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General information

Journal profile and objectives

Science of Nursing and Health Practices (Science infirmière et pratiques en santé) is an international, biannual, bilingual, open-access journal produced by the Quebec Network on Nursing Intervention Research (Réseau de recherche en interventions en sciences infirmières du Québec or RRISIQ). The editorial team encourages authors to submit articles that will contribute to advance knowledge regarding the development, adaptation, implementation, testing and evaluation of best practices in three fields of research:

- **Clinical practice** – clinical outcomes (including indicators of care quality and service utilization) concerning the physical, mental or social health of target client groups.
- **Service management and organization** – optimization of material and human resources dedicated to care; optimization of care processes and services; improvement of patient safety and health conditions.
- **Training and professional development** – learning, teaching and evaluation strategies, models or practices aimed at improving nurse and nursing student training and professional development; nursing competency development and competency level achievement.

The journal accepts the following types of manuscript: 1) research papers, 2) literature reviews and 3) knowledge-transfer articles. Only articles dealing with the journal’s topics of interest and complying with its manuscript preparation guidelines will be considered.

Editorial policies

- The journal publishes only unpublished articles reviewed by no other publication at time of submission. However, if aspects of the research on which an article is based have been published elsewhere, this should be indicated in the cover letter along with any corresponding URL.
- All authors must have made a substantial contribution to designing the study, collecting and analyzing the data, interpreting the results, drafting the manuscript, and revising it critically. All authors must have approved the manuscript submitted.
- For further information, authors should refer to the journal’s policies page at: https://snahp-sips.ca/journal/policies.html.

Ethical considerations

All manuscripts submitted to SNAHP-SIPS must be based on research conducted in strict compliance with the codes of ethics and conduct specific to each author’s professional association. Studies conducted with volunteers must have obtained the approval of a research ethics board and the free and informed consent of participants. Authors must specify in the Methods section whether participants provided verbal or written consent. If necessary, please refer to The Code of Ethics of the World Medical Association - Declaration of Helsinki.

The Editorial Board may reject articles based on studies involving human subjects if the studies have not been issued an ethics certificate number by a recognized, reputable institution.

Conflicts of interest

Authors must disclose all financial or personal ties that could have a bearing on their work or put them in a situation of conflict of interest.

Funding

Authors must also acknowledge the sources of funding that made the research or manuscript preparation possible.
Permissions
Authors are responsible for the content of their manuscript and for obtaining written permission (generally from the editors) to reproduce any material protected by copyright (e.g., excerpts, tables, figures) and clearly stipulating the source of the material.

Submitting a manuscript
All manuscripts must be submitted online at: https://snahp-sips.ca/cgi/submit.cgi?context=journal.
Authors must create an account in the system if they do not have one. If you have submitted to the journal in the past or have served as a reviewer for SNAHP-SIPS, chances are you already have an account.

Online submission is a five-step procedure:
1. The submitting author must first read and accept the Submission Agreement and the journal’s policies.
2. The submitting author must give their family name, first name, and institutional affiliation.
3. The submitting author must then indicate all co-authors, beginning with their email address, followed by family name, first name, and institutional affiliation.
4. The submitting author must duly complete the rest of the form and upload the required documents: 1) Full text submission; and 2) Cover letter. The cover letter can be uploaded separately or copied and pasted directly onto the form in the appropriate field.
5. The submitting author must click on the “Submit” button.
Authors will be emailed a notice of receipt once they have completed the submission procedure.

Documents to include in online submission

Abstract and keywords
An abstract of no more than 250 words must be submitted, in English and in French, in the fields labelled “Abstract” and “Résumé” of the form, respectively. The abstract (in both languages) must be structured with the following headings:
- Introduction
- Objective
- Methods
- Results
- Discussion and conclusion

The abstracts must be accompanied by a maximum of five keywords (French and English) chosen freely or from the MeSH database, for example.

Full text submission
The main document containing the full text uploaded to the system must be presented in the following order:

1) Abstract and keywords (bilingual)
2) The body of the article must include the following sections:
   - Introduction – issue, background and state of knowledge, justification of relevance of study and frame of reference; objective and research questions or hypotheses tested.
   - Methods – sampling, data collection methods and instruments; ethical considerations; data analysis procedures; means of ensuring validity and reliability of results.
   - Results – sample characteristics, results regarding each question or hypothesis.
   - Discussion – contribution of results relative to the study’s objective and contribution to the advancement of knowledge. Discussion of the study’s limitations.
• **Conclusion** – summary of main findings; study’s potential impact.

3) Endnotes, references, tables, and figures.

**IMPORTANT!**

At time of full text submission, the uploaded file must not include the name of any author or institutional affiliation for the sake of double-blind peer review.

**Cover letter**

The cover letter must specify the article’s objective and its expected contribution, and contain the following elements:

- Title and subtitle of article in English and French.
- For each author: name, academic degree, position, affiliation, and contact information, including email address.
- Name of first author (or corresponding author).
- Name and contact information of three potential reviewers with domain expertise who have no prior knowledge of the submission, have not collaborated with any of the authors recently, and are not from the same university or institution as the authors.

