Instructions for Authors
"What JOCEPS Authors Should Know"

The main mission of the *Journal Chi Eta Phi Nursing Sorority, Inc. Health* (the Journal) is to communicate nurses' contributions, commitments, and relevance to the health and health care of minority and disadvantaged populations across the globe. The Journal aims to embrace all minority health care issues from the global to the local perspective and to publish articles related to minority health research, policy, practice, and education The journal also focuses on key issues related to nursing, health education, ethics, and the influence of the built environment on health. Contributions of original unpublished research, social science analyses, scholarly essays, critical commentaries, and letters to the editor are welcome. JOCEPS follows the guidelines of the International Committee and the Publication Manual of the *American Psychological Association (6th ed.).*

Deciding What to Submit

Informal Inquiries. The Editor cannot respond to individual queries regarding the appropriateness of planned contributions. Therefore, if a planned contribution is close to completion, please consult the detailed guidelines in order to better judge a paper's appropriateness. It is also helpful to consult the most recent issue of the Journal regarding our scope of coverage of minority health, nursing and other relevant issues.

Authors wishing to discuss the possible publication of groundbreaking information with the Editor, Frances C. Gray, may e-mail her at francegray2@aol.com. Organizations wishing to discuss publication of special supplements should also contact Frances C. Gray.

Manuscript Types. A variety of Journal formats are accepted in order to reach diverse audiences and fill varied needs within the health care community. Scholarly essays, critical analyses, and policy papers may be submitted as follows:

Commentaries provide thoughtful discussions of current topics (up to 2500 words in main text, 2 tables/figures, and an unstructured abstract of 120 words). *Analytic Essays* provide critical analyses of a broad range of minority health and nursing issues from

disciplines other than the biomedical sciences, including (but not limited to) the social sciences, human rights, civil rights, government, politics, health policy education, law, and ethics. (up to 3500 words in main text, 4 tables/figures, and an unstructured abstract of 120 words).

Research and Practice articles report the results of original quantitative or qualitative public health research (up to 3500 words in main text, 4 tables/figures, and a structured abstract of 180 words).

Briefs report preliminary or novel findings (up to 800 words in main text, 2 tables/figures, and an abstract of up to 80 words).

Nursing and Minority Health The*n and Now* is devoted to history that bears on contemporary nursing and minority health (up to 5500 words in main text, 4 images, and an unstructured abstract of 150 words).

Voices from the Past presents brief historical extracts of Chi Eta Phi Sorority and other minority pioneers that are republished with an accompanying biographical sketch (up to 2500 words in main text, no abstract).

Field Action Reports feature practice-based programs and initiatives that have the potential to advance the public's health and eliminate health disparities, both locally and more broadly (up to 1000 words in main text, 3 tables/figures/images, and a summary).

Letters provide brief comments on the findings of *Journal* articles or other noteworthy health advances (up to 400 words in main text, no abstract, limited to 10 references). Please note that word counts refer exclusively to the main text and do <u>not</u> include abstract, references, or acknowledgments.

Other formats may include short stories, poems on philosophical issues related to science, health and health care. These may include topics of human conditions or how people perceive and cope with illness or maintain good health. These articles will evoke compassion and understanding for human suffering, global health disparities and the impact of racism and social exclusion. If you wish to submit an article in one of these categories, please contact

francegray2@aol.com

Electronic Submission

The *Journal* is switching to an electronic submission process in anticipation of moving to a web-based submission system. All authors wishing to submit their manuscripts must do so as attachments to e-mail. The Journal <u>can no longer accept hardcopy versions of papers</u>. The advantages of this process include ease in record keeping; faster peer review and publication; savings on postage; and enhanced archival capability.

Providing Manuscript, Keyword, and Author Information

Information that you will need to submit by e-mail attachment includes:

- Author contributions;
- Article type and category;
- Abstract;
- Cover letter;
- Acknowledgments;
- Human participant protection statement;
- Submission agreement signature; and

Authorship and Contributorship. Individual contributions of each author must be specified in a single brief statement. Listing more than 6 authors requires justification.

Example: E.C. Frampton conceived of the study and supervised all aspects of its implementation. S. Hampton assisted with the study and completed the analyses. R.E. Lewison synthesized analyses and led the writing. N.C. Smithson assisted with the study and analyses. All authors helped to conceptualize ideas, interpret findings, and review drafts of the manuscript.

Authors must confirm that the content has <u>not</u> been published elsewhere and does <u>not</u> overlap or duplicate their published work. Exceptions are made for abstracts and reports from scientific meetings. Upon acceptance, all authors must certify that they will take public responsibility for the content and provide any relevant data upon request. All authors must also certify that they have contributed substantially to conception and design or analysis and

interpretation of the data, drafting or revision of content, and approval of the final version. Copyright is transferred to Chi Eta Phi Sorority, Inc. upon acceptance.

