

For use by authors preparing manuscripts for publication consideration in CJON

www.ons.org/cjon/authors

Introduction

This *Clinical Journal of Oncology Nursing (CJON)* Manuscript Preparation Guide has been compiled by members of CJON Editorial Board to help authors prepare their manuscripts for consideration by the CJON Editor and Peer Review Board.

This guide supports and expands on the CJON author guidelines, so before reviewing this guide, see www.ons.org/cjon/authors and the CJON manuscript requirements (www.ons.org/sites/default/files/2022-06/CJON-Ms-Requirements.pdf). Contact pubCJON@ons.org with any questions after review.

Types of CJON Manuscripts: Presentation of Data

When preparing a manuscript for consideration by CJON, there are two primary types of manuscripts that present data. These manuscript also present an analysis of the data to advance clinical oncology patient care.

- Results from the following types of projects: clinical evidence-based practice (EBP), PICO (population, intervention, comparison, outcome), PDSA (Plan, Do, Study, Act), or quality improvement project
 - Usually these projects are written by nursing students or recent graduates of doctor of nursing practice (DNP), master's of science in nursing (MSN), or bachelor of nursing. (These may also be called capstone projects.)
- Results from a nursing research study
 - These are usually authored by PhD-educated researchers and follow a standard research framework or format, according to the current edition of the Publication Manual of the American Psychological Association (APA, www.apastyle.org).
 - In general, nursing research studies are published in CJON's sister publication, the *Oncology Nursing Forum*; however, some nursing research studies clearly support the foundation of clinical oncology nurses in practice. Therefore, CJON may publish those manuscripts with results and analysis that are targeted to clinical oncology nurses who provide direct care to patients and caregivers.

CJON Manuscripts: Advance Practice, Report Data

When you develop a manuscript to submit to CJON for publication consideration, your manuscript must adhere to the following:

- The content updates and advances the foundation of clinical oncology nursing practice. (Remember: CJON's primary readers are clinical oncology nurses who live in the United States.)
- The manuscript is no longer a student project, paper, or assignment. For CJON to consider your manuscript, it must be written as a journal article for CJON (and CJON's readership), following CJON's Author Guidelines (www.ons.org/cjon/authors) and this guide.
 - If the manuscript represents an academic assignment, ask your faculty member (i.e., project, capstone, or dissertation chair) or an experienced peer-reviewed journal author to review your manuscript before you submit it for consideration.
 - The framework for an academic paper assignment is not an acceptable CJON manuscript framework. CJON manuscripts must meet CJON's article criteria. (Do not submit a manuscript simply to show proof of submission.)
 - CJON does not publish concept analyses.
- The content presents measurable results that improve patient outcomes (not project process outcomes). Your manuscript's results are based on data, not conjecture, assumptions, or speculation not confirmed with data.
- The results are measurable and can be duplicated in other facilities, settings, and populations, suggesting they are generalizable to other oncology clinical practice settings and facilities.
 - Keep this in mind if you are developing a manuscript about a performance improvement (PI) project. When CJON publishes manuscripts about PI projects, the outcomes must show how any clinical practice can benefit from the project design and procedures, resulting in similar patient outcomes in other clinical practices and facilities.
- Do not overstate the outcomes of your data and their meanings for any other practice, facility, and clinical population.

TABLE 1.

CJON MANUSCRIPT BEST PRACTICES: EVIDENCE-BASED PRACTICE; POPULATION, INTERVENTION, COMPARISON, AND OUTCOME; AND PLAN, DO, STUDY, ACT PROJECTS

