**JOURNAL OF EMERGENCY NURSING**
The Official Journal of the Emergency Nurses Association

**AUTHOR INFORMATION PACK**

**TABLE OF CONTENTS**

- Description
- Impact Factor
- Abstracting and Indexing
- Editorial Board
- Guide for Authors

**DESCRIPTION**

The *Journal of Emergency Nursing*, the official journal of the Emergency Nurses Association (ENA), is committed to the dissemination of high quality, peer-reviewed manuscripts relevant to all areas of emergency nursing practice across the lifespan. Journal content includes clinical topics, integrative or systematic literature reviews, research, and practice improvement initiatives that provide emergency nurses globally with implications for translation of new knowledge into practice.

The Journal also includes focused sections such as case studies, pharmacology/toxicology, injury prevention, trauma, triage, quality and safety, pediatrics and geriatrics.

The Journal aims to mirror the goal of ENA to promote: community, governance and leadership, knowledge, quality and safety, and advocacy.

**IMPACT FACTOR**

2017: 0.662 © Clarivate Analytics Journal Citation Reports 2018

**ABSTRACTING AND INDEXING**

Scopus
Journal Citation Reports - Science Edition
CINAHL

**EDITORIAL BOARD**

*Editor-in-Chief*
Anne Manton, Bourne, MA

*Managing Editor*
Annie B. Kelly, Amherst, MA

*ENA Board Liaison*
Karen K. Wiley, MSN, RN, CEN, Omaha, NE
Associate Editors
Alison Day, PhD, MSc, BSc (Hons), PGCE, RNT, RGN (UK), RN (USA), FAEN, Warwick, United Kingdom
Cindy Lefton, St. Louis, MO
Margaret (Peggy) M. McMahon, MN, APN, NP-C, CEN, FAEN, Williamstown, NJ
Kathy Oman, PhD, RN, FAEN, FAAN, Aurora, CO
Linda J. Scheetz, EdD, RN, FAEN, New York, NY
Anna Maria Valdez, PhD, RN, CEN, CFRN, CNE, FAEN, FAADN, Windsor, CA
Cheryl Wraa, MSN, RN, FAEN, Sacramento, CA

Editorial Board
Susan Barnason, PhD, RN, APRN, CNS, CEN, FAHA, FAEN, FAAN, Lincoln, NE
Jessica Castner, PhD, RN, CEN, FAEN, Buffalo, NY
June Thompson, DrPH, RN, FAEN, The Villages, FL

Section Editors
Nancy Mannion Bonalumi, DNP, RN, CEN, FAEN, Carlisle, PA
Pat Clutter, Med, BSN, RN, CEN, FAEN, Strafford, MO
Scott DeBoer, MSN, RN, CEN, CPEN, CCRN, CFRN, EMT-P, Dyer, IN
Nancy Stephens Donatelli, MS, RN, CEN, NE-BC, FAEN, New Wilmington, PA
Andi L. Foley, Seattle, WA
Diane Gurney, MS, RN, CEN, FAEN, Athol, MA
Andrew Harding, DNP, RN, CPHQ, FACHE, FAHA, FAEN, Bridgewater, MA
Cindy Kumar, MSN, RN, AGACNP-BC, FNP-BC, Austin, TX
Cindy Lefton, PhD, RN, St. Louis, MO
Benny Marett, EdD, RN, CEN, CCRN, COHN, NE-BC, FAEN, FAHA, Rock Hill, SC
Carrie A. McCoy, PhD, MSPH, RN, CEN, Highland Heights, KY
Patricia Normandin, DNP, RN, CEN, CPN, CPEN, FAEN, Boston, MA
Susan Paparella, MSN, RN, Harleysville, PA
Charlie Peterson, MSN, APRN, FNP-BC, CEN, St. Louis, MO
Christine Pittenger, Kansas City, KS
Michael Seaver, RN, BA, Vernon Hills, IL
Joan Somes, PhD, RN-BC, CEN, CPEN, FAEN, NREMT-P, Apple Valley, MN
Anna Maria Valdez, PhD, RN, CEN, CFRN, CNE, FAEN, FAADN, Windsor, CA
Kathryn C. Whalen, DNP, MSN, RN, FAHA, Milton, MA
Darleen Williams, DNP, CNS, CEN, CCNS, CNS-BC, CTRN, EMT-P, Orlando, FL
Jennifer Williams, PhD, RN, ACNS-BC CCRN, CNS, Lee’s Summit, MO
Lisa A. Wolf, PhD, RN, CEN, FAEN, Des Plaines, IL

President
Patricia Kunz Howard, PhD, RN, CEN, CPEN, TCRN, NE-BC, FAEN, FAAN, Lexington, KY

President-Elect
Mike Hastings, MSN, RN, CEN, Lynnwood, WA

Secretary/Treasurer
Ron Kraus, MSN, RN, CEN, ACNS-BC, Fishers, IN

Immediate Past President
Jeff Solheim, MSN, RN, CEN, TCRN, CFRN, FAEN, FAAN, West Linn, OR

