

## GUIDELINES FOR MANUSCRIPT PREPARATION

### Introduction

Maharajgunj Nursing Campus was established in 1956 AD with Certificate Program in Nursing and came under Institute of Medicine, Tribhuvan University in 1972 AD. Till now the college has been running different levels of nursing program from Bachelor level to PhD in Nursing.

Journal of Nursing Education of Nepal (JONEN) is a peer reviewed scientific nursing journal and publishes papers related to Nursing and health sciences. It was started in 1998 A.D. (2055 Baisakh B.S.) and publishes annually.

### Scope of the Journal

The journal (JONEN) publishes original articles, case reports, review articles in the field of nursing and health sciences related to different aspects like medical education, public health, and health policy, health care management, including ethical and social health issues. The journal prefers to good quality research papers with clinical oriented studies which provides immediate impact to health and policy.

### Editorial Policy

The articles will be accepted for publication only after declaration by the author/s.

Data and references in an article are the sole responsibility of the author and any attempt to falsify them will be taken as an offence.

The manuscripts are subjected to peer review by two or more experts without revealing the authors' identity.

The opinions expressed in the articles are the author's own and do not necessarily reflect the views of the publisher or the editorial board.

Only one article of an author is published in one volume regardless the position of the author (principal or co-author).

The contributors will be informed about the reviewers' comments and acceptance/ rejection of manuscript.

Non response or delayed response to proof copy may delay the publication of the same article or may even get rejected from the journal.

The Editorial board reserves the final right to accept articles for publication

### Manuscript Submission

1. Manuscripts must be written in clear and concise English and must be submitted to the 'Editorial Office' of JONEN.
2. Digital submission in a pen drive or *email* attachment is mandatory according to the guidelines provided.
3. Corresponding authors should clearly mention their address along with their email address and phone number as mentioned in declaration sheet.
4. If the author wishes to withdraw a manuscript, a written letter signed by all the co-authors, addressed to the 'Editor in Chief' should be submitted to the 'Editorial Office'.
5. Before sending a manuscript, authors are requested to check for the latest instructions available at [www.mnc.edu.np](http://www.mnc.edu.np)

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## **Manuscript Preparation**

1. The manuscript must be typed double-spaced in A4 size white paper with Times New Roman Font, size of 12 points.
2. Margins should be a minimum of 25 mm in all sides.
3. Page number should be inserted at bottom center and the pages should be numbered consecutively, beginning with the title page.
4. Each section of the manuscript should commence in the following sequence: title page, structured abstract, keywords, introduction, methods, results, tables and graphs (not more than 6) with caption list, discussion, conclusion, acknowledgement if any and references.
5. **For case report:** Abstract, Keywords, Introduction, Case Report, Discussion, References, Tables and figure legends.
6. Particular attention should be taken to ensure the manuscript adheres to the style of the journal in all respects.

Do not use any signs for e.g. “&” for “and” or “@” signs for “at the rate” and related signs; however, you can use abbreviations used in standard textbooks, provided the full form has been given when it first appears in the text.

## **Title Page**

Title page of the manuscript should contain:

1. Type of manuscript (e.g. Original article, Case Report, Review Article etc).
2. The title of the article, which should be concise, but informative. Heading should be in title case.
3. The name by which each contributor is known (First name, Middle name and Last name), with his or her highest academic degree(s) and institutional affiliation.
4. The name of the department(s) and institution(s) to which the work should be attributed.

## **Word Limits**

1. **Original Article:** Up to 2500 words excluding references (up to 30) and abstract (up to 250).
2. **Review Article:** Up to 3000 words excluding references (up to >50 but <100) and abstract (250).
3. **Case Report:** Up to 1000 words excluding references (up to 10) and abstract (up to 100), up to three photographs.
4. **Viewpoint:** These articles are personal views and allow you to express your own point of view on any issues relevant to health. Up to 800 words excluding reference (up to 5-8).

## **References**

1. References should be typed single spaced in a separate section at the end of the manuscript and in hanging style with alphabetic order.
2. Follow Vancouver style in citation.

### **Language and Grammar**

1. Uniformity in the language
2. Numerals from 1 to 9 spelt out
3. Numerals at the beginning of the sentence spelt out
4. Use abbreviated form only after using its full form when it first appears in the text except abstract.

### **Tables and Figures**

1. No repetition of data in tables/graphs and in text
2. Actual numbers from which graphs are drawn to be provided
3. Figures necessary and of good quality (Black and white)
4. Table and figure numbers in Arabic letters

CHECKLIST (Please make sure that you have addressed all the points mentioned in the checklist)

- Institutional Review Committee (IRC) approval letter from the affiliated institute
- JONEN Authorship/Declaration letter From (Completely filled). Declaration page must be scanned or send with manuscript