

## PUBLICATION GUIDELINES

### Principles:

The **Journal of Nursing Referência** meets the criteria of a journal with international dissemination, which is indexed and disclosed on paper and electronically on several national and international databases. The authors' interest to submit scientific articles of the highest quality gives prestige to the Journal, so we pay close attention to the review process in order to safeguard the scientific and ethical principles of publication and dissemination. The contents of the articles are the full responsibility of their authors who are expected to abide by the principles of ethical research and comply with the Journal's publication guidelines and recommendations. In this way, the authors transfer their copyright to the Journal.

The Journal follows the norms of the *American Psychological Association* (APA 6<sup>th</sup> edition, 2010) and complies with the rules of the new orthographic agreement. Thus, the Editor safeguards the right to change Brazilian Portuguese terms to European Portuguese. At present, the articles are organized based on the APA style and critical analysis guides and according to a specific category (**Research Articles; Theoretical Articles/Essays; Systematic Reviews; Integrative Reviews; Historical Investigation**). The Systematic Reviews that are to be published in the Journal ought to comply with the requests for evidence synthesis established by the *Portugal Centre for Evidence Based Practice* and in line with the policies of the *Joanna Briggs Institute* (JBI) and *Cochrane* (JBI Website: <http://www.joannabriggs.edu.au/>; Cochrane Website - Reviews: <http://www.cochrane.org/cochrane-reviews>). Both the Theoretical Articles/Essays and the Review Articles are limited in number per edition. By decision of the Editor-in-Chief, other types of articles may also be published, for example theoretical reviews, biographies, among others.

In addition to the guides which help the authors prepare the manuscript, they also have to fill out a general checklist and sign the author's statement. This document includes: a statement of originality of the submitted articles; a statement that the article has not been submitted/published in another journal, book of minutes or book chapter, among others; a statement of the author's responsibility; a copyright transfer statement; an assent of the ethics committee (if applicable); an institutional permission (if applicable); and a conflict of interest statement.

The Health Sciences Research Unit: Nursing supports the clinical trial policies of the World Health Organization (WHO) and *International Committee of Medical Journal Editors* (ICMJE) - <http://www.icmje.org/>. Preferably, the authors of clinical trial articles ought to follow the registration procedure available on <http://www.who.int/ictpr/en/>.

The articles are submitted online through our Website <http://www.esenfc.pt/site/index.php?module=rr&target=articleSubmission> and the submission fee is 15EUR. The double blind peer-review process is divided into 10 phases (Pre-analysis, Checklist, Peer review, Article management, Technical and document treatment, Final Review, Translation, Layout and DOI allocation, HTML, and printed and digital dissemination).

The Journal of Nursing Referência is now available in a full-text bilingual format through SciELO and our Website <http://www.esenfc.pt/site/index.php?module=rr&target=showPublications>.

Once accepted for publication, the articles submitted in Portuguese and Spanish are translated into English, whereas the articles submitted in English are translated into Portuguese. The translation is the full responsibility of the Nursing School of Coimbra and the authors undertake to pay the translation fees (15EUR/page, including the pages with the abstracts and the references).

The Journal is also disseminated in a paper format, including a single version of the article (in Portuguese, Spanish or English).

The articles which are submitted for publication in the Journal of Nursing Referência ought to comply with the following criteria:

#### 1 – The Article

1.1 – Type: It ought to be an original paper focused on themes related to health, nursing and education and structured according to the guide that is appropriate to its typology.

1.2 – Title: The article ought to include a brief informative title, written in the affirmative form, in Portuguese, English and Spanish (maximum of 16 words), without abbreviations or indication of the research site.

1.3 – Authors: A maximum of 7 authors is allowed. These ought to be properly identified by their names and corresponding qualifications, professional categories, institutions where they work, countries, contact information (address, email address, telephone number) and funding sources of the study (if applicable).

1.4 – Abstract: The article's abstract ought to be written in Portuguese, English and Spanish. It is limited to 170 words and be structured according to the topics of critical analysis specific to each type of article.

1.5 – Keywords: The article is limited to a maximum of 6 keywords, presented according to the **MeSH** descriptors, and written in Portuguese, English and Spanish. (Search in: <http://www.nlm.nih.gov/mesh/MBrowser.html> and/or <http://decs.bvs.br/>). If no descriptor is

available for a specific keyword, regarded as relevant to the study, it may be included by decision of the author.

