CLINICAL JOURNAL FOR NURSE PRACTITIONERS IN WOMEN'S HEALTH

The Official Journal of the National Association of Nurse Practitioners in Women's Health

AUTHOR GUIDELINES

The mission of the *Clinical Journal for Nurse Practitioners in Women's Health (CJNPWH)* is to provide nurse practitioners and other advanced practice registered nurses who provide women's and gender-related healthcare with relevant clinical, policy, and professional development content as a critical resource to stay informed about the latest advancements in the field.

In choosing articles for publication, we keep in mind the diversity of our readers in areas such as population served, clinical setting, specialty care, geographic location, and years of experience. *CJNPWH* intentionally seeks to publish articles that contribute to eliminating health disparities and achieving health equity.

Before submitting a manuscript, you may send a brief email query to Editor-in-Chief Beth Kelsey (bkelsey@npwh.org) to determine whether the chosen topic is likely to be of interest to *CJNPWH* readers.

All manuscripts must be submitted via the online ScholarOne Manuscripts editorial and peer review site. Please read the guidelines below then visit the journal's submission site at https://mc.manuscriptcentral.com/CJNPWH to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned. There are no fees payable to submit or publish in this journal.

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SPRINGER PUBLISHING

PUBLICATION POLICIES

Submitting authors are expected to read and follow the Springer Publishing Company Journals Polices and Statements (http://connect.springerpub.com/journals-policies-and-statements).

CJNPWH and Springer Publishing Company are committed to upholding the highest standards of publication integrity. We recommend that authors follow the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals formulated by the International Committee of Medical Journal Editors (ICMJE).

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Authors must release copyright ownership to their manuscript at the time of its submission. The release form is completed during online submission and is required before processing the manuscript for review can begin. If a manuscript is not accepted for publication, the copyright assignment will automatically be returned to the author.

Note

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Funding

CJNPWH requires all authors to acknowledge any financial support for the authorship and/or publication of an article. Funding statements are specified during online submission.

Plagiarism

CJNPWH takes issues of plagiarism very seriously. Submitted articles may be checked with duplication-checking software. If an article is found to have plagiarized work, we reserve the right to take action that may include publishing an erratum (correction), retracting the article, taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies, or taking appropriate legal action.

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CJNPWH adheres to the guidelines set by the International Committee of Medical Journal Editors (ICMJE) for use of AI tools.

AI Use Disclosure

Authors must disclose if they used AI-assisted technologies (eg, chatbots) in their work. This should be detailed in the cover letter and relevant manuscript sections:

- Acknowledgment Section: Note if AI was used for writing assistance.
- Methods Section: Describe AI use for data collection or analysis.

AI Authorship

AI tools cannot be listed as authors, as they do not assume responsibility for the work's accuracy or integrity. Authors must ensure there is no plagiarism and provide appropriate attribution for all sources, including AI-generated content. See sections II.A.4, II.C.3, and IV.A.3g of *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals* (ICMJE Recommendations) for further information.

Authorship

Manuscripts should only be submitted for consideration once consent is given by all contributing authors. The list of authors should include all those who can legitimately claim authorship. In accordance with ICMJE, individuals must meet **all four** of the following criteria to be included as an author:

- Made a substantial contribution to the concept or design of the work or acquisition, analysis, or interpretation of data,

- Drafted the article or revised it critically for important intellectual content,
- Approved the version to be published,
- Participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Supervision of a clinical project alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section.

Acknowledgments

Individuals who contributed to the manuscript but do not meet **all four** of the authorship criteria should be listed in the acknowledgments section. Acknowledgments are generally used to recognize individuals who contributed to a project on which the manuscript is based or in the preparation of the manuscript but do not qualify for authorship. In the acknowledgment section of the manuscript, the author(s) can give credit to those who assisted with the work, such as individuals who gave advice on the project or provided statistical or technical support.

Please supply any personal acknowledgments separately on the manuscript submission title page and not in the main text to facilitate anonymous peer review. Per ICMJE recommendations, it is best practice to obtain consent from non-author contributors who you are acknowledging in your paper.

ARTICLE TYPES

Full Length Articles

Full length articles may address a wide variety of women's and gender-related health topics. Examples include reproductive/gynecologic/genitourinary health, sexual health, antepartum/postpartum care, menopause, breast health, mental health, LGBTQI+ health, health disparities/health equity, populations at risk for marginalization. Primary health topics (eg, cardiovascular, dermatology, substance use disorders, abuse and violence, health promotion/disease prevention), that have significant implications for women's and gender-related health and that address these implications are welcomed.

- *Word Count* - up to 3400 words (not including abstract, keywords, references, and tables/figures)
- *Abstract* – up to 125 words
- *Tables/Figures* – up to 4

- *References* – a maximum of 30 is recommended.

