Table of Contents

1. Open Access .............................................................................................................................................. 1
2. Peer-Review Policy .................................................................................................................................... 1
3. Article Types .............................................................................................................................................. 1
4. Publication Fees ........................................................................................................................................ 2
5. Authorship ................................................................................................................................................. 3
6. How to Submit Your Manuscript ............................................................................................................... 3
7. Contributor's Publishing Agreement ......................................................................................................... 4
8. Statements and Conventions .................................................................................................................... 4
   8.1 Acknowledgments ............................................................................................................................... 4
   8.2 Declaration of Conflicting Interests .................................................................................................... 4
   8.3 Funding Acknowledgments ................................................................................................................. 5
   8.4 Other Statements ................................................................................................................................ 5
9. Permissions ............................................................................................................................................... 6
10. Manuscript Style ..................................................................................................................................... 7
   10.1 File Types ........................................................................................................................................... 7
   10.2 Journal Style ...................................................................................................................................... 7
   10.2.1 Order of Manuscript Elements .................................................................................................... 7
   10.2.2 Headings ........................................................................................................................................ 7
   10.2.3 Quotations, Dialogue, and Conversation Analysis ......................................................................... 8
   10.2.4 Word Choices ................................................................................................................................ 9
   10.2.5 Common Problems ....................................................................................................................... 10
   10.2.6 Miscellaneous ............................................................................................................................... 11
   10.3 Reference Style ............................................................................................................................... 12
   10.4 Manuscript Preparation .................................................................................................................. 12
11. After Acceptance ................................................................................................................................... 19
   11.1 Proofs .............................................................................................................................................. 19
   11.2 E-Prints ............................................................................................................................................ 19
   11.3 SAGE Production ............................................................................................................................. 20
   11.4 Continuous Publication ................................................................................................................... 20
   11.5 Creative Commons Licenses ........................................................................................................... 20
12. Further Information .............................................................................................................................. 20
Global Qualitative Nursing Research (GQNR) is a groundbreaking, new, international, peer-reviewed journal focusing on qualitative research in the field of nursing. The journal specializes in topics important to nurses: nursing, care, health, and illness. GQNR will publish research articles, qualitatively-driven mixed-method designs, meta-analyses, and articles focused on methodological development. Special sections include Ethics, Methodological Development, Advancing Theory/Metasynthesis, Establishing Evidence, and Application to Practice.

GQNR does not publish stand-alone abstracts, quantitative studies, manuscript outlines, pilot studies, manuscripts in progress, letters of inquiry, literature reviews, or book reviews.

Query letters are discouraged. Please make a decision about the fit of your article for GQNR by reviewing these Guidelines and the journal contents.

An introductory Article Processing Charge (APC) of $500 (+ VAT when applicable), discounted from the full rate of $995, is available for a limited time. Students are eligible for a special rate of $375 (student must be the corresponding author). The APC is payable upon acceptance.

Visit our Web site: http://www.sagepub.com/journals/Journal202291

1. Open Access

GQNR is an Open Access publication, meaning there are no subscription fees, no paywalls, and no login pages. The full text of articles are freely available online immediately upon publication. All articles are rigorously peer reviewed and brought to publication as rapidly as possible. Production costs are covered by Article Processing Charges (APCs) paid by the author upon acceptance of their manuscript (more information below). There is no charge for submitting a paper to GQNR.

For more information on Open Access at SAGE, please visit this page.

[Return to top]

2. Peer-Review Policy

Following a preliminary triage to eliminate submissions unsuitable for GQNR, all papers are sent out for review. The cover letter is important. To help the Editor in his or her preliminary evaluation, please indicate why you think the paper is suitable for publication. The journal’s policy is to have manuscripts reviewed by three expert reviewers. GQNR utilizes a double-blind peer-review process in which the reviewer and author names and information are withheld from one another. All manuscripts are reviewed as rapidly as possible, while maintaining rigor. Reviewers make comments to the author and recommendations to the Editor-in-Chief, who then makes the final decision.

[Return to top]

3. Article Types

GQNR publishes the following types of articles:

- Research Articles
- Advancing Theory/Metasynthesis
- Application to Practice
- Establishing Evidence
• Ethics
• Methodological Development

Criteria for Single-Method Research Articles:
1. *Importance of submission:* What are the manuscript’s strengths? Is it significant? Does it contain new and unique information?
2. *Theoretical evaluation:* Is the manuscript logical? Is the theory parsimonious? Complete? Useful?
4. *Adherence to ethical standards:* Ethics board (e.g., IRB) approval? Institutional consent? Ongoing consent? Noncoercive practices? Anonymity and confidentiality protected?
5. *Manuscript style and format:* Please evaluate writing style, organization, clarity, grammar, appropriate citations, etc.

Criteria for Mixed-Method Research Articles:
1. *Importance of submission:* What are the manuscript’s strengths? Is it significant? Does it contain new and unique information?
2. Is the article qualitatively driven (either QUAL-qual or QUAL-quan)?
3. Does the core component form the theoretical base in the Results narrative?
4. Is the supplemental component (*qual* or *quan*) integrated into the core component? Does it add description, examples, or other details to the QUAL results?
6. Is the manuscript logical? Are any diagrams clear, and do they facilitate understanding of the design?
7. *Adherence to ethical standards:* Ethics board (e.g., IRB) approval? Institutional consent? Ongoing consent? Noncoercive practices? Anonymity and confidentiality protected?
8. *Manuscript style and format:* Please evaluate writing style, organization, clarity, grammar, appropriate citations, etc.
9. *Quality of documentation:* Are all references cited in the body of the text? Citations complete? APA style? Only essential references cited?

