

National Emergency Nurses Affiliation Inc.



Policy	Guidelines for CJEN Article Submission
Pages	3
Approval Date	April 2014
Past Revision Dates	November 2009, November 2011
Next Revision Date	November 2016

EDITORIAL POLICY

NENA "*Canadian Journal of Emergency Nursing*" (CJEN) welcomes the submission of clinical and research articles relating to the field of emergency nursing care and articles of human interest related to emergency nursing and emergency nurses.

Statements or opinions expressed in the articles and communications are those of the author(s) and not necessarily those of the editor, publisher and/or NENA. The foregoing disclaim any responsibility or liability for such material and do not guarantee, warrant or endorse a product or service advertised in this publication; neither do they guarantee any claim made by the manufacturer of such product or service.

Authors are encouraged to have their articles read by others for style and content prior to submission.

PREPARATION OF MANUSCRIPTS

1. The original copy of manuscripts and supporting material should be submitted to the NENA *CJEN* editor. The author should retain one complete copy.
2. Manuscripts must be prepared in an electronic file on Word Perfect or Word, IBM compatible; double-spaced (including references), and formatted to fit on 8 1/2" x 11" paper with 2.5 cm margins. Manuscripts must be submitted in electronic form.
3. Authors name, credentials, a brief biography, and Province of origin must be included. A digital image of the author(s) is desirable.
4. Clinical articles should be limited to 6 formatted pages unless discussed in advance with the editor.
5. Direct quotations, tables, photographs, and illustrations that have appeared in copyrighted material must be accompanied by written permission for their use from the copyright owner and original author and complete source information cited.
6. Plagiarized content will disqualify the submission from publication.
6. Photographs of identifiable persons, whether patients or staff, must be accompanied by signed releases, such as the following: "I hereby give (author's name) permission to use the photograph of (subject's name) in the NENA *CJEN*."



LETTERS TO THE EDITOR

Letters raising a point of current interest or commenting on an article should be no longer than one typewritten page. The editor reserves the right to accept, reject, or excerpt letters without changing the views of the writer. The author of an article will have an opportunity to respond to unfavourable comments.

BOARD MEETING HIGHLIGHTS

Highlights of NENA Board of Directors meetings will be submitted by the NENA Secretary to keep the membership informed. President's report will be submitted annually.

RESEARCH STUDIES/ABSTRACTS

Readers are encouraged to submit abstracts of research studies that would be of interest to emergency nurses. A research abstract is a brief description of the problem, the design and method, and the important findings of a study. If taken from the research literature, the abstract must include the title, author(s), publication, volume, page numbers, and year of publication. Abstracts must be submitted on computer disc, and/or in an electronic format, on Word Perfect or Word, IBM compatible

CASE STUDY/CLINICAL ARTICLES

Readers are encouraged to submit actual emergency situations with valuable educational potential, descriptions of procedures in emergency care, samples of patient care guidelines, and/or triage decisions.

FUTURE EVENTS

Information regarding meetings of interest to emergency nurses may be submitted. NENA sponsored events will be identified.

BOOK REVIEWS

Emergency Nursing book, specifically books on the CNA's bibliography for certification, will be reviewed. Solicitation from book publishers or donated books for review will be accepted.

NENA CJEN SUBMISSIONS

Submission dates for article publication in the NENA CJEN are to be set by the Communications Officer and dictated to publishing deadlines



Please note: Nursing special interest groups may advertise upcoming conferences and seminars free of charge.