## 1.6 – Text:

### **Structure of the text:**

The Empirical Research Articles should include the following sections: **Title, Abstract, Keywords, Introduction, Background/Theoretical Framework, Research Questions/Hypothesis, Methodology, Results, Discussion and Conclusion**, as according to the Critical Analysis Topics for Empirical Research Articles available on <http://esenfc.pt/rr/?module=rr&target=page&id=11681>. The author should pay attention to all items and validate the checklist to be submitted with the article.

The Theoretical Articles/Essays should include the following sections: **Title, Abstract, Keywords, Introduction, Development/Dissertation and Conclusion**, as according to the Critical Analysis Topics for Theoretical Articles/Essays available on <http://esenfc.pt/rr/?module=rr&target=page&id=11681>. The author should pay attention to all items and validate the checklist to be submitted with the article. **NOTE:** *On an exceptional basis, the section RESULTS and the section DISCUSSION may be merged in qualitative studies to facilitate the comprehensive analysis. The use of the concept FINDINGS, instead of RESULTS, is also acceptable.*

The Systematic Review Articles should include the following sections: **Title, Abstract, Keywords, Introduction, Systematic Review Method, Presentation of Results, Interpretation of Results and Conclusion**, as according to the Critical Analysis Topics for Systematic Review Articles available on <http://esenfc.pt/rr/?module=rr&target=page&id=11681>. The author should pay attention to all items and validate the checklist to be submitted with the article.

The Integrative Review Articles should include the following sections: **Title, Abstract, Keywords, Introduction, Methodological Procedures for Integrative Review, Results and Interpretation, and Conclusion**, as according to the Critical Analysis Topics for Integrative Review Articles available on <http://esenfc.pt/rr/?module=rr&target=page&id=11681>. The author should pay attention to all items and validate the checklist to be submitted with the article.

The History and Memory Articles should include the following sections: **Title, Abstract, Keywords, Introduction, Selection of the Topic, Focus and Formulation of Questions or Hypotheses, Documentation Gathering and Data Collection, Critical Analysis and Data Interpretation, Results and Conclusion**, as according to the Critical Analysis Topics for History and Memory Articles available on <http://esenfc.pt/rr/?module=rr&target=page&id=11681>.

The author should pay attention to all items and validate the checklist to be submitted with the article.

**Format:** The text ought to be presented in Word format, Arial size 11, with 1.5 spacing, no justification, A4 format (top and bottom margins of 2.5cm and left and right margins of 3cm), in a single column. The use of bold and underlining should be avoided, as well as font changing, coloured backgrounds, etc. The article should not include footnotes and it should have a maximum of 15 pages, including bibliographic references, tables and figures (charts, images, etc.). NB: *Authors should pay close attention to the morphological and syntactic aspects of speech, while avoiding mistakes, redundancies, jargon...*

1.7 – Tables and figures (charts, images, etc.): The authors ought to include only those which are absolutely necessary for understanding the article. These should be mentioned in the text and numbered consecutively by order of in-text references, according to the type of text.

Comments on data and results should precede the corresponding tables and figures (charts, images, etc.). Tables should present their numbers and titles as a heading and figures (charts, images, etc.) should have their numbers and titles below. The abbreviations used in the figures/tables should be described below them.

1.8 – Citations: These may be direct or indirect. In the case of direct citations, or literal citations, the *ipsis verbis* transcription of the original text should appear between quotation marks and be followed by the author, date of publication and page number. Indirect quotations, or paraphrases, should be followed by the author and date of publication. Citations should comply with the rules of the *American Psychological Association* (APA 6<sup>th</sup> edition, 2010) in agreement with the examples shown in Table 1. All cited authors should be included in the list of bibliographic references.

Table 1 – Basic Citation Styles – Citing references in text according to APA style.

Type of Citation in text	Direct and Indirect Citation		Parenthetical Citations	
	First Citation	Subsequent Citations	First Citation	Subsequent Citations
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)

<b>One work by three authors</b>	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
<b>One work by four authors</b>	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
<b>One work by five authors</b>	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
<b>One work by six or more authors</b>	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
<b>Groups (readily identified through abbreviation) as authors</b>	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
<b>Groups (no abbreviation) as authors</b>	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

Source: <http://www.apastyle.org/>

The citations of works by the same author(s), published on the same date, should follow the example given below.

Example: Several articles (Walker, 2004a, 2004b, 2004c; Walker & Allen, 2004) mention that (...).

❖ Note: In the case of *in-text citations*, the page number should also be indicated as in the following examples: Pereira (2009, pg. 20) or (Pereira, 2009, pg. 20).

