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DESCRIPTION

The Journal of Pediatric Health Care, the official journal of the National Association of Pediatric Nurse Practitioners, provides scholarly clinical information and research regarding primary, acute and specialty health care for children of newborn age through young adulthood within a family-centered context. The Journal disseminates multidisciplinary perspectives on evidence-based practice and emerging policy, advocacy and educational issues that are of importance to all healthcare professionals caring for children and their families. For information regarding the submission process, please visit: http://www.jpedhc.org/content/authorinfo.

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GUIDE FOR AUTHORS

INTRODUCTION

EDITORIAL POLICIES

The *Journal of Pediatric Health Care* invites clinical or research articles concerning pediatric clinical practice (primary, acute, specialty, home health, and school health), health care policy, or role issues relevant to the pediatric nurse practicing in an advanced practice role. All Articles and Department features should be submitted via EVISE at [https://www.evise.com/evise/faces/pages/navigation/NavController.jspx?JRNL_ACR=JPHC](https://www.evise.com/evise/faces/pages/navigation/NavController.jspx?JRNL_ACR=JPHC). All manuscripts are accepted for publication with the understanding that they are contributed solely to the *JPHC*. Per editorial discretion submissions may be reviewed for plagiarism using iThenticate®.

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Manuscripts are reviewed by selected reviewers in appropriate specialties. Authors will be notified by an e-mail generated by EVISE of receipt of their manuscripts. Notification of acceptance customarily requires 6 to 8 weeks. Acceptance is based on originality of ideas, significance for pediatric advanced practice nurses, validity, and adherence to the submission requirements (See "Manuscript Preparation").

Manuscripts become the permanent property of the *JPHC* and may not be published elsewhere without written permission from the author and Elsevier. All accepted manuscripts are subject to manuscript editing.

**TYPES OF PAPERS**

All Articles, Department features, and Letters to the Editor should be submitted via EVISE at [https://www.evise.com/evise/faces/pages/navigation/NavController.jspx?JRNL_ACR=JPHC](https://www.evise.com/evise/faces/pages/navigation/NavController.jspx?JRNL_ACR=JPHC). A brief description of each article type is provided below.

**Full-length Articles:** Research, Clinical

**Department Articles:** Primary Care Case Report, Acute & Specialty Care Case Report, Health Policy, Continuing Education, Pharmacology CE, Practice Guidelines, Professional Issues, Research Methods

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**BEFORE YOU BEGIN**

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Manuscripts may be submitted with the goal of offering CE credit (see Continuing Education below).

All correspondence once the manuscript is submitted, including the Editor's decision and request for revision, will be by e-mail.

**PREPARATION**
MANUSCRIPT PREPARATION

Manuscripts (text, excluding references and tables) should not exceed 5000 words. Department submissions have varied word counts (see Department Manuscript Preparation below). If abbreviations cannot be avoided, use the expanded form when first mentioned and abbreviate thereafter. Use generic drug and equipment names (trade names may be listed in parentheses at the point of first mention). If it is necessary to mention a trade name for equipment, the name must be followed immediately by the manufacturer's name and city/state. Pagination should begin with the title page as page 1 and continue through the entire manuscript. To each page, add Line Numbers, a function of Microsoft Word, prior to submitting.

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Introduction: State the purpose or objective of the study, including the major hypothesis tested, if any.

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DEPARTMENT MANUSCRIPT PREPARATION

Department features are published in varying frequency. Queries regarding department submissions can be sent to the corresponding or department editor listed. Suggested words counts for manuscript length are listed in the department descriptions. Authors should follow the instructions for full length articles.

Primary Care Case Report. This section features case presentations reflecting either common or unusual clinical situations seen in primary care. The anonymity of patients presented should be maintained and permission obtained from the patient and or family if the patient is not de-identified. IRB approval for the presentation of case reports may be required and is the author's responsibility. Any author interested in sending a query should direct their cases to the Corresponding Editor at joannserota@msn.com. See the suggested template for case report preparation. The suggested word count is 3000.

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Health Policy. Current and compelling state and national health policy issues impacting children and their families are published. Queries for this Department can be sent to Karen.duderstadt@nursing.ucsf.edu. The suggested word count for this department is 1500 words.
Practice Guidelines. This Department is currently "under construction" and submissions are not being accepted. We hope to have the Department up and running in the Spring of 2019. Corresponding editor: jlpeck@sbcglobal.net.

