

GUIDELINES FOR AUTHORS

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General information

General information for authors

Science of Nursing and Health Practices (SNAHP) 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 potential authors to submit articles that contribute to advance knowledge regarding the development, adaptation, implementation, testing and evaluation of best health 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.
- **Education and professional development** – learning, teaching and evaluation strategies, models or practices aimed at improving nurse and nursing student education 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 adhering to its manuscript presentation guidelines will be considered.

Editorial policies

The journal publishes only unpublished articles reviewed by no other editor at time of submission. However, if aspects of the research on which an article is based have been published elsewhere, that document's URL should appear on the title page of the manuscript being submitted. 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. The manuscript submitted should be approved by all authors. Each author's contribution should be specified in the "Authors' contribution" section preceding the "Acknowledgments" section.

Ethical considerations

All studies on which manuscripts submitted to Science of Nursing and Health Practices are based must be conducted with the utmost adherence to the codes of ethics and conduct specific to each author's professional association (or The Code of Ethics of the World Medical Association — Declaration of Helsinki), particularly in the case of research involving human participants. Studies conducted with volunteers must have obtained the approval of a research ethics board and the free and informed consent of participants (provide the ethics certificate number).

Conflicts of interest

Authors must disclose all financial or personal ties that might influence their work or put them in a conflict-of-interest situation. They 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.

Submission and review procedures

Manuscripts must be **submitted** as a Word file via our online editorial management system at <http://snaHP-sips.ca/journal/>. Authors must also submit the names of three potential reviewers that the editorial board may take into account, if needed. Authors receive a notice of receipt upon submitting their manuscript.

Submitted manuscripts are subjected to a **preliminary review** by the editor-in-chief. Manuscripts that make it past this first stage are then subjected to a **double-blind peer review**. The role of the reviewers is to recommend to the editor-in-chief, on the strength of a critical review, whether or not to publish a manuscript. The **final decision** is made by the editor-in-chief, based on the reviews received. If a manuscript requires changes, an exhaustive list of these is conveyed to the authors. Once the changes are made in response to the reviewers' comments, authors must detail the changes point by point in a letter accompanying their manuscript. Should reviewers diverge in their opinions, the editor-in-chief may solicit the viewpoint of an additional reviewer.

When a manuscript is accepted, authors must sign a copyright transfer agreement available on the journal's website and return it by email. Before the journal finalizes the page layout, authors must check and validate the PDF version of the manuscript and return it within seven days. No further substantial changes or additions will be possible thereafter.

Presentation guidelines

In light of the double-blind peer review, manuscripts should contain no information by which it would be possible to identify the authors. To this end, authors must make sure to remove all personal information (author, manager, company and person who last saved the document) generally found in the document properties or metadata. If you registered your name or email address when you installed your word-processing software, this information is automatically registered in your files. A document 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 eliminate this information, refer to the Help feature of your application, under protection and confidentiality.

Furthermore, always in the interest of ensuring author anonymity during the review process, 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 put back all references to yourself and your institution in the final version.

Documents needed to submit a manuscript

Abstract and keywords

When submitting your manuscript, in the text box under “Abstract”, please include two 250-word abstracts (one in English, one in French) with the following headings:

- Introduction
- Objectives
- Method
- Results
- Discussion and conclusion

Along with these, submit also a maximum of five keywords (French and English) (e.g., keyword “free” and MeSH terms).

Full text submission

Manuscripts must be structured as follows:

- 1) abstract and keywords;
- 2) body of text, anonymized, which includes the following sections:
 - **Introduction** – issue, background and state of knowledge, justification of relevance of study and frame of reference; aim/objective and research questions or hypotheses tested.
 - **Method** – 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 aim or 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, figures and appendices.

Cover letter

- Title and subtitle of article in English and French.
- For each author, give the following information: name, academic degree, position, affiliation, and contact information, including email address.
- Specify the name of the first author (or corresponding author).
- Submit the name and email address of three potential reviewers.
- Contribution of each author, acknowledgments, funding sources, conflict-of-interest statement and ethics certificate number.

Text format

- Articles must contain 3500 to 5000 words.
- Use the Times New Roman font, 12 point for the body of the text and 10 point for endnotes.
- Manuscripts must be 1.5 spaced, except for long citations, footnotes and references, which should be single spaced.

- 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 lowercase “p” in statistics. Use quotation marks for citations and to highlight words or expressions.

Quality of language

To be accepted and reviewed, manuscripts must be written in perfect 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 is mandatory for all manuscripts.

Tables and figures

Visual aids (tables, figures and graphic material) are accepted only if necessary for understanding the content and if they express more than words could. Visual aids difficult to produce with a word-process program may be submitted in PDF format. Tables and figures must be clearly identified (number, title, sources) and figures must be accompanied by a legend.

References

All sources cited in text must figure in the list of references and all end references must be cited in text.

Follow the APA style for **end references**. For information on the APA style (6th edition), visit the APA website at <http://www.apastyle.org/>. Digital object identifiers (DOIs) should be given whenever available.

For **in-text citations**, use the author-date system, which allows readers to quickly and easily find the sources cited in text in the reference list. When referring to an article, cite the author’s family name and the year of publication. When quoting an article, cite the author’s family name, year of publication and the page number.

Presentation guidelines by manuscript type

We encourage authors who wish to submit a **systematic literature review** to refer to a relevant reporting guide, such as PRISMA (for meta-analyses as well).

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 adhere to the general manuscript presentation 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.
- **Method** – 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.