Directors
Joop Breuer, RN, CEN, CCRN, FAEN, Schaumburg, IL
Kristen Cline, BSN, RN, CEN, CPEN, CFRN, CTRN, TCRN, Sioux Falls, SD
Terry Foster, MSN, RN, CEN, CPEN, CCRN, TCRN, FAEN, Schaumburg, IL
Gordon Gillespie, PhD, DNP, RN, CEN, CNE, CPEN, PHCNS-BC, FAEN, FAAN, Fairfield, OH
Karla Nygren, MSN, MBA, RN, CEN, CFRN, CPEN, TCRN, CCRN, CPN, Sioux Falls, SD
Ryan Oglesby, PhD, MBA, RN, CEN, CFRN, NEA-BC, Schaumburg, IL
Jennifer Schmitz, MSN, EMT-P, RN, CEN, CPEN, CNML, FNP-C, Cape Elizabeth, ME

Emergency Professional Liaison
Shannen Kane, BSN, RN, Schaumburg, IL

Chief Executive Officer
Nancy MacRae, MS
GUIDE FOR AUTHORS

Editorial Policies
The Journal of Emergency Nursing (JEN) welcomes unsolicited articles.

Articles that are published as print articles in the JEN will also be published online in the correlating online issue of JEN.

Articles that are designated by JEN as online-only will not be published in hardcopy, although they will be listed in the hardcopy table of contents. All JEN articles, print or online, are recognized as published articles. When an author is notified via email of the JEN issue to which his/her accepted article is assigned, he/she will also be notified whether his/her article will be published as online-only or in hardcopy.

All submitted manuscripts must be original material that has not been published elsewhere and is not under consideration by another journal at the time of submission to JEN. JEN does not publish pilot studies.

Required Permission for Copyrighted Materials
It is the author’s responsibility to obtain and submit proof of copyright permission for any material from previously published sources, including excerpted text, illustrations, charts, tables, photographs, etc. Proof of permission must be submitted along with the manuscript in the form of a letter or document expressly granting permission for re-use of the material from the holder of the copyright.

To determine whether a manuscript includes material(s) that requires copyright permission, authors are instructed to review the Elsevier Permissions Guidelines at the following link: https://www.elsevier.com/about/our-business/policies/copyright/permissions.

The information at this site will provide details to assist the author in determining whether permission is required in her/his particular case, as well as simple instructions to follow in order to obtain permission should that be necessary.

Upon actual submission of the manuscript at (https://www.evise.com/profile/api/navigate/JEN) instructions for concurrent submission of the permission letter(s) will be provided.

Types of Papers
JEN publishes the following full-length and department articles. Submission information is provided below.

Peer-Reviewed Articles: Peer-reviewed manuscripts include: Research, Systematic Review, Meta-analysis, Practice Improvement, Clinical topics, and Case Review.

Department/Section Articles: Letters to the Editor, Advanced Practice Spotlight, Clinical Nurses Forum, Danger Zone, Experience Talks, Geriatric Update, Injury Prevention, International Emergency Nursing, Pediatric Update, Pharm/Tox Corner, Trauma Notebook, Triage Decisions, Understanding Research

Letters to the Editor
JEN invites letters to the editors. While the focus of such letters can be a topic of special interest to the letter writer, all letters must be relevant to emergency nursing practice in order to be considered for publication. Most frequently letters are in response to a recent article published in JEN and provide additional information or discussion.

Letters to the editor must be no longer than 1 page, double spaced, using 12 font. Letters should be submitted to JEN Editor-in-Chief Anne Manton at apmatc@comcast.net and JEN Managing Editor Annie Kelly at anniewkelly@gmail.com. Please include name, credentials, city and state, and email address.

Contact for Questions
Direct questions to Managing Editor Annie Kelly at: anniewkelly@gmail.com or 413-427-3620.
BEFORE YOU BEGIN

**Ethics in publishing**

Please see our information pages on Ethics in publishing and Ethical guidelines for journal publication.

Plagiarism is globally recognized as a serious academic offense. Please read and adhere to the guidelines for Ethics in Publishing. Please accept these guidelines (by checking the box in the last column) before you approve your paper and complete the submission of your paper.

Authors are required to disclose to the Editor, in a cover letter and in response to an automatic prompt online at the time of submission, any commercial associations that could pose a conflict of interest or financial bias. Corresponding authors are responsible for submitting co-authors' Conflict of Interest declarations as well. These include consultation fees, patent licensing arrangements, company stock, payments for conducting or publicizing a study, travel, honoraria, gifts, or meals. If the article is accepted for publication, the Editor will determine how any conflict of interest should be disclosed.

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 must be cited. Articles appear in both the print and online versions of the journal, and wording of the letter should specify permission in all forms and media. Failure to get electronic permission rights may result in images not appearing in the online version at http://www.journals.elsevier.com/journal-of-emergency-nursing/.

Authors are expected to fulfill the requirements of their employer's publication policy before submitting their manuscript.

**Submission declaration and verification**

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service Crossref Similarity Check.

**Use of inclusive language**

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using 'he or she', 'his/her' instead of 'he' or 'his', and by making use of job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess').

