



COLLEGIAN

The Australian Journal of Nursing Practice, Scholarship and Research

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DESCRIPTION

Collegian: The Australian Journal of Nursing Practice, Scholarship and Research is the official journal of Australian College of Nursing (ACN).

The journal aims to reflect the broad interests of nurses and the nursing profession, and to challenge nurses on emerging areas of interest. It publishes research articles and scholarly discussion of nursing practice, policy and professional issues.

Papers published in the journal are peer reviewed by a double blind process using reviewers who meet high standards of academic and clinical expertise. Invited papers that contribute to nursing knowledge and debate are published at the discretion of the Editor.

The journal, online only from 2016, is available to members of ACN and also by separate subscription.

ACN believes that each and every nurse in Australia should have the opportunity to grow their career through quality education, and further our profession through representation. ACN is the voice of influence, providing the nursing expertise and experience required when government and key stakeholders are deciding the future of health.

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GUIDE FOR AUTHORS

General Information

Aims and scope

Collegian: The Australian Journal of Nursing Practice, Scholarship and Research is a refereed journal with an Editorial Board that meets high standards of academic and clinical expertise. The journal reflects the broad interests of nurses and the nursing profession. Papers are invited on contemporary clinical, professional and policy issues of interest to nurses such as: Original clinical and educational research, Scholarly critique of policy and nursing issues, Clinical case reports, Historical or political critique of nursing and health care issues. In addition, *Collegian: The Australian Journal of Nursing Practice, Scholarship and Research* seeks to promote nursing through publication of reviews, nursing commentaries and letters.

Considerations specific to types of research designs

The editors require that manuscripts adhere to recognised reporting guidelines relevant to the research design; Randomised Control Trials, Cohort Studies, Observational studies, Non-randomised evaluations and qualitative research. Please submit a completed checklist from the appropriate reporting guidelines as an addendum to your covering letter to the editor.

Observational cohort, case control and cross sectional studies - STROBE - Strengthening the Reporting of Observational Studies in Epidemiology <http://www.equator-network.org/>

Quasi-experimental/non-randomised evaluations - TREND - Transparent Reporting of Evaluations with Non-randomized Designs <http://www.equator-network.org/>

Randomised (and quasi-randomised) controlled trial - CONSORT - Consolidated Standards of Reporting Trials <http://www.equator-network.org/>

Study of Diagnostic accuracy/assessment scale - STARD - Standards for the Reporting of Diagnostic Accuracy Studies <http://www.equator-network.org/>

Systematic Review of Controlled Trials - PRISMA - Preferred Reporting Items for Systematic Reviews and Meta-Analyses <http://www.equator-network.org/>

Systematic Review of Observational Studies - MOOSE - Meta-analysis of Observational Studies in Epidemiology <http://www.equator-network.org/>

Qualitative researchers are encouraged to consult the guideline listed below:

Qualitative studies - COREQ - Consolidated criteria for reporting qualitative research. Tong, A., Sainsbury, P., Craig, J., 2007. Consolidated criteria for reporting qualitative research (COREQ): a 32-item checklist for interviews and focus groups. *International Journal for Quality in Health Care* 19 (6), 349-357. <http://intqhc.oxfordjournals.org/content/early/2007/09/14/intqhc.mzm042>

Ethics in Publication

This journal follows the Committee of Publication Ethics (COPE) guidelines and requests authors to familiarise themselves with these guidelines at: <http://publicationethics.org/resources/guidelines>. A few issues that authors need to pay particular attention to are set out below.

It is ethically questionable to break up or segment data from a single study to create different papers for publication, a practice called salami slicing. If the authors have legitimate reasons for reporting separately on different parts of the same study, or the same data set, they should justify that to the editor at the time of submission. Equally, readers need to be aware that different aspects of the same study are being reported, thus the methods section of the submitted manuscript must clearly explain why the submitted paper is justified.

Double-blind Peer review process

Editors review all abstracts and using a triage-type checklist will make a rapid decision about whether the article is suitable for peer review in this journal. The overall rejection rate at this stage is approximately 60% and the majority of these happen at the rapid decision stage. This rapid decision is of benefit for authors because if the paper is rejected reasons will be given and the author can consider whether to submit elsewhere without undue delay.

The most common reasons for initial rejection are:

- 1) not having prior institutional ethical approval for research and/or not demonstrating fully informed and fully free consent by participants;
- 2) not situating the research in the existing literature;
- 3) poor English and;
- 4) not following this guide for authors.

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Each paper that the editor/s assess as suitable for peer review is allocated to two reviewers who are asked to assess the paper against one of the Journal's three sets of reviewing criteria:

Articles submitted for review must be original works, and may not be submitted for review elsewhere whilst under review for the Journal.

