

Overview and General Information

The *Journal of the American Academy of Nurse Practitioners (JAANP)* is a monthly scholarly, peer-reviewed journal for Advanced Practice Registered Nurses (APRNs) and is the official journal for the more than 28,000 members of the American Academy of Nurse Practitioners (AANP). Formed in 1985, the AANP is the largest and only full-service professional membership organization in the United States for NPs of all specialties. AANP has steadily expanded services to meet its mission to:

- * Promote excellence in NP practice, education and research;
- * Shape the future of healthcare through advancing health policy;
- * Be the source of information for NPs, the healthcare community and consumers;
- * Build a positive image of the NP as a leader in the national and global healthcare community.

The mission of the *JAANP* is to help serve the information needs of nurse practitioners (NPs) and others with an interest in advanced practice nursing and primary health care. The readers of the *JAANP* are mostly primary care NPs and other advanced practice registered nurses (APRNs), who practice in domestic and international settings where they serve clients of all ages, manage a broad spectrum of acute and chronic conditions, prescribe a variety of medications and treatments, and function to the full scope of advanced practice nursing in their respective states and countries.

The *JAANP* encourages submission of articles addressing evidence-based clinical practice, integrative/comprehensive reviews, research, novel case studies, NP education, legislation, health policy, practice management, and other advanced practice nursing issues. International submissions that address advanced practice nursing issues throughout the world are also encouraged. Manuscripts must be original, unpublished works submitted for the exclusive use of the *JAANP* in accordance with these guidelines.

The *JAANP*, a free membership benefit, is published for the AANP in print and online by Wiley-Blackwell Publishing. For more information regarding AANP membership go to <http://www.aanp.org>

Correspondence

All editorial queries and commentary should be sent by email to:
jaanp.eic@gmail.com

It is not necessary to send a pre-submission query. We recommend instead that authors visit the online journal website (<http://www.blackwell-synergy.com/loi/jaan>) and check the table of contents and abstracts for the previous 12-24 issues to view the scope of topics covered in *JAANP*.

Manuscript Submission Criteria

Manuscripts must be submitted via the ScholarOne Manuscripts™ JAANP online submission site at <http://mc.manuscriptcentral.com/jaanp>. The steps must be followed exactly to assure your submission is complete. If you do not receive an automated e-mail response, your manuscript has not been successfully entered into the system.

Publication Ethics

The JAANP is a member of the Committee on Publication Ethics (COPE) and adheres to the following guidelines.

The JAANP adheres to the Good Publications Practice Guidelines available online at <http://www.gpp-guidelines.org/> for all sponsored material.

The JAANP adheres to the principles stated in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. (http://www.icmje.org/urm_main.html)

To fully understand the issues of Authorship and Conflicts of Interest, authors are encouraged to read the full text of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals at (http://www.icmje.org/urm_full.pdf)

All authors should meet the criteria for authorship as stated in the ICMJE Uniform Requirements. The required Cover Letter must include the statement “All authors meet the criteria for authorship as stated by the ICMJE in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals.”

A separate statement regarding conflicts of interest is covered in the section titled Acknowledgements.

All manuscripts will be submitted to a plagiarism detection program prior to peer review.

Manuscript Files and Format

This section provides general guidelines for format and length of manuscripts and some specific guidelines for selected types of manuscripts. It is important that the submitter review the submission to assure that files are uploaded properly and that any author identifying information is removed to assure a fair and blinded review process.

Manuscript text should not include page numbers, running heads, headers/footers, or hard returns at the end of each sentence (use the word wrapping feature of the word processor). Tables and figures should not be included in the body of the text. Each table and figure should be in a separate file and labeled appropriately (e.g., Table 1). You will also need to do a word count (available on the MS Word Tools menu) of the text excluding the tables, figures, references, and abstract. This word count is entered in a specified data field during the submission process.

Categories of Articles – Additional Guidelines

Research: All research reports must contain a statement in the methods section about the protection of human subjects and approval by the appropriate review committee. Checking the appropriate box on the Manuscript Details form in the submission process is also required.