Criteria for Theoretical Development or Methodological Development Articles:
1. *Relevance of article to journal purpose:* Is the article focused on qualitative methods? Does it provide any new information or insights?
2. *Quality of information:* What are the manuscript’s strengths? Is the manuscript significant? Is it innovative/creative? Is the information accurate? Appropriately cited?
3. *Quality of writing:* Is the article clear? Concise? Logical? Grammatically correct?
4. *Quality of documentation:* Are all references cited in the body of the text? Citations complete? APA style? Only essential references cited?

[Return to top]

4. Publication Fees
Upon acceptance of your manuscript, you will be charged a one-time Article Processing Charge (APC). This fee covers the cost of publication and ensures that your article will be freely available. *Once the APC*
has been processed, your article will be prepared for publication and can appear online within an average of 8 weeks.

An introductory Article Processing Charge (APC) of $500 (+ VAT where applicable), discounted from the full rate of $995, is available for a limited time. Students are eligible for a special discounted rate of $375 (student must be the corresponding author). Please note that all communication concerning the APC should be conducted with SAGE Publications rather than with GQNR.

5. Authorship

Papers should be submitted for consideration only after the authorization of all contributing authors has been gathered. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:

1. have made a substantial contribution to the concept and design, acquisition of data, or analysis and interpretation of data;
2. have drafted the article or revised it critically for important intellectual content; and
3. have approved the version to be published.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section.

Please refer to the ICMJE Authorship Guidelines at http://www.icmje.org/ethical_1author.html.

6. How to Submit Your Manuscript

Before submitting your manuscript, please carefully read and adhere to all of the guidelines and instructions provided below, especially the content of #10, Manuscript Style. Manuscripts not conforming to these guidelines may be returned.

Submissions to GQNR should be made via ScholarOne™ Manuscripts, a Web-based online submission and peer-review system: http://mc.manuscriptcentral.com/gqn. (Please do not email manuscripts to the journal office.)

IMPORTANT: Please check to see if you already have an account in the system before creating a new one; if you have reviewed or authored for the journal recently it is likely that you will have an account. For further guidance on submitting your manuscript online, or for technical assistance, please visit ScholarOne Online Help.
All papers must be submitted via the online system. If you seek advice on the submission process, please contact the Technical Editor: Dori Fortune, GQNR-TE@nurs.utah.edu or 801-585-5378 (Salt Lake City, Utah, USA).

[Return to top]

7. Contributor's Publishing Agreement

Before publication SAGE requires the author, as the rights holder, to sign a Journal Contributor’s Publishing Agreement. GQNR publishes articles under Creative Commons licenses. The standard GQNR license is Creative Commons by Attribution (CC BY), which allows others to re-use the work without permission as long as the work is properly referenced and the use is noncommercial. For general information, please visit http://creativecommons.org/licenses/by-nc/3.0/. Alternative license arrangements are available; for example, to meet particular funder mandates, made at the author’s request.

GQNR and SAGE take issues of copyright infringement, plagiarism, or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of articles published in the journal. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked using duplication-checking software. When an article is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgment, or when authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); taking up the matter with the head of department or dean of the author’s institution and/or relevant academic bodies or societies; banning the author from publication in the journal or all SAGE journals, or appropriate legal action.

[Return to top]

8. Statements and Conventions

At the end of your article, Acknowledgments should appear first, followed by your Declaration of Conflicting Interests, the funding statement, any notes, and then your references.

8.1 Acknowledgments

All contributors who do not meet the criteria for authorship should be listed in an “Acknowledgments” section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

8.2 Declaration of Conflicting Interests

Within your Journal Contributor’s Publishing Agreement you will be required to make a certification with respect to a declaration of conflicting interests. It is the policy of GQNR to require a declaration of conflicting interests from all authors, enabling a statement to be carried within the pages of all published articles.

Please include your declaration at the end of your manuscript after any acknowledgments and prior to the references, under a heading “Declaration of Conflicting Interests.”

When making a declaration the disclosure information must be specific and include any financial relationship that any author of the article has with any sponsoring organization and the for-profit
interests the organization represents, and with any for-profit product discussed or implied in the text of the article.

Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed in the covering letter accompanying your article, to assist the Editor in evaluating whether sufficient disclosure has been made within the Declaration of Conflicting Interests provided in the article.

Authors must choose and include one of the two declarations listed below; use the exact language shown, without changes:

If there are no potential conflicts of interest: The author(s) declared no potential conflicts of interest with respect to the research, authorship, and/or publication of this article.

If there are potential conflicts of interest: The author(s) declared the following potential conflicts of interest with respect to the research, authorship, and/or publication of this article: [Then, in a complete sentence or sentences following the colon, describe all specific conflicts of interest. Note: While the manuscript is under review, do not name the author or authors involved; instead, use “first author,” “second author,” and so forth, maintaining the blind review process.]

For more information please visit the SAGE Journal Author Gateway.

