

# SUBMISSION GUIDELINES

## Guidelines for submitting articles to *Kai Tiaki Nursing Research*

### SCOPE

The editor-in-chief of *Kai Tiaki Nursing Research* welcomes research papers and reviews on nursing (including clinical, research, education or management topics) with implications for nursing practice and health and social care policy research. Authors should present original research, or new and original analysis of existing research. *Kai Tiaki Nursing Research* particularly encourages submission of research manuscripts that take account of health inequities and injustice, and enhance the health of the diverse ethnic populations of Aotearoa/New Zealand.

*Kai Tiaki Nursing Research* is an internationally double-blinded peer-reviewed research journal that publishes original, full-length research manuscripts from New Zealand-based nurse researchers (or other researchers where the research can be shown to have particular relevance to nursing in New Zealand). In addition to research manuscripts, the journal will also publish letters to the editor, commentary and research brief articles. All research manuscripts and other articles will be subjected to the same robust review procedure.

The aim of the journal is to promote practice-related scholarship which contributes to the professional knowledge and evidence base for nursing. The language of the journal is English.

*Kai Tiaki Nursing Research* is available in the following databases: CINAHL Complete (Ebsco); Academic OneFile, Health Reference Center Academic, Nursing and Allied Health Collection and Nursing Resource Center (Gale); Health Collection and New Zealand Collection (Informit).

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#### Editorial procedures

The editor-in-chief is responsible for assigning a submission to appropriate reviewers. Manuscripts considered unsuitable for a full review will be returned to the author(s) with a minimum of delay.

The policy of *Kai Tiaki Nursing Research* is that each paper is independently reviewed by two people, in addition to the editor-in-chief, using a double-blinded process. In some cases (for example where reviewers differ in their recommendations regarding publication, or for highly technical submissions), a third expert referee may also be consulted. For some general presentation issues, the advisory committee is consulted.

The double-blinded process ensures all manuscripts are handled confidentially. At no time will authors or co-authors have access to the names of the expert referees responsible for the review of their papers and at no time will reviewers have access to the names of the authors. Where reviewers know or suspect who the authors are, conflict of interest will be declared and alternative reviewers appointed, if appropriate, at the discretion of the editor.

The final decision for publication rests with the *Kai Tiaki Nursing Research* editor-in-chief. It is the aim of the editorial review panel that authors should receive an editorial report within eight weeks of receipt of the complete manuscript in the NZNO publications office. Authors should note that when more than one paper is submitted at the same time, the review process may take longer.

#### Author conflict of interest policy

Authors are required to disclose in the covering letter any financial support for the conduct of the research and the role of sponsors in the decision to submit an article for publication. Where such information is not already disclosed in the manuscript, it will be held in confidence during the review process. Should the article be accepted for publication the relevant information must be acknowledged.

#### Ethical standards

Research involving patients or other participants requires HRC ethics committee approval and informed consent, which must be documented in the article. Authors should provide full information on the ethical approval process undertaken and sufficient information about the methodology to allow readers to appreciate the extent and need for the procedures described. Visit <http://www.hrc.govt.nz/ethics-and-regulatory> for guidance. Specific ethical considerations within the context of the research should also be noted.

#### Authorship and acknowledgements

Authors should note that *Kai Tiaki Nursing Research* adheres to the definition of authorship set by the International Committee of Medical Journal Editors (ICMJE). It is required that all authors have been accredited appropriately upon submission of the manuscript. A student is usually listed as principal author on any multiple-authored publication that substantially derives from the student's dissertation or thesis. Contributors who do not qualify as authors should be mentioned under Acknowledgements.

#### Copyright and reproduction

Authors are responsible for the originality and accuracy of their articles. All submissions will be subject to originality checks. Once published the article becomes the property of *Kai Tiaki Nursing Research*. Authors may make copies of their own papers published in the journal, provided that such copies are for free distribution only.

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Specific permission will not be required for photocopying copyright material in the following circumstances.

1. For private study, provided the copying is done by the person requiring its use, or by an employee of the institution to which he/she belongs, without charge beyond the actual cost of copying.
2. For the production of multiple copies of such material, to be used for bona fide educational purposes, provided this is done by a member of the staff of the university, school or other comparable institution, for distribution without profit to student members of that institution, and provided the copy is made from the original journal.

For all other matters relating to the reproduction of copyright material, written application must be made to the publishers (see address, opposite page).

## Publication costs

*Kai Tiaki Nursing Research* does not impose submission or page charges. All illustrations and graphs must normally be submitted in black and white. Authors who consider colour is essential for clarity of understanding would be liable for extra printing costs attributable to colour, and prior consultation with the production editor should be held.