**Changes to authorship**

Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.
Article transfer service
This journal is part of our Article Transfer Service. This means that if the Editor feels your article is more suitable in one of our other participating journals, then you may be asked to consider transferring the article to one of those. If you agree, your article will be transferred automatically on your behalf with no need to reformat. Please note that your article will be reviewed again by the new journal. More information.

Copyright
Articles published in JEN are copyrighted by the Emergency Nurses Association. Authors who wish to republish their work in part or in whole elsewhere must request permission to do so. Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations (please consult https://www.elsevier.com/permissions). If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases: please consult https://www.elsevier.com/permissions.

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (see more information on this). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Author's rights
As an author you (or your employer or institution) have certain rights to reuse your work (see more information on this).

Elsevier supports responsible sharing
Find out how you can share your research published in Elsevier journals.

Role of the funding source
You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Funding body agreements and policies
Elsevier has established a number of agreements with funding bodies which allow authors to comply with their funder's open access policies. Some funding bodies will reimburse the author for the gold open access publication fee. Details of existing agreements are available online. After acceptance, open access papers will be published under a noncommercial license. For authors requiring a commercial CC BY license, you can apply after your manuscript is accepted for publication.

Open access
This journal offers authors a choice in publishing their research:

Subscription
• Articles are made available to subscribers as well as developing countries and patient groups through our universal access programs.
• No open access publication fee payable by authors.
• The Author is entitled to post the accepted manuscript in their institution's repository and make this public after an embargo period (known as green Open Access). The published journal article cannot be shared publicly, for example on ResearchGate or Academia.edu, to ensure the sustainability of peer-reviewed research in journal publications. The embargo period for this journal can be found below.

Gold open access
• Articles are freely available to both subscribers and the wider public with permitted reuse.
• A gold open access publication fee is payable by authors or on their behalf, e.g. by their research funder or institution.

Regardless of how you choose to publish your article, the journal will apply the same peer review criteria and acceptance standards.
For gold open access articles, permitted third party (re)use is defined by the following Creative Commons user licenses:

Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND)

For non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.

The gold open access publication fee for this journal is **USD 2500**, excluding taxes. Learn more about Elsevier's pricing policy: [https://www.elsevier.com/openaccesspricing](https://www.elsevier.com/openaccesspricing).

**Green open access**

Authors can share their research in a variety of different ways and Elsevier has a number of green open access options available. We recommend authors see our [open access page](https://www.elsevier.com/openaccess) for further information. Authors can also self-archive their manuscripts immediately and enable public access from their institution's repository after an embargo period. This is the version that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review and in editor-author communications. Embargo period: For subscription articles, an appropriate amount of time is needed for journals to deliver value to subscribing customers before an article becomes freely available to the public. This is the embargo period and it begins from the date the article is formally published online in its final and fully citable form. [Find out more.]

This journal has an embargo period of 12 months.

**Language (usage and editing services)**

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the [English Language Editing service](https://www.elsevier.com/language-editing-services) available from Elsevier's WebShop.

**Photographic Consent**

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 Journal of Emergency Nursing."

**Submission Information**

All submitted manuscripts must be original material that has not been published elsewhere and is not under consideration by another journal at the time of submission to [JEN](https://www.evise.com/profile/api/navigate/JEN). [JEN](https://www.evise.com/profile/api/navigate/JEN) does not publish pilot studies. The review process customarily requires approximately 8 weeks, though there are exceptions. Enquiry calls or e-mails after 8 weeks to ask about the decision are welcomed.

All new Research, Systematic Review, Meta-analysis, Practice Improvement and Clinical full-length manuscripts, as well as Case Reviews and Letters to the Editor, must be submitted through the [JEN](https://www.evise.com/profile/api/navigate/JEN) online submission and review Web site ([https://www.evise.com/profile/api/navigate/JEN](https://www.evise.com/profile/api/navigate/JEN)). The Web site guides authors stepwise through the creation and uploading of the various files. Authors are to submit the text, tables, and artwork in electronic form (not as a PDF) to this address. Submission items include a cover letter (save as a separate file for upload), the manuscript (including title page, abstract [for research and practice improvement manuscripts only]), main text, references, tables, figures, and table/figure legends, permission statement(s) for any copyrighted material [save as a separate file for upload], and electronic copy of the IRB permission letter when applicable [save as a separate file for upload].) Authors are responsible for statistical analysis, which must be reviewed for accuracy prior to article submission. [JEN](https://www.evise.com/profile/api/navigate/JEN) does not publish pilot studies. Revised manuscripts should also be accompanied by a cover letter for comments to the editor. The submission order of files is as follows: cover letter, manuscript file(s), table(s), figure(s). Files are to be labeled with appropriate and descriptive file names (e.g., SmithText.doc, Fig1.eps, Table3.doc). Upload text, tables, and graphics (figures) as separate files. (You can compress multiple figure files into a ZIP file and upload that in one step; the system will then unpack the files and prompt you to name each figure.) Do not import figures or tables into the text document and do not upload your text as a PDF.