1.9 – Bibliographic references: Ideally, the references should be from primary sources. They should emphasize the most representative publications on the state-of-the-art on the topic,

particularly the works published in the past five years. The sources should be identified, and the search carried out in databases of national and international indexed journals should be given primary importance. The bibliographic references ought to follow the rules of the *American Psychological Association* (APA 6<sup>th</sup> edition, 2010). They should all be cited in text. The list of bibliographic references should not include more than 20 titles.

## Rules of the *American Psychological Association* (APA) (Examples)

### Books

#### One Author

Cunha, M. I. (2008). *O bom professor e a sua prática* (20<sup>a</sup> ed.). Campinas, Brasil: Papirus Editora.

#### Two authors

Oliveira, J. E. P., & Milech, A. (2004). *Diabetes mellitus: Clínica, diagnóstico, tratamento multidisciplinar*. São Paulo, Brasil: Atheneu.

#### Three, four or five authors

Bell, M., Bush, D., Nicholson, P., O'Brien, D., & Tran, T. (2002). *Universities online: A survey of online education and services in Australia*. Canberra, Australia: Department of Education, Science and Training.

#### Six or more authors

#### NB: Include up to seven authors in the references

Levy, S. N., Silva, J. J. C., Cardoso, I. F. R., Werberich, P. M., Moreira, L. L. S., Montiani, H., & Carneiro, R. (1997). *Educação em saúde: Histórico, conceitos e propostas*. Brasília, Brasil: Ministério da Saúde.

#### NB: In the case of eight or more authors, please include the names of the first six authors followed by suspension points and then add the name of the last author

Louden, W., Chan, L. K., Elkins, J., Greaves, D., House, H., Milton, M.,....Van Kraayenoord, C. (2000). *Mapping the territory: Primary students with learning difficulties: Literacy and numeracy: Vol. 2. Analysis*. Canberra, Australia: Department Education, Training and Youth Affairs.

#### Works published by the same author in the same year

Batello, C. F. (2009a). *Iridologia e irisdiagnose: O que os olhos podem revelar* (3<sup>a</sup> ed.). São Paulo, Brasil: Ground.



## Translated works

Yin, R. K. (2001). *Estudo de caso: Planejamento e métodos* (2ª ed.). (D. Grassi, Trad.). Porto Alegre, Brasil: Bookman. (Obra original publicada em 1984).

## Corporate author (organisation, institution...)

Ordem dos Enfermeiros. Comissão de Especialidade de Enfermagem de Saúde Infantil e Pediátrica. (2010). *Guias orientadores de boa prática em enfermagem de saúde infantil e pediátrica* (Vol. 1). Lisboa, Portugal: Autor.

Ministério da Saúde. Direcção-Geral da Saúde. (2008). *Lesões musculoesqueléticas relacionadas com o trabalho: Guia de orientação para a prevenção*. Lisboa, Portugal: Autor.

## Literary editor

Barklry, R. A. (Ed.). (2008). *Transtorno do deficit de atenção/hiperatividade: Manual para diagnóstico e tratamento* (3ª ed.). Porto Alegre, Brasil: Artmed.

## Book Chapters

Relvas, A. P. (2007). A mulher na família: Em torno dela. In A. P. Relvas & M. Alarcão (Eds.), *Novas formas de famílias* (2ª ed., pp. 229-337). Coimbra, Portugal: Quarteto.

## Thesis

Pimentel, F. L. (2003). *Qualidade de vida do doente oncológico* (Tese de Doutoramento). Faculdade de Medicina da Universidade do Porto, Portugal.

## Articles in Periodicals

Robalo, S. A. (2006). O enfermeiro e as consequências do cancro gástrico. *Servir*, 54(1), 28-32.

Lopes, C. H. F., & Jorge, M. S. B. (2005). Interacionismo simbólico e a possibilidade para o cuidar interativo em enfermagem. *Revista da Escola de Enfermagem USP*, 39(1), 103-108.

Meyer, R., Harrison, S., Cooper, M., & Habibi, P. (2007). Successful blind placement of nasojunal tubes in paediatric care: Impact of training and audit. *Journal of Advanced Nursing*, 60(4), 402-408.

Galea, L. A., Uban, K. A., Epp, J. R., Brummelte, S., Barha, C. K., Wilson, W. L.,... Pawluski, J. L. (2008). Endocrine regulation of cognition and neuroplasticity: Our pursuit to unveil the complex interaction between hormones, the brain, and behaviour. *Canadian Journal of Experimental Psychology*, 62(4), 247-260.