## MANUSCRIPT TYPES ACCEPTED

### Research manuscripts

Original research papers should be 3000-5000 words in length for the main text, excluding abstract, tables and references, and be organised in logical subdivisions appropriate to manuscript type. In addition to those headings suitable for each study, all manuscripts should also contain:

**Title page:** On the first page of the manuscript please include the title; names and qualifications of all authors; affiliations and full mailing address including email addresses, fax and a contact phone number. An author should be identified who is the agreed correspondent. The title should be concise, specific and clear. Normally a title would be no more than seven to nine words. Please ensure the author's name (or authors' names) appears only on the title page and that there are no identifying comments on all other pages.

**Abstract:** This should appear on the first page following the title page, and should be limited to approximately 250 words. The information should be substantive, not descriptive, and include the following headings: Aims (of the paper), Background, Methods (including year of data collection), Results/Findings, and Conclusion.

**Key words:** This should consist of up to six key words which appear within the abstract.

### Letters to the editor

Submitted letters should address academic points arising out of a recent paper published in *Kai Tiaki Nursing Research*, such as interpretation of data and methodology. Authors of published papers to which a letter may refer have a right of reply, to be published with the original letter. Letters and replies will be published at the discretion of the production editor in collaboration with the editor-in-chief.

A letter should be submitted as a Word file attachment to an email addressed to [kaitiakiresearch@nzno.org.nz](mailto:kaitiakiresearch@nzno.org.nz) and it should not exceed 1000 words. The letter will be forwarded to the production editor and the editor-in-chief for a decision.

### Commentary

*Kai Tiaki Nursing Research* invites the submission of commentary on papers published in previous editions. Commentaries should be 1000 to 1500 words in length and provide a frank, honest review on the research article. Original authors will have the opportunity to respond to commentaries prior to publication.

### Research briefs

Research briefs are limited reports (500-750 words) featuring research with important implications for practice. Submissions should include the research topic and context, a brief overview of the methodology, including ethical requirements and procedures for data collection and analysis. A succinct precis of the findings should include implications for practice and future research.

### Referencing

*Kai Tiaki Nursing Research* uses the APA 6th edition referencing system. Refer to the APA Publishing Manual (2010) for further details.

## ADMINISTRATIVE PROCEDURES

### Submission of manuscripts

All manuscripts must be submitted electronically. Full instructions are given on the website ([www.nzno.org.nz/ktnr](http://www.nzno.org.nz/ktnr)). To avoid excessively large files, which are time-consuming for both uploading by the authors and downloading for the reviewing process, no file should be larger than 5MB (5000KB).

All manuscripts submitted to *Kai Tiaki Nursing Research* should include a covering letter stating, on behalf of all authors, that the work has not been published previously and is not being considered for publication elsewhere. Please ensure author's name appears only on the title page and that there are no identifying comments on all other pages.

Enquiries should be sent to:  
Kai Tiaki Nursing Research  
Publications Office  
New Zealand Nurses' Organisation  
PO Box 2128  
Wellington  
Tel: 0800 28 38 48  
[kaitiakiresearch@nzno.org.nz](mailto:kaitiakiresearch@nzno.org.nz)

Before submitting your manuscript, please adhere to the following guidelines and instructions to authors. Manuscripts should be submitted initially as a Word file; numbered figures and tables should be included in the Word file in the first instance. To facilitate the reviewing process, the submitted manuscript should be formatted with the body text in 12 point Times New Roman with line spacing of 1.5. Text should be left-aligned and surrounded by 3cm margins.

High-quality figure files will be requested if necessary. See detailed guidelines on the website. A signed Exclusive Licence Form will be required upon acceptance. Both forms are available on the NZNO website. Provided these forms have been scanned and emailed, or faxed to the publications office, it is sufficient to send the originals by regular mail.

### Correspondence

Following submission of a manuscript, all correspondence, up to the stage of acceptance, is attended by the editor-in-chief (Patricia McClunie-Trust@wintec.ac.nz) and will be by email. After acceptance, all matters related to printing will be dealt with by the production editor (KathyS@nzno.org.nz).

NZNO cannot accept responsibility for loss of files submitted to them. Contributors are advised to keep copies of all text and figure files.

### Date of receipt

The date of receipt of each paper will be printed and is the date on which the completed manuscript is first received by the editor-in-chief. Papers submitted without all the information specified in these instructions will not be considered complete nor given editorial consideration until it has been provided. An author is expected to respond with requested revisions within the requested time frame (usually one month).

### Proofs

Proofs should be corrected and returned promptly. Publication will be in order of receipt of corrected proofs. Excessive alterations by the authors of the accepted proofs may result in the need for further editorial review.

A complimentary copy of the relevant issue of *Kai Tiaki Nursing Research* will be sent to all corresponding authors, together with a PDF file of their paper.