Authors must submit their articles electronically to this journal at [https://www.evise.com/profile/api/navigate/JEN](https://www.evise.com/profile/api/navigate/JEN). The system automatically converts source files to a single PDF file of the article, which is used in the peer-review process. Please note that even though
Manuscript source files are converted to a PDF file at submission for the review process; these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor's decision and requests for revision, takes place via the EVISE system.

Special Departments/Sections
Contributions to departments/sections are not always peer reviewed. Contributing authors work directly with the section editor(s). The section editor reviews manuscripts, edits as necessary, and makes the recommendation to the editor-in-chief regarding acceptance. The editor-in-chief also reviews the manuscript and makes the final decision regarding publication.

Queries and/or manuscripts should be e-mailed directly to the appropriate section editor.

Advanced Practice Spotlight Send to Cindy Kumar at: cindyk.jenap@gmail.com or Darleen Williams at: darleenW.JENAP@gmail.com

Clinical Nurses Forum Send to Andrew D. Harding at: ADHardingRN@gmail.com or Kate Whalen at: katewhalenm@aol.com

Danger Zone Send to Susan Paparella at: spaparella@ismp.org

Emergency Nursing Review Questions Send to Carrie McCoy at: MCCOY@nku.edu or Benny Marett at bmarett@comporium.net

Experience Talks Send to Cindy Lefton at: clefton@q4solutions.com or Jennifer Williams at: jawilliamscns@gmail.com

Geriatric Update Send to Joan Somes at: somes@black-hole.com or Nancy Stephens Donatelli at: question4gene@gmail.com

Injury Prevention Send to Anna Maria Valdez at avaldez@santarosa.edu

International Emergency Nursing Send to Pat Clutter at: prclutter@gmail.com or Nancy Bonalumi at: NBonalumi@comcast.net

Pediatric Nursing Review Questions Send to Scott DeBoer at: scott@peds-r-us.com or Michael Seaver at: seaver.michael@gmail.com

Pediatric Update Send to J Patricia A. Normandin at: pnormandinrn@aol.com

Pharm/Tox Corner Send to Allison A. Muller at acri.muller@comcast.net

Trauma Notebook Send to Diane Gurney at: dianegurney@twc.com

Triage Decisions Send to Andi Foley at: andii42@yahoo.com

Understanding Research Send to Lisa Wolf at: lwolf@ena.org

PREPARATION

Manuscript Preparation
Manuscripts must be typed using 12 font size and double-spaced. Research, Systematic Review, Practice Improvement, and Clinical manuscripts are limited to 15 pages. Articles for special departments/sections including Review Articles (previously named Case Reviews) are limited to 5 pages. Letters to the Editor are limited to 1 page. Length restriction for all manuscripts includes text plus references, tables, charts, and illustrations.

All lines on manuscripts must be numbered. To do this, submitting authors can open their manuscript in Word, click on "File" at the top left of the computer screen to open selections, and then click on the selection that says "Page Setup." The page setup box will then appear, and then click on the "Layout" option at the top of the box. Go down to the bottom left of the box where it says "Line Numbers."
Click on "Line Numbers" and a smaller box will appear. Click on the box where it says "Add Line Numbering," and then click on the box toward the bottom that says "Continuous Numbering." Then click "OK" at the bottom of that box, and then "OK" at the bottom of the remaining box.

**Title page** The title page must include the manuscript title, full name(s) of author(s), academic degrees, position, institution, city, state, and if applicable the author(s) ENA chapter name. Designate the corresponding author. Author credentials are to be listed in the following order: highest academic credential (e.g. MSN), licensure (e.g. RN), certifications (e.g. CEN), honorary recognition (e.g. FAEN). Include home address, business, and home telephone numbers, and e-mail address. NOTE: The title page should be uploaded as a separate document to ensure peer reviewers are blinded as to the author(s) identity.

**Body of Text** Standard abbreviations are to be used consistently throughout the article. Spell out unusual or coined abbreviations at first mention, followed in parentheses by the abbreviation. The policy of *JEN* is to abbreviate the term "emergency department" when it modifies a word (e.g., "ED procedure") and to spell it out when it is used as a noun (e.g., "in the emergency department"). The term "emergency nurse" should be used.

The generic name of a drug is to be used instead of the proprietary name whenever possible. If it is necessary to use a trade name for a drug, capitalize the name and insert it parenthetically after the generic name when first mentioned. Treat product names similarly, and the manufacturer's full name, city, and state should be cited in a footnote or in parentheses in the text.

Weights and measurements are to be expressed in metric units and temperature in degrees centigrade, followed with Fahrenheit degrees in parentheses.

**References** References are to be to the original sources of information in most instances. *JEN* requires AMA style, 10th Edition referencing. Cite references by number only in the text, consecutively, in the order of their mention. Type a numbered reference list double-spaced at the end of the text to correspond with the in-text reference citations. For further detail see the AMA Manual of Style, A Guide for Authors and Editors, Tenth Edition (http://www.amamanualofstyle.com).

If copyrighted material is used in the manuscript, a permission statement from the copyright holder must be uploaded. Upon actual submission of the manuscript at (https://www.evise.com/profile/api/navigate/JEN) instructions for concurrent submission of the permission letter(s) will be provided.

