



International Journal for Human Caring

AUTHOR GUIDELINES

Purpose of the Journal

The *International Journal for Human Caring's* (IJHC's) objective is to serve as a scholarly forum for all nurses and other disciplines interested in the advancement of knowledge of human care and caring. Particular emphasis is in caring related to health, human relationships, and improvement of the human condition. The journal is most useful to all nurses and health personnel worldwide in hospitals, universities, research centers, libraries, and health and social science settings. Social scientists and professionals from many other disciplines have found *the International Journal for Human Caring* to be of great interest, and are encouraged to submit manuscripts.

Authors interested in submitting scholarly manuscripts, research, aesthetic expressions, book reviews, continuing education articles, essays, and other original work should submit work to Peer Track/Editorial manager via <http://www.editorialmanager.com/humancaring> to initiate manuscript review by IJHC boards.

Publication Policy

Solicited articles: Special Topics Issue

- Ideas for Special Topics issues are submitted directly to the editor (wolf@lasalle.edu). Please submit an issue theme in a paragraph included in a 1-page list of articles and authors. A submission date for solicited manuscripts is negotiated with the Editor. Special topics issue editors should give authors an idea of what the article might cover so that it fills into the issue as a whole. Overlap is to be avoided and repetition minimized.
- Solicited articles for the **Special Topics** issue should be submitted on schedule via <http://www.editorialmanager.com/humancaring> to initiate manuscript review by IJHC boards.
- The **Editor** sends all manuscripts out for review consistent with typical practices. Articles are due no later than the submission date indicated by the Editor and Special Topics Editor.
- Author information and copyright release statements are submitted via Peer Track/Editorial Manager of Allen Press.
- If an article is not accepted for publication, the copyright assignment will automatically return to the author.

Unsolicited articles: Authors are encouraged to submit articles for publication. Unsolicited articles should be submitted via Peer Track/Editorial Manager to <http://www.editorialmanager.com/humancaring>. Zane Robinson Wolf, PhD, RN, FAAN Editor, International Journal for Human Caring, will receive notification of the submission via Peer Track/Editorial Manager. Author information (corresponding author identified) and Copyright Release must accompany the electronic submission via Peer Track/Editorial Manager. If the article is not accepted for publication, the copyright assignment automatically returns to the author(s).

Copyright: Authors must release copyright ownership to their manuscript at the time of its submission to the journal via Peer Track/Editorial Manager. This release must accompany the manuscript before processing for publication can begin.

Journal Categories: Regular articles concerning caring and care are complete research, theoretical papers, issues papers, research methods, education and educational methods papers, case studies in caring, aesthetic works, essays, and others. Student papers are also accepted for review. Book reviews and continuing education articles are accepted for review as well.

General Information:

Articles submitted to IJHC for review by the Editor and members of the Editorial Review Board should not be submitted to another journal for consideration to be published.

Conflict of interest is stated on a section of Peer Track. Authors must state all conflicts of interest related to content of articles. This includes financial, institutional, consultant, business, and other relationships that might lead to bias or a conflict of interest. If there are no conflicts of interest, state this explicitly as none are declared. Conflict of interest and source of funding statements are specified in the Author Note. Please consult the *Publication Manual of the American Psychological Association* for the format of the Author Note.

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General Instructions:

Submit a manuscript online to Peer Track/Editorial Manager via <http://www.editorialmanager.com/humancaring>.

Word processing instructions

Use Microsoft Word for word-processing the manuscript; **pdf files are not accepted**. This includes the body of the manuscript, tables, figures, and appendices.

The following are the basics for all manuscripts submitted to International Journal for Human Caring:

- The author should not include any of his/her information, including but not limited to: name, credentials, email address, etc. within the manuscript.
- Double space all copy, including quotations, lists, and references/notes.
- Left justify only.
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- Order the pages as follows: title page (submitted separately); abstract (submitted separately), keywords (submitted separately); text and references (submitted separately). Table and figures are submitted separately.
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The manuscript should be organized in the following sequence:

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Abstract (100 words) with *Keywords* (no more than 8)

Body of article

References (use Paragraph, Special, *hanging* for all references).