CHARACTERISTIC	BEST PRACTICES
When Developing a Manuscript	
Focus is clear.	The manuscript clearly states the purpose or objective and the goals of the project, leading to metrics and findings.
Robust methodology	Project design includes the following: <ul style="list-style-type: none"> ■ Appropriate variables ■ Adequate sample size ■ Metrics measured by instruments (preferably valid and reliable) ■ Appropriate statistical methods and analysis to determine the clinical value (patient outcomes) of the project ■ Statistical analysis software and version (e.g., Excel 2019; SPSS v 28; SAS 9.4 on Windows 10) ■ Explanation of the limits of the project design
Ethical considerations	Include institutional review board (IRB) or human subjects board review or IRB determination of exempt status, as well as the date of IRB review decision.
Equity considerations in health care	When relevant to the manuscript's topic, address cultural competency, diversity, and inclusiveness, which are basic tenets of oncology nursing practice in a multicultural society.
When Writing the Manuscript	
Writing style	Write the text in active voice, and do not present your opinion. Avoid using <i>should</i> , <i>our</i> , etc. Content must be in third-person voice, supported by scholarly references. Ensure appropriate organization of the manuscript; for example, do not discuss results in your Methods section.
Word count	Target word count is 3,000 words, not including the title, abstract, author information, tables, figures, and references. The complete manuscript, including abstract, text, references, figures, and tables, should not exceed 30 pages (8" x 11" double-spaced pages, 12-point font).
Organization	Format the manuscript according to the author guidelines (www.ons.org/cjon/authors). Follow the manuscript requirements (www.ons.org/sites/default/files/2022-06/CJON-Ms-requirements.pdf).
Not an academic paper	<ul style="list-style-type: none"> ■ Manuscripts can present projects that were academic assignments, but write a <i>CJON</i> submission for <i>CJON</i>, according to the author guidelines, using the manuscript requirements as an additional guide. The <i>CJON</i> manuscript is not a condensed version of an academic manuscript. ■ The literature review (i.e., Background section) should be no more than a fourth of the manuscript and is focused on why the study or project fills a gap in the clinical care of patients with cancer. ■ References have been published within the past 5 years. Seminal references can be used, although minimally (i.e., < 10% of references or no more than three seminal references). ■ If conceptual framework content is included, it is very brief.
American Psychological Association style	Follow the current edition (www.apastyle.org). The manuscript should include these sections: Background, Purpose, Methods, Results, Discussion, Limitations, Implications for Nursing, and Conclusion.
Figures and tables	Do not include more than 5 (total) figures/tables. When reporting results from a study sample, a demographics table describing the sample is required.
Discussion	Include a discussion section, providing scholarly context for your study's results and citing published literature (already cited in the Background section or add new citations).
Limitations	Include a limitations section, addressing the study limitations (i.e., design, sample, procedures, instruments, statistical analysis, results, and implications for practice).
Implications for nursing	Implications for Nursing logically follows from the Discussion, answering these questions: <ul style="list-style-type: none"> ■ Why is this content important to clinical oncology nurses in practice? ■ How can this content affect the clinical care of patients with cancer? This content should: <ul style="list-style-type: none"> ■ Be relevant to clinical oncology nursing practice, which affects patient outcomes. ■ Be appropriate based on the project or study results. ■ Not overreach or overpromise.
Conclusion	Briefly highlight the main points of the manuscript. Do not include any new information in this section.:
Avoid plagiarism	Avoid plagiarism as well as self-plagiarism. All submitted manuscripts are reviewed by plagiarism software, iThenticate. Manuscripts that exceed a minimum threshold will not be considered.

TABLE 2.
CJON MANUSCRIPT BEST PRACTICES: ALTERNATIVE FORMATS

FORMAT	BEST PRACTICES
Comprehensive clinical literature review	<ul style="list-style-type: none"> ■ CJON does not publish integrated literature reviews. ■ CJON does publish comprehensive clinical literature reviews, which provide a foundation for clinical oncology nursing practice. ■ A comprehensive clinical literature review requires an explanation of the search strategy in the manuscript's methods section (databases searched, timeframe for search, inclusion and exclusion criteria). ■ Content needs to be presented so it can be readily applied in clinical oncology practice. ■ These reviews include a table, listing studies reviewed with annotated details (i.e., citation, methods, findings).
Case study	<p>A case study presents content from the perspective of an expert clinician and clarifies issues of care specific to a patient population. It may cover a treatment protocol, treatment management strategies (including side effect management), and holistic care of the patient and caregivers (including psychosocial issues and operational challenges to deliver care).</p> <ul style="list-style-type: none"> ■ Case studies should be clinically relevant and should update and advance clinical oncology nursing practice. ■ Do not include opinion or bias or use first-person voice. ■ A pertinent scholarly-based literature review should preface the case study. ■ De-identify the patient using substitute initials in the case study. If the case study is based on a patient (rather than compiled patients), the author must request permission from the patient (or the patient's family) to publish the content. (Permission to publish is required in writing and must be provided with the manuscript.)
Oncology-related health policy analysis	<ul style="list-style-type: none"> ■ Do not use first-person voice. ■ Include thorough scholarly support.

CJON Manuscript Preparation Guides

When developing a manuscript that presents the results of a research study, follow the APA framework (www.apastyle.org). For general instructions about preparing a manuscript about an EBP, PICO, or PSDA project for CJON consideration, see Table 1. For general instructions about preparing a manuscript about a literature review, case study, or policy analysis for CJON consideration, see Table 2.

CJON Departments

A full-length manuscript is not the only publication option. CJON publishes numerous departments in each issue that focus on specific areas of practice (e.g., Advanced Practice, Supportive Care, Clinical Moment). These articles are 1,500–1,700 words and are curated by associate editors who provide guidance to authors during content development. For more information, visit www.ons.org/cjon/editorial-board.

Manuscript Development Resources

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Author.

Morton, P.G. (2015). You want to publish in the *Journal of Professional Nursing*: Here are some strategies for success. *Journal of Professional Nursing*, 31(5), 375–377. <https://doi.org/10.1016/j.profnurs.2015.08.001>

Ogrinc, G., Davies, L., Goodman, D., Batalden, P., Davidoff, F., & Stevens, D. (2015). SQUIRE 2.0 (Standards for QQuality Improvement Reporting Excellence) revised publication guidelines from a detailed consensus process. *Journal of Nursing Care Quality*, 31(1), 1–8.

U.S. Department of Health and Human Services. (2022). Office for Human Research Protections. <https://www.hhs.gov/ohrp/index.html>

NEED HELP?

WE'RE HERE TO ASSIST. CONTACT US.

CJON EDITOR ELLEN CARR, PhD, RN, AOCN®

For content-specific questions and concerns
CJONEditor@ons.org

ONS EDITORIAL STAFF

For formatting, permission, and submission questions
pubCJON@ons.org