The editors reserve the right whether or not to refer to the proposed reviewers.

The cover letter must close with the following five headings:

1. **Author contributions**

   Each author’s contribution must be specified as per the criteria recommended by the International Committee of Medical Journal Editors (ICMJE).

   - For example: NP and PP designed the study and supervised data collection and analysis. YB collected and analyzed the data. NP organized the article and prepared the first draft. YB drafted the methods section and PP, the introduction and the literature review. All three authors revised and approved the final version of the manuscript.

2. **Acknowledgments**

   The authors recognize any individual or institutional support received:

   - For example: The authors would like to thank GL for her technical support, as well as the study participants and the administration of the hospital where data collection took place.

3. **Funding**

   Authors must declare all sources of funding for the research:

   - For example: The authors received funding from the [name of program] of [name of institution] to conduct this study.

   If authors received no funding, indicate the following: The authors received no funding from any funding agency, whether public, private or non-profit.

4. **Statement of conflict of interest**

   It is SNAHP-SIPS policy to require a statement of conflict of interest from all authors. If there are no conflicts to declare, indicate the following: The authors declare no conflict of interest.

5. **Ethics certificate number**

   Articles reporting on research involving human subjects must clearly cite the ethical approval obtained:

   - For example: The study received ethical approval [number] from the research ethics board of [name of institution].

If you have any questions, please write to melina.bernier@umontreal.ca.
Preparation guidelines

Given that manuscripts will be subjected to a double-blind peer review, the first version submitted should contain no information that may identify the authors. To this end, authors must make sure to clear all personal information (authors, manager, company, and last saved by) from the file properties. If you registered your name or email address when you installed your word-processing software, this information is automatically registered in your file. A file can contain other accessible information that is not immediately visible, such as hidden text, revised text (tracked changes), comments and field codes. To find out how to delete this information, use the Help function of your word-processing software. Furthermore, always in the interest of blinding the reviewers to the authors, if you must cite your own work, make sure to do so in the third person. For example, write “As Godbout and Girard (2011) pointed out in…” rather than “As we pointed out in….” If your manuscript is accepted, you will then be able to restore all references to yourself and your institution in subsequent versions.

Text format

- Articles must total 3,500 to 5,000 words (excluding notes, references, tables and figures).
- Use the Times New Roman font, 12 point for the body of the text, 10.5 point for tables, and 10 point for endnotes.
- Manuscripts must be 1.5 spaced, except for footnotes and references, which should be single spaced, as should block quotes (more than three lines), which should be indented in full without quotation marks.
- All margins (left, right, top, bottom) must be one inch (2.5 cm), including for tables and figures.
- Do not use headers and footers.
- Do not use boldface or underline in the text.
- Use italics only for foreign words and the p-value statistic.
- Use quotation marks only for citations that do not run more than three lines and to highlight words or expressions.
- For abbreviations, acronyms, and initialisms, indicate what they stand for in full the first time encountered.
- Decimals are indicated by a period in English (e.g., 0.65) but a comma in French (e.g., 0,65).

Quality of language

To be accepted for review, manuscripts must be drafted in faultless English or French. English spelling should comply with the latest edition of the Canadian Oxford Dictionary. French spelling should comply with the latest version of the Antidote spell-checking application (reformed spelling). Moreover, non-discriminatory language must be used at all times.

Tables and figures

Tables and figures must be placed at the end of the manuscript after the references and their location must be marked in the text (e.g., “Table 1 here” between two paragraphs). Tables and figures must be clearly identified (number, title) and sources cited, if applicable. Figures must be accompanied by a legend.

Visual aids (tables, figures and images) are accepted only if necessary for understanding the points being made and if they express more than words alone could. Visual aids must be saved in text format in a word-processing file, such as Microsoft Word, or as an image, but only in PDF format. Images in GIF and PNG format will be accepted only as supplemental content. Authors can use their author accounts to upload these additional files.
Tables must comply with the APA format and must contain no more than one bit of information per cell. The information must be left aligned. Column heads must be centre aligned. The table title must be in italics. Font size must be 10.5 point throughout, including the table number and title. For example:

Table 1

*Table title (in italics)*

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**References**

All in-text citations must figure in the reference list and vice versa. *References that are not cited in the text should not appear in the list of references.* End references must be listed in alphabetical order and numbered.

APA style must be used. Provide the digital object identifier (DOI) when available. Two forms are acceptable for online journal articles *with DOI*:


For online journal articles *without DOI*:


For other types of references (e.g., book, book chapter, dictionary, report, dissertation, thesis) or for information on the APA style (6th edition), visit the APA website at [http://www.apastyle.org/](http://www.apastyle.org/) or

- visit the [Université de Montréal](http://www.umontreal.ca) library website (in French)
- download the [document](http://www.umontreal.ca) from the Western University library website (in English).