Department Articles

Authors may submit shorter manuscripts in any of the formats listed here. Department format manuscripts go through in-house editorial review. The editor in chief may accept the manuscript as is, request minor or major revisions, or may determine that the manuscript is not suitable for *CJNPWH*.

- *Word Count* - up to 2000 words (not including abstract, keywords, references, and tables/figures)
- *Abstract* – up to 75 words
- *Keywords* – at least 3 and up to 8
- *Tables/Figures*– up to 3
- *References* – a maximum of 15 is recommended.

Updates for Clinical Practice

This department focuses on new or updated practice guidelines, screening and diagnostic tests, and technology for high-quality, evidence-based patient care.

Professional Development

This department focuses on processes that foster professional growth to enhance clinical practice, cultivate a leadership role, or that promote the business aspect of being an NP.

Policy Influences Practice

The focus of this department is the analysis of a relevant health policy providing the historic and legal landscape of the policy, summary of the policy, impact (public/population health, ethical, economic), any recommendations, and implications for practice.

Cases That Challenge Us

Authors are invited to use a case study format to address a challenging women's or gender-related health situation. The challenge may involve an uncommon diagnosis, lack of resolution or recurrence of a problem, or unexpected adverse effect of a treatment. Health disparities or inequities, cultural dimensions, and co-morbidities might be considerations. The case study should reflect an evidence-based approach to assessment, diagnosis, plan and implementation of care, and evaluation of

outcomes. Authors can pose decision-point questions, and then use these questions to address the rationale for each step in the clinical decision-making process. Cases may be real or fictional. If real, careful attention to changing the scenario to conceal the identity of the patient is essential. Regardless, obtain permission from the patient and your organization before submitting the manuscript.

Quality Improvement: A DNP Project

CJNPWH invites DNP students or recent graduates to submit manuscripts on completed quality improvement DNP projects in an expanded abstract format for publication consideration. The project should focus on quality improvement in an aspect of women's or gender-related healthcare relevant to NPs providing this care. Preferred projects for consideration will have an innovative, multi-faceted approach to addressing a clinical problem or improving health outcomes. The student's faculty advisor must complete and sign an advisor approval form to be submitted with the manuscript. Please refer to specific author guidelines for DNP projects (DNP Project Author Guidelines, Project Faculty Advisor Approval Form).

Perspectives That Matter

In this unique *CJNPWH* forum, authors can share their perspective on a topic of importance to women's or gender-related healthcare and relevance to NPs providing this care. The commentary may challenge current practice, reflect on the author's real-world experience in providing services not widely considered part of NP practice, and/or propose thought-provoking ideas concerning practice.

PEER REVIEW POLICY

- The editor-in-chief (EIC) of *CJNPWH* conducts an initial review of each submitted manuscript. Based on this review, the manuscript may be returned to the author(s) for minor or major revisions prior to going to peer review or rejected without peer review. Common reasons for rejection at the EIC initial review level include the topic is not appropriate for the journal's aim and scope, the scholarship in writing does not meet acceptable expectations, or significant inaccuracies exist in the manuscript's information or use of references.
- All manuscripts submitted for consideration as full-length articles are reviewed by two external expert reviewers. *CJNPWH* utilizes a double-anonymous peer review process in which reviewers' and authors' names and information are withheld from each other.

- The purpose of a manuscript peer review is to provide the EIC and author with feedback on clarity, relevance, accuracy, and completeness of information in the manuscript. Suggestions for improvement in these areas aid the author in strengthening the overall quality of the manuscript. Feedback and recommendations from reviewers help the EIC decide whether to accept as is, accept with revisions, or reject a manuscript for publication in the journal. The final decision always rests with the EIC.

PREPARING YOUR MANUSCRIPT FOR SUBMISSION

Inclusive Language

CJNPWH is committed to promoting equity through attention to the use of language that is respectful, welcoming, and safe for all the communities we serve. The American Psychological Association publication manual guidelines for bias-free language https://apastyle.apa.org/style-grammar-guidelines/bias-free-language is an excellent resource addressing individual characteristics of age, disability, gender, racial and ethnic identity, sexual orientation, and socioeconomic status.

- Authors may choose the language related to gender that they believe is best for their manuscript. Gender-inclusive language uses terms such as person(s), people, or individual instead of gender-specific terms such as woman or women. Be consistent in your choice.
- Do not substitute gender-inclusive language when describing study findings that only included gender-specific study populations. For example, a study that only included women as participants should be described as such.
- As part of gender-inclusive language the use of plural pronouns (e.g., they, them, their) as singular is acceptable to avoid sex-specific pronouns (she, her, hers). Another option is to rewrite sentences to avoid pronouns altogether.