**Preparation of Research Manuscripts**

Research manuscripts are to begin with the heading "Contribution to Emergency Nursing Practice" followed by three bullet points using the format provided below. Limit this section to 120 words or less. The current state of scientific knowledge on ________________ [insert topic] indicates ________________. The main finding of this research is ________________. Key implications for emergency nursing practice from this research are ________________.

This is to be followed by a structured abstract of no more than 250 words in the following format: Introduction, Methods, Results, Discussion. Do not use abbreviations or referenced statements in the abstract. Up to 6 key words are to be provided following the abstract. *JEN* does not publish pilot studies.

The main body of the manuscript is to include the following headings: Introduction (describe the problem, significance, synthesize relevant literature, purpose of the study, research, questions or hypotheses), Methods (describe the study design, sample and setting, human subjects protection, measures, data analysis procedures), Results, Discussion, Limitations, Implications for Emergency Nurses, and Conclusions. All references must be cited in the text. References are to be the original sources of information in most instances. *JEN requires AMA-style referencing*. Cite references by number only in the text, consecutively, in the order of their mention. Type a numbered reference list double-spaced at the end of the text to correspond with the in-text reference citations. For further details see the AMA Manual of Style, A Guide for Authors and Editors, Tenth Edition, (http://www.amamanualofstyle.com).
The total length of the manuscript is not to exceed 15 double-spaced pages, including all references, tables, charts, and figures. Reports of randomized controlled trials must address all items in the CONSORT checklist (http://www.consort-statement.org). Reports of qualitative studies should follow the COREQ checklist (http://www.equator-network.org/reporting-guidelines/coreq). An electronic copy of the Ethical Statement (also called the IRB permission letter) from the institution that granted permission to conduct the study must accompany the submission. If the Ethical Statement is not in English, an English translation must also be submitted. The Ethical Statement is to be uploaded to the "Ethical Statement" section of the manuscript in the EVISE submission system at https://www.evise.com/profile/api/navigate/JEN.

If copyrighted material is used in the manuscript, a permission statement from the copyright holder must be uploaded. Upon actual submission of the manuscript at (https://www.evise.com/profile/api/navigate/JEN) instructions for concurrent submission of the permission letter(s) will be provided.

**Preparation of Systematic Reviews, Integrative Reviews, and Meta-analysis**

Manuscripts that are Systematic Reviews, Integrative Reviews, and Meta-analysis are to begin with the heading "Contribution to Emergency Nursing Practice," followed by three bullet points using the format provided below. Limit this section to 120 words or less. The current state of scientific knowledge on ________________ [insert topic] indicates ________________. The main finding of this paper is _________________. Key implications for emergency nursing practice from this study are _________________.

This is to be followed by a structured abstract of no more than 250 words in the following format: Introduction, Methods, Results, and Discussion. Do not use abbreviations or referenced statements in the abstract. Up to 6 key words are to be provided following the abstract. The main body of the manuscript is to include the following headings: Introduction (describe the problem, significance, and specific question(s) addressed in the review(s), Methods (describe the study design and characteristics, eligibility criteria, and databases used), Results (provide information about the studies included in the review and summarize results), Discussion (present main findings including strength of evidence for each finding, recommendations based on findings, and limitations), Implications for Emergency Nursing Practice, and Conclusions. All references must be cited in the text. References are to be the original sources of information in most instances. **JEN requires AMA-style referencing.** Cite references **by number only** in the text, consecutively, in the order of their mention. Type a numbered reference list double-spaced at the end of the text to correspond with the in-text reference citations. For further details see the AMA Manual of Style, A Guide for Authors and Editors, Tenth Edition (http://www.amamanualofstyle.com).

The total length of the manuscript should not exceed 15 double-spaced pages, including all references, tables, charts, and figures. If appropriate, an electronic copy of the Ethical Statement (also called the IRB permission letter) from the institution that granted permission to conduct the study must accompany the submission. If the Ethical Statement is not in English, an English translation must also be submitted. The Ethical Statement is to be uploaded to the "Ethical Statement" section of the manuscript in the EVISE submission system at https://www.evise.com/profile/api/navigate/JEN.

Authors are to use the PRISMA reporting guidelines (http://www.equator-network.org/reporting-guidelines/prisma/) to prepare the manuscript. Please be advised that while much of the content in the PRISMA Guidelines is appropriate for inclusion, every numbered subject headings (1-27) might not be applicable to every manuscript.

**Preparation of Practice Improvement Manuscripts**

Practice Improvement manuscripts are to begin with the heading "Contribution to Emergency Nursing Practice," followed by three bullet points using the format provided below. Limit this section to 120 words or less. The purpose of this practice improvement project was ________________. The primary outcome of this practice improvement project was _________________. Key implications for emergency nursing practice based on this project are _________________.