For *in-text citations*, use the author-date system, which allows readers to find them in the reference list quickly and easily. For example:

- Single author: (Tardif, 1999)
- Two authors: (Woolley & Jarvis, 2007)
- Three to five authors: (Wyrostok, Hoffart, Kelly, & Ryba, 2007)

For references with three to five authors, cite all authors the first time. Subsequently, cite only first author followed by “et al.”
More than one reference cited in the same parentheses: (Levett-Jones et al., 2010; Tardif, 1999; Woolley & Jarvis, 2007). More than one reference published the same year for the same author: (Tardif, 1999a, 1999b).

When paraphrasing in text, indicate author’s family name and year of publication, for example: (Tardif, 1999). When quoting in text, indicate author’s family name, year of publication, and page of publication, for example: (Woolley & Jarvis, 2007, p. 427).

Preparation guidelines by manuscript type

Authors wishing to submit a systematic literature review (or a meta-analysis) should refer to a relevant reporting guide, such as PRISMA.

For qualitative studies comprising individual or group interviews, we recommend referring to the Consolidated Criteria for Reporting Qualitative Research (COREQ).

The journal also publishes knowledge-transfer articles. These are articles that assess the impact of knowledge-transfer projects on different practice settings. Knowledge-transfer articles must comply with the general manuscript preparation guidelines. The body of the text must include the following sections:

- **Introduction** – issue, description of transfer project, justification of relevance of transfer project and frame of reference.
- **Methods** – transfer method used, data collection activities, ethical considerations, data analysis procedures.
- **Results** – results of evaluation.
- **Discussion** – contribution of transfer project to improving practices.
- **Conclusion** – summary of main findings, project’s potential impact.

Review process

All submissions are first reviewed by the editor-in-chief. If they pass this filter, they are then subjected to a double-blind peer review. The role of the peer reviewers is to deliver to the editor-in-chief a recommendation (supported by a critical review) whether or not to publish a manuscript. The decision (accepted subject to minor revisions, accepted subject to major revisions, or rejected) is made by the editor-in-chief based on the reviews received. If reviewers disagree regarding the merits of a manuscript, the editor-in-chief may request the point of view of other reviewers. Then, if a manuscript needs more work, the authors will be sent an exhaustive list of required revisions and corrections and, after they have tended to these, they will receive a final decision.

- Following the review reports, authors will need to describe, point by point in a two-column table (Reviewers’ comments and Responses to reviewers) the changes they made to the resubmitted manuscript. The document must be blinded and submitted separately from the manuscript file.
- When authors resubmit their manuscript after making the required changes, they upload a copy of their article in which the authors’ names and affiliations have been restored. This file will not be seen by the reviewers but will be forwarded to the production team if the article is accepted for publication.
- To facilitate verification of the revisions and corrections made, all changes made to the manuscript during the review process must be visible in track changes mode in Microsoft Word.
- When a manuscript has been accepted for publication but before the journal proceeds with the final page layout, authors are asked to do a final proofread of their article in PDF format and to give their approval for publication within a given time limit. No significant changes or additions will be allowed at this stage of the process.
## Author’s checklist

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<th>Elements of submission</th>
<th>Overview of tasks</th>
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| Online form            | The submitting author must consent to the journal’s policies by clicking “Accept” at the bottom of the submission agreement.  
                          | Information (email address, first name, family name, institution) on the submitting author and all co-authors is registered.  
                          | Title and subtitle, and five keywords, in English and French, and a short title, in the language of the manuscript submitted, are entered on the form. |
| Cover letter            | The cover letter must mention the title of the manuscript in English and French, information (name, title, position, affiliation, contact information and email address) on all authors, designation of submitting author, contact information for three potential reviewers, and 1) authors’ contribution, 2) acknowledgments, 3) funding sources, 4) statement of conflict of interest, and 5) ethics certificate number.  
                          | The letter may be uploaded separately or copied directly in the designated field on the online submission form. |
| Full text submission   | Abstract (250 words) and five keywords, in English and in French, body of text in English or French, totaling 3,500 to 5,000 words and divided into five subsections (introduction, methods, results, discussion, conclusion), endnotes, references, tables and figures. Location of tables and figures must be marked in text. |
| Review process         | The first version of the article submitted must contain no information (names of authors or institutions) capable of identifying the authors.  
                          | Following the double-blind peer review process, authors must, as the case may be, resubmit their revised article in “track changes” mode, with their identifying information (names, institutions) restored.  
                          | They must provide in a separate blinded file a two-column table detailing the changes made in response to the reviewers’ comments.  
                          | The final decision whether to publish the manuscript is made by the journal’s editor-in-chief. |
| Ethical considerations | The authors must specify in the methods section of the body of the text how free and informed consent was obtained from participants.  
                          | The ethics certificate number and the institutional research ethics board must be indicated in the cover letter. |
| Conflicts of interest and funding | The authors must state whether they have any conflicts of interest.  
                                        | Moreover, they must reveal all sources of funding that made the study possible. |
| Permission             | Permission to reproduce any material already published must be obtained beforehand, if applicable, and their sources must be clearly indicated in the text. |
| Authors’ responsibilities | Each author’s contribution must be specified as per the ICMJE criteria and all authors must approve the final version. |