



Guidelines for Authors

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

JNBNA publishes scholarly papers, research reports, critical essays, resource listings, case studies, documents and reviews 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 email in *Word 2014 or higher along with a pdf of the document*. Dr. Giger's email address is joygiger@aol.com. Email 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:

Dr. Joyce Newman Giger, Editor, *The Journal of the National Black Nurses Association*
 Professor, Florida International University, Professor Emerita, School of Nursing, UCLA
 29146 North Bentley Way
 Canyon Country, CA 91387
 joygiger@aol.com

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 2010 or higher and a pdf of the document* must be submitted on a CD ROM. 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 and Ethical Guideline. *JNBNA* utilizes the APA format. Therefore, authors should consult the Publication Manual of the American Psychological Association, Seventh Edition, 2020 for details as to format. These guidelines should be followed for all citations and references. Double-spaced references should be used. Use of the APA Manual is intended to prevent plagiarism and use of prior published work. Authors should adhere to strict ethical guidelines.

NECESSARY COMPONENTS OF THE ARTICLE:

Institutional Review Board Approval. All manuscripts that use human subjects in the research must receive IRB approval and must clearly state the process of informed consent in the structure of the article.

Order of Authorship. Each author named on the manuscript must have contributed to the work submitted. The order of authorship must be determined before the manuscript is submitted to the editor for review. If the order of authorship is raised later as a dispute, the manuscript will be dropped from consideration for publication.

Previously Published Work. *JNBNA* only accepts original manuscripts for publication. Manuscripts submitted cannot have been published anywhere else in part or whole. This statement also includes abstracts, book chapters, or conference proceedings, etc.

Financial Conflicts of Interest. With articles submitted, no competing financial interests can exist.

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 that 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.

Timely Consideration of Errata. Authors should immediately notify the Editor when an error is found in published edition. Upon notification, such work will be corrected in the next regularly scheduled edition. A corrected printed galley of such work will be provided to the author(s).