Research references are limited to no more than 50 and should be the most current references available. Classic articles related to methods or instruments are acceptable. Additional references may be included in a table for on-line supporting information.

For randomized control trials (RCTs), the CONSORT (Consolidated Standards of Reporting Trials) Statement should be used as a guide. Authors should refer to the website (<http://www.consort-statement.org/>) for the most current guidelines. For reporting of company sponsored research, authors should also refer to the Good Publication Practices Guidelines, version 2 (also known as GPP2) for guidance on transparency of the process, which is available at <http://www.gpp-guidelines.org/>

For qualitative research, the type of analysis and control for rigor and credibility must be clearly stated. Any identifying information in responses from subjects must be removed.

Reviews: Systematic reviews are encouraged either with or without meta-analysis. A systematic approach to finding relevant studies, for example the PRISMA Statement (<http://www.prisma-statement.org>), the Joanna Briggs Institute (<http://www.joannabriggs.edu.au/about/home.php>) or the Cochrane Collaboration (<http://www.cochrane.org/reviews/clibintro.htm>), should be used as a guideline for reporting reviews. Authors should clearly describe the system they used to assure they have produced an unbiased review.

Sponsored Reviews, developed by authors in collaboration with medical communications companies or independent medical writers and funded by pharmaceutical or device companies, will be considered as long as they are unbiased and focus on entire drug/device classes or diseases, not just a single product. Off-label use of drugs in any drug review must be clearly identified. Conflict of Interest declarations must be completed by anyone submitting reviews of drug or devices. We adhere to the principles stated in Good Publication Practices Guidelines, version 2, which is available at <http://www.gpp-guidelines.org>

Case Study: All identifying material must be changed, and a statement to that effect made in the manuscript, so that the patient cannot be easily identified. Any photos or diagnostic studies of the patient must also be anonymized. In cases where complete anonymity might not be possible, an informed consent by the patient is necessary.

Clinical Articles: Manuscripts reporting new or novel clinical insights will be considered for publication. Information already available in textbooks or considered general knowledge is not considered new or novel and will not be reviewed.

Brief Reports. Pilot studies or clinical reports with limited focus will only be considered for Brief Report formats. These manuscripts are no longer than 3000 words and limited to 30 references.

CE Articles: Articles with potential for continuing education (CE) are selected by the editor and the editorial board based on content and the needs of the members. Authors who think their manuscript might be suitable for CE credit may indicate this in the cover letter but there are no additional specific requirements for objectives or questions on submission. Authors who wish to contribute CE materials to the AANP should visit the CE Center on the AANP website for more information.

Supplements: Supplements must have sponsorship and all proposals for supplements are first reviewed by the Wiley-Blackwell Development Team (kpolesky@wiley.com) and referred to the Editor. All material submitted for supplements must follow all these guidelines and go through the peer-review process. The JAANP adheres to the Good Publications Practice Guidelines available online at <http://www.gpp-guidelines.org/> for all sponsored material.

Cover Letter

The cover letter should contain the title of the manuscript, a statement about authorship as described previously, and attestation that the manuscript is submitted in accordance with GFA version 100104, for the sole consideration of the JAANP and the material has not been published in any form previously. If the material has been presented at a conference or is part of a larger study (e.g., a subgroup analysis) that should also be stated. If the paper reports findings from a clinical trial that has been registered, include the registration information. If the paper requires special consideration related to the NIH Public Access Mandate, please alert us with a statement in the cover letter.

Abstract

The JAANP Abstract follows a structured style. It must be formatted with the following specific headings: **Purpose**; **Data Sources**; **Conclusions**; and **Implications for Practice**. (You can see examples while you are online going through the previous 12-24 issues of the JAANP). Do not use references in the abstract. The abstract must be copied into a designated abstract field during the submission process where it must remain separate from the main document. NOTE: There is a firm 200 word limit for the abstract.

Acknowledgements

Acknowledgements fall into two categories - Personal and Expository.

Personal acknowledgements are used to acknowledge such things as competitive grant funding and unpaid editorial assistance from mentors and colleagues. To avoid compromising the author's anonymity, these acknowledgements are to be uploaded in a separate file during submission designated as a "Supplementary file not for review".