Cover Letter. Include a cover letter indicating the proposed category of the article. Also disclose all possible conflicts of interest (e.g., funding sources for consultancies or studies of products). Provide a brief indication of the importance of the paper to the field of minority health and nursing Finally verify that the final manuscript has been reviewed and approved by all authors.

Abstract. Good abstracts are important. Use complete sentences, and spell out acronyms at first mention. Abstracts for most articles should be 120 words or less (not including headings); Please note the requirements for each type of article as previously stated *Commentaries* (an unstructured abstract of 120 words). *Analytic Essays* (an unstructured abstract of 120 words), *Research and Practice articles* (a structured abstract of 180 words), *Briefs* (an abstract of up to 80 words), **Nursing and Minority Health The*n* and Now (** an unstructured abstract of 150 words), *Voices From the Past* (no abstract), *Field Action Reports* (a summary, no abstract), *Letters* (no abstract).

We use this version of your abstract to solicit referees to review your manuscript. Those documents not requiring an abstract should include a few summary sentences. Potential reviewers may view these abstracts/summaries before they accept or decline the assignment.

Acknowledgments. Disclosure of all financial and material support is required. Upon acceptance, the first author will be asked to certify that all persons who have contributed substantially to the work but who do not fulfill authorship criteria have been listed, and that written permission for listing them has been obtained.

Human Participant Protection. If human participants are involved, a statement of approval by an institutional review board (IRB) and the participants' informed consent is required. The *Journal* adheres to the Declaration of Helsinki of the World Medical   Association (http://www.wma.net/en/30publications/10policies/b3/).   If   IRB approval was not obtained, an explanation is required.

Manuscript Preparation. For word processing use MS Word. Please submit only a Word .DOC manuscript file. (If you prefer, you may submit in PDF format, but for review purposes only; a Word .DOC file will later be required as a final version for production if the article is accepted.) **Style:** *JOCEPS* follows the guidelines of the International Committee and the Publication Manual of the *American Psychological Association* (6th ed.).

Title Page (page 1 of the Manuscript File). All that is necessary on the title page is the title itself. **Authorship information must <u>not</u> appear on the title page (nor anywhere else in the Manuscript File)**. The Journal's review process is double-blind--to ensure an impartial evaluation, reviewers' identities will <u>not</u> be divulged to authors, and author's identities will <u>not</u> be available to reviewers until after an editorial decision is made. If you would like to include information such as the word counts for your abstract, main text, and references, as well as the number of tables/figures on the title page, please do so. This easily accessible information can be very useful to editors and reviewers.

Abstract (page 2 of the Manuscript File). Include the abstract as described previously.

Text (begins on page 3 of the Manuscript File). Add subheads for clearer presentation and informed reading (at least 1 subhead for every 2 pages). Text heads should be brief. The Editor reserves the right to shorten heads to fit. Use acronyms sparingly, if at all. The Editor recommends that you use only certain fonts: Times, Times Roman, Arial, and the Symbol font for special characters. Using other fonts could make a PDF more difficult to read.

References (within the Manuscript File). Format your references according to **American Psychological Association (APA) 6th edition**. Please follow the rules within the APA 6th edition Manual for in-text and reference list citations. Be sure to verify all references before submission of manuscript. For secondary sources, direct quotations, and citations from books or reports, give specific page numbers. Cite personal (written or oral) communications in the text only, giving source, degrees, type, and date [Example: (H.R. Smith, PhD, MPH, oral communication, May 2016.)]

References should appear after the main text (and before tables and figures) in the manuscript file.

Tables and Figures (within the Manuscript File). Please note the following guidelines for the number of tables, figures, and images: *Commentaries* (2 tables/figures), *Analytic Essays* (4 tables/figures), *Research and Practice articles* (4 tables/figures), *Briefs* (2 tables/figures, **Nursing and Minority Health The*n and Now** (4 images), *Voices From the Past* presents brief historical extracts of Chi Eta Phi Sorority and other minority pioneers that are republished with an accompanying biographical sketch (2 images), *Field   Action   Reports*   (3   tables/figures/images) Each table and figure should have a self-contained title that is fully comprehensible without reference to the text. Lettering in figures should be large enough to read once reduced to print. Figures should include legends and should be professionally drawn or created using a computer program. All figures and tables must be in black and white..

Tables should each be placed on a separate page at the end of the manuscript file you will upload. Figures in Excel format should appear directly after tables, each on a separate page. Figures in other than Excel format can either (1) be pasted onto the end of the Manuscript File, each on a separate page, or (2) be uploaded as figure   files   (see   Other   Figure   Files   below). Note: Excel tables are preferred. Only simple or text-heavy tables should be created in Word. Do <u>not</u> upload Excel files as figure files. Instead, you must submit Excel-based figures by cutting and pasting them   into   the   end   of   your   manuscript   file.

