

Manuscript writing and editorial process. The case of *JAN*

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Aims of the workshop

The workshop will comprise presentations and interactive discussions in two sessions

- Preparing manuscripts and guidelines for authors
- The editorial process

The interactive sessions will provide guidance on the preparation of manuscripts and guidelines for authors to journals and will use the case of the *Journal of Advanced Nursing*. It will outline the use of electronic management systems. It will also describe the editorial and review processes with advice on improving papers and increasing the probability of acceptance

My profile

- [Professor of Health Research](#), Evidence based Practice Research Centre, Edge Hill University, UK
- Honorary Fellow, [Personal Social Services Research Unit, University of Manchester, UK](#)
- Editor *Journal of Advanced Nursing* 2002-2004; 2008 to date
- Founding Editor, Cochrane Incontinence Reviews Group 1996-2000
- International Editorial Board member and reviewer of key journals, author and book editor
- Research active 28 years and have held key academic and research posts in a number of national and international universities
- Undergraduate degrees in human biology; community health as well as Masters and PhD degrees
- Registered nurse and health visitor/public health nurse
- Fellow and member of learned societies and government organisations



The case of *JAN*



- *JAN* is an international, peer reviewed, scientific journal. We welcome papers that advance knowledge and understanding of all aspects of nursing and midwifery care, research, practice, education and management
- Impact factor – world’s most cited nursing journal with IF = 1.54 –ranked 9 of 85 (Nursing(Social science); 10 of 88 (Nursing(Science) in 2010 ISI Journal Citation Reports 2011. In top 10 for over a decade
- In 2010 260 articles published, the highest of all top 10 with the most citations of all journals included > 9,000 citations
- *JAN* is a global leader with increasing reach and media out reach. Over 3 million articles downloaded online per year accessible in 7000 libraries, read in 9 regions (80 countries) with authors from 31 countries
- See Wiley Online Library website www.wileyonlinelibrary.com/journal/jan



The case of *JAN*



- Around 95% of authors surveyed as part of quality assessment stated their reasons for choosing *JAN* was because of its reputation
- Fast and easy on line submission
<http://mc.manuscriptcentral.com/jan>
- Positive publishing experience double blind peer review with positive feedback
- Early view: rapid online publication with DOI for referencing for accepted articles
- Faster print publication than most competitors and online open access
- See Wiley Online Library website
www.wileyonlinelibrary.com/journal/jan

Preparing manuscripts and guidelines for authors

- Which journal to submit to?
- Know your key journals – nursing, others
- Clinical or other journals in your speciality
- Relevant interdisciplinary journals
- Look at reference list
- Look at published articles
- Identify the audience you want to write for –
 - clinical, research, mixed, general, speciality
 - regional, national, international
- Fit your writing to the audience – professional or public and the target journal

Preparing manuscripts and guidelines for authors






- Check the resources for authors
- Check journal websites
- Check overview, aims and scope of journal and editorial purpose
- Look at current volumes and articles
- Search the target journal for articles published on your subject – make sure you cite relevant ones
- FOLLOW THE AUTHOR GUIDELINES AND REQUIREMENTS
- Have manuscript peer reviewed BEFORE submission

Preparing manuscripts and guidelines for authors

- How many papers from a research programme or project needs to be planned and managed
- It is good practice to have a publications policy for agreed authorship, author order, contributions, manuscript drafting and comment and a plan for subjects and target journals
- Ensure all papers are linked explicitly and referenced
- Manage overlaps – avoid self plagiarism and salami slicing
- Each paper should include unique data, with its own relevant literature review and report own unique findings - justify
- Five year data rule – less for systematic reviews - justify your study/paper
- International relevance and context - justify

Preparing manuscripts and guidelines for authors

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- Essentials
- Virtual Issue - Cancer Care
- Virtual Issue - Older People and Stroke
- Virtual Issue: Dementia
- Virtual Issue: Self-Care
- Virtual Issue: Diabetes

JAN

JOURNAL OF ADVANCED NURSING

Journal of Advanced Nursing

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Edited By: Alison Tierney

Impact Factor: 1.54

ISI Journal Citation Reports © Ranking: 2010: 9/85 (Nursing (Social Science)); 10/88 (Nursing (Science))

Online ISSN: 1365-2648

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Volume 67, Issue 6

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Volume 67, Issue 5

April 2011

Volume 67, Issue 4

Most-Cited JAN Papers

Individual determinants of research utilization: a systematic review

Estabrooks, C. A., Floyd, J. A., Scott-Findlay, S., O'Leary, K. A. and Gushta, M. *Journal of Advanced Nursing*, 2003, 43: 506-520.

