



Information for Authors

- Purpose

BEFORE YOU BEGIN

- Ethics in publishing
- Human and animal rights
- Conflict of interest
- Submission declaration
- Changes to authorship
- Copyright
- Role of the funding source
- Funding body agreements and policies
- Language (usage and editing services)
- Informed consent and patient details

Purpose

The *Journal of Radiology Nursing* is the official publication of the Association for Radiologic & Imaging Nursing (ARIN) and is designed for radiological nurses as a forum to share knowledge and experiences pertaining to radiological nursing, including areas of education, administration, research, patient care, and case studies. Topics on personal experiences are also encouraged.

Before You Begin

Ethics in publishing

For information on Ethics in publishing and Ethical guidelines for journal publication see <http://www.elsevier.com/publishingethics> and <http://www.elsevier.com/journal-authors/ethics>.

Human and animal rights

If the work involves the use of animal or human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans <http://www.wma.net/en/30publications/10policies/b3/index.html>; EU Directive 2010/63/EU for animal experiments http://ec.europa.eu/environment/chemicals/lab_animals/legislation_en.htm; Uniform Requirements for manuscripts submitted to Biomedical journals <http://www.icmje.org>. Authors should include a statement in the manuscript that informed consent

- Submission

- Review of Manuscripts

PREPARATION

- Use of wordprocessing software
- Article structure
- Essential title page information
- Abstract
- Graphical abstract
- Highlights
- Abbreviations
- Acknowledgements
- Units
- Math formulae

was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

Conflict of interest

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. See also <http://www.elsevier.com/conflictsofinterest>. Further information and an example of a Conflict of Interest form can be found at: http://help.elsevier.com/app/answers/detail/a_id/286/p/7923.

Submission declaration

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint, see <http://www.elsevier.com/postingpolicy>), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other

- Footnotes

- Artwork

- Illustration services

- Tables

- References

- Video data

- AudioSlides

- Supplementary data

- Submission Checklist

AFTER ACCEPTANCE

- Use of the Digital Object Identifier

- Proofs

- Offprints

AUTHOR INQUIRIES

language, without the written consent of the copyright-holder.

Changes to authorship

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts:

Before the accepted manuscript is published in an online issue: Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedure as described above. Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) publication of the accepted manuscript in an online issue is suspended until authorship has been agreed.

After the accepted manuscript is published in an online issue: Any requests to add, delete, or rearrange author names in an article published in an



Information for Authors

online issue will follow the same policies as noted above and result in a corrigendum.

Copyright

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (for more information on this and copyright see <http://www.elsevier.com/copyright>). Acceptance of the agreement will ensure the widest possible dissemination of information. An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement. Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations (please consult <http://www.elsevier.com/permissions>). If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases: please consult <http://www.elsevier.com/permissions>.

Retained author rights

As an author you (or your employer or institution) retain certain rights; for details you are referred to: <http://www.elsevier.com/authorsrights>.

Role of the funding source

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Funding body agreements and policies

Elsevier has established agreements and developed policies to allow authors whose articles appear in journals published by Elsevier, to comply with potential manuscript archiving requirements as specified as conditions of their grant awards. To learn more about existing agreements and policies please visit <http://www.elsevier.com/fundingbodies>.

Language (usage and editing services)

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use

the English Language Editing service available from Elsevier's WebShop <http://webshop.elsevier.com/languageediting/> or visit our customer support site <http://support.elsevier.com> for more information.

Informed consent and patient details

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in an Elsevier publication. Written consents must be retained by the author and copies of the consents or evidence that such consents have been obtained must be provided to Elsevier on request. For more information, please review the *Elsevier Policy on the Use of Images or Personal Information of Patients or other Individuals*, <http://www.elsevier.com/patient-consent-policy>. Unless you have written permission from the patient (or, where applicable, the next of kin), the personal details of any patient included in any part of the article and in any supplementary materials (including all illustrations and videos) must be removed before submission.

Submission

Submission to this journal proceeds totally online and you will be guided stepwise through the creation and uploading of your files. The system automatically converts source files to a single PDF file of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF files at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail removing the need for a paper trail.

All new manuscripts must be submitted through the Journal of Radiology Nursing online submission and review Web site https://www.evis.com/evis/faces/pages/navigation/NavController.jspx?JRNL_ACR=JRN

Authors are requested to submit the text, tables, and artwork in electronic form (not as a PDF) to this address. In an accompanying letter, authors should state that the manuscript, or parts of it, have not been and will not be submitted elsewhere for publication.

Submission items include a cover letter (save as a separate file for upload), the manuscript (including title page, abstract, main text, references, and table/figure legends), tables, and figures. Revised manuscripts should also be accompanied by a unique file (separate from the cover letter) with responses to reviewers' comments. The preferred

order of files is as follows: cover letter, response to reviews (revised manuscripts only), manuscript file(s), table(s), figure(s). Files should be labeled with appropriate and descriptive file names (e.g., SmithText.doc, Fig1.eps, Table3.doc). Upload text, tables, and graphics (figures) as separate files. (You can compress multiple figure files into a Zip file and upload that in one step; the system will then unpack the files and prompt you to name each figure.) Do not import figures or tables into the text document and do not upload your text as a PDF. Complete instructions for electronic artwork submission can be found on the Author Gateway, accessible through the journal home page.

Authors who are unable to provide an electronic version or have other circumstances that prevent online submission must contact Kathleen Gross, Editor, Journal of Radiology Nursing, 390 Amwell Road, Suite 402, Hillsborough, NJ 08844, phone (866) 486-2762 prior to submission to discuss alternate options. The Publisher and Editors regret that they are not able to consider submissions that do not follow these procedures.

Review of Manuscripts

Manuscripts are reviewed by the Editorial Board for accuracy, clarity, and significance to the practice of radiology nursing. The review process takes approximately 3 months. Accepted manuscripts are subject to copyediting to conform to the Journal's standards. Editing changes and recommendations are subject to author approval on galley proofs before publication.

Preparation

Use of wordprocessing software

It is important that the file be saved in the native format of the wordprocessor used. The text should be in singlecolumn format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the wordprocessor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier: <http://www.elsevier.com/guidepublication>). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your wordprocessor.

Download English Version:

<https://daneshyari.com/en/article/5570655>

Download Persian Version:

<https://daneshyari.com/article/5570655>

[Daneshyari.com](https://daneshyari.com)