

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	CJEN Guidelines
Number of Pages	3
Approval Date	February 2016
Past Revision Dates	November 2000, January 2016
Next Revision Date	November 2018

GUIDELINES FOR ARTICLE SUBMISSION

EDITORIAL POLICY

1. NENA CJEN welcomes the submission of clinical and research articles relating to the field of emergency care nursing.
2. Statements or opinions expressed in the articles and communications are those of the author(s) and not necessarily those of the Editor, Publisher 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.
3. Authors are encouraged to have their articles read by others for style and content before submission.

PREPARATION OF MANUSCRIPTS

1. Manuscripts and supporting materials are to be submitted to the CJEN editor. The author should retain one complete copy.
2. Manuscripts must be typed, double-spaced (including references), with standard margins.
3. Manuscripts must be submitted electronically to CJEN Editor in format as set by the Editor.
4. Author's name, province of origin, a high-resolution photo and a brief biographical sketch must be included.
5. Clinical articles should be limited to 6 typed pages, unless prior arrangements have been made.
6. Direct quotations, tables 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. Plagiarized material will be rejected without explanation.
7. 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 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.

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BOARD MEETING HIGHLIGHTS

Highlights of NENA BOD meetings will be submitted by the NENA Secretary.

President's report will be submitted for each edition.

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. Manuscripts must be submitted electronically to CJEN Editor in format as set by the Editor.

CASE STUDY/CLINICAL ARTICLES

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

FUTURE EVENTS

Information regarding meetings of interest to emergency nurses should be sent. NENA sponsored events will be identified.

BOOK REVIEWS

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

ADVERTISING

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

Advertisers are to contact CJEN Editor for advertising costs and details.

CJEN SUBMISSION DATES

Submission dates for article publication as set by CJEN Editor.

CJEN DISTRIBUTION

CJEN will be distributed to the following:

NENA members

CNA

NENA Archives

Advertisers

Website – one month after publication

Others at discretion of CJEN Editor

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MAILING COSTS

NENA will provide funds for production and mailing of CJEN.