A structured abstract (250 words or less) is to be included with the headings Introduction (a brief description of the problem), Methods, Results, and Discussion. Do not use abbreviations or referenced statements in the abstract. Up to 6 key words are to be provided following the abstract. Original articles reporting quality improvement (QI) or evidence-based practice (EBP) projects or capstone
projects may not be generalized beyond the authors organization but they may be of interest to JEN readers who have similar clinical issues in comparable institutions. Authors should use the SQUIRE guidelines (http://www.squire-statement.org) to prepare the manuscript. The main body of the manuscript is to include the following headings: Introduction, Methods, Results, Discussion, Implications for Emergency Nursing, and Conclusions. Please be advised that while much of the content in the Squire Guidelines is appropriate for inclusion, every numbered subject headings (1-19) may not be applicable to every manuscript. JEN does not publish pilot studies.

Reports of projects involving human participants must include a statement explaining what type of oversight is required, or the ethical standards followed, at the author's organization to conduct QI or EBP projects. This may or may not include Institutional Review Board (IRB) review. If IRB review is required, an electronic copy of the Ethical Statement (also called the IRB permission letter) from the institution that granted permission to conduct the study must accompany the submission. If the IRB approval is not in English, an English translation must also be submitted. The Ethical Statement is to be uploaded to the "Ethical Statement" section of the manuscript in the EVISE submission system at https://www.evise.com/profile/api/navigate/JEN.

Practice Improvement manuscripts should be written in the first person. The manuscript is not to exceed 15 pages, including references, tables, and figures.

References are to be the original sources of information in most instances. JEN requires AMA-style referencing. Cite references by number only in the text, consecutively, in the order of their mention. Type a numbered reference list double-spaced at the end of the text to correspond with the in-text reference citations. For further details see the AMA Manual of Style, A Guide for Authors and Editors, Tenth Edition (http://www.amamanualofstyle.com).

If copyrighted material is used in the manuscript, a permission statement from the copyright holder must be uploaded. Upon actual submission of the manuscript at (https://www.evise.com/profile/api/navigate/JEN) instructions for concurrent submission of the permission letter(s) will be provided.

**Preparation of Clinical Paper Manuscripts**

Clinical manuscripts are to begin with the heading "Contribution to Emergency Nursing Practice," followed by three bullet points using the format provided below. Limit this section to 120 words or less. The current literature on [insert topic] indicates [insert statement]. This article contributes [insert statement]. Key implications for emergency nursing practice found in this article are [insert statement].

Clinical papers are timely, clinically-oriented manuscripts and should be well organized in presenting information that summarizes up-to-date current knowledge on a topic relevant to emergency nursing. Clinical papers need not include an exhaustive literature review nor must they include a rigorous evaluation of the level of evidence of the articles cited. Rather, they should provide a broad overview of a selected topic. Cited references should be within the past 5 years with the exception of seminal articles. A section detailing the implications for emergency nursing practice as presented in the paper must be included prior to the papers concluding summary. The manuscript is not to exceed 15 pages, including references, tables, and figures.

All references must be cited in the text. References are to be the original sources of information in most instances. JEN requires AMA-style referencing. Cite references by number only in the text, consecutively, in the order of their mention. Type a numbered reference list double-spaced at the end of the text to correspond with the in-text reference citations. For further details see the AMA Manual of Style, A Guide for Authors and Editors, Tenth Edition (http://www.amamanualofstyle.com).

If copyrighted material is used in the manuscript, a permission statement from the copyright holder must be uploaded. Upon actual submission of the manuscript at (https://www.evise.com/profile/api/navigate/JEN) instructions for concurrent submission of the permission letter(s) will be provided.

**Preparation of Case Review Manuscripts**

Case Review manuscripts are to begin with the heading "Contribution to Emergency Nursing Practice," followed by three bullet points using the format provided below. Limit this section to 120 words or less.
The current literature on _________________ [insert topic] indicates _______________________. This article contributes_________________________. Key implications for emergency nursing practice found in this article are __________________________.

Case Review presentations should include new, unusual, or complex clinical problems, new therapies that were utilized, aspects that inspired improvements in care, and/or cases where emergency nurses/nursing were instrumental to the outcome. The disease or condition and the patients outcome should be briefly discussed. The review summary should focus on the emergency care phase and may include pre-hospital events, initial assessment, diagnostic process, interventions, and follow-up. The teaching message of the paper is to be supported by recent definitive references from original sources of information, such as published studies. Discussion should include how clinical presentation, diagnosis, and treatment relates to the current literature. Patients' names are not included nor are patient descriptors that are not integral to the case. JEN requires AMA-style referencing. Cite references by number only in the text, consecutively, in the order of their mention. Type a numbered reference list double-spaced at the end of the text to correspond with the in-text reference citations. For further details see the AMA Manual of Style, A Guide for Authors and Editors, Tenth Edition (http://www.amamanualofstyle.com). The length of the manuscript is not to exceed 3-5 double-spaced pages, including references, tables, charts, and figures.

If copyrighted material is used in the manuscript, a permission statement from the copyright holder must be uploaded. Upon actual submission of the manuscript at (https://www.evise.com/profile/api/navigate/JEN) instructions for concurrent submission of the permission letter(s) will be provided.

Peer review
This journal operates a double blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. More information on types of peer review.

Double-blind review
This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately:

Title page (with author details): This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.