8.3 Funding Acknowledgments
To comply with the guidance for research funders, authors, and publishers issued by the Research Information Network (RIN), GQNR additionally requires all authors to acknowledge their funding in a consistent fashion under a heading “Funding.”

Authors must choose and include one of the two funding statements listed below; use the exact language shown, without changes:

If no financial support was received: The author(s) received no financial support for the research, authorship, and/or publication of this article.

If financial support was received: The author(s) disclosed receipt of the following financial support for the research, authorship, and/or publication of this article: [Then, in a complete sentence or sentences following the colon, describe all entities or organizations that provided financial support, and if appropriate, through what means (e.g., grant). Note: While the manuscript is under review, do not name the author or authors involved; instead, use “first author,” “second author,” and so forth, maintaining the blind review process. In addition, do not include grant numbers or other funding identifiers until the manuscript is accepted for publication.]

8.4 Other Statements

8.4.1 Research Ethics
All research manuscripts must contain detailed information on both ethical approval (from an institutional review board [IRB] or other ethics committee) and informed consent.

GQNR is committed to protecting the identity and confidentiality of research study participants. With the exception of participatory action research (PAR), no information that could potentially allow identification of a participant—or even a specific study site—should be included in a submitted manuscript or, subsequently, in a published article. Study sites, such as hospitals, clinics, or other organizations, should not be named, but instead should be described; for example: “Study participants
were recruited from the coronary care unit of a large metropolitan hospital on the eastern seaboard of the United States.”

Do not include participant names in the manuscript. If the use of names is absolutely necessary for reader understanding (this is rarely the case), use pseudonyms. Even when using pseudonyms, it should not be possible for the reader to “track” the comments or behaviors of any participant throughout the manuscript.

Authors who include participant names and/or photos/images in which individuals are identifiable must submit written permission from the participants to do so (no exceptions). Permission to use photographs should contain the following verbiage: “Permission is granted to use, reproduce, and distribute the likeness/photograph(s) in all media (print and electronic) throughout the world in all languages.”

To protect author anonymity during the review process, author citations in the text should include only the word “Author” and the year: (Author, 2008). Author references in the reference list should also include only the word “Author” and the year: Author. (2008).

8.4.2 Participant Consent
Authors are required to ensure that the following guidelines are followed, as recommended by the International Committee of Medical Journal Editors, Uniform Requirements for Manuscripts Submitted to Biomedical Journals: http://www.icmje.org/urm_full.pdf. Research participants have a right to privacy that should not be infringed upon without informed consent. Identifying information, including participants’ names, initials, or other identifying characteristics, should not be published in written descriptions and photographs unless the information is essential for scientific purposes and the participant (or parent or guardian) gives signed and dated written informed consent for publication (submitted as a separate document when submitting the manuscript). Informed consent for this purpose requires that a participant who is identifiable be shown the manuscript to be published prior to giving consent.

Identifying details should be omitted if they are not essential. Faces in photographs should be obscured. If identifying characteristics are altered to protect anonymity, authors should provide assurance that alterations do not distort scientific meaning. When informed consent has been obtained it should be clearly indicated in the submitted article.

8.4.3 “Ghost Writers”
Articles accepted for publication must list all authors. This includes paid or unpaid writers (“ghost writers”). If ghost writers are involved in the preparation of manuscripts, they must co-author with a clinician (or other appropriate professional), and their name and full affiliation must appear on the article. The work of any ghost writer must not be passed off as that of a clinician or other appropriate professional. For manuscripts translated into English from another language, the name and affiliation of the translator may also be included. Except on a separate title page, the names of authors, ghost writers, and/or translators should not appear in manuscripts submitted for review; they are to be added only after the article is accepted for publication.

9. Permissions
Authors are responsible for obtaining permission from copyright holders to reproduce any illustrations, tables, figures, or lengthy quotations previously published elsewhere. If an author uses his or her own work, permission will still be required if he or she did not retain copyright of the previously published...
work. Articles will not be accepted for publication without the correct permissions. For further
information, including guidance on fair dealing for criticism and review, please visit our Frequently
Asked Questions on the SAGE Journal Author Gateway. Please do not address permission and copyright
questions to the journal office.

[Return to top]

10. Manuscript Style

10.1 File Types
Only electronic files conforming to the journal's guidelines will be considered for review and accepted
for publication. Accepted formats for the text, tables, and figures of submitted manuscripts are Word
.doc and .docx files; do not submit other file types.

A maximum of four types of documents should be submitted: cover letter, title page, main manuscript,
and figures (if any; each figure in a separate document). Do not submit the abstract, keywords,
references, or tables as separate documents; include these elements in the main manuscript.