The gap between research and practice has been of concern in nursing for as long as we've been doing and publishing research.

JAN - The most-cited nursing journal in the world!

In the recently released 2010 Journal Citation Reports, *Journal of Advanced Nursing* has received an increased impact factor, making JAN the most-cited nursing journal in the world!

JAN is still ranked in the top 10 for both the Nursing Social Science and Nursing Science lists.

JAN's new 2010 Impact Factor is 1.54.

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Preparing manuscripts and guidelines for authors

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Author Guidelines

Before submitting a paper to the *Journal of Advanced Nursing*, please see [Essentials](#) for detailed guidelines by paper type and general journal information.

The Editors welcome papers that advance knowledge and understanding of all aspects of nursing and midwifery care, research, practice, education and management. All papers must have a sound scientific, theoretical or philosophical base.

All manuscripts are double-blind reviewed. Where appropriate, health services research statisticians review papers with statistical content. When the reviews are returned, the editor assigned to the paper reads the paper again and identifies any further modifications needed before the paper can be accepted. Our policy, like that of other journals, is that the reviewers' role is to advise the editor but it is the latter who makes the final decision.

The Editors retain the right to modify the style of a contribution but major changes will be agreed with the author(s) and author(s) are asked to check the final page proofs.

For detailed instructions about the style and content of papers, please see [Essentials](#).

Copyright

Authors will be required to sign a Copyright Transfer Agreement (CTA) for all papers, including abstracts, accepted for publication. Signature of the CTA is a condition of publication and papers will not be passed to the publisher for production unless a signed form has been received. Please note that signature of the Copyright Transfer Agreement does not affect ownership of copyright in the material. (Government employees need to complete the Author Warranty sections, although copyright in such cases does not need to be assigned). After submission authors will retain the right to publish their paper in various medium/circumstances (please see the form for further details). To assist authors an appropriate form will be supplied by the editorial office. Alternatively, authors may like to download a copy of the form from: www.wiley.com/go/ctaaglobal.

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- Virtual Issue: Self- Care
- Virtual Issue: Diabetes



Preparing manuscripts and guidelines for authors

- **Author guidelines** will provide details on –
- **Essential** requirements and format
- **Aims and scope** of the journal – make sure you meet these and your paper is relevant
- **References** – make sure you adhere to the style required e.g. Harvard, Vancouver, APA -6th edition etc. Specific to papers, books, chapters, reports and web sourced materials
- **Figures and tables** – make sure you adhere to requirements - usually each one is on a separate page after the references. Include abbreviations in footnotes. For reproduced or modified figures/tables authors should provide evidence of permission to use before submission
- See [Essentials](#) under **Special features**

Preparing manuscripts and guidelines for authors

SPECIAL FEATURES

- Essentials
- Virtual Issue - Cancer Care
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- Virtual Issue: Dementia
- Virtual Issue: Self- Care
- Virtual Issue: Diabetes

Here you click on the “Essentials” link, to take you to this page.

The screenshot displays the JAN website interface. On the left, a sidebar contains several navigation sections: 'SPECIAL FEATURES' with links to Essentials and various Virtual Issues; 'JOURNAL TOOLS' with options like Get New Content Alerts and RSS feed; 'JOURNAL MENU' with links to Journal Home and Find Issues; 'FIND ARTICLES' with an Early View link; 'GET ACCESS' with a Subscribe/Renew link; 'FOR CONTRIBUTORS' with Author Guidelines and Submit an Article; and 'ABOUT THIS JOURNAL' with links to News, Overview, Editorial Board, Permissions, Advertise, and Contact. The main content area features the JAN logo and title, followed by the publisher information (Blackwell Publishing Ltd) and a list of journal statistics: Edited By: Alison Tierney, Impact Factor: 1.54, ISI Journal Citation Reports © Ranking: 2010: 9/85 (Nursing (Social Science)); 10/88 (Nursing (Science)), and Online ISSN: 1365-2648. Below this, the 'Essentials' section is highlighted, containing three sub-sections: 'Essentials' (a general overview of submission requirements), 'Relevance' (guidelines on content relevance for an international audience), and 'Currency of data' (requirements for specifying data collection periods in research reports).

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Essentials

Essentials

Every paper submitted should be structured and written in accordance with *Journal of Advanced Nursing* (JAN) requirements and guidelines. This is to ensure completeness of content and clear structure. Please do not submit a paper written as an assignment or for another journal, or that does not use the Harvard referencing system, without prior restructuring and revision. Papers that do not comply with JAN's essential requirements will be immediately returned.

