THE JOURNAL OF SCHOOL NURSING
Guidelines for Authors

PURPOSE

The Journal of School Nursing is the official journal of the National Association of School Nurses. Its purpose is to provide a forum for advancing the specialty of school nursing and promoting the professional growth of school nurses. Original clinical, nonclinical, and research articles are sought by the Journal.

MANUSCRIPT REVIEW

The Journal of School Nursing is a refereed journal. Manuscripts are reviewed without author identification by members of the Journal's review panel. The Executive Editor bases the decision to publish on the reviewers' recommendations. Accepted manuscripts will be returned for revisions prior to typesetting. Authors will receive one set of galley proofs for approval and will be billed for more than five corrections. Authors assume final responsibility for the content of the manuscript, including the edited copy. The Journal reserves the right to edit all manuscripts to its style and space requirements.

MANUSCRIPT STYLE

- No page headers or footers should be used other than page numbers in the upper right corner.
- Use one-inch margins.
- Use 12-point, Times or Times New Roman font.
- A sample manuscript is on the NASN website, www.nasn.org in the journal section.

Reference examples:


(Please minimize use of websites as they change frequently and are often not available at the time of publication or for later reference)

Revised July 2007

SUBMISSION PROCEDURE

- An electronic copy of the manuscript (Word document) should be e-mailed to the editor at the address below. Hard copies are no longer required.
- Editor will acknowledge receipt of the manuscript.
- Recommended manuscript length is 15 pages, not including cover sheet, abstract, references, tables, and figures.
- A cover sheet should precede the body of the manuscript should include: the title, author(s) name(s), credentials, titles, primary affiliation, work address, and e-mail address, as well as home address of the corresponding author. Author name(s) and other identifying information should appear only on the cover page.
- Acknowledgment of foundation or grant support, if any, should be noted on the cover sheet.
- Begin text with a 150-word abstract on a separate page with the manuscript title noted on the abstract page, as well as 4-6 key words for indexing purposes.
- The text of the manuscript should start on a new page.
- List figure captions on a separate page.
- Place tables and figures each on a separate page at the end of the manuscript (not embedded in manuscript).
- High-quality, original artwork should accompany the final manuscript. Electronic files of the figures should be in .tif or jpg formats with at least 200 dpi.

PUBLICATION AND COPYRIGHT

- Manuscripts are received with the assurance they are not simultaneously under consideration by any other publication.
- Authors of accepted manuscripts will be asked to sign a Permission to Publish form; accepted manuscripts become the property of the National Association of School Nurses.

E-mail questions and manuscripts to the editor.

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