

information for authors

MISSION STATEMENT AND PURPOSE

The Mission of THE JOURNAL OF CONTINUING EDUCATION IN NURSING is to support continued career competence through continuing education, staff development, professional policy, and advocacy.

THE JOURNAL OF CONTINUING EDUCATION IN NURSING advances the body of knowledge, theory, and methods about continuing competence in nursing by: (1) disseminating relevant and critical perspectives pertinent to the practice in the field; (2) evaluating the impact that issues in health care, nursing, and education have on the field; (3) reporting research findings resulting from studies conducted in the field; and (4) analyzing career development issues related to competence and learning. The Journal adheres to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (2008) of the International Committee of Medical Journal Editors. International submissions are welcome. They must relate to the mission of the Journal and meet the Journal's standards for manuscript preparation. Authors are encouraged to seek an expert in translation to assist with the manuscript's final development before submission to facilitate the review process.

TYPES OF ARTICLES

Original Articles

Research Articles are either qualitative or quantitative, include appropriate analysis techniques, report findings, and discuss implications for continuing education and staff development. Research projects with limited sample size should be converted to a non-research format to share the ideas for further research. Research articles should contain a structured abstract of no more than 150 words with a focus on the findings and conclusions, and should be divided under the following headings: Background, Methods, Results, and Conclusions. Reports of studies involving human subjects must indicate procedures for the protection of their rights, as well as IRB approval.

Non-research Articles are thought pieces or describe ideas and experiences that can be adapted by continuing education and staff development professionals and applied to or tested in settings other than the author's. This format is also appropriate for projects that started as research endeavors but had a small sample size. Non-research articles should contain an unstructured abstract of no more than 150 words summarizing the main points of the article.

Whenever possible, submissions should have broad implications, including national and global perspectives. When terms that are specific to one country or institution are used, are used, an accompanying sidebar defining those terms should be included. If there are relatively few distinctive terms, they may be defined in the text.

Columns

Columns are short pieces that focus on a single idea or activity or provide an overview/update of a particular topic. Columns should be 2 to 4 pages long (double spaced, including references), include a brief abstract, and have a maximum of one small table or figure. The column editors will review any submission to determine whether it meets the column guidelines.

Administrative Angles focuses on the practical aspects of continuing education administration, including organization, assessment, and evaluation.

Clinical Updates focuses on new developments and "cutting edge" information relevant for clinical practice.

Teaching Tips focuses on teaching strategies and the use of self-directed learning to enhance professional development and continuing education.

Letters to the Editor

The Journal accepts letters to the Editor about previously published articles or other topics relevant to continuing education or staff development. Letters should be no longer than 500 words, including references, if any. All letters should contain a clear message or point for readers. Letters may be edited for clarity or length, and may be submitted to the article author for a response. Letter authors must disclose any competing or conflicting interests, if applicable. Letters should be e-mailed directly to the editorial office at jcen@slackinc.com.

MANUSCRIPT PREPARATION

Manuscripts should focus on any area of continuing education or staff development as referenced in the Journal's Statement of Purpose. Manuscripts can range from 6 to 15 pages in length, including references, figures, and tables. Articles must conform to the following guidelines.

- **Typing.** Double space throughout the manuscript, including acknowledgments, abstract, text, references, figure legends, and tables. Page num-

bers should appear on each page.

- **Title Page/Author Information.** A title page or headers/footers including the authors' names should not be included to ensure blind peer review.
- **Key Points.** Provide three or four key point statements that summarize the main points of your article.
- **Abstract.** Research articles should include a structured abstract and non-research articles and columns should contain an unstructured abstract as defined under Types of Articles.
- **Style.** The Journal follows the style guidelines delineated in the *Publication Manual of the American Psychological Association*, 6th ed., 2009. Do not use error-prone abbreviations (see www.ismp.org/Tools/errorproneabbreviations.pdf for a complete list).
- **References.** References must conform to APA style. The author must assume responsibility for the accuracy of references. References should focus primarily on work that has been published in the past 3 years. Old citations should relate to the original work in the field, classic work related to the topic, or, in rare cases, the only other relevant work.
- **Tables.** Tables should be placed at the end of the manuscript, one to a page.
- **Figures.** Authors are encouraged to submit graphics and photographs to enhance the manuscript. Each image must be a separate, stand-alone file, named to match the figure number listed in the text (e.g., figure1.jpg). Figures will be printed in black and white only. Figure legends should not be included in the graphic file. A resolution of 300 dpi is required for quality reproduction; line art should be at least 600 dpi.
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MANUSCRIPT SUBMISSION

Manuscripts addressing one or more of the above purposes are acceptable for submission. Submit manuscripts to: www.rapidreview.com. Additional instructions for Rapid Review can be obtained from the editorial office. Manuscripts will be considered for publication with the understanding that they are original contributions that have not been published previously and are not under consideration by another publication. Authors must indicate if they have a financial interest in or serve as a consultant, reviewer, or evaluator for any product or company mentioned in the article.

Before any manuscript can be considered for publication, the Author Statement must be completed in full, signed, and dated by each author. The Author Statement can be found in PDF format online at <http://www.jcenonline.com/PDFs/JCENcopyright.pdf>.

REVIEW PROCESS INFORMATION

Manuscripts meeting the stated guidelines go through the classic peer review process common to most respected professional journals. All manuscripts are reviewed anonymously by a minimum of two reviewers. Time to first decision is usually 6 to 8 weeks. Accepted manuscripts will be assigned to an issue and authors will receive page proofs to review before publication. Complimentary copies of the issue will be mailed to the corresponding author following publication.

For more information, call the editorial office at 856-848-1000 or 800-257-8290, send us a fax at 856-853-5991, or e-mail us at jcen@slackinc.com. Our World Wide Web address is: <http://www.jcenonline.com>.

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