10.2 Journal Style

10.2.1 Order of Manuscript Elements
Compile the elements of your manuscript in the following order:

First document:
Title page (required)

Second document:
Abstract and keywords (required; place on p. 1)
Main manuscript text (required; begin on p. 2)
Blinded acknowledgments (if any)
Declaration of Conflicting Interests (blinded, if necessary)
Funding statement (blinded, if necessary)
Notes (if any)
References (required; APA style)
Appendices (if any)
Tables (if any)

Third document (optional):
Figure 1 (if any; photos, charts, artwork, and so forth)

Fourth document (optional):
Figure 2 (if any; and so forth, with each subsequent figure in a separate document)

10.2.2 Headings
Set headings in Gill Sans Standard font. GQNR uses four distinct heading levels:

Level 1: **Flush Left, Bold Text, in Title Case**
Level 2: *Flush Left, Italicized Text, in Title Case*
Level 3: **Flush left, italicized text, in sentence case, ending with a period (full stop).** Note that the
paragraph text begins immediately after the end of the heading.
Level 4: *Indented, italicized text, in sentence case, ending in a period (full stop).* Note that the
paragraph text begins immediately after the end of the heading.
10.2.3 Quotations, Dialogue, and Conversation Analysis

**Quotations:** Quotations of fewer than 40 words should be surrounded by double quotation marks (“X”) and included within the regular sentences of a paragraph. Internal quotations within quotations of fewer than 40 words should be set apart with single quotation marks (‘X’).

Quotations of 40 or more words should be set as separate paragraphs, with the entire quotation indented from the left margin (this is also referred to as a “block quote” or “excerpt”). Do not use quotation marks for block quotes unless there is a separate, internal quotation within the larger quotation; in that case, use double quotation marks (“X”) for the internal quotation only.

*Make sure all quotations are properly capitalized and punctuated using U.S.-English conventions.*

**Dialogue:** Presentation of participant dialogue (i.e., two or more “speakers”) should be set as block quotes/excerpts, indented from the left margin. Do not use bullets or hanging paragraphs. Begin the narrative of each speaker on a new line. The first time a speaker name is used, type it in full, followed by an appropriate abbreviation in parentheses prior to the colon [e.g., “Participant (P):”]; thereafter, throughout the manuscript, use only the abbreviation for the speaker name [e.g., “P:”].

**Conversation Analysis:** This specific instruction does not pertain to “regular” quotations, excerpts, or block quotes. If you did not conduct conversation analysis in your study, do not use this formatting for your quotations.

For excerpts of conversation analysis you will need to create tables with very specific formatting. Use a level-2 heading, but bolded, with the word “Extract” and the extract number. You may also add a colon and a subheading if you wish.

Create a table with the left border of the table aligning with the left margin of the page. Set only two columns. Highlight the entire table and set the font for Courier style, 9-point font (this is critical).

In column 1, number the lines, beginning with “1.” When you have numbered as many lines as you think you will need, drag the column separator as far to the left as it will go without forcing double-digit numbers onto two lines (i.e., make the first column as narrow as possible). Then, drag the far right border of the table to the left, narrowing the table so that the entire width of the table is exactly 3 ⅛ inches wide.

Begin typing the excerpt on line 1 of column 2. If you need to use speaker names, place them in this same space, followed by a colon and a single space, before the quotation begins. Use abbreviations for speaker identification as much as possible, to conserve space (see the sample, below). Type across the line, ending as close to the right edge as possible without forcing the right margin to extend across the page, then drop down to the next line and continue typing. Do not allow the typing to “wrap” within the same row. After typing the entire excerpt, you might need to go back and manually change the first letter of some rows (if your computer automatically capitalized it) to lowercase letters (see below).

Manipulate the text within the rows of column 2 to achieve your desired alignment. Place the symbols for your chosen transcription conventions in the type as you go. “Hide” the lines of the table. Format the entire table for double line spacing (do not use hard returns).

Sample excerpt of conversation analysis:

**Excerpt 1: Emilie**

1   Interviewer (I): What happened after

2   that?

3   Emilie (E): Well, after that I
I walked to the corner without my friend, because he took too long getting ready to go.

I: How did you feel walking there by yourself?

E: I was a little bit nervous, 'cause I’m not used to going places by myself.

Note that the sample does not contain transcription symbols. When these symbols are used, cite and reference the transcription style, add a note explaining the symbols if only a few are used, or add a note advising the reader to contact the corresponding author for a key to the symbols.

### 10.2.4 Word Choices

It is always best to use the most precise language possible to convey important data, concepts, and findings. Because QHR is an international journal published in U.S. English, there is the added need to avoid commonly used English terms (colloquialisms, slang, discipline-specific jargon) that might be misinterpreted by or confusing to readers whose first language is something other than English.

