

AUTHOR GUIDELINES

Special Issue – Focus on Women's and Gender-Related Health Research

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.

In our **Special Issue – Focus on Women's and Gender-Related Health Research** we seek manuscript submissions reporting original research (quantitative, qualitative, outcomes, mixed methods). Systematic reviews using formal methodological processes may be considered. Manuscript submissions should have implications for women's health nurse practitioners and other advanced practice registered nurses (APRNs) who provide women's and gender-related healthcare. Any manuscript submission must include at least one author who is an APRN and who participated in the research or project.

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 as word documents directly to The Editor-in-Chief (bkelsey@npwh.org). Please read the guidelines below before submitting 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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PUBLICATION POLICIES

Submitting authors are expected to read and follow the Springer Publishing Company Journals Policies 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).

Protection of Research Participants

Authors submitting research manuscripts should read the section on Protection of Research Participants on the ICMJE website. This section addresses patients' right to privacy, informed consent, and human and animal rights as research participants. Any research utilizing human participants or data obtained from human participants (eg, medical records) requires approval or exemption from an institutional review board (IRB) or independent ethics review committee. Authors must state in the methods section of the manuscript that an IRB or ethics committee approved the study or determined the study was exempt from approval and state why the exemption was granted. *CJNPWH* may request documentation of IRB or ethics committee approval or exemption prior to accepting submissions. If the author is unable to provide evidence of IRB or ethics committee approval or exemption, the submission will be rejected.

When reporting research that utilized human participants, authors should indicate in the methods section of the manuscript that informed consent was obtained from all participants and describe how this consent was obtained. If informed consent was not required by the IRB or ethics committee, the author should provide an explanation for the waiver. Identifying information, including names, initials, or patient ID numbers, or photographs should not be included in the manuscript unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed

consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the manuscript to be published. Patient consent should be written and archived with the author(s).

Copyright

Authors must release copyright ownership to their manuscript. The completed release form is requested and 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

CJNPWH does not accept manuscripts that are being considered for publication elsewhere or that have already been published elsewhere.

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Disclosure

Authors must state all conflicts of interest and/or potentially perceived conflicts of interest related to the content of articles. This includes financial, institutional, consultant, business, and other relationships that might lead to bias or a conflict of interest. If there are no conflicts of interest, indicate this explicitly as none are declared. The disclosure statement should be included on the manuscript submission title page.

Funding

CJNPWH requires all authors to acknowledge any financial support for research or projects, 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.

Use of Artificial Intelligence (AI) Tools

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.

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 research 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.

RESEARCH ARTICLE TYPES

Research articles must have direct relevance for APRNs and may address a wide variety of women's and gender-related health topics.

Article type format requirements vary with the type of research.

Use the appropriate reporting guidelines. Information on reporting guidelines is available at <http://www.equator-network.org/>.

Examples:

- Randomized controlled trials: CONSORT (consolidated standards of reporting trials)
- Observational studies: STROBE (strengthening the reporting of observational studies in epidemiology)
- Qualitative studies: SRQR (standards for reporting qualitative research) or COREQ (consolidated criteria for reporting qualitative research)
- Systematic reviews of the literature: PRISMA (preferred reporting items for systematic reviews and meta-analysis)

Word count – up to 3500 words (not including abstract, keywords, references, and tables/figures)

Abstract - up to 250 words using the following structure and headings:

Introduction

Methods - For original research, include the study design, setting (for example, location and level of clinical care), population intervention(s), and main outcome measure.

For literature reviews, identify data sources, including years searched; inclusion and exclusion criteria used to select studies; and methods for abstracting data and assessing quality and validity.

Results

Conclusion

Keywords – up to 8

Tables/Figures – up to 5

References – a maximum of 30 is recommended.

PEER REVIEW POLICY

- The co-editors for the special research issue of *CJNPWH* conduct 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 editor 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 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 editors 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 editors 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 editor-in-chief.

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. Postpartum visit adherence. Table 1. Sociodemographic Characteristics of Participants.
- 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.
- References are listed and numbered in the order in which they are cited in the body of the manuscript.

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

Organize your submission documents as follows:

1. Title page to include:

- Manuscript's full title
- 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
- Disclosure of conflicts of interest and/or potentially perceived conflicts of interest related to the content of articles; indicate if there are no conflicts of interest
- Financial support
- Name and email address of the corresponding author
- Contributor acknowledgements

2. Manuscript document to include:

- Title, abstract, body of manuscript, and references
- Do not include any of the identifying information from the title page

3. Tables, boxes, figures, and artwork submitted separately from the manuscript with numbers, legends, and titles

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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, Editor, Springer Publishing, hbamert@springerpub.com

April 8, 2025