Expository acknowledgements are used to divulge those items pertaining to conflicts of interest (COI) and funding for the development or editing of any article that mentions specific drugs, devices, or other proprietary content. This includes any editorial or writing assistance provided by pharmaceutical, manufacturing, or medical communications companies, which must be clearly acknowledged including the name of the editor/writer and the source of funding. These acknowledgements are to be uploaded in a separate file during submission and designated as a "Supplementary file for review." Details of this support must also be copied into the corresponding fields of the online Manuscript Details form.

NOTE: If the submitter checks "no" to the "Do you have any conflict of interest?" statement, you are declaring that: No relationship exists between any of the authors and any commercial entity or product mentioned in this article that might represent a conflict of interest. There was no solicitation of the author(s) by any commercial entity to submit the manuscript for publication.

If you have no COI to declare, checking the box on the Manuscript Details page in your submission is sufficient. Failure to disclose relevant COI will result in a published erratum once the failure is discovered and may preclude authors from future submissions.

To review the scope of COI go to the link on the ICMJE home page (http://www.icmje.org/ethical_4conflicts.html) that explains in detail what are considered relevant COI. Whenever there is a possibility of a COI regarding commercial interests and the content of a manuscript, all authors are required to complete the ICMJE COI Disclosure form disclosing this potential or actual conflict-of-interest. (See editorial related to use of the uniform disclosure form at (<http://www.icmje.org/format.pdf>)). This form is available in the public domain for authors to complete and upload with their submission at http://www.icmje.org/coi_disclosure.pdf

Size / Length / Fonts

The title should be no longer than 50 words and should reflect the content of the paper.

The body text of a typical manuscript, excluding abstract, references, tables, figures or graphics, should be between 3,500 to 4,000 words. Longer articles may be considered at the editor's discretion. Text should be double-spaced, with approximately one inch margins.

Standard Fonts such as “Times New Roman” or “Times” are preferred. For maximum clarity we recommend you use sans serif fonts “Arial” or “Helvetica” for labeling figures, and “Symbol font” for Greek letters and the MS Word symbol menu for other unusual characters. NOTE: Unusual fonts may not be supported on all systems and may be lost on conversion of your documents at the time of online submission.

If you have used the Track Changes feature in the process of writing and editing your manuscript, please save a final version that accepts all the changes you intend to include before you upload your file.

Style and References

The *Publication Manual of the American Psychological Association* 6th edition (APA) is the style manual used by the JAANP for the format for citations, references, headings, and other matters. The use of electronic bibliographic citation managers (such as EndNote™) is acceptable.

DOI numbers are acceptable in citations and are the preferred method for “on-line ahead of print” or “early-view” manuscripts. References for manuscripts in-press are acceptable but they must be updated before the manuscript is published.

References are limited to 50 for most articles except Brief Reports which are limited to 30.

References should be listed alphabetically in a separate section at the end of the body of the manuscript, double-spaced under a heading titled References. Do not use references in the abstract. References should be current and journal titles should not be abbreviated. For most manuscripts, citations older than five years, other than classic works, are rarely required. It is the author’s responsibility to assure that all references are complete and accurate. Manuscripts that do not conform to referencing guidelines may not be reviewed.

Pay particular attention to the APA requirements for citation of on-line material. This has changed significantly in the latest edition.

Reference works not cited in the main text should be deleted from the manuscript. In some cases it may be useful to create a table titled Useful Resources or Useful Websites for inclusion as on-line supporting information. There is also helpful information about references for systematic reviews included in the latest edition of the APA.

Footnotes

Do not use footnotes in the abstract or the main body of the manuscript. Footnotes to tables or figures should clearly spell out all abbreviations used. Statistical significance may also be indicated with footnotes.

Electronic File Formats

The body text portion of the manuscript files must be in a .DOC, .DOCX (not DOCM or .WKS), .RTF or other Microsoft Office compatible file format. Further information on file formats can be found under the Get Help Now tab of ScholarOne Manuscripts™.