Blinded manuscript (no author details): The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

Formatting Manuscripts
The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. However, do use bold face, italics, subscripts, superscripts etc. as appropriate. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier: https://www.elsevier.com/guidepublication). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

Essential title page information
• Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
• Author names and affiliations. Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-
case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

**Structured abstract**

A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

**Keywords**

Immediately after the abstract, provide a maximum of 6 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

**Abbreviations**

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

**Acknowledgements**

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

**Formatting of funding sources**

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

**Footnotes**

Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors can build footnotes into the text, and this feature may be used. Otherwise, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

**Artwork**

**Electronic artwork**

**General points**

- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
• Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Provide captions to illustrations separately.
• Size the illustrations close to the desired dimensions of the published version.
• Submit each illustration as a separate file.

A detailed guide on electronic artwork is available.

You are urged to visit this site; some excerpts from the detailed information are given here.

Formats

If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.

Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS (or PDF): Vector drawings, embed all used fonts.
TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.
TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:

• Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
• Supply files that are too low in resolution;
• Submit graphics that are disproportionately large for the content.

Illustrations and Figure Legends

Illustrations are to be sent in separate files. All images should be at least 5-inches wide. Graphics software such as Photoshop and Illustrator, not presentation software such as PowerPoint, CorelDraw, or Harvard Graphics, should be used in the creation of the art. Grayscale images are to be at least 300 DPI. Combinations of grayscale and line art should be at least 1200 DPI.

Number figures consecutively in the order of their mention in the text. Indicate the figure number and name of the corresponding author.

Legends must accompany each figure. List legends in the body of the manuscript after the references. If copyrighted material is used in the manuscript, a permission statement from the copyright holder must be uploaded. Upon actual submission of the manuscript at (https://www.evise.com/profile/api/navigate/JEN) instructions for concurrent submission of the permission letter(s) will be provided.

References used only in a figure but not in text must be listed in chronological order in the references cited section. Refer to the AMA Manual of Style, 10th Edition for more information (http://www.amamanualofstyle.com).

Further instructions can be found at https://www.elsevier.com/authors.

Color Artwork

Please make sure that artwork files are in an acceptable format (TIFF [or JPEG], EPS [or PDF], or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color on the Web (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. For color reproduction in print, please indicate at the time of submission if there is a strong reason your figures should also print in color. JEN has a small budget of print color pages per issue and the editor-in-chief will decide what artwork will print in color free of charge when articles are selected for issues. If you are willing to pay for your artwork to print in color, please also let the editor know at submission, or let the Journal Manager know during the production process and a color art estimate can be sent to you. For further information on the preparation of electronic artwork, please see https://www.elsevier.com/artworkinstructions.
Please note: Because of technical complications which can arise by converting color figures to 'gray scale' (for the printed version should you not opt for color in print) you may be asked to submit usable black and white versions of all the color illustrations.

**Illustration services**
Elsevier's WebShop offers Illustration Services to authors preparing to submit a manuscript but concerned about the quality of the images accompanying their article. Elsevier's expert illustrators can produce scientific, technical and medical-style images, as well as a full range of charts, tables and graphs. Image 'polishing' is also available, where our illustrators take your image(s) and improve them to a professional standard. Please visit the website to find out more.

**Figure captions**
Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

**Tables**
Tables are to be typed double-spaced in separate files. They should be numbered in order of their mention in the text. Be sure that a title is included for each table and that full credit is given (in the form of a footnote to the table) to the original source of previously published material. Complete instructions for submitting tables can be found on the JEN online submission and review Web site (https://www.evise.com/profile/api/navigate/JEN).

**References**

**Citation in text**
Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

**Reference links**
Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is encouraged. For additional information regarding DOI, see "Use of the Digital Object Identifier" below in the "After Acceptance" section.

**Data references**
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. This identifier will not appear in your published article.

**Web references**
As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

**Data references**
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.
**Reference management software**

Most Elsevier journals have their reference template available in many of the most popular reference management software products. These include all products that support Citation Style Language styles, such as Mendeley. Using citation plug-ins from these products, authors only need to select the appropriate journal template when preparing their article, after which citations and bibliographies will be automatically formatted in the journal's style. If no template is yet available for this journal, please follow the format of the sample references and citations as shown in this Guide. If you use reference management software, please ensure that you remove all field codes before submitting the electronic manuscript. More information on how to remove field codes from different reference management software.

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link:

http://open.mendeley.com/use-citation-style/journal-of-emergency-nursing

When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

**Reference style**

**Text:** Indicate references by (consecutive) superscript arabic numerals in the order in which they appear in the text. The numerals are to be used outside periods and commas, inside colons and semicolons. For further detail and examples you are referred to the AMA Manual of Style, A Guide for Authors and Editors, Tenth Edition, ISBN 0-978-0-19-517633-9 (see http://www.amamanualofstyle.com).

**List:** Number the references in the list in the order in which they appear in the text.

**Examples:**

- Reference to a journal publication:
- Reference to a book:
- Reference to a chapter in an edited book:
- Reference to a dataset:

Journal abbreviations source Journal names should be abbreviated according to the List of Title Word Abbreviations: http://www.issn.org/services/online-services/access-to-the-ltwa/.