After review, the Editor-in-Chief will inform the corresponding author on whether the paper has been accepted, rejected, or needs revision.

Categories of decision

Accept Minor revisions (accept with revisions as advised by Editors) Major revisions (possible acceptance following major revision and resubmission) Reject All efforts are made to provide fair and thorough reviews as speedily as possible. If an author(s) believes that a manuscript has been wrongly rejected, a detailed appeal letter that responds point-by-point to the reviewers' comments should be sent to the Editor who, after having reviewed the referees' reports, will make the final decision.

Reviewed by Editor-in-Chief or Editorial Team only

Letter to the Editor or a short comment on any topic of current interest

For these types of submissions, the corresponding author will receive a fairly rapid decision on publication.

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Preparation of Manuscript

Manuscripts being submitted should not exceed more than 5000 words. For a standard discussion, review, clinical paper or quantitative research articles, the maximum length is 30 double-spaced pages, with standard margins of 2.5 cm (1 inch) all around, and 11 point font size. (Inclusive of all Tables, Figures, and References, but excluding the Structured Abstract).

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o **Sources of outside support for research:**

including funding, equipment, and drugs.

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- o Whether the submitted manuscript involved human or animal research.
- o If human or animal research was involved, whether Ethical Approval was granted for the Study as either (A) A quality assurance or practice improvement project, OR (B) A scientific research study. Note that research studies that do not have ethical approval prior to being conducted will not normally be published. We will consider publication, however, if the relevant Institutional Ethics Committee provides you with a letter saying that they do not normally provide ethical approval for studies such as the one you conducted.
- o If the submitted manuscript is based on a research study which was subjected to a full review by an institutional ethics committee, please provide the following information:
 - The name of the ethics committee
 - The approval number
 - The date of approval

Note: If the manuscript is based on a quality assurance or practice improvement project this must be made clear in the text of the paper and address ethical issues concerning informed and free consent and confidentiality, as relevant.

If an **Ethical Statement** is not applicable, this must also be specified.

(4) **Title Page** should contain:

- o Title. Short (12 words or fewer) and descriptive of the content of the article. Abbreviations must not be used in the title.
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Sections of Manuscript (In Order)

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The structured abstract should be under 250 words.

The structure of the abstract should be:

- o Problem, or
- o Background
- o Question, Hypothesis or Aim
- o Methods
- o Findings
- o Discussion
- o Conclusion

The structured Abstract must not include references. Avoid abbreviations and acronyms. Ensure the name of the hospital or health service is not mentioned.

Keywords: Provide up to six keywords, at least three of which should be selected from those recommended by the Index Medicus Medical Subject Headings (MeSH) browser list (<http://www.nlm.nih.gov/meshhome.html>).

o Main Text

For Original Research Articles references should not be more than 30, except with specific permission from the editor prior to submission), text should be organised as follows:

- Summary of Relevance. Before the Introduction, use the following headings to summarise (in 100 words or less) the contribution of your paper to the existing literature:

- o Problem or Issue
- o What is Already Known
- o What this Paper Adds

An example of a Summary of Relevance:

Problem

Little is known about how nursing students manage exposure to horizontal violence. What is Already Known

Horizontal violence is widely reported in the nursing literature. Nursing students are vulnerable to horizontal violence from health professionals during their clinical placements.

What this Paper Adds

Evidence that nursing students often do not report episodes of horizontal violence due to lack of knowledge about supports available to them. In addition, many choose not to report this in order not to jeopardise future employment opportunities.

- Introduction (including problem, theoretical and/or research background, hypothesis or guiding question, definitions of key terms)
- Literature Review (critical but brief review of directly related literature)
- Participants, Ethics and Methods (described in detail).
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- Discussion (clear and concise interpretation of results)
- Conclusion (summarise key points)
- Acknowledgments and Disclosures

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o **Human Investigation**

The ethical guidelines that were followed by the investigators must be included in the Methods section of the manuscript. In Australia, all work should conform to the "Statement on Human Experimentation" by the National Health and Medical Research Council of Australia. State clearly that the subject gave informed consent. Anonymity should be preserved.

o **Humane Animal Care**

The Methods section must contain a statement assuring that all animals received humane care in accordance with the "Statement on Animal Experimentation" by the National Health and Medical Research Council of Australia, or its equivalent in other Countries (for example the "Guide for the Care and Use of Laboratory Animals" published by the National Institutes of Health).

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This section is compulsory. Grants, financial support and technical or other assistance are acknowledged at the end of the text before the references. All financial support for the project must be acknowledged. If there has been no financial assistance with the project, this must be clearly stated.

The role(s) of the funding organisation, if any, in the collection of data, its analysis and interpretation, and in the right to approve or disapprove publication of the finished manuscript must be described in the Methods section of the text.

o References

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For more detailed information contact:

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o Tables

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