

INSTRUCTIONS FOR AUTHORS

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Editorial Policies

The Journal of Pediatric Health Care (JPHC) invites original didactic or research articles concerning pediatric clinical practice (primary, acute, specialty, home health, and school health care), health care policy, or role issues relevant to the pediatric nurse practicing in an expanded role. All Articles and Department features should be submitted via the Elsevier Editorial System (EES) at <http://ees.elsevier.com/jphc>. All manuscripts are accepted for publication with the understanding that they are contributed solely to the *JPHC*.

Statements and opinions expressed in the articles and communications herein are those of the author(s) and not necessarily those of the Editors, the National Association of Pediatric Nurse Practitioners (NAPNAP), or publisher. The Editors, publisher, and Association disclaim any responsibility or liability for such material and do not guarantee, warrant, or endorse any product or services advertised in this publication. Neither do they guarantee any claim made by the manufacturers of such products or services.

Manuscripts are reviewed by selected reviewers in appropriate specialties. Authors will be notified on receipt of their manuscripts. Notification of acceptance customarily requires 6 to 8 weeks. Acceptance is based on originality of ideas, significance for pediatric advanced practice nurses, validity, and adherence to the submission requirements (See "Manuscript Preparation").

Manuscripts become the permanent property of the *JPHC* and may not be published elsewhere without written permission from the author and *JPHC* publisher. All accepted manuscripts are subject to manuscript editing.

Copyright Statement

An e-mail generated from EES will be sent to the corresponding author confirming receipt of the manuscript. Upon acceptance of an article, authors will be asked to transfer copyright (for more information on copyright, see <http://www.elsevier.com/authors>). This transfer will ensure the widest possible dissemination of information.

Disclosure of Financial Interests and Potential Conflicts of Interest

Authors are required to provide full disclosure on potential conflicts of interest, including financial or personal relationships, interests, and affiliations relevant to the subject matter of the manuscript that have occurred over the past two years, or that are expected in the foreseeable future. This disclosure may include, but not be limited to, grants or funding, employment, affiliations, honoraria, consultancies, royalties, stock options/ownership, or expert testimony. Such information may be held as confidential during the review process. If the article is accepted for publication, a disclosure statement will appear with the article.

The disclosure statement should be included for each author on the title page. If an author has no conflicts of interest to declare, this must be stated. Authors should contact the Editorial Office with questions or concerns, but should err on the side of inclusion when in doubt. The following is sample text:

"Jane Smith reports having received lecture fees from XYZ Laboratories. Susan Brown disclosed consulting fees from 123 Inc. Elizabeth Wall reports no financial interests or potential conflicts of interest."

Title Page

Articles require a title page. It should include the title of the manuscript, author names with earned credentials (as per the American Academy of Nursing, www.aannet.org), address, e-mail address and disclosure statements (see Disclosure of Financial Interests and Potential Conflicts of Interest above). Any acknowledgments should also be listed here. The title page is withheld during the review process.

Manuscript Preparation

Manuscripts (text, excluding references and tables) should not exceed 15 to 20 pages. The text must conform to acceptable English usage. If abbreviations cannot be avoided, use the expanded form when first mentioned and abbreviate thereafter. Use generic drug and equipment names (trade names may be listed in parentheses at the point of first mention). If it is necessary to mention a trade name for equipment, the name must be followed immediately by the manufacturer's name and city/state. Pagination should begin with the first page of the manuscript as page 1 and continue through the entire manuscript. To each page, add Line Numbers, a function of Microsoft Word, prior to submitting.

Abstract. Abstracts for non-research articles should be limited to 100 words and appear on the first page after the title page. The abstract should be factual, not descriptive, and present the key points in the manuscript. Abstracts are not required and are not published for Departments with exception for Pharmacology Continuing Education.

Abstracts for research articles should be limited to 175 words or less, appear after the title page, and use the following headings:

Introduction: State the purpose or objective of the study, including the major hypothesis tested, if any.

Method: Describe the study design, setting, sample, and measures used to collect data.

Results: Describe the major outcomes and statistical significance, if appropriate.