## Legislative documents

Decreto-Lei nº 122/07 de 27 de Abril. (2007). *Diário da República nº 82/07, I Série*. Ministério das Finanças e da Administração Pública. Lisboa, Portugal.

Regulamento nº 123/11 de 18 de Fevereiro. (2011). *Diário da República nº 35/11, II Série*. Ordem dos Enfermeiros. Lisboa, Portugal.

## Electronic documents

### Books

Franck, L. S., & Callery, P. (2004). *Re-thinking family - centred care across the continuum of children's healthcare*. Recuperado de <http://onlinelibrary.wiley.com/doi/10.1111/j.13652214.2004.00412.x/abstrat>

### No author

*Behaviour modification*. (2007). Recuperado de <http://www.educational-psychologist.org.uk/behaviour.html>

### No date

Society of Clinical Psychology. (n.d.). *About clinical psychology*. Recuperado de <http://www.apa.org/divisions/div12/aboutcp.html>

## Articles in Periodicals

Gallagher, S., Phillips, A. C., Oliver, C., & Carroll, D. (2008). Predictors of psychological morbidity in parents of children with intellectual disabilities. *Journal of Pediatric Psychology*, 33(10), 1129-1136. Recuperado de [http://jpepsy.oxfordjournals.org/content/33/1\\_0/1129.full](http://jpepsy.oxfordjournals.org/content/33/1_0/1129.full)

Potter, P., Deshields, T., Divanbeigi, J., Berger, J., Cipriano, D., Norris, L., & Olsen, S. (2010). Compassion Fatigue and Burnout : Prevalence among oncology nurses. *Clinical Journal of Oncology Nursing*, 14(5). Recuperado de <http://ons.metapress.com/content/r744058h42804261/fulltext.pdf>



## Thesis

Grinspun, D. (2010). *The social construction of caring in nursing* (Tese de Doutoramento).

Recuperado de <http://gradworks.umi.com/NR/68/NR68324.html>

**NOTE:** Should the documents have DOI (*Digital Object Identifier*), this ought to be presented in the reference. Examples:

## Printed document with DOI

Edwards, A. S. (1957). Case Studies in Childhood Emotional Disabilities. *Journal of Educational Psychology*, 48(7), 470-471. doi: 10.1037/h0039337

## Electronic document with DOI

Buckley, D., Codina, C., Bhardwaj, P., & Pascalis, O. (2010). Action video game players and deaf observers have larger Goldmann visual fields. *Vision Research*, 50(5), 548-556.

Recuperado de <http://www.sciencedirect.com/science/article/B6T0W-4XVC4KW-1/2/18ef13d8ac72c9d722b905102216d898>. doi: 10.1016/j.visres.2009.11.018

## 2– Article submission procedures and documents to be enclosed:

1<sup>st</sup> Step: Access the Journal's website: <http://www.esenfc.pt/rr/>.

2<sup>nd</sup> Step: Click on Article Submission, on the left-hand Menu, and register as an author. Login if you have already registered.

3<sup>rd</sup> Step: Fill out the necessary data (namely, information on the authors – up to 7 authors).

4<sup>th</sup> Step: Fill out and automatically submit the following mandatory documents:

➤ **Checklist of critical analysis topics.** Only the checklist that corresponds to the type of submitted article should be selected and submitted:

- a) Critical Analysis Topics for Research Articles
- b) Critical Analysis Topics for Theoretical Articles/Essays
- c) Critical Analysis Topics for Systematic Review Articles
- d) Critical Analysis Topics for Integrative Review Articles
- e) Critical Analysis Topics for History and Memory Articles

- **Self-Verification Checklist (all fields are mandatory);**
- **Author's statement** (ethical-legal, responsibility and conflict of interest);
- **Assent of the Ethics Committee (if applicable);**
- **Institutional Permission (if applicable).**

5<sup>th</sup> Step: Upload the article (no reference should be made to the authors) which was written according to the critical analysis topics specific to each type of article.

### 3– Review Process:

The submitted articles are analysed through a double-blind process (i.e. the intervening parties - authors, reviewers, article managers, and language, documentation and statistics experts - are anonymized). Please check the **Review Process of Articles Submitted to the Journal of Nursing Referência and response deadline** at <http://www.esenfc.pt/site/?module=rr&target=page&id=11682>.

4- The final decision on the publication of articles is the full responsibility of the Editor-in-Chief. The publication of Theoretical Articles/Essays, Review Articles and History and Memory Articles is limited.

Address:

#### Revista de Enfermagem Referência

Unidade de Investigação em Ciências da Saúde: Enfermagem

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