports and opinion pieces** These articles should be 1000–1500 words in length and should ensure patient confidentiality is maintained.

**Letters to the editor** Letters will be no longer than 1000 words (but mostly shorter) and typically comment on a topic covered in a recently published edition of *JARNA* or on matters of key professional or clinical importance to rehabilitation nursing or nurses.

**Book and film reviews** Book or monograph reviews of no more than 500 words may be included depending on the interest to the subscribers. Books or monographs to be reviewed can be sent directly to the Editor. No books will be returned.

### Peer-review process

*JARNA* is a peer-reviewed journal. All manuscripts are initially reviewed by the Editor or a member of the Editorial Board and those deemed unsuitable (insufficient originality, serious scientific or methodological flaws, or a message that is of limited interest to the audience of *JARNA*) are returned to the author/s, usually within four weeks. If the manuscript does not conform to the submission guidelines, the author will be asked to amend prior to peer-review.

All manuscripts are reviewed by peers with rehabilitation nursing experience for relevance, accuracy, currency, construction, flow, style and grammar. All reviewers spend considerable time reviewing manuscripts and providing feedback to authors. The length of time of the review process can vary and depends on the quality of the work submitted. Several revisions may be required to bring the manuscript to a standard acceptable for publication. Proofs of articles about to be published will be sent to the corresponding author for review. This requires rapid response; if such a response is not forthcoming, the article will be published without the author's reply. Providing email addresses facilitates with process. This final decision about publication is made by the Editor.

The peer-review process is managed online. Decisions are communicated by email to the corresponding author. Submitted manuscripts are acknowledged by email.

### Preparation of manuscripts

Manuscripts should use double spacing with Times Roman 12 font and margins 2.5 cm.

**Title page** To include the title of the manuscript, the author's or authors' names, qualifications and affiliations, corresponding author's details including email address and contact phone number, total word count and up to five keywords. An indication if you would like your manuscript peer-reviewed is needed here.

**Abstract** All manuscripts should include an abstract of no more than 250 words. Include the title of work on the abstract page.

**Main body text** For research and quality articles, subheadings should be utilised as follows:

**Introduction** Purpose of study and brief overview of background.

**Methods** Described in detail.

**Results/findings** Concisely reported in tables and figures with brief descriptions.

**Discussion** Clear and concise interpretation of results/findings.

**Tables and figures** To be presented in a separate Word file. Tables should be clearly typed, showing columns and lines. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all non-standard abbreviations used in each table. Illustrations and figures must be clear, well-drawn and large enough to be legible when reproduced.

**Photographs** These must be submitted in .jpeg format. Patients or other individual subjects should not be identifiable from photos unless they have given written permission for their identity to be disclosed. If permission is provided, this must be supplied.

### Referencing guidelines

The sources of information from others and ideas that are not your own must be appropriately acknowledged in your manuscript by the inclusion of in-text citations and an alphabetical reference list at the end. Paraphrasing is more preferable than direct quotes and primary sources must be used wherever possible.

The accuracy of the references is the author's responsibility. *JARNA* uses the APA referencing style, which is similar to a modified Harvard style. For further information, refer to the Publication manual of the *American Psychological Association* (6th ed, 2009). Citations in the text include the surname(s) of the author/s and the year of publication (Smith, 2001) which appear in brackets after the quotation, paraphrase or data cited. If there are



two authors, both names should be stated, using an ampersand (Smith & Jones, 2009). In the case of three to five authors, cite all authors the first time (Terrace, Petitto, Sanders & Bever, 1979), then in subsequent citations of this work use the surname of the first author plus *et al.* For six or more authors, use only the first author's surname plus *et al.* If the author is a government agency or corporate organisation, name the organisation in the parenthetical citation (National Health and Medical Research Council, 2001). If the organisation has a familiar acronym then use this in subsequent citations (NH&MRC, 2001).

Use quotation marks for quotations of fewer than 40 words. For quotations of more than 40 words indent the quotation as a block, without quotation marks and always include the page number.

## Examples of APA referencing style

### Journal

Author, A., & Author, B. (year). Title of article. *Title of Journal*, volume number(issue number), page numbers.

Antonakos, C. L., & Kazanis, A. S. (2003). Research process in the health sciences: A focus on methods. *Research and Theory for Nursing Practice*, 17, 257–264.

Clay, G. (2003). Assignment writing skills. *Nursing Standard*, 17(20), 47–52.

### Book

Author, A., & Author, B. (year). *Title of book* (edition if not first). Location: Publisher.

Shipley, W. C. (1986). *Shipley Institute of Living Scale*. Los Angeles, CA: Western Psychological Services.

### Edited book chapter

Author, A. A. (Year). Title of chapter. In B. B. Editor (Ed.), *Title of book* (pp. xxx–xxx). Location: Publisher.

Chow, T. W., & Cummings, J. L. (2000). The amygdala and Alzheimer's disease. In J. P. Aggleton (Ed.), *The amygdala: A functional analysis* (pp. 656–680). Oxford, England: Oxford University Press.

## Submissions of manuscripts

JARNA, in conjunction with Cambridge Publishing, now uses the world's leading manuscript management system – ScholarOne. Manuscripts for peer review will only be accepted via this online program. All tables, figures and photographs, as well as the main document and title page, are to be uploaded separately. Please ensure image files are between 700 kb and 2MB in size. The manuscript may be accompanied by a Word document with tables, figures and photographs embedded so as to show preferred positioning of such. This separate file can be uploaded at step 4 as a cover letter.

To submit manuscripts, go to <http://mc04.manuscriptcentral.com/jarna> and log into your Author Centre. Links to the login page can be found on the JARNA home page on Cambridge Publishing's website <http://www.cambridgepublishing.com.au/publications/journal-of-the-australasian-rehabilitation-nurses'-association.aspx> (click on 'Submit an Article') where a quick guide can be downloaded in 'Author Guidelines'. The ARNA website <http://www.arna.com.au/jarna.html> also has the links.

To create an account when using the system for the first time, click on 'Register here' under New User? in the middle right of the screen, or on 'Create Account' in the top right hand side of the screen. Please enter as much information as possible when creating an account.

Once in the system, the steps to submit an article are:

Step 1. Manuscript type, title, running head (abbreviated title) and abstract.

Step 2. Keywords – at least two are required, up to five allowed.

Step 3. Add co-author and edit your details (if necessary).

Step 4. Manuscript information and questions on funding, ethics, conflict of interest and copyright.

Step 5. Upload files.

Step 6. Review and submit.

The JARNA ScholarOne website has comprehensive guidelines and online tutorials to assist in using the system. Click on the orange Get Help Now in the top right hand corner. A PDF of the Author Quick Start Guide can be downloaded after choosing 'Author' as your role.

An email confirming successful submission of the manuscript is sent to the author with details about how to track the progress of the manuscript.