<table>
<thead>
<tr>
<th>Word or Phrase</th>
<th>Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>as</td>
<td>Do not use this word when your meaning is <em>because</em>.</td>
</tr>
<tr>
<td>amongst</td>
<td>Use <em>among</em> instead.</td>
</tr>
<tr>
<td>as regards</td>
<td>Use <em>with regard to</em>, <em>or regarding</em> instead.</td>
</tr>
<tr>
<td>can’t, don’t, and so</td>
<td>Use <em>cannot</em>, <em>do not</em>, and so forth. Do not use contractions unless they are</td>
</tr>
<tr>
<td>forth</td>
<td>part of a quotation.</td>
</tr>
<tr>
<td>Caucasian</td>
<td>Use <em>White</em> instead, capitalized.</td>
</tr>
<tr>
<td>due to</td>
<td>Use <em>because of</em> instead.</td>
</tr>
<tr>
<td>etc.</td>
<td>Use <em>and so forth</em> instead.</td>
</tr>
<tr>
<td>feel</td>
<td>It is appropriate to use this word when referring to a physical sense or state</td>
</tr>
<tr>
<td></td>
<td>of mind; do not use it when your intent is <em>think</em> or <em>believe</em>.</td>
</tr>
<tr>
<td>female(s)</td>
<td>Please use <em>woman</em> or <em>women</em> instead, whenever possible and appropriate.</td>
</tr>
<tr>
<td>firstly, secondly</td>
<td>Use <em>first, second, third, and so forth.</em></td>
</tr>
<tr>
<td>further</td>
<td>This word is appropriately used when referring to distance, or with respect to</td>
</tr>
<tr>
<td></td>
<td>“furthering” something. At the beginning of a new sentence, when writing of</td>
</tr>
<tr>
<td></td>
<td>something in addition to something already stated, it is more appropriate to</td>
</tr>
<tr>
<td></td>
<td>use <em>furthermore, moreover, in addition, or additionally.</em></td>
</tr>
<tr>
<td>Importantly</td>
<td>Do not use this word unless it is part of a quotation.</td>
</tr>
<tr>
<td>in order to</td>
<td>Use <em>to</em> instead.</td>
</tr>
<tr>
<td>Interestingly</td>
<td>Do not use this word unless it is part of a quotation.</td>
</tr>
<tr>
<td>lasty</td>
<td>Use <em>last</em> or <em>finally</em> instead.</td>
</tr>
</tbody>
</table>
male(s) Please use *man* or *men* instead, whenever possible and appropriate.

may Do not use this word in place of *might*. Use *may* for permission, *might* for possibility, and *can* for ability.

on the one hand / on the other hand Do not use these terms in your writing.

over Do not use this word when the intended meaning is *more than*.

paper Use *article* instead.

since *Since* is the appropriate word to use when referring to the passage of time; do not use it when your intended meaning is *because*.

towards Use *toward* instead.

upon Use *on* instead

U.S./United States Use *U.S.* only as an adjective; in all other instances, spell out *United States*.

The same rule applies to *UK/United Kingdom*.

while/whilst Use *while* when referring to concurrent events; do not use it when your intent is *whereas*, *although*, or *even though*. Do not use *whilst*.

10.2.5 Common Problems

Acronyms The full spelling of the related words must precede the first usage of an acronym (even if you think everyone knows what the acronym stands for), followed by the acronym in parentheses; e.g., *World Health Organization (WHO)*. Thereafter you may use the acronym alone: *WHO*. Avoid the overuse of multiple acronyms.

Anthropomorphism Anthropomorphism occurs when human characteristics are attributed to things not human. For example: *This study used a grounded theory approach*. A study cannot use anything. It would be more appropriate to write, *In this study we used a grounded theory approach*. Eliminate anthropomorphic language from your manuscript.

Back-to-back parentheses Incorrect: (xxx) (yyy) / Correct: (xxx; yyy)

Bad beginnings Do not begin sentences—and especially paragraphs—with *and*, *yet*, or *but*. Use caution when beginning a sentence, and do not begin a paragraph, with *however*.

Capitalization Capitalize proper names. Do not capitalize words unnecessarily, such as roles, themes, categories, concepts, and so forth. Refer to APA, 6th edition, for more information on this. (See also Title Case, below)

Ellipses Ellipses ( . . . ) are to be used only to represent words missing from quotations; do not use them to represent pauses in speech.

Hyphenation Refer to APA, 6th edition, for an explanation of the proper use of hyphens and dashes; *do not* depend on Word’s “Spell Checker” feature for decisions on hyphenation. With few exceptions (see APA), words beginning with *co, non, pre, post, re, semi, socio, and sub* do not require hyphenation.

Inconsistent writing style When reviewing your manuscript prior to submission, watch for inconsistent writing style. This is especially important for manuscripts.
having two or more authors.

Irrelevant data
Refrain from including interesting but irrelevant data or commentary.

Non-English words
The first time a non-English word is used, italicize it. Thereafter, use only Roman font. All non-English words must be explained or defined in the text. Use non-English words sparingly. Include English translations of all non-English titles in the reference list (refer to APA for instruction on how to do this).

Paragraph length
Paragraphs should be no longer than 12 lines, and no shorter than 2–3 sentences.

Participant characteristics
Do not include individual participant characteristics in the manuscript; group participant characteristics.

Repetition
Avoid it! Make your writing as “tight,” precise, and concise as possible. Avoid including the same facts, conclusions, or information in multiple places in the text (this does not mean you cannot summarize). Avoid overuse of the same phrases, and avoid repeating certain characteristics of the sample; for example: Twelve-year old boys are perceived as . . . This is often a problem for 12-year-old boys. Also, 12-year-old boys are . . .

Run-on sentences
Avoid long, complex sentences.

Spelling
GQNR is published in U.S. English. For best results, set the language of your document to U.S. English when you are establishing all other document setup requirements. Note the correct spelling of a few commonly misspelled words: health care (two words); keywords (one word); semistructured (one word, no hyphen). Also, refer to the section on hyphenation, above. GQNR uses Merriam-Webster’s Collegiate Dictionary as our spelling reference.

Title Case
Title case is properly created by capitalizing:

- the first letter of the first word
- the first letter of the first word after a colon (:) or period (.), or em dash (—)
- all important words, and
- all words containing four or more letters

Verb tense
Things that happened, were said, or were written in the past should be written about in the past tense. When writing about what is included in your article, use the present tense rather than the future tense (e.g., In this article we present, rather than In this article we will present).

