

Guidelines for Authors

The Journal of Forensic Nursing

The *Journal of Forensic Nursing* (JFN) is the official journal of the International Association of Forensic Nurses (IAFN), the only international professional organization dedicated to developing, promoting, and disseminating information about the science of forensic nursing. The purpose of the journal is to make forensic nursing science available to clinicians, educators, administrators, and researchers. The journal's objective is to publish scholarly manuscripts and to expand empirical evidence important to the practice of forensic nursing worldwide.

Both solicited and unsolicited manuscripts are welcome, provided they are submitted exclusively to JFN.

Manuscript Format

Please submit manuscripts in English.

- **Style:** All details of style must conform to the Publication Manual of the American Psychological Association (APA, 5th Ed., 2001). (This includes references, photographs, and tables.) Please use active voice wherever possible.
- **Cover Page:** A cover page should include the manuscript title (No more than 12 words, please); authors' names, credentials, and primary affiliations; and the address, telephone numbers, and e-mail address of the primary author.
- **Abstract:** The next page should present a substantive abstract of approximately 120 words. Abstracts for empirical studies, review or theoretical articles, methodological papers and case studies should be descriptive, accurate, self-contained, concise and nonevaluative.
- **Text:** The manuscript title should be repeated on the first page of the text. The manuscript should be typewritten, double-spaced, on one side of 8.5 x 11 inch white paper. Arial 12 point font is preferred; please do not use a smaller font. Times New Roman or Verdana are acceptable.
- **Length:**
 1. Articles - Manuscripts reporting original research should be no more than 20 double-spaced pages.
 2. Review articles - Major overviews, meta-analyses, or meta-syntheses of domains of inquiry relevant to forensic nursing science, practice, education, or administration should be no more than 30 double spaced pages.
 3. Page limits include title and abstract pages, tables, figures and references.
- **Photographs:** Color prints (glossy, 5 x 7 or 8 x 10 inches, and of crisp, clear quality) or digital photos (use highest resolution possible) are acceptable. Photos should be clearly labeled and complete captions provided.
- **References:** Following APA guidelines, in-text references should include author and date, for example: (Doe & Brown, 2004), with page numbers cited for direct quotations. All in-text citations should be fully referenced in the reference list at the end of the manuscript. The reference list should include only those references cited in the text and be arranged alphabetically by author. For example:
 1. Journal article: Doe, J.R., & Brown, M.S. (2004). Writing for publication. *Journal of Forensic Nursing*, 1(1), 125-130.
 2. Book: Doe, J.R., & Brown, M.S. (2004). *Writing for publication*. New York: Academic Press.

Review Process

After the manuscript is received, the primary author is sent a letter of acknowledgment (within 2 weeks). The manuscript is then forwarded to the Editor-in-Chief who conducts an initial review to determine if the content is suitable for the journal. If it is not, the manuscript is promptly returned to the author. The

Editor-in-Chief sends the manuscript to three reviewers selected from the journal's Editorial Board and Manuscript Review Panel.

Because JFN is a peer-reviewed journal, the reviewers are blinded to the identity of the author(s) and the author(s) are similarly blinded to the identities of the reviewers. Decisions regarding acceptance for publication are based on the recommendations of the reviewers.

Publication

If a manuscript is accepted: Authors will be notified within approximately 12 weeks of receipt, with publication in an upcoming issue as determined by the Editor-in-Chief. Each author receives two complimentary copies of the journal. Authors may purchase reprints of their articles at the time of publication.

If a manuscript is not accepted: Manuscripts will not automatically be returned to the author unless requested. Also, agreement to right of first refusal/copyright is waived by JFN.

Editing

The *Journal of Forensic Nursing* reserves the right to edit manuscripts to meet style and space requirements and to clarify content. Edited copy is returned to authors for approval.

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Disks

When the manuscript is accepted, the author will be asked to submit a disk or CD-ROM containing the manuscript.

- IBM and Macintosh format disks are acceptable. The disk should be clearly labeled with the primary author's name, manuscript title, disk type (IBM or Macintosh), file name, and word processing program. WordPerfect is preferred; Word is acceptable.
- Keep codes to a minimum. Please do not use automatic paragraph style codes and type in numbers, letters, or bullets manually. Avoid complex font attributes and use only one font size (12 point).
- For tables, arrange the information using (minimal) tabs only. Graphic artists format table structures for author approval at the page proof stage.
- All figures and forms must be submitted camera-ready. Copyright permission may be needed for some figures and forms. These endorsed copyright agreements should accompany the initial manuscript and have contact information regarding the copyright owner in the event that additional questions arise.

Mailing Instructions

An original, four copies of the manuscript, and a disk or CD-ROM should be sent to:

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Pitman, NJ 08071-0056

Questions?

Call Elise Denmon, JFN Associate Managing Editor, at (856) 256-2300, ext. 2411 or e-mail Elise at elise@ajj.com.