Professional Issues. This Department features articles about professional practice, role issues, and leadership topics of interest to pediatric advanced practice nurses. Submit queries to aklinetilford@gmail.com. The suggested word count is 2500 words.

Research Methods. This feature provides general research information to assist in the implementation, dissemination, and evaluation of research-based care by PNPs and usually addresses a research methodology issue. Send queries to the corresponding editor at rspartling@gsu.edu. The suggested word count is 2000 words.

CONTINUING EDUCATION MANUSCRIPT PREPARATION
Continuing education. Manuscripts on non-pharmacologic clinical topics. This column is a CE offering (see CE instructions below). Queries for this Department can be sent to the associate editor at smartin@luriechildrens.org.

Pharmacology CE. Manuscripts on pharmacologic management of selected illnesses, specific drug use, and items of interest relative to pharmacology are published. This column is a CE offering (see CE instructions below). Queries for this Department can be sent to the corresponding editor at TWoo@stmartin.edu.

Continuing Education Article Author Information
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1. Demonstration of the prospective author's expertise in the subject matter through experience, education, or both.

2. List 3-5 objectives, using action verbs that require readers to demonstrate their understanding of the topic (e.g., Explain the pathophysiology of...Recommend an appropriate approach...Discuss important considerations...)

3. A researched, referenced manuscript of approximately 6000 words (including objectives, tables, and posttest questions/answers). The text must provide current, advanced, testable information on clinical or professional topics.

4. Ten multiple-choice questions with 4 responses each or true/false items with the correct answers indicated. (See "Tips for Writing Test Questions.") Multiple choice questions with the correct answer of "all of the above" are not acceptable.

5. A curriculum vitae for each author should be sent to lnelsen@napnap.org upon acceptance.

6. A faculty declaration form for NAPNAP must be completed by all authors. This form can be accessed at http://www.jpedhc.org. Completed forms should be returned to lnelsen@napnap.org.

Tips for Writing Test Questions
Questions should measure mastery of objectives and article content. Ideally, the majority of questions should be designed for the reader to apply knowledge learned from reading the article as opposed to simple recall of information.

1. Be sure the order of questions matches the sequence of information in the article. For example, question #1 should correspond to the information that appears in the article first.

2. After you have finished writing the test, be certain that the test includes questions that relate to each objective.
3. Make questions multiple choice or true/false with possible options labeled "a," "b," "c," "d" for multiple choice and "a" or "b" for true or false.

4. Be certain that the 3 incorrect options are not plausible.

5. Use the same terminology in the test as in the narrative. (For example, if the narrative refers only to "hypertension," use "hypertension," not "high blood pressure," in the test.)

6. Make sure the correct option is derived directly from the narrative and clearly defensible as the best answer.

7. Avoid using words in the correct option that are also found in the stem (the first part of the question). Doing so provides "clues" to the correct answer.

8. Make sure that the options are not mutually exclusive. For example, if option "a" reads, "Slows the heart rate," and option "b" reads, "Increases the heart rate," these 2 options are mutually exclusive. The test taker can be reasonably certain that "c" and "d" are extraneous, and that either "a" or "b" is the correct answer.

9. Be sure that 1 or more of the options are not included in another option. For example, if option "a" reads, "Affects the heart rate," and option "b" reads, "Slows the heart rate," option "b" is actually included in option "a." Thus, if "b" is a correct response, "a" is also.

10. Include an answer key. The editor reserves the right to edit questions submitted for purposes of clarity and accuracy. The editors acknowledge the challenge of constructing a posttest that is accurate and clear.

11. Posttest questions and answers should be submitted as a separate submission on EVISE.

**Continuing Education Approval Procedure**

1. The number of contact hours is assigned by the Education department of NAPNAP.

2. One member of the CE Committee not associated with the *JPHC*, who matches the profile of the average *JPHC* reader, is asked to review the article. An average of the time it takes them to read the article and complete the posttest will determine the number of contact hour(s) assigned. One contact hour equals 60 minutes.

3. CE Articles are approved for 1 year. At the discretion of the Education department, the approval time may be shortened depending on the stability of the article content.

For more information regarding development of learning objectives and posttest questions, please contact Laura Nelsen at lnelsen@napnap.org.

**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**

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