Discussion: State the significance of the results.

References. Use the reference style of the Publication Manual of the American Psychological Association (APA) (6th ed., 2009). The reference list should appear on a separate page at the end of the text. The list should be double-spaced both between and

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within references. Only references cited in the text should appear in this list.

Tables. Tables should be double-spaced throughout, including column headings, data, and footnotes. Each table should be submitted as a separate file. They should be numbered according to their mention in the text. A concise title describing the table's content should be supplied for each table. All footnotes should appear immediately below the table, and all abbreviations not used in the text should be defined in a footnote. If a table or any data therein have been previously published, a footnote must give full credit to the original source.

Figures/Illustrations. Figures must be submitted in electronic format. All images should be at least 5 inches wide. Images should be provided as separate files in EPS or TIFF format per the instructions for online submission at <http://ees.elsevier.com/jphc>. Illustrations should be numbered in the order of their mention in the text. Please refer to the Author Artwork Instructions link at the *JPHC* online submission system (<http://ees.elsevier.com/jphc>) for additional information about artwork. The legends should be typed double-spaced on a separate page and numbered to correspond with the figures. If a figure has been previously published, the legend must give full credit to the original source and permission obtained.

Permissions. Direct quotations, tables, or illustrations that have appeared in copyrighted material must be accompanied by written permission for their use from the copyright owner and original authors along with complete information as to source. Authors are responsible for any permission fees. Photographs of identifiable persons must be accompanied by signed releases showing informed consent. Articles appear in both the print and online versions of the *JPHC*, and wording of the letter should specify permission for use in all forms and media. Failure to obtain electronic permission rights may result in the images not appearing in the online version. Additional information on securing permissions can be found at <http://www.elsevier.com/wps/find/authorsview.authors/permissions>. For Original or Department articles, fax signed releases to Martha Swartz, 203-737-5710, or e-mail to martha.swartz@yale.edu. Authors should retain a personal copy of all permissions obtained.

Supplemental materials. Supplementary data (i.e., multimedia files, additional images/datasets, etc.) to accompany your manuscript can be submitted. If the manuscript is accepted, such file(s) may appear with the online version of the article and the availability of the online file(s) will be noted in the printed version of the *JPHC*.

Submission of manuscripts. All new manuscripts must be submitted through the *JPHC* online submission system (<http://ees.elsevier.com/jphc>). Authors are requested to submit the text, tables, and artwork in electronic form (not as a PDF) to this address. In an accompanying letter, authors should state that the manuscript, or parts of it, have not and will not be submitted elsewhere for publication.

Submission of items includes 1) a cover letter, 2) title page with author information, 3) the manuscript (including abstract, manuscript text without author details, references, and table(s)/figure(s) with legends. Note figures and tables are to be submitted as separate files (see below). Revised manuscripts should also be accompanied by a unique file (separate from the cover letter) with anonymous responses to reviewers' comments. The preferred order of files is as follows: cover letter, title page, response to reviews (revised manuscripts only), manuscript file(s), ta-

ble(s), figure(s). Files should be labeled with appropriate and descriptive file names (e.g., JonesText.doc, Table2.doc). Upload text, tables, and graphics as separate files. Do not import figures or tables into the text document and do not upload the text as PDF.

Original manuscripts may be submitted with the goal of offering continuing education credit (see **Continuing Education** below).

All correspondence once the manuscript is submitted, including the Editor's decision and request for revision, will be by e-mail.

Authors who are unable to provide an electronic version or have other circumstances that prevent online submission must contact the Editorial Office prior to submission to discuss alternate options.

Writing Awards

The *JPHC* bestows two writing awards at the annual NAPNAP conference: the Ellen Rudy Clore Excellence in Research Writing Award and the Leah Harrison Excellence in Clinical Writing Award.

The Editorial Advisory Board selects the best research article based on the following criteria: research has significant relevance to pediatric nurses in advanced practice; article critically reviews prior research; article has logical consistency, i.e., clear match among purpose, research questions, or hypotheses, methods, and analyses; limitations are adequately addressed; assumptions, judgments and analyses are appropriate and accurate; future research needs are appropriately addressed; research is creative or involves an original approach to study the problem; clinical application is clearly described; writing style holds readers' interest; table, boxes, figures emphasize import points; and references are current and appropriate.

