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### **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>.

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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](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](http://help.elsevier.com/app/answers/detail/a_id/286/p/7923).

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- Footnotes

- Artwork

- Illustration services

- Tables

- References

- Video data

- AudioSlides

- Supplementary data

- Submission Checklist

## **AFTER ACCEPTANCE**

- Use of the Digital Object Identifier

- Proofs

- Offprints

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

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

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# Information for Authors

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All new manuscripts must be submitted through the Journal of Radiology Nursing online submission and review Web site [https://www.evise.com/evise/faces/pages/navigation/NavController.jspx?JRNL\\_ACR=JRNL](https://www.evise.com/evise/faces/pages/navigation/NavController.jspx?JRNL_ACR=JRNL)

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.

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