Voice
Write in the first-person, active voice (use of third-person passive voice is not acceptable). When there are two or more authors, avoid the use of “I” statements.

10.2.6 Miscellaneous

**Quotation Marks:** In general, use double quotation marks (e.g., “Xxxx.”) to set off quotations appearing within regular paragraphs, and to set off words being used with “special” meaning (or unusual spelling to convey special meanings; e.g., “busy-ness”). Do not use quotation marks around quotations.
presented as block quotes/excerpts. Avoid using quotation marks around ordinary words being used with their traditional meanings.

In regular paragraphs, use single quotation marks to set off a quote within a quote (e.g., “Xxx, ‘Yyy,’ xxxx.”).

Note that when closing quotation marks coincide with a comma or period (full stop), the quotation marks go outside (after) the comma or period: “Quotation. . . last word.”

Ellipses: Ellipses ( . . . ) are to be used only to represent words missing from quotations. Do not use them to represent pauses in speech

Seriation: Do not use numbers of any type for in-text seriation; use only (a), (b), (c), and so forth.

Emphasis: Do not use italics, bolding, underlining, or ALL CAPITAL LETTERS for emphasis.

10.3 Reference Style

To blind the manuscript for review, citations for references authored by any author of the submitted manuscript should read only “(Author, year).” References authored by any author of the submitted manuscript should read only “Author. (year).” Do not include the reference title or any other information pertaining to the reference.

10.4 Manuscript Preparation
Set the page size at “Letter,” 8.5 x 11 inches. The text should be double-spaced throughout. Set margins at 1 inch on all sides. Use Times New Roman 12-point font, except for headings (see 10.2.2). Indent the first line of each new paragraph. Do not add blank lines between paragraphs, or before or after any heading (exceptions: do add one blank line following each block quote containing 40 or more words, each section of dialogue, and each numbered or bulleted list). Do not add line numbers to the text; these are added automatically in the Manuscript Central system.

Voice: Both the abstract and the manuscript should be written in the first-person active voice. Avoid passive language.

Writing style: Writing should be scholarly, and the style consistent throughout the manuscript. If there are two or more authors, do not use “I” statements. Use the past tense when writing about things that happened, were said, or were written in the past. Avoid anthropomorphic language; long, complex sentences; and unnecessary information.

10.4.1 Title, Keywords, and Abstract: Helping Readers Find Your Article Online
The title, keywords, and abstract are key to ensuring that readers find your article through online search engines such as Google.

Title: The title should be a maximum of 10–12 words in length and should accurately describe the content of the manuscript.

Abstract: The abstract should be a single paragraph with no headings, and about 150 words in length. Briefly state the purpose of the research, the main findings, and primary conclusions. Please avoid reference citations and undefined acronyms/abbreviations in the abstract.

Keywords: Select 3–10 keywords from the following list, and present them exactly as they are listed here and in the same order in which they are listed here. Place the keywords below the abstract on the
first page of the manuscript. Individual keywords should be separated by semicolons; note that some keywords are actually two or more words, and might include commas. To identify the most relevant keywords, read through the entire list before making your selections.

