

## Journal of the New York State Nurses Association Manuscript Submission Checklist

The *Journal of the New York State Nurses Association* is a peer-reviewed journal published twice a year for members and non-members of the New York State Nurses Association. To be considered for publication in the NYSNA Journal, please adhere to the following guidelines:

### Formatting

- ☐ All manuscripts must be formatted in **APA Style**. You may find APA Style guidelines here: <https://apastyle.apa.org/style-grammar-guidelines>.
- ☐ All text should be **double-spaced** (unless otherwise dictated by APA Style guidelines), and in one of the following font options:
  - sans serif fonts such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode
  - serif fonts such as 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern (the default font for LaTeX)
- ☐ The NYSNA Journal operates a blinded peer review policy. Please anonymize your manuscript and prepare a separate title page containing identifying information such as author names, affiliations, acknowledgements or explicit mentions of author institution in the text.
- ☐ The authors are recommended to use the reporting guidelines for the specific study designs from the web links provided in the table below

### Content

- ☐ **Quantitative** manuscripts must include a **theoretical framework** of study.
- ☐ **Qualitative** manuscripts must include a **methodology** of study.
- ☐ For Mixed Research articles: <https://apastyle.apa.org/jars/mixed-methods>.
- ☐ For Literature Review articles: <https://apastyle.apa.org/blog/psi-chi-literature-review-webinar>.

### Reporting Guidelines for Specific Study Designs

Type of Study	Guidelines/ Checklist	Source
Observational studies such as cohort, case-control, and cross-sectional studies	STROBE	<a href="https://www.strobe-statement.org/checklists/">https://www.strobe-statement.org/checklists/</a>
Randomized controlled trials	CONSORT	<a href="https://www.consort-spirit.org">https://www.consort-spirit.org</a>
Quality improvement projects	SQUIRE	<a href="https://www.squire-statement.org">https://www.squire-statement.org</a>
Systematic Reviews and meta-analysis	PRISMA	<a href="https://www.prisma-statement.org">https://www.prisma-statement.org</a>
Case Reports	CARE	<a href="https://www.care-statement.org/checklist">https://www.care-statement.org/checklist</a>
Clinical Practice Guidelines	AGREE	<a href="https://www.agreetrust.org/wp-content/uploads/2016/02/AGREE-Reporting-Checklist-2016.pdf">https://www.agreetrust.org/wp-content/uploads/2016/02/AGREE-Reporting-Checklist-2016.pdf</a>

## Layout

- ❑ The following sections should be included and arranged in this order:

- |  |                              |
|--|------------------------------|
| 1. Title Page  | 5. Footnotes                 |
| 2. Abstract  | 6. Tables                    |
| 3. Text  | 7. Figures                   |
| 4. References (5 years old or less,<br>except for classic works) | 8. Appendices (if necessary) |

- ❑ It is recommended to use the following APA Style for Manuscript Layout:

### Title Page

- Title
- Full name(s) and credentials
- Institutional affiliations, email, ORCID number
- CRediT Authorship Statement
- Conflict of Interest Statement
- IRB Statement
- Generative AI statement
- Acknowledgement(s)

### Abstract

- Background
- Purpose
- Methods
- Results
- Practice and Research Implications
- Conclusion

### Text

- Introduction
- Methods

#### Qualitative

- Ethical consideration
- Recruitment
- Setting
- Data collection

#### Quantitative

- Theoretical framework
- Data collection
- Participants
- Measures
- Analysis

### Design

- Sample
- Instrument
- Procedures
- Results
- Discussion
  - Strengths and Limitations
  - Implications for Practice and Research
- Conclusion

## The Review Process

1. Initial review takes usually 4 to 6 weeks from the date of submission, although expedited reviews may be provided for manuscripts with time-sensitive data.
2. Authors will receive notification of a decision by e-mail. Most manuscripts submitted require some revision before acceptance. Authors will have 60 days to address these changes and resubmit, contingent upon the manuscript's acceptance.
  - An "accept with revision" decision is not a commitment to publish if the author fails to make recommended changes. Please submit a separate "Response to Reviewers" file.
  - A rejection may be appealed by emailing [Journal@NYSNA.org](mailto:Journal@NYSNA.org) for further information.
3. Authors who do not receive notice of a decision within 12 weeks of submission may contact the editorial office for an update on the manuscript's status.

For any questions, please email [Journal@NYSNA.org](mailto:Journal@NYSNA.org).