Abbreviations

- Keep abbreviations to a minimum and define each abbreviation at first use.
- Units of measure are abbreviated only when used with numbers.

Use generic, non-proprietary names for medications and devices. Do not use product brand names.

Formatting

- Submit your manuscript as a Word document with 1-inch margins on all sides, double-spaced (including references), in 12-point Times New Roman font.

- Left justify only and indent to indicate a new paragraph.
- Use only one space between words, even after periods.
- Limit the title of your manuscript to no more than 12 words.
- Provide an abstract complying with the instructions for the type of manuscript you are submitting.

Graphics

- Submit each Table, Box, or Figure as a separate file in Word document format. PDF files are not accepted.
- Submit camera-ready art such as photographs and digitized items as separate files. These should be in tif, eps, psd, jpeg, or pdf format. The minimum requirements for resolution are 600 pixels per inch (ppi) for images containing a photograph with text labeling or thin lines, and 300 ppi for color or black and white photographs.
- Each Table, Box, or Figure must be called out in the body of the manuscript in numerical order of appearance. Each Figure and Box should include a legend in sentence case and each Table should include a title capitalized in title case. Examples: Figure 1. Nonhormonal treatment options for heavy menstrual bleeding. Table 1. Nonhormonal Treatment Options for Heavy Menstrual Bleeding
- Explain any nonstandard abbreviations in footnotes below the graphic.
- Type the source and permission lines exactly as requested by original copyright holders below graphics.
- Permission for use of patient photographs must be obtained prior to submission of manuscripts for peer review.

Acceptable References

- References should be no older than 5 years if possible unless the reference is considered a classic.
- Primary sources are preferred over secondary sources.
- Subscription clinical decision support resources such as UpToDate are not accepted as references.
- Internet websites, if cited, must be reliable resources (e.g., nationally or internationally recognized organizations or agencies).

Reference Style

- *CJNPWH* adheres to the latest edition of American Medical Association (AMA) Manual of Style for reference and citation style.
- Authors are responsible for checking all citations and references to be sure they are in the correct format. Manuscripts that contain citation or reference format errors will be returned to the author for correction.
- If you use End Note to manage your references, before submitting your manuscript, convert the Endnote citations and references to plain text to avoid issues with embedded codes. To do this, use the "Convert Citations and Bibliography" function in EndNote to remove the field codes.
- Reference citations in the body of the manuscript should be in numerical order using Arabic numbers, superscript, no parentheses, and should follow the period in a sentence with no additional space.
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Examples of AMA Format for References

Journal Article With Six or Less Authors (include all author names)

Wilson CM, Gee A, Mooney K. Clinician and patient communication on body image, sexuality, and sexual function in gynecologic cancer: an integrative review. *Sex Disabil*. 2022; 40(2): 363-379. doi:10.1007/S11195-022-09736-0/TABLES/1

Journal Article With More Than Six Authors (include the first 3 authors followed by et al.)

Benedict C, Fisher S, Kumar D, et al. Examining associations among sexual health, unmet care needs, and distress in breast and gynecologic cancer survivors. *Semin Oncol Nurs*. 2022; 38(6): 151316. doi:10.1016/J.SONCN.2022.151316

Book Title

Cason P, Cwiak C, Edelman A, et al. *Contraceptive Technology*. 22nd ed. Jones & Bartlett Learning; 2025.

Website

Centers for Disease Control and Prevention. CDC Contraceptive guidance for healthcare providers:

injectables. Published 2023. Accessed February 27, 2024. https://www.cdc.gov/reproductivehealth/contraception/mmwr/spr/injectables.html

- Abbreviations for journal titles can be found at NLM Catalog: Journals Referenced in the NCBI Databases (nih.gov)
- View the AMA Manual of Style for AMA citation and reference style information with reference examples from other sources.

COMPLETING YOUR SUBMISSION

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   - Each author's (in the order that will be used in the article) first name, middle initial, last name, credentials (eg, DNP, WHNP-BC), and affiliation (institution, city, state, country).
   - Brief description of role in development of the manuscript for each author using the ICMJE four criteria for authorship
   - Name and email address of the corresponding author
   - Contributor acknowledgements
3. Manuscript document to include:
   - Title, abstract, body of manuscript, and references
   - Do not include any of the identifying information from the title page
4. Tables, boxes, figures, and artwork submitted separately from the manuscript with numbers, legends, and titles

CORRESPONDENCE

Correspondence should be sent to the *CJNPWH* editorial office as follows:

Queries About CJNPWH Interest in a Manuscript on a Specific Topic:

Beth Kelsey, Editor in Chief, NPWH, bkelsey@npwh.org

Requests for Information on the Submission Process:

Heather Bamert, Associate Editor, Springer Publishing, hbamert@springerpub.com