

# Author Guidelines

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Manipal Journal of Nursing and Health Sciences (MJNHS), an official publication of Manipal College of Nursing Manipal, Manipal University, is an international, peer-reviewed journal published bi-annually. The journal invites articles in the following sections: research articles, systematic reviews, review articles, case reports/case series and nursing/medical education and healthcare administration reports. MJNHS follows the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals, issued by the International Committee of Medical Journal Editors (ICMJE Recommendations), and the Committee on Publications Ethics (COPE) code of conduct for editors.

MJNHS aims to promote excellence in nursing, research and healthcare with vision to advance knowledge for practice, education, research and administration in healthcare. The journal is intended to disseminate high quality research, reviews, clinical and contemporary health care issues based articles to the advancement of evidence based healthcare.

The intended readers of the journal are health care professionals in all domains, at all levels who are committed to advance practice and professional development on the basis of new knowledge and evidence.

## Editorial Process

Articles received will be reviewed for probable publication with the consideration that it has not been published anywhere, concurrently submitted, or currently accepted for publication by other publishers. All articles received will be duly acknowledged. The scientific quality of each article will be evaluated on the uniqueness, originality, scientific content, ethical issues, reliability of the interpretation of the findings and usefulness to majority of the readers. Accordingly, the editorial board would first review all the submitted articles and make a preliminary assessment. Articles that do not meet the guidelines will be rejected and will be intimated to the corresponding author.

Appropriate articles will be reviewed by at least two reviewers. Double-blinded peer review process will be followed, and based on the comments of the reviewers, final decision on the suitability of the article will be taken. The authors should make sure that their names do not appear anywhere in the manuscript, except in the title page. The editorial board ensures that the corresponding author is informed about the acceptance/rejection of article and the reviewers' comments within four months of submission.

The corresponding author is requested to submit the revised version of the article, if the reviewers suggest resubmission with modification/s.

## Originality Policy

Authors should certify in the contributors' form that their work is original and has not been published elsewhere, and is not under consideration by any other journal. If the authors have used the work and/or words of other authors, then this should be aptly cited or quoted. Authors should have the ethics committee approval for the studies conducted on patients or volunteers as well as the informed consent, which should be documented in the article.

The Journal reserves the right to use plagiarism detection software and to inform the corresponding author. If plagiarism is detected, the article will be rejected. Once the article is rejected, it cannot be resubmitted again under the original or modified title, without modification of the content.

## Submission of Articles

Articles/manuscripts can be submitted through online: <http://ejournal.manipal.edu/mjnhs/> or email to editor at [editor.mjnhs@manipal.edu](mailto:editor.mjnhs@manipal.edu)

All articles should be typed with the following specifications: Times New Roman, font size 12, single spacing and in word format with one inch margin on all sides.

The file should contain the following:

### 1. Title page:

This file should provide information on:

- Type of article: Original Research/ Systematic Review/ Review Article/ Case Report/ Case Series
- The title of the article should be concise, self-explanatory and should not exceed 25 words.
- Names of all authors/contributors (with their highest academic degree, designation and affiliation)
- Name(s) of department(s) and/ or institution(s) to which the work should be credited.
- The name, address, e-mail, and telephone number of the corresponding author.

### 2. Abstract

The abstract should not exceed 250 words in case of research articles, systematic reviews and review articles. In case of case reports/case series, abstract should not exceed 150 words. The abstracts of research articles must follow

the headings: Introduction, Objective, Methods, Results and Conclusion. The abstract page should have the title on the top followed by the abstract.

**Key words:** At the end of the abstract, key words should be provided (Minimum 3 and maximum 10).

### 3. Article file

The main text of the article, including tables, figures and references should be in this file. The file must not contain any mention of the authors' names, affiliations and initials. Page headers/running title can include the title but not the authors' names.

**3.1 Research article:** The article should be original research work done by the authors and presented in the following format: Introduction, Objectives, Material and methods, Results, Discussion, Conclusion and References with a maximum of 3000 words excluding references. A maximum of 30 references may be given. The article must specify written informed consent and Institutional ethical committee approval.

**3.2 Systematic Reviews and Review articles:** Article must be on a topic of interest to the healthcare discipline and can be up to 4000 words excluding tables, abstract and references. Number of references should not exceed 80.

**3.3 Case reports/ Case Series:** All articles that describe details of human subjects or involve patient details should clearly state that written informed consent has been obtained from the concerned patient/s. In case a patient is not in a position to give consent and is a minor, consent from the relative of the patient has to be obtained. Number of references should not exceed 10.