**Journal abbreviations source**

Journal names should be abbreviated according to the List of Title Word Abbreviations.

**Video**

Elsevier accepts video material and animation sequences to support and enhance your scientific research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include links to these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the file in one of our recommended file formats with a preferred maximum size of 150 MB per file, 1 GB in total. Video and animation files supplied will be published online in the electronic version of your article in Elsevier Web products, including ScienceDirect. Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data. For more detailed instructions please visit our video instruction pages. Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.
**Supplementary material**
Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.

**Research data**
This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the research data page.

**Data linking**
If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that gives them a better understanding of the research described.

There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system. For more information, visit the database linking page.

For supported data repositories a repository banner will automatically appear next to your published article on ScienceDirect.

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

**Mendeley Data**
This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. During the submission process, after uploading your manuscript, you will have the opportunity to upload your relevant datasets directly to Mendeley Data. The datasets will be listed and directly accessible to readers next to your published article online.

For more information, visit the Mendeley Data for journals page.

**Data statement**
To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on ScienceDirect. For more information, visit the Data Statement page.

**Checklist for JEN Authors**
The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details of any item.

**Ensure that the following items are present:**
One author has been designated as the corresponding author, with contact details: Author credentials are in the following order: highest academic credential (e.g. MSN), licensure (e.g. RN), certification(s) (e.g. CEN), honorary recognition (e.g. FAEN). E-mail address, Full postal address, Phone numbers. Submission letter (including home and work addresses/phone numbers of corresponding author). Title page. Structured abstract if abstract is required. Up to 6 Key Words "Contribution to Emergency Nursing Practice". Bullet points: All text pages numbered along with "continuous" line numbering. Original artwork (high-resolution images) as appropriate. All figure captions (legends) as a separate file. All tables (including title, description, footnotes). Manuscript has been "spell-checked" and "grammar-checked". IRB Letter (or equivalent) is included if required. References in AMA style, 10th Edition. Cite references by number only in the text. At bottom of text, before the references, add a statement declaring either "The authors report no conflict or interest" or "The authors report a conflict of interest." Corresponding authors are responsible for submitting co-authors' Conflicts of Interest declarations as well. Permission has been obtained for use of copyrighted material from other sources (including the Web) and the permission statement from the copyright holder has been uploaded. Patient consent letters (photographic and informed consent). Color figures are clearly marked as being intended for color reproduction on the Web and in print (for a fee) or to be reproduced in color on the Web and black-in-white in print (free of charge). For any further information, please visit our customer support site at: http://support.elsevier.com.

**General Information**

The editor(s) and publisher of *JEN* believe that there are fundamental principles underlying scholarly or professional publishing. While this may not amount to a formal "code of conduct," these fundamental principles with respect to the authors' paper are that the paper should:

A) be the authors' own original work, which has not been previously published elsewhere

B) reflect the authors' own research and analysis and do so in a truthful and complete manner

C) properly credit the meaningful contributions of coauthors and co-researchers

D) not be submitted to more than one journal for consideration (ensuring it is not under redundant simultaneous peer review)

E) be appropriately placed in the context of prior and existing research. For a full description of the standards of expected ethical behavior by all parties involved in the publishing process (the author, the journal editor, the peer reviewer, the publisher and the society for society-owned or sponsored journals) please see: .

Of equal importance are ethical guidelines dealing with research methods and research funding, including issues dealing with informed consent, research subject privacy rights, conflicts of interest, and sources of funding.

While it may not be possible to draft a "code" that applies adequately to all instances and circumstances, we believe it useful to outline our expectations of authors and procedures that *JEN* will employ in the event of questions concerning author conduct. Relevant conflicts of interest should be disclosed (see ).

**AFTER ACCEPTANCE**

**Proofs**

One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author (if we do not have an e-mail address then paper proofs will be sent by post) or, a link will be provided in the e-mail so that authors can download the files themselves. Elsevier now provides authors with PDF proofs which can be annotated; for this you will need to download the free Adobe Reader, version 9 (or higher). Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the Adobe site.

If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and scan the pages and return via e-mail. Please use this proof only for checking the typesetting, editing, completeness and correctness.
of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. We will do everything possible to get your article published quickly and accurately. It is important to ensure that all corrections are sent back to us in one communication: please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

**Offprints**
The corresponding author will, at no cost, receive a customized [Share Link](http://www.elsevier.com/locate/jen) providing 50 days free access to the final published version of the article on [ScienceDirect](http://www.elsevier.com). The Share Link can be used for sharing the article via any communication channel, including email and social media. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier's [Webshop](http://www.elsevier.com). Corresponding authors who have published their article gold open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.

**AUTHOR INQUIRIES**
Visit the [Elsevier Support Center](http://www.elsevier.com/locate/jen) to find the answers you need. Here you will find everything from Frequently Asked Questions to ways to get in touch.
You can also check the status of your submitted article or find out when your accepted article will be published.

© Copyright 2018 Elsevier | [https://www.elsevier.com](https://www.elsevier.com)