| Aboriginal people, Australia | bisexuals |
| Aboriginal people, North America | blood |
| abortion | body image |
| abuse, child | boundaries |
| abuse, domestic | brain injury |
| abuse, emotional | breastfeeding |
| abuse, physical | burn injury, burns |
| abuse, sexual | burnout |
| addiction/substance use | cancer |
| adherence/compliance | cancer, breast |
| adolescents/youth | cancer, genetics |
| adolescents/youth, at-risk | cancer, psychosocial aspects |
| adolescents, pregnancy/parenting | cancer, screening and prevention |
| Africa | caregivers/caregiving |
| Africa, North | Caribbean people/cultures |
| Africa, South | caring |
| Africa, sub-Saharan | case studies |
| Africa, West | cerebral palsy |
| African Americans | childbirth |
| aging | children |
| alcohol/alcoholism | children, disability |
| altruism | children, growth and development |
| Alzheimer’s disease | children, illness and disease |
| America, Central | China, Chinese culture |
| America, North | clinical supervision |
| America, South | CNAs |
| anesthesiology | coding |
| animal-human interactions | cognition |
| anorexia/bulimia | Colaizzi |
| anthropology | comfort/comforting |
| art | communication |
| arthritis | communication, medical |
| Asia | community and public health |
| Asia, Central | community capacity and development |
| Asia, Eastern | community-based programs |
| Asia, South/Southeast | comparative analysis |
| Asian people/cultures | complexity |
| asthma | concept analysis |
| attachment/bonding | concept development |
| attention-deficit hyperactivity disorder (ADHD) | concept mapping |
| autism | confidentiality/privacy |
| autoethnography | constant comparison |
| behavior change | constructivism |
| bereavement/grief | consumerism/marketing |
| biographical analysis | content analysis |
| bipolar disorder | contraception |
conversation analysis
coping and adaptation
crisis management
critical incident technique
critical methods
culture/cultural competence
cystic fibrosis
data collection and management
death and dying
decision making
delirium
Delphi technique
dementia
depression
descriptive methods
developing countries
diabetes
diaries/journals
dignity
dimensional analysis
disability/disabled persons
disability, developmental
disability, learning
discharge planning
discipline/subdiscipline
disclosure
discourse analysis
disfigurement
Down syndrome
dramaturgical analysis
eating disorders
education, patient
education, professional
embodiment/bodily experiences
emergency care
emotions/emotion work
empathy
end-of-life issues
enduring
environment
epidemiology
epilepsy
epistemology
ethics/moral perspectives
ethnicity
ethnography
ethnomethodology
ethnoscience
ethnosemantics
ethology
Europe, Eastern
Europe/Europeans
Europe, Western
euthanasia
event analysis
evidence-based practice
exercise/physical activity
exercise/physical activity, older people
experiential methods
exploratory methods
falls/falling
families
families, caregiving
families, high-risk
fathers, fathering
fatigue/exhaustion
feminism
fertility/infertility
fibromyalgia
focus groups
Gadamer
gays and lesbians
gender
genetics
geriatrics
Giorgi
grounded theory
group interaction
healing
health and well-being
health behavior
health care
health care administration
health care disparities
health care professionals
health care screening
health care, access to
health care, alternative and complementary
health care, acute / critical
health care, culture of
health care, economics of
health care, international
health care, interprofessional
health care, long-term
health care, managed
health care primary
health care, remote / rural
health care, teamwork
health care, transcultural
health care, users’ experiences
health care, work environment
health informatics
health information seeking
health insurance
health outcomes
health policy/policy analysis
health promotion
health seeking
health, determinants of
hearing/deafness
heart health
Heidegger
hepatitis C
hereditary diseases
hermeneutics
heuristic techniques
HIV/AIDS
HIV/AIDS prevention
holistic care
homelessness
hope
human resources
humanistic perspectives
humor
Huntington’s disease
Husserl
hypertension
illness and disease
illness and disease, chronic
illness and disease, experiences
illness and disease, infectious
illness and disease, life-threatening/terminal
illness and disease, prevention
illness and disease, progressive
illness and disease, social construction
immigrants/migrants
immunization
induction
infants
infants, high-risk
instrument development
intensive care unit (ICU)
Internet
interpretative phenomenological analysis (IPA)
multiculturalism
multiple sclerosis (MS)
musculoskeletal disorders
narrative inquiry
naturalistic inquiry
nephrology
network analysis
neurology
neuropsychology
nursing
nursing, community
nursing, cross-cultural
nursing, gerontological
nursing, maternity
nursing, palliative care
nursing, pediatric
nursing education
nutrition/malnutrition
obesity/overweight
observation
observation, participant
occupational health
older people
oral health/dentistry
organ donation
organizations
Pacific/Pacific Islanders
pain
pain, chronic
palliative care
parenting
Parkinson’s disease
participation, social
participatory action research (PAR)
pediatrics
performance
perinatal health
pharmacology
phenomenography
phenomenology
philosophy
photography/photovoice
physical therapy
politics
postpartum care
posttraumatic stress disorder (PTSD)
poverty
power/empowerment
practice guidelines
pregnancy
pregnancy, unwanted
pregnancy, high-risk
prisons, prisoners
problem solving
program evaluation
psychiatry
psychology
psychosocial issues
qualitative analysis
quality improvement
quality of care
quality of life
race
racism
recovery
reflexivity
refugees
rehabilitation
relationships
relationships, health care
relationships, parent-child
relationships, patient-provider
relationships, primary partner
relationships, research
reliability
religion/spirituality
reproduction
research design
research evaluation
research participation
research, access to participants
research, action
research, clinical
research, collaborative
research, cross-cultural
research, cross-language
research, dissemination and utilization
research, interdisciplinary
research, mixed methods
research, online
research, qualitative
research, quantitative
research, rural
resilience
resource allocation
respiratory disorders
10.4.2 Author Affiliation and Contact Details, and Author Biographies
In the Manuscript Central system, provide full affiliation and contact details for all authors, including name, credentials, institutional affiliation, email address, mailing address, and telephone number.
To facilitate a blind review process, **no author names, initials, or other identifying information should appear anywhere in the manuscript**; however, this information is needed by the Editor. In a “title page” separate from the manuscript, include the following information, in this order:

- Manuscript title
- **Author names as they should appear, and in the same order in which they should appear, in the published article**
- Affiliation information for each author, to include only the following: (a) the highest-level institution (e.g., university); (b) the city in which the institution is located; (c) the state or province (if any); and (d) the country [Note: Use “USA” for the United States]
- Name and complete mailing address (including country) of the corresponding author
- Preferred email address of the corresponding author
- A biographical statement for each author, in order. Follow the template below in preparing the bios, and be sure to include all required elements (name, credentials, title or role, affiliation, city, state/province/territory [if any], country):

  **Janice M. Morse**, RN, PhD, FAAN, is a professor and presidential endowed chair at the University of Utah College of Nursing in Salt Lake City, Utah, USA.

### 10.4.3 Guidelines for Submitting Tables, Figures, Photographs, and Artwork

**Tables:** Tables organize **relevant, essential data** that would be too awkward or too lengthy to include in the text, and should be used **only** to provide data not already included in the text. For example, grouped participant demographics take less space presented in a descriptive paragraph than they do as a table.