Relevance

Papers submitted should be relevant to the Aims & Scope of JAN and written in a way that makes the relevance of content clear for JAN's international readership. JAN has an international readership and authorship, for many of whom English is not the first language. A high standard of written English language is important for easy understanding internationally. Authors who are not fluent English language writers are strongly recommended to ensure that their manuscript is copy-edited by a native English speaker prior to submission, whether this is done commercially, informally or by a co-author.

Currency of data

The time period of data collection should be specified in an empirical research report, both in the abstract and in the body of the paper, in the form of a statement such as 'the data were collected during 2008' or 'data were collected over an 18-month period in 2006-2007'. Timely publication of results is regarded as good research practice: therefore, if the data are more than 5 years old by the time you are ready to submit your paper, or in the case of new analysis of older data sets, the contemporary relevance of the data should be clearly (and explicitly) explained in the text of the paper and commented on briefly in the abstract. A review paper should include, both in the text and the abstract, the inclusive dates of the literature searched and normally the search should have been completed no longer than 2 years before you submit the paper. Papers in the form of a protocol should mention in the text and the abstract the date (month and year) of its ethical approval and/or funding, and must be submitted in sufficient time to allow publication before the study is reported.

Preparing manuscripts and guidelines for authors

- **Essentials** – prepare your paper for that particular journal
- **Relevance** – make sure it meets the aims and scope and the English is to a high standard for easy understanding internationally. Have someone check this, informally or a co-author, and have your work peer reviewed before submission
- **Currency of data** – specify time period of data collection in abstract and main text. Timely publication of research is good practice and data generally less than 5 years old is the norm. Any older than this needs to be explicitly justified along with its contemporary relevance. Reviews of literature are normally no longer than 2 years before paper submitted. Protocols should include the date (month/year) of ethical approval and/or funding

Preparing manuscripts and guidelines for authors

- **Length** - <5000 words – includes quotations but excludes keywords, summary statement, references, figures and tables. Abstract 250 words
- **More than one paper** – prepare as freestanding papers. Rules of plagiarism apply. No self plagiarism
- **Title page** – separate to main manuscript.
 - Include full title, all author names and qualifications
 - Contact details of corresponding author
 - Acknowledgments if applicable
 - Conflict of interest and funding statements
- **Authors** – each named author must fulfil the ICMJE criteria for authorship 1,2 and 3.
 1. substantial contribution;
 2. drafting and revising article critically for intellectual content;
 3. final approval of the version to be published

Preparing manuscripts and guidelines for authors

- **Structure and format**
In order to ensure completeness of content there is a recommended structure and format for different types of papers. Click below on the type of paper you are planning to submit, and follow the guidance provided:
- **Review Papers:**
 - [Systematic review or other type of review](#)
- **Research Papers:**
 - Original Research:
 - [Empirical research - quantitative](#)
 - [Empirical research - qualitative](#)
 - [Empirical research - mixed methods](#)
 - [Clinical trial](#)
 - Research Protocols:
 - [Protocols for a research study or systematic review](#)
 - Research Methodology:
 - [Instrument Development](#)
- **Concept Analysis:**
 - [Concept analysis](#)
- **Discussion Paper:**
 - [Discussion paper](#)

Please note *JAN* no longer uses the category of Short Paper.

- **Statistical Guidelines**
Details on how to present statistical information in your paper can be found [here](#).
- **Publication Ethics**
For more information visit: <http://www.wiley.com/bw/publicationethics/>. If you have any questions that are not answered by the information provided on this website, please email the Editorial Office at jan@wiley.com.

Preparing manuscripts and guidelines for authors

- **Useful resources:**
- Christine Webb (2009) *Writing for publication*. Wiley-Blackwell, Oxford
- Nurse Author & Editor website
<http://www.nurseauthoreditor.com/>
- COPE Committee on Publication Ethics – Best Practice Guidelines for Journal Editors
http://publicationethics.org/files/u2/Best_Practice.pdf
- International relevance - see Tierney A (2005) [International relevance](#) *JAN* 51, 319-320.
Roe B (2009) [The importance of following up older people who have had a fall: global lessons](#). *JAN* 65, 2499.