Other Figure Files. Upload non-Excel black-and-white (no color) charts and graphs as Figure Files. Formats <u>not</u> supported include the following: Bitmap (.bmp), Canvas (.cnv), CorelDRAW (.cdr), Excel (.xls), PhotoShop (.psd), PICT (.pict), and locked or encrypted PDFs. Multi-page PowerPoint files (.ppt) are <u>not</u> supported; however, one slide   per   file   is   acceptable..

Images. The Journal uses photography and graphics to illustrate the issues raised in our published articles. High-quality digital photos and other images should be uploaded as "Supplementary/Image Files." The image formats accepted are TIFF, PSD, EPS, WMF, PDF, and JPEG files of minimum 300 dpi resolution at 4 by 6 inches. TIFF files are preferred. Do <u>not</u> submit low-resolution images such as GIFs   saved   from   your   Web   browser   as   image   files.

File   *Format*

Common file types are grouped below according to level of acceptability. File extensions (suffixes) are given with each file type, and should be used in file names. Please do <u>not</u> use spaces or special characters in file names, and limit file names to 32 characters, including any file extension.

These formats are IDEAL:

- Separate file of minimum 300 dpi at 4 by 6 inches. We prefer TIFF (tif), EPS (eps), and PDF (pdf) files. Do <u>not</u> use any color in any graphs or figures.
- JPEGs of over 300 dpi resolution at over 4 by 6 inches.
- Digital color photographs saved as CMYK color, of minimum 300 dpi resolution at 4 by 6 inches.
- Slides or glossy photographs

These formats are ACCEPTABLE:

- Separate Excel (xls), PowerPoint (ppt), or Word (doc) file containing data and a graph. These applications produce images of low resolution (72 dpi). Please use simple but easily distinguished patterns in making bar graphs, and avoid using any shade of gray. Do <u>not</u> use color.
- Digital color photographs saved as RGB color, of minimum 300 dpi resolution at 4 by 6 inches.
- JPEGs of 300 dpi resolution at 4 by 6 inches.

These formats are UNACCEPTABLE:

- Hand-drawn (or mouse-drawn) graphs in any format. (Yes, we do get these.)
- Graphs of any format that use any color.
- JPEGs (jpg) or GIFs (gif) of typically low (72 dpi) resolution, unless very large (around 14 by 21 inches).

Resolution

Resolution is commonly expressed as pixels per inch (ppi), dots per inch (dpi), or dots or pixels per centimeter. The higher the resolution, the better the image at the same image size and the better it will look when printed at larger sizes. Some graphics applications can save files at high resolutions. We cannot use images of low resolution (less than 300 dpi) unless the image size is large

(around 14 by 21 inches at 72 dpi). Images made from line art should be of very high resolution: at least 1200 dpi regardless of size. Most Web images have a resolution of only 72 dpi, but the original image may be available in higher resolution, so check with the source.

Image   *Size*

Digital image quality also depends on the dimensions of the image, commonly expressed in inches or centimeters of width and height. These dimensions can be set manually in some graphics applications. Doubling the size of an existing image cuts its resolution in half; reducing an existing image will increase its resolution.

- If you are converting a slide to an electronic file, please be sure that its image size is increased from the original, or that resolution is set very high.
- Digital cameras allow you to choose the quality level of images they produce. If you use a digital camera to produce an image, always use the highest level of quality available. This typically will produce a usable large, low-resolution image.

File Size

Do <u>not</u> confuse image size with file size. File size is measured in megabytes (M), and is larger for bigger or higher-resolution images. Image file sizes can often range from 10M to 100M, but you should keep your file size below 20M if possible. If you are sending a large or high-resolution image to us as an e-mail attachment, please consider first compressing it to below 5M with a compression or stuffing utility such as WinZip or StuffIt. While we can receive a file of any size, some internet service providers limit the size of attached files to as little as 2M to 5M.

Submission Checklist

- Cover letter with conflict of interest disclosure
- Justification for more than 6 authors
- Explanation of authors' contributions
- Abstract (correct format and word limit)
- Text (manuscript file in Word format)
- References (accuracy, style, and numbering)

- Acknowledgments (funding sources, contributors who didn't fulfill authorship requirements)
- Human Participant Protection (IRB approval, consent)
- Tables (numbered, with title and footnotes)
- Figures (numbered, black-and-white, EPS, WMF, PPT, or PDF)
- Related supplementary material, including images (TIFF, PSD, EPS, WMF, PDF, or JPEG of more than 300 dpi, 4" x 6")

Review, Editing, and Production

We acknowledge new, revised, and resubmitted manuscripts upon receipt. Peer review of articles takes 2-3 months from submission to initial decision. The review process is double blind, with authors unaware of the identities of reviewers and reviewers unaware of the identities of authors until acceptance. The time from submission to final acceptance of reviewed/revised papers averages 5 months. Upon acceptance, authors will be asked to submit final version source files for editing and production.

Questions? Send an e-mail to francegray2@aol.com