

INSTRUCTIONS TO AUTHORS

All manuscripts submitted to the *Journal of Community Health Nursing* are reviewed by the Editors. Specific articles are referred to appropriate members of the Editorial Board. Manuscripts are then reviewed by several members of our editorial staff. Acceptance of an article depends on several points: the depth to which a subject is developed, the current importance of the subject, and the appropriateness of the subject for community health nursing. Included with each manuscript should be a complete and accurate list of every source—book, magazine, or other—that was used in writing the article.

Submission of Manuscripts: Address manuscripts to the Editors: Arlene O'Brien and Alice Schroeder, *Journal of Community Health Nursing*, 354 Marlboro Road, Wood-Ridge, NJ 07075. Include your e-mail address so the Editors can contact you to acknowledge receipt of your manuscript.

Authors are strongly encouraged to submit manuscripts on disk. The disk should be prepared using MS Word or WordPerfect and should be clearly labeled with the authors' names, file name, and software program. Three (3) high quality hardcopy printouts that exactly match the disk must be supplied. Each manuscript must be accompanied by a statement that it has not been published elsewhere and that it has not been submitted simultaneously for publication elsewhere. Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. All accepted manuscripts, artwork, and photographs become the property of the publisher.

Preparation of Manuscripts: All parts of the manuscript should be typewritten, double-spaced, with margins of at least one inch on all sides. Number manuscript pages consecutively throughout the paper. Authors should also supply a shortened version of the title suitable for the running head, not exceeding 50 character spaces. Each article should be summarized in an abstract of not more than 100 words. Avoid abbreviations, diagrams, and reference to the text in the abstract.

References. Complete citations for references should be supplied. Cite in the text by author and date (Smith, 1983). Prepare reference list in accordance with the APA Publication Manual, 4th ed. Examples:

Journal: Tsai, M., & Wagner, N. N. (1978). Therapy groups for women sexually molested as children. *Archives of Sexual Behaviour*, 7(6), 417-427.

Book: Millman, M. (1980). *Such a pretty face*. New York: W. W. Norton.

Contribution to a Book: Hartley, J. T., & Walsh, D. A. (1980). Contemporary issues in adult development of learning. In L. W. Poon (ed.), *Ageing in the 1980s* (pp. 239-252). Washington, DC: American Psychological Association.

Illustrations. Illustrations submitted (line drawings, halftones, photos, photomicrographs, etc.) should be clean originals or digital files. Digital files are recommended for highest quality reproduction and should follow these guidelines:

- 300 dpi or higher
- Sized to fit on journal page
- EPS, TIFF, or PSD format only
- Submitted as separate files, not embedded in text files

Color illustrations will be considered for publication; however, the author will be required to bear the full cost involved in their printing and publication. The charge for the first page with color is \$900.00. The next three pages with color are \$450.00 each. A custom quote will be provided for color art totaling more than 4 journal pages. Good-quality color prints should be provided in their final size. The publisher has the right to refuse publication of color prints deemed unacceptable.

Tables and Figures. Tables and figures (illustrations) should not be embedded in the text, but should be included as separate sheets or files. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included. Figures should be completely labeled, taking into account necessary size reduction. Captions should be typed, double-spaced, on a separate sheet. All original figures should be clearly marked in pencil on the reverse side with the number, author's name, and top edge indicated.

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