Tables, Figures and Graphics

Tables, Figures, and Graphics must not simply duplicate what has been said in the body of the manuscript. If they do not enhance the text, they may be eliminated for space considerations. Footnotes to tables or figures should clearly spell out all abbreviations used. Statistical significance may also be indicated with footnotes. Online only supporting materials (such as data tables, maps, a review matrix, and interview forms) may be considered at the time of publication at the editor's discretion.

Tables should be numbered with Arabic numbers in the order in which they are mentioned in the text. Each table should be double-spaced and include an appropriate caption. Every column must have a description or heading. Demographic tables must clearly indicate the total N either as a footnote or in a column heading. Use a table function to create your table – do not use tabs or the spacebar to create columns (this will result in columns that do not align properly when your submission is converted to HTML or PDF).

Figures and Graphics for the print edition should be grayscale. (Color graphics may be considered for paid insertion or as online supplementals). Figures and graphics should use one of the file formats recommended by the publisher at: <http://authorservices.wiley.com/bauthor/illustration.asp> All figures must have captions, which can be included as a separate file labeled "Figure Captions" if it is not possible to include the caption on the figure itself.

Tables and figures should be uploaded as separate files during the submission process.

Permissions

Permissions to reprint Tables, Figures, Graphics, Instruments, or any other previously copyrighted information should accompany the manuscript at the time of submission. If a payment for permission to reprint is required, it will be the author's responsibility to pay all fees prior to publication and submit evidence of such payment to the editor. NOTE: Do not pay fees until the manuscript has been accepted and scheduled for publication. Permissions should be scanned or copied into a file and uploaded as a "Supplementary file not for review." Permissions must include both print and electronic publication.

Copyright Transfer Agreement (CTA)

A signed CTA is required for all contributors on submission. Forms are available online at <http://www.aanp.org/AANPCMS2> Publications>Journal>Author Information.

The CTA transfers the copyright to your work to AANP and must be signed by all authors. The document outlines your retained rights and permitted uses and allows for the posting of NIH grant-funded work to PubMed Central upon acceptance of the final manuscript. There are also special provisions for work produced by employees of the Federal Government, including all military services, so that your work will reside in the public domain. Please include any disclaimers required by Federal law in your division on the title page of your uploaded manuscript.

The JAANP uses the ScholarOne Manuscripts (S1M) online submission processing system.

Submission site URL: <http://mc.manuscriptcentral.com/jaanp>

To make a submission you must login to your S1M JAANP account. If you do not have such an account you must create one. (NOTE: most S1M JAANP MC Accounts are dual role Author/Reviewer accounts so if you are an active JAANP reviewer you should already have an account.)

A submission by an author's agent is acceptable. If you are a submitting agent for the manuscript (i.e., a project manager or administrative assistant), you should enter all the required submitter information under your own name and check the appropriate box so that you will not be listed as an author.

===== PRIOR TO LOGIN =====

Before you log in to create/update your account and start a submission we suggest that you print out this file, read it, and then use it as a reference.

Have an email address for all authors and have a permanent backup webmail address (e.g., hotmail, yahoo, Gmail) for yourself.

Decide how you wish you and your co-author(s) to be addressed:

Dr. Miss Mr. Mrs. Ms or Prof

(NOTE: If your manuscript is accepted for publication you will be able to update your credentials, address, affiliation, etc. at proof reading time.)

Make sure that there are no page numbers in your main document. (Nothing should be in the header or footer.)

Determine the approximate number of words in your main document.

Select keywords for both your account and submission. (See Key word Tips below)

Limit your Title to 50 words.

Limit your Running Head to 50 characters.

Limit your Abstract to 200 words and ensure it is structured according to the *JAANP* Author Guidelines.

Create a cover letter document that includes the required information described above. You may enter or copy and paste your cover letter text into a "Cover Letter" box OR you can attach a file containing your cover letter following the onscreen instructions.

Be prepared to:

Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

Confirm that all the research, citations, and authorship statements meet appropriate ethical guidelines, including adherence to the legal requirements of the study country.

By confirming this statement you are declaring that you have read and understood the ethical guidelines published by the International Committee of Medical Journal Editors (ICMJE) available online at <http://www.icmje.org/>

Confirm that you have prepared a complete text minus the title page, acknowledgments, and any running headers with author names, to allow blinded review.