Mention tables and table placement in the text, but place the tables themselves at the very end of the main manuscript document; do not submit them in a separate document. Designate placement of each table within the manuscript by entering (flush left, on a separate line between paragraphs) **INSERT TABLE 1 ABOUT HERE**. Table callouts should be placed following the paragraph in which they are **first** mentioned.

Create the table the way it should appear when published, then double space all text, including column headers and notes. Every column must have a heading. Use Gill Sans font style for table numbers, titles, content, and any explanatory notes. Use 12-point font for the table number and name, and 8-point font for table content and explanatory notes. Table titles should be **concise and descriptive**.

“Hide” all vertical lines and all horizontal lines except the following: top line of table, bottom line of table, and line below the main column headers. Multiple tables within the same manuscript should be similar in appearance and design.

See **APA** for requirements regarding the use or adaptation of copyrighted (previously published) material.

**Figures:** Like tables, figures should be used **sparingly**, and only when it is **necessary** to clarify complex relationships or concepts. Use Gill Sans font for the figure number, title, text, and notes (if any). Single space all text contained **within** a figure (but not the figure number, figure title/caption, and notes, which should be double spaced). Use 12-point font for the figure number and title, and 8-point font for figure content and notes.
Mention figure placement in the manuscript text, but *submit each figure in a separate document*, with the figure number and title on the first page, followed by the figure itself on the second page. Figure titles should be *concise and descriptive*.

Designate placement of each figure within the manuscript by entering (on a separate line between paragraphs) INSERT FIGURE 1 ABOUT HERE. Figure callouts should be placed following the paragraph in which they are *first* mentioned. Figures supplied in color will appear in color online.

See APA for requirements regarding the use or adaptation of copyrighted (previously published) material.

**Photographs:** Photographs may be included, but unless written permission from every identifiable person in each photograph to use the photograph is submitted with the manuscript, all faces must be obscured. Submit, number, and name photographs as if they were figures (see instructions for figures, above). Photographic illustrations should be rendered with at least 300 dpi; please use CMYK color conversion if possible. Photographs supplied in color will appear in color online.

**Artwork:** Participant artwork may be included provided the content is free of any material that could potentially identify the participant who created it (or any persons who might be depicted). Use artwork only with the permission of the participant. All content should be dark enough to facilitate clear visibility online. Artwork supplied in color will appear in color online.

**10.4.4 Standard Abbreviations and Symbols**
Standard abbreviations and symbols should be used, then defined in full in the first instance unless they are standard units of measurement. Avoid any use of abbreviations or acronyms in the article title.

**10.4.5 Guidelines for Submitting Supplemental Files**
This journal is able to host approved supplemental materials online, alongside the full text of articles. Supplemental files will be subjected to peer review along with the article. For more information please refer to SAGE’s [Guidelines for Authors on Supplemental Files](#).

**10.4.6 English-Language Editing Services**
GQNR is published in U.S. English, and manuscripts should be prepared using U.S.-English spelling, capitalization, and punctuation conventions. Non-English-speaking authors should consider using a professional editing service. Note: **Authors of accepted articles will be required to have their final manuscript professionally edited by a native-English-speaking editor.** Visit [English Language Editing Services](#) on our Journal Author Gateway for further information, or contact the journal office at GQNR-Journal@nurs.utah.edu.

[Return to top]

**11. After Acceptance**

**11.1 Proofs**
We will email a PDF of the proof to the corresponding author. Any accompanying queries should be answered as soon as possible so that publication is not delayed.

**11.2 E-Prints**
The PDF of your article will be available for download on the journal Web site after publication.
11.3 SAGE Production
At SAGE we place an extremely strong emphasis on the highest production standards possible. We attach high importance to our quality service levels in copyediting, typesetting, and online publication. We also seek to uphold excellent author relations throughout the publication process.

We value your feedback to ensure that we continue to improve our author service levels. Upon publication, all corresponding authors will receive a brief survey questionnaire on your experience of publishing in GQNR with SAGE.

11.4 Continuous Publication
One of the many benefits of publishing your research in an Open Access journal is the speed to publication. With no issues to fill and no page-count constraints, your article will be published online in a fully citable form with a DOI (digital object identifier) number as soon as it has completed the production process. At this time it will be completely free to view and download. Check the “Latest Articles” tab on the journal Web site for the latest published content. Articles are batched every month, and are then available in the Archive.

11.5 Creative Commons Licenses
Articles in GQNR will be freely available under Creative Commons licenses:

Creative Commons Attribution license (CC BY) allows others to re-use the work without permission as long as the work is properly referenced. For general information, please visit http://creativecommons.org/licenses/by/3.0/.

11.5.1 Attribution for Re-Use of SAGE Open Access Content
If you are re-using SAGE Open Access content, it must be accompanied by an attribution that includes the following information about the original work:

- Author(s)
- Article title
- Journal title
- DOI
- Volume (if applicable)
- Issue (if applicable)
- Page numbers (if applicable)
- Date of publication
- SAGE as the original publisher
- A link to the original article as published on SAGE Journals (where practicable)

[Return to top]

12. Further Information
Any correspondence, queries, or requests for additional information on the manuscript submission process should be directed to the Technical Editor: Dori Fortune, GQNR-TE@nurs.utah.edu or 801-585-5378 (Salt Lake City, Utah, USA).

[Return to top]