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Tables

Figures with legends

Appendices

Identify the **word count** of the entire manuscript.

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The Author Note, submitted separately on Peer Track, includes author name(s), credentials, location(s) to which the work is attributed, corresponding author name, address, and email, and any acknowledgments or credits and conflicts of interest.

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Include an abstract of 100 words or fewer. The abstract should briefly highlight conclusions of the article. Also include up to 8 keywords that describe the contents of the article like those that appear in Cumulative Index to Nursing & Allied Health Literature (CINAHL) or The National Library of Medicine's Medical Subject Headings (MeSH).

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Journal article, one author

Sherwood, G. D. (1997). Metasynthesis of qualitative analysis of caring. *Advanced Practice Nursing Quarterly*, 3, 32-42.

Journal article, two authors

Watson, J., & Foster, R. (2003). The attending nurse caring model: Integrating theory, evidence and advanced caring-healing therapeutics for transforming professional practice. *Journal of Clinical Nursing*, 12, 360-365. (PLEASE NOTE THAT JOURNALS USING SEQUENTIAL PAGINATION **DO NOT INCLUDE THE ISSUE IN THE CITATION**).

Book

Swanson, K.M. (1999). What's known about caring in nursing: A literary meta-analysis. In A.S. Hinshaw, J. Shaver, & S. Feetham (Eds.), *Handbook of clinical nursing research* (pp. 31-60). Thousand Oaks, CA: Sage.

Watson J. (1988). *Nursing: Human science, human care*. New York, NY: National League for Nursing.

Watson, J. (1999). *Postmodern nursing and beyond*. Edinburgh, United Kingdom: Churchill Livingstone.

The Reference list should be alphabetized by the author's last name and double-spaced.

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2. Number tables consecutively; mention all tables in text.
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Descriptors should be placed in the manuscript. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify, and explain each one clearly in the caption.

Black-and-white or color photographs

1. Submit original, digitized photographs along with the manuscript.
2. Provide written permission from each person whose full face appears in any photographs.
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Required Software

Microsoft Word, most current version.

Word processing Your Manuscript

Consistency in keyboarding is of the utmost importance when preparing your manuscript. Even a slight variation in style can present problems. *In order to avoid these problems, please:*

1. Use 12 point, Times Roman font.
2. Use double space format.
3. Please key all titles in initial caps/lowercase.
4. See the APA Manual for heading and subheading formats.
5. Only use one space between words. Even after periods, **only use one space**. Before saving your document, search for two spaces and if they occur, delete the extra space.
6. Turn justification off. If it is turned on it will introduce additional spaces.
7. All copy should be keyed flush left.
8. Use two hard returns to indicate a new paragraph. Do not use spaces or tabs to indent.
9. Always key the numeral 1 when the number is wanted and not a lowercase letter l.
10. Always key the numeral 0 when the number is wanted and not the capital letter O.

Here are a few tips to help you improve your language related to disabilities and handicaps:

When speaking and writing – Put the person first, then the disability

Always put the person first, then the disability. Say or write “person with a disability” rather than disabled person.

Use *disability* to describe a functional limitation that interferes with a person's ability to walk, hear, see, talk, and learn. Use *handicap* to describe a situation or barrier imposed by society, the environment, or oneself.

Do not be concerned if you find yourself using words like “see” to a person who is blind, or “hear” to a person who is deaf. These words won’t offend.

Do not refer to a person in a wheelchair as “confined” to a wheelchair. It's better to say or write “uses a wheelchair.”

Do not say “normal person” as compared to a person with a disability. Say able-bodied or non-disabled.

Avoid such words as victim, stricken with, crippled, mute, deaf and dumb, or afflicted. For example, refer to a person who has had a stroke as a stroke survivor, not as a stroke victim.

Do not say arthritic or cerebral palsied. It's better to say “he has arthritis” or “she has cerebral palsy.”

Do not say birth defect. It is better to say a person who has a disability since birth; a congenital disability.

Remember that a person with a disability is a person like anyone else—they just happen to have a disability.

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