

# Guidelines for Authors

## Description and Mission

The *Journal of Psychosocial Nursing and Mental Health Services* is a monthly, peer-reviewed publication for mental health nurses in clinical positions in a variety of settings. The Journal welcomes clinically relevant original articles, articles for the Psychopharmacology, Aging Matters, and Youth in Mind sections, letters to the Editor, and materials for the News and Product Update sections. The Journal adheres to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (2008) of the International Committee of Medical Journal Editors.

## Manuscript Types and Requirements

The Journal publishes feature articles that describe new ideas, clinical strategies, research studies, ethical dilemmas, economic changes, and management directions. All manuscripts, including reports of research studies, must include clinical implications.

Feature article manuscripts should be 8 to 12 pages in length, excluding references, figures, and tables. References should focus on the most recent and relevant literature, except for classic publications and keep as close as possible to a maximum of 15.

The Journal also publishes the following sections:

- Psychopharmacology (published monthly) explores psychotherapeutic issues and agents in clinical practice.
- Aging Matters (published in January, March, May, July, September, and November) addresses issues related to geropsychiatry and the well-being of older adults.
- Youth in Mind (published in February, April, June, August, October, and December) addresses psychiatric and psychosocial issues related to children and adolescents.

All manuscripts submitted for a section should be a maximum of 5 pages in length and otherwise follow the guidelines for feature articles. All manuscripts must include an abstract of approximately 150 words.

## Manuscript Submission

Manuscripts must conform to the guidelines for manuscript preparation of the Publication Manual of the American Psychological Association (5<sup>th</sup> edition).

Uploaded manuscript files should be devoid of author identification, including title page, to facilitate blind peer review. All pages should be numbered.

Manuscripts should be submitted electronically at [www.RapidReview.com](http://www.RapidReview.com). For detailed instructions for submitting online, contact the editorial office at [jpn@slackinc.com](mailto:jpn@slackinc.com).

Authors are encouraged to submit appropriate photographs or illustrations to accompany their manuscripts. Proper photo credit should be provided. It is the responsibility of the author to obtain written permission (including electronic rights) to publish from each individual pictured in photographs. Contact the editorial office at [jpn@slackinc.com](mailto:jpn@slackinc.com) for image submission requirements. In case studies involving actual people, their written release is required.

If applicable, authors should describe the role of the study sponsor, if any, in study design; collection, analysis, and interpretation of data; writing the report; and the decision to submit the report for publication. If the supporting source had no such involvement, the authors should so state. If applicable, authors must declare whether they had assistance with study design, data collection, data analysis, or manuscript preparation.

Reports of studies involving human subjects must indicate procedures for the protection of their rights, as well as IRB approval. If academic, hospital, organizational, or institutional affiliations are mentioned in the manuscript, it is the responsibility of the author(s) to obtain written permission from the proper authorities (e.g., dean, director) to use the names of such.

## Copyright and Permission

Manuscripts are accepted for review with the understanding that they are submitted solely to the Journal and have not been published previously.

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Before any manuscript can be considered for publication, the Author Statement must be completed in full, signed, and dated by

each author. The Author Statement can be found in PDF format online at <http://www.jpnonline.com/about.asp>.

## Peer Review

The Journal is a juried publication employing the blind peer review system. All submissions will be evaluated using the following criteria:

1. The importance and relevance of the topic to psychiatric nursing care; the generalizability of the ideas/research findings.
2. Readability; concise, logical ordering of ideas.
3. Sound rationale for ideas, including background.
4. Adequate documentation of ideas; citation of recent and relevant literature.
5. Appropriateness of inquiry methods, including design, sample, instruments, and procedures, if research.
6. Accuracy of content; soundness of conclusions.

Following unbiased review by the Editorial Board, Review Panel, and Editor, authors will be notified by e-mail of the manuscript decision. It is recommended that novice authors have their manuscripts reviewed by their well-published peers, instructors, or mentors prior to submission.

Upon publication, the Journal reserves the right to edit manuscripts, delete extraneous or excess material, and change or add titles and headings. It is not Journal policy to provide monetary compensation for articles. However, complimentary copies of the journal issue in which a published article appears will be mailed to the corresponding author.

## Letters to the Editor

The Journal accepts letters to the Editor about previously published articles or other topics relevant to practicing psychiatric nurses. Letters should be no longer than 500 words. References are not necessary, but if included, should be kept to a maximum of 3. All letters should contain a clear message or point for readers. Letters may be edited for clarity or length, and may be submitted to the article author for a response. Letter authors must disclose any competing or conflicting interests, if applicable. Letters should be e-mailed directly to the editorial office at [jpn@slackinc.com](mailto:jpn@slackinc.com).