The Editorial Advisory Board selects the best clinical article based on the following criteria: topic has significant relevance to pediatric nurses in advanced practice; content is research-based; article is characterized by original thinking; assumptions/judgments are appropriate and accurate; content is relevant to advance practice; article provides a significant contribution to the nursing literature; tables, boxes, and figures emphasize important points; references are current and appropriate; writing style holds readers' interest.

Department Features

Department features are published in varying frequency from three to six times per year. Queries regarding department submissions can be sent to the corresponding or department editor listed. Suggested words counts for manuscript length are listed in the department descriptions.

Case Study-Primary Care. This section features case presentations reflecting either common or unusual clinical situations seen in primary care. Referenced answers to the work-up and management are provided. The anonymity of patients presented should be maintained. The Department is coordinated by Jo Ann Serota, MS, RN, CPNP, Beverly Giordano, MS, RN, CPNP, and Donna Hallas, PhD, PNP-BC, CPNP. Any reader interested in sending a query should direct their cases to the Corresponding Editor, Jo Ann Serota at joannserota@msn.com. See the suggested template for case study preparation at www.jpmedh.org. The suggested word count is 3000.

Case Study-Acute and Specialty Care. This Department features case presentations reflecting either acute or specialty care.

Referenced answers to the work-up and management are provided. The anonymity of patients presented should be maintained. The Department is edited by Terea Giannetta, MSN, RN, CPNP, Andrea Kline Tilford, MS, RN, CPNP-PC/AC, FCCM, and Karin Reuter-Rice, PhD, RN, CPNP. Andrea Kline Tilford is the corresponding editor for the Department, and Department queries should be directed to aklinetilford@gmail.com. See the suggested template for case study preparation at www.jpmedhc.org. The suggested word count 3000.

Health Policy. Current and compelling state and national health policy issues impacting children and their families are published; e-mail: Karen.duderstadt@nursing.ucsf.edu. The suggested word count for this department is 1500 words.

Pharmacology CE. Manuscripts on pharmacologic management of selected illnesses, specific drug use, and items of interest relative to pharmacology are published. This column is published three times a year and is a continuing education (CE) offering (see additional information in the **Continuing Education** section below). Queries for Pharmacology can be sent to the Department editors Elizabeth Farrington, PharmD, FCCP, BCPS at efarring@unch.unc.edu or Teri Moser Woo, PhD, MS, CPNP at woot@up.edu.

Practice Guidelines. The essential components of practice guidelines are development, peer review, and consensus. Practice guidelines may be prepared by an individual or by a group. For specific instructions, contact Robert Yetman, MD; e-mail: Robert.J.Yetman@uth.tmc.edu. The suggested word count is 4000 words.

Product Showcase. This section discusses new and recalled commercially available products intended for use by infants and children. Suggested topics and manuscripts queries should be submitted to Juanita Conkin Dale; e-mail: Juanita.Dale@childrens.com. The suggested word count is 1500 words.

Professional Issues. This Department features articles about professional issues of interest to pediatric advanced practice nurses. Submit topics of current interest to Deborah Callender, MS, CPNP, via e-mail: deborahcallender@hotmail.com. The suggested word count is 2500 for this column.

Research. This feature provides general research information to assist in the implementation, dissemination, and evaluation of research-based care by PNPs. Send potential topics to Rita H. Pickler, PhD, RN, PNP, at rpickler@vcu.edu. The suggested word count is 2000 words and usually addresses a research methodology issue.

On the Web. Information and educational materials for health care practitioners, patients, and families found on Web sites will be highlighted. Queries for this Department should be directed to Jennifer D'Auria, PhD, RN, CPNP, at jdauria@email.unc.edu. This Department will be published in the *Journals's* e-pages with linking capabilities to the Web sites discussed.

