



## Guidelines for Authors

The *Journal of the National Black Nurses Association* (JNBNA) is published twice a year (Spring/Summer and Fall/Winter). Articles are considered on a continuing basis.

JNBNA publishes scholar papers, research reports, critical essays, resource listings, documents and review focusing on issues related to factors affecting Black health care and nurses.

JNBNA has as its purposes to: 1) provide a forum for critical discussion of relevant issues related to Black health care (these issues may include discussions of educational, social, economic, and legislative topics); 2) be a vehicle for the exchange of scholarly works of Black nurses; and 3) disseminate knowledge about critical practices, research, education, and health-care management which affects the Black community. Each paper is accepted with the understanding that it is to be published exclusively with the JNBNA. A written copyright release form must be returned for the file before an article is accepted for final publication. No materials published in the JNBNA may be reprinted or published elsewhere without the written permission of the JNBNA. The journal prefers to receive information by electronic submission. A letter should be in the body of the email document. Manuscripts should be attached to the e-mail in *Word 2000 or higher along with a pdf of the document*. Dr. Giger's e-mail address is: JGiger@auhs.edu; joygiger@aol.com. E-mail documents must follow all of the guidelines below with the exception of the number of hard copies submitted (should you choose to mail your manuscript). Should you choose to mail your manuscript, please address all editorial materials to:

**for US Postal Service only:**

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**Manuscripts and Abstracts.** If you choose to mail your manuscript, please submit an original and three copies of your manuscript, and retain a copy for your files. Regardless of method of submission, you must include an abstract of 150 words or less with the manuscript with clearly identified indexing words at the bottom of the abstract. If you choose to submit via mail or an express service, copies will not be returned. In addition, a copy of the manuscript in *Word 2000 or higher and a pdf of the document* must be submitted on a CDROM. The abstracts should summarize as completely as possible the objectives of the article and the facts and conclusions contained in the article.

**Preparation of Copy.** The manuscript (including references, tables, and appendices) should be double-spaced and typed on 8 1/2 x 11 inch paper with margins of 1 inch on all edges. The name of the article should appear on the first page of the manuscript. A separate cover should indicate the title of the article, name, address, position, institutions, and should be made only on the cover page so that the manuscript may be reviewed confidentially. No more than a three-sentence biosketch should be included.

**Length of Manuscript.** Although the importance of the article will in large part determine length, it is recommended that research articles, critical essays and in-depth interviews should not exceed 5,000 words, or approximately 16 double-spaced, typewritten pages, including references, tables, and appendices. Reviews, resource listings, and documents should not exceed 6 typed, double-spaced pages.

**Style.** JNBNA utilizes the APA format. Therefore, authors should consult the *Publication Manual of the American Psychological Association, Sixth Edition, 2009* for details as to format. These guidelines should be followed for all citations and references. Double-spaced references should be used.

**Editorial Process.** A blind review process is used. Each manuscript is reviewed by at least three members of the Editorial Review Board. JNBNA reserves the right to edit as needed, in accordance to space limitations and guidelines, in consultation with the author.

The following are the criteria which reviewers use in judging the work submitted and are rated on the scale of 1 to 5: appropriateness of publication for JNBNA; the focus of the article; the relative importance of problems addressed in the paper; the adequacy of presentation (i.e., methodology/concept base, description of practice, etc.; and clarity of presentation (writing style, grammar, organization, conciseness, readability, etc.).

Additionally, reviewers list the strengths and weaknesses of the paper. Comments will be shared with authors upon request.