Guidelines for authors submitting to *Emergency Nurse NZ*

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The *Emergency Nurse New Zealand* journal considers for publication original research, case studies, review papers, viewpoint / opinion pieces, reflections, short reports, methodological/technical notes, reviews and letters.

Emergency Nurse New Zealand has been published under a variety of names since 1992.

Manuscripts submitted to *Emergency Nurse New Zealand* are expected to conform to the journal style and submission instructions.

Category of manuscripts

Original research papers

- should describe original research
- should be up to 4000 words (including references and excluding title page, abstract and tables, figures and graphs)
- may contain up to six tables, figures or graphs

Organise as follows:

- Title page: title, authors, abstract and keywords
- Body: introduction, methods, results, discussion
- References: limited to 30

Review articles

- should describe the current literature on a given topic
- integrative, scoping or systematic literature reviews are preferred
  - use of JBI for integrative or scoping reviews recommended
  - use of PRISMA for systematic reviews recommended

- should be up to 5000 words (excluding title page, abstract, references and tables, figures and graphs)

Organise as follows:

- Title page: title, authors, abstract and keywords
- Body: Introduction, methods, results, discussion
- References: limited to 20

Case studies

- should describe a detailed examination of a particular case or cases, within a real-world context
- should be up to 2000 words (including references but excluding title page, abstract and tables, figures and graphs)
- may contain up to six tables, figures or graphs

Organise as follows:

- Title page: title, authors, abstract and keywords
- Introduction: brief overview context / problem
- Case: patient description, case history, examination, investigations, treatment plan, , expected outcome, actual outcome
- Discussion: summarises existing literature, identifies sources of confusion or challenges in present case.
- Conclusion: summary of key points or recommendations
- Acknowledgement that consent has been obtained from the patient plus any ethical issues identified
- References: limited to 20

Short reports and methodological or technical notes

- should describe pilot study work, small scale studies, new methods, technical procedures, preliminary research findings or case reports of topical interest
- should be up to 1500 words (including references but excluding title page, abstract and tables, figures and graphs)
- may contain up to two tables, figures or graphs

Organise as follows:

- Title page: title, authors, abstract and keywords
- Body: Methods, results, discussion, references
- References: limited to 15

Opinion / viewpoint pieces

- should be on a topic of interest to emergency and acute care nurses
- should be up to 2000 words (including references but excluding abstract and title page)
- do not generally contain any tables, figures or graphs

Organise as follows:

- Title page: title, authors, abstract and keywords
- Body: free-text, consider using the ISBAR organisation of writing:
  - I – Identity
  - S – Situation
  - B – Background

- - A – Assessment of the subject plus any actions undertaken and outcomes if appropriate
  - R – Recommendation or request
- References: limited to 20

Letters

- should be up to 500 words
- have no more than 5 references and no tables or figures

Profiles

- should be on a role within emergency or acute care that makes a difference to patients and staff activities, ideally roles that are less common
- should be 600-1000 words
- may contain up to two tables, figures or graphs

Organise as follows:

- Title page: title, authors, abstract and keywords
- Body: free-text, consider arranging as a question/answer interview or using the 5-Ws (+1-H) organisation of writing:
  - What – service
  - Where – service locations
  - Who – team details
  - When – service availability
  - Why – reason the role developed
  - How – a sample day
- References: limited to 5

Book and article reviews

- should be up to 500 words
- have no references other than that of the book or article being reviewed

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Preparation of manuscripts

Format

- Microsoft Word is the preferred software program
- Font to be used: Calibri 11-point, Times New Roman 11-point, or Arial 10-point
- Typing to be double-spaced throughout
- The primary language of the journal is English, te reo Māori is welcomed when accompanied by an appropriate interpretation or translation

Content

- Illustrations and tables should be labelled in numeric order by order of mention in the text
- Footnotes are not accepted
- Abbreviations and acronyms should be spelt out in full the first time they are used
- Measurements and weights should be given in standard metric units

Referencing

APA 7th is the preferred format. Authors are responsible for the accuracy of references.