Letters to the Editor

Letters to the Editor raising some point of current interest or commenting on an article that appeared in the *JPHC* will be considered for publication. The Editor reserves the right to accept, reject, or excerpt letters without changing the views expressed by the writer. The author will have an opportunity to reply to the comments. All such letters should be submitted via the *JPHC* online submission system (<http://ees.elsevier.com/jphc>).

Continuing Education

Manuscripts and papers for the Pharmacology CE Department may offer continuing education credit. To be considered for continuing education, a manuscript must include the following items:

1. Demonstration of the prospective author's expertise in the subject matter through experience, education, or both.
2. Three to five objectives, using action verbs that require readers to demonstrate their understanding of the topic. For example: Explain the pathophysiology of..., Recommend an appropriate approach..., Discuss important considerations...
3. A researched, referenced manuscript of approximately 6000 words (including objectives, tables and post test questions/answers). The text must provide current, advanced, testable information on clinical or professional topics relevant for practicing pediatric nurses.
4. Ten multiple-choice questions with four responses each with the correct answers indicated. (See "Tips for Writing Test Questions" below.)
5. A resume or curriculum vitae for each author.
6. A faculty declaration form for NAPNAP must be completed by all authors. This form can be accessed at www.jpmedhc.org. Completed forms should be returned to Laura Nelsen via e-mail at lnelsen@napnap.org or by fax at 856-857-1600.

Posttest Question Construction

Questions should be based on the objectives and the issues covered in the article. Ideally, the majority of questions should be designed for the reader to apply the knowledge learned from reading the article (application of material) as opposed to simple recall of information.

1. Be sure the order of questions matches the sequence information in the narrative. For example, exam question #1 should correspond to the information that appears in the narrative first.
2. Remember that test questions should measure mastery of the objectives. After you have finished writing the test, go back to the objectives and be certain that the test includes questions that relate to each objective.
3. Make all questions multiple choice or true/false with possible options labeled "a", "b", "c", "d" for multiple choice and "a" or "b" for true or false.
4. Be certain that the three incorrect options are plausible.
5. Use the same terminology in the test as in the narrative. (For example, if the narrative refers only to "hypertension," use "hypertension," not "high blood pressure," in the test.)
6. Make sure the correct option is derived directly from the narrative and clearly defensible as the best answer.
7. Avoid using words in the correct option that are also found in the stem (the first part of the question). Doing so provides "clues" to the correct answer.
8. Make sure that the options are not mutually exclusive. For example, if option "a" reads, "Slows the heart rate," and option "b" reads, "Increases the heart rate," these two options are mutually exclusive. The test taker can be reasonably certain that "c" and "d" are extraneous, and that either "a" or "b" is the correct answer.
9. Be sure that one or more of the options are not included in another option. For example, if option "a" reads, "Affects the heart rate," and option "b" reads, "Slows the heart

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rate,” option “b” is actually included in option “a.” Thus, if “b” is a correct response, “a” is also.

10. Include an answer key.

The editor reserves the right to edit questions submitted for purposes of clarity and accuracy. The editors acknowledge the challenge of constructing a posttest that is accurate and clear. The *JPHC* CE Coordinator welcomes authors to develop a posttest and is willing to work with the author to develop the posttest into the finished product.

Continuing Education (CE) Approval Procedure

1. The number of contact hours is assigned by the continuing education department of NAPNAP.
2. Two members of the CE Review Committee not associated with the *JPHC*, who match the profile of the average *JPHC* reader, are asked to review the article. An average of

the time it takes them to read the article, find the answers in the text, think about the questions, and complete the posttest will determine the number of contact hour(s) assigned.

3. One contact hour equals 60 minutes.
4. CE Articles are approved for 1 year. At the discretion of the continuing education department, approval time may be shortened depending on the stability of the article content.
5. Readers may complete the posttest for free at www.napnapce.org or return it to the NAPNAP National Office by mail with the correct fee. A passing grade is 70%. A signed contact hour certificate is provided to each reader that successfully completes the post test.

For more information regarding development of learning objectives and posttest questions, please contact Laura Nelsen; e-mail: lnelsen@napnap.org.