**3.4 Invited articles:** Experts in a field who have made substantial contributions to a specific area/ topic will be invited by the editor to contribute an invited article to the journal. Invited article should cater to the broad readership of the journal and can be up to 1500 words.

### Tables

Maximum of four tables per article is permitted. Tables should be given within the text, numbered and cited in a consecutive order, using Arabic numbers. Table should have a brief title and legend for each. Table title should be in italics, not bold and the first letter of each word in the title should be capitalized

### Figures/Pictures

Maximum of three figures/pictures per article is permitted. Figures/pictures should be given within the text, numbered and cited in a consecutive order, using Arabic numbers. Figures/pictures must have a brief title and legend for each. Figure title should be in italics, not bold and the first letter of each word in the title should be capitalized.

Figures/pictures must be presented in black and white, with good quality (at least 300 dpi, minimum size of 8"x5" and preferably in jpeg format.

### Abbreviations and Symbols

Use only standard abbreviations and sparingly. It can be introduced only after the first use of expanded form followed by the abbreviation within parenthesis; thereafter use it consistently. Avoid abbreviations in the title of the article.

### References

Citations in the text as well as the references should follow the referencing style provided by the American Psychological Association (APA)-sixth edition. Make certain that every reference quoted in the text is presented in the reference list.

#### In-text citations (examples):

##### One work by one author

D'Souza (2010) found that...

The result was found in early onset (D'Souza, 2010).

##### One work by two authors

D'Souza and Lewis (2013) found... (First citation)

(D'Souza & Lewis, 2013)- Parenthetical format

##### One work by multiple authors

D'Souza, Lewis, and Rajan (2012) found... (First citation)

D'Souza et al. (2012) found... (Use for subsequent citations per paragraph)

D'Souza et al. (omit year from subsequent citations after first non-parenthetical citation)

##### One work by six or more authors

D'Souza et al. (2014) – first citation, (D'Souza et al., 2014) – Parenthetical format

### Groups

World Health Organization (WHO 2004)

WHO (2004) – subsequent citations / (WHO, 2004) - Subsequent parenthetical citations in-text

### References (examples)

#### Journal Article

- Author, A.A., Author, B.B., & Author, C.C. (1994). Title of article. *Title of Periodical*, xx, xx-xx.

### Online periodical

- Author, A.A., Author, B.B., & Author, C.C. (2000). Title of article. *Title of periodical*, xx, xxx-xxx. Retrieved month day, year, from source.

### Book

- Author, A.A. (1994). *Title of Book*. Location: Publisher.

### Book with no author

- Merriam- Webster's collegiate dictionary (10<sup>th</sup> ed.). (1993). Springfield, MA: Merriam-Webster.

**Acknowledgement:** Write about the people in your study in a way that acknowledges their participation

### Source(s) of support in the form of grants/equipment/drugs

**Conflicts of Interest, if any:** Authors should disclose all relationships that could be potential conflicts of interest.

2. **Authorship and Responsibilities:** Authors must follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, available at [www.icmje.org](http://www.icmje.org). The authors must have substantial contribution to the work reported in the manuscript. All authors' must sign copyright/contributors' form and the scanned copy must be submitted along with the article. Authors should also take public responsibility for the content published in the article and in case of some clarification sought; the authors should be able to reply to the queries.
3. **Copyright:** Submission of an article to Manipal Journal of Nursing and Health Science denotes that the work

described has not been published before (except in the form of an abstract or as part of a published lecture or thesis) and is not under consideration for publication elsewhere. If the article is accepted for publication, the authors agree to transfer the copyright to the Editorial board. No part of the publication may be reproduced in any form or by any means, without the prior permission of the Editorial board.

4. **Publication/Processing fee:** There is no publication or processing fee for publishing in MJNHS.

### Manuscript submission checklist:

- Cover letter
- Copyright statement/contributor's form to be signed by all authors
- Soft copy of manuscript
- Title page
- Title of manuscript
- Full name(s) and affiliations of author(s); institution(s) and city(ies) from which the work originated.
- Name, address, telephone and e-mail address of corresponding author
- Short title
- Number of pages, number of figures and number of tables.
- Abstract along with title, key words and short title.
- Article proper (double spaced)
- Acknowledgements
- References
- Tables
- Figures/photographs and legends
- Permissions to reproduce published material