State if you have any conflicts of interest.

===== AFTER YOU HAVE LOGGED IN =====

NOTE: If necessary, you may interrupt the submission process and logout. When you are ready to resume, just login, go to the author dashboard and click the "Continue submission" button.

TIP: Pressing the letter U five times on the "Country" field lands you on "United States"

In the "Degree" field please enter only your highest academic degrees.

KEYWORD TIPS -- You will be required to select four keywords for the creation of your account and each submission. The JAANP keyword selection list found in S1M is fixed. It contains almost 800 broad-based nursing science keywords that should be suitable for most submissions. Your account keywords should reflect your areas of professional expertise and interest. The keywords selected for your submission should reflect the content of your manuscript. You may provide a list of additional keywords in the TitlePage.doc if you do not find suitable ones in the S1M list but you will need to select 4 keywords from the list in order to proceed.

TIP: When selecting keywords from the list, enter three or four letters AND an asterisk (wild card symbol) to filter the list.

Upload your submission files in the upload-order specified below.

NOTE: The *JAANP* conducts a blinded peer-review. When uploading your manuscript you will need to upload a Main Document file with no author identifying information in it (designated as the Main Document) and a separate title page (designated as the Title

Page) with all author identifying details including an email address for all authors. This is the author information you would like the readers to see in a published article. The next section details file type and naming conventions.

Manuscript File Naming for Submission

The S1M system will demand that you designate your files as one of the following types:

Title Page is required. It should include the title of the submission and complete author contact and work affiliation information. Authors should be listed in proper order of contributorship and the corresponding author must be clearly identified. NOTE: This page is not included in the reviewer files when the manuscript is sent out for review.

Main Document is required. It includes the body of the text and references with all author identifying information removed, no page numbers, no running head, and no embedded tables or figures. If you have been using Track Changes to make final editorial corrections to your document, be sure to accept all changes and save the corrected file with Track Changes turned off. (Track changes leaves contributors' names visible in the document unless this step is completed.)

Tables and Figures should be separated into individual files and uploaded with appropriate labels applied as requested during the submission process.

Supplementary Files Not for Review may be uploaded to provide specific information such as permission to reprint material, a completed and signed ICMJE conflict of interest disclosure if required, or a copy of the letter of approval to conduct research from the appropriate review board. A scanned copy of your signed CTA form(s) should be uploaded here as well.

Suggested upload-file name conventions:
(Contact Author Last name and _Initial followed by file type).

NOTE: The S1M system uses the following user selectable file designations
Title Page, Main Document, Figure, Table, or Supplemental (may or may not be designated for review) This is the specified upload-order.

Smith_A TitlePage.doc
Smith_A MainDoc.doc
Smith_A Figure-1.tif
Smith_A Table-1.doc
Smith_A SupFile-CTA.doc
Smith_A SupFile-Permit.doc

During the upload process your files will be converted into both HTML and PDF format for use by the reviewers. Sometimes the conversion process takes a while or fails. If it seems to be taking too long, close the conversion-in-progress window and check to see

if a file conversion actually occurred. If the file conversion appears stalled or failed, follow any instructions that appear on the screen. Otherwise delete any corrupted files and start the process over.

Please be aware that S1M services millions of users and sometimes you may experience a glitch in file conversion processing (e.g. "Unable to convert file Author_N1 CL.doc (PDF)" it did make an HTML) and you may have to delete a botched job and restart the process.

Once your submission is complete you will receive an automatic email from the S1M system verifying your submission and providing you with your Manuscript ID Number. You will be able to track the progress of your submission from your Author Center in the S1M system.

It is not possible for authors to change or add anything once the submission is complete. If you fail to follow the guidelines or you need to add or change something to your submission, we may have to "unsubmit" your manuscript for you to resubmit your corrected files.

NOTE: Email inquiries regarding your submitted manuscripts should be directed to the ADM through your Author Center or to jaanp.eic@gmail.com Be sure to include your Manuscript ID so we can easily find your file in the S1M system.