- Material referred to by the phrase "personal communication" or "submitted for publication" are not considered full references and should only be placed in parentheses at the appropriate place in the text, e.g., (Smith 2011 personal communication).
- References to articles submitted but not yet accepted are not encouraged but, if necessary, should only be referred to in the text as "unpublished data".

Reference and citation examples from the [American Psychological Assoc. (APA) Style examples](#) website:

- Book references – whole book:
    - Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000
    - In-text parenthetical citation: (Jackson, 2019), narrative citation: Jackson (2019)
- Chapter references:
    - Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. https://doi.org/10.1037/0000120-016
    - In-text parenthetical citation: (Aron et al., 2019), narrative citation: Aron et al. (2019)
- Journal references:
    - Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, *8*(3), 207–217. https://doi.org/10.1037/ppm0000185
    - In-text parenthetical citation: (Grady et al., 2019), narrative citation: Grady et al. (2019)
    - Note: If the journal article has an article number instead of a page range, include the word "Article" and then the article number instead of the page range.
- Other – see the APA site for other examples, including, conferences, dissertations and thesis plus:
    - [Online media](#): webpages, websites, online educational resources, and social media
    - [Audio-visual media](#)
    - Reports and gray literature
    - [Preprint article references](#)

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Editorial procedures

All clinical practice articles are reviewed by a peer review committee. When necessary further expert advice may be sought external to this group. We aim to advise authors of the outcome of the peer review process within six weeks of our receipt of the article. The refereeing process will consist of reviews by at least two independent reviewers. The reviewers will be blinded to the authorship of the manuscript. The editor will make a final decision about the manuscript, based on consideration of the referees/comments.

Copyright and reproduction

Permission to republish material elsewhere is usually given to authors on request, but manuscripts must not be submitted simultaneously to other journals. The [International Committee of Medical Journal Editors (2021)](#) state:

> *Authors should not submit the same manuscript, in the same or different languages, simultaneously to more than one journal. The rationale for this standard is the potential for disagreement when two (or more) journals claim the right to publish a manuscript that has been submitted simultaneously to more than one journal, and the possibility that two or more journals will unknowingly and unnecessarily undertake the work of peer review, edit the same manuscript, and publish the same article.*

See their website for further clarifications.

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All articles published in this journal remain the property of Emergency Nurse NZ and may be reprinted in other publications, if prior permission is sought, and is credited to Emergency Nurse NZ.

Journal availability

Emergency Nurse New Zealand is available via multiple databases including CINAHL (EBSCO*host*).
Emergency Nurse New Zealand ISSN number is 1176-2691.
DOI numbers will be allocated to articles once the necessary permissions to do so have been obtained.

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Submission of manuscripts – checklist

All manuscripts, correspondence and editorial material for publication should be submitted to the editor via email: editor.cennzjournal@gmail.com.

Every submission should include:

1. **The covering statement with:**

   ☐ Author(s) name, address, phone number/s, current position and nursing qualifications – identify all authors
   If this derives from a student's thesis or dissertation the student should be identified as the principle author

   ☐ List of anyone who does not qualify as an author in the acknowledgements (see International Committee of Medical Journal Editors definition of an author for clarification if required)

   ☐ Identification of the article category (original article, review paper, opinion piece, short report, methodological / technical note, book review, letter)

   ☐ Names of all sources of outside support for research (including funding, equipment and drugs)

2. **The complete manuscript with:**

   ☐ Title page, abstract, text, tables, acknowledgments, references and illustrations, as applicable to the type of submission

   ☐ Written permission from the publisher (copyright holder) submitted in hard copy direct to the College of Emergency Nurses NZ – for the reproduction of any previously published table(s), illustration(s) or photograph(s) in both print and electronic media or from any unmasked subjects appearing in photographs

   ☐ A clear statement that ethical guidelines have been followed and listing any approvals by the appropriate ethics committee – for primary research

   ☐ A declaration to acknowledge financial support for the project, or a declaration of "no external financial support"
   Where financial support was given: the role of the funding organisation, if any, in the collection of data, their 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