Preparing manuscripts and guidelines for authors

- **Helpful hints and tips**
- [Making papers internationally relevant](#)
- International relevance should be demonstrated in *all* papers and in various sections, as follows:
 - **Abstract**
 - refer in the aims and/or background to the global relevance of the topic
 - include name/s of country/ies in which the work was undertaken
 - emphasise the international relevance of the conclusions

Preparing manuscripts and guidelines for authors

- **Helpful hints and tips**
- [Making papers internationally relevant](#)
- **Introduction**
- explain the problem or issue in its global context, for example:
 - by giving not only local statistics (e.g. prevalence, incidence) but also international benchmarks
 - by introducing a concept in terms of its universal understanding and relevance
 - providing cultural context when relevant
 - when referring to national policies try to give comparable policy directives in other parts of the world
- **Background/literature review**
- make clear that the review draws on the international literature
- where relevant, draw out international similarities and differences of approach and evidence

Preparing manuscripts and guidelines for authors

- **Helpful hints and tips**

[Making papers easy to read](#)

- **Shorter titles for papers are best:**
 - Aim for a maximum of 10 words
 - Put the most important words first. For example:
- Living with cancer: literature review
- Short words and sentences are always best. For example:
- use in rather than within
- on rather than upon
- use rather than utilize
- Write about ‘people with diabetes’, ‘people with cancer’ etc, rather than diabetics or cancer patients. People are people first and not appendages of their diseases

Preparing manuscripts and guidelines for authors

- **Table 2. General author guidelines for structuring an article**
- Taken from the *Journal of Advanced Nursing* (See Webb 2009)
- **INTRODUCTION** - rationale, context
- **Background** - This should be a substantial critical literature review. Should end with conclusions drawn from the review and justify the study
- **THE STUDY** -sub-headings as required by journal
- **Design/Methodology** - See Essentials. Quantitative e.g. Survey, RCT, descriptive; Qualitative e.g. Grounded theory, phenomenology
- **Sample/Participants** – type, size, description, justification for the above, power calculation, if appropriate, response rate

Preparing manuscripts and guidelines for authors

- **Table 2. General author guidelines for structuring an article**
- Taken from the *Journal of Advanced Nursing* (See Webb 2009)
- **Data collection** – subheadings for different types if appropriate, questionnaires, interviews, observation
 - Pilot study – if done, changes (if any) for the main study
 - When data were collected
- **Validity and reliability/Rigour** (as appropriate) – criteria used appropriate to design; steps taken to ensure this and give results. Insufficient to just say undertaken. Say how
- **Ethical considerations** – Ethics committee approval, state which information and guarantees given to participants.
- **Data analysis** – Say how including software used, if appropriate

Preparing manuscripts and guidelines for authors

- **Table 2. General author guidelines for structuring an article**
- Taken from the *Journal of Advanced Nursing* (See Webb 2009)
- **RESULTS/FINDINGS** – start with description of actual example studied. Use subheadings as appropriate. For qualitative research – findings and discussion/literature may be integrated
- **DISCUSSION** – start with limitations. Must be linked to the literature – make clear international relevance. Speak to an international readership
- **CONCLUSION** – real conclusions, not just a summary/
repetition of findings
Implications for practice/policy consistent with limitations and further research/ work

Submitting your manuscript

- **The Submission Process**

The *Journal of Advanced Nursing* uses a web-based submission and peer review system called ScholarOne Manuscripts. All papers should be submitted at <http://mc.manuscriptcentral.com/jan>

- If you are creating a new account:

1. After clicking on “Create Account”, enter your name and e-mail information and click “Next”. Your e-mail information is very important.

2. Enter your institution and address information as appropriate, and then click “Next.”

3. Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID), and then select your area of expertise. 4. Click “Finish”.

Submitting your manuscript

- **The electronic submission process**

Log-in to your author centre. Once you have logged-in, click the “Submit a Manuscript” link in the menu bar

- Enter data and answer questions as appropriate. You may copy and paste directly from your paper. Please note that abstracts need to be included in the main word file as well as in the free form box in ScholarOne Manuscripts.

Click the "Next" button on each screen to save your work and advance to the next screen.

Submitting your manuscript

- **The electronic submission process**

Upload of files:

1. Click on the “Browse” button and locate the file on your computer.
2. Select the appropriate designation of each file in the drop-down menu next to the Browse button.
3. When you have selected all files you wish to upload, click the “Upload Files” button.

Review your submission before sending to the Journal. Click the “Submit” button when you are finished reviewing.

You can check ScholarOne Manuscripts at any time to see the status of your paper <http://mc.manuscriptcentral.com/jan>

Submitting your manuscript

- Phew !! And that is it. Time to take a break ! Pausa !
- Any questions?

Thank you



In the next session we will look at

The Editorial Process