

# Preparing CJON Manuscripts: Clinical Overview or Study Projects Results

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[www.ons.org/cjon/authors](http://www.ons.org/cjon/authors)

Use this resource when developing and drafting a full-length manuscript for publication consideration in the *Clinical Journal of Oncology Nursing* (CJON). See page 3 for requirements about CJON departments (e.g., Advanced Practice, Essentials). Additional resources include the CJON Author Guidelines ([www.ons.org/cjon/authors](http://www.ons.org/cjon/authors)) and the manuscript preparation guide (<https://www.ons.org/sites/default/files/2022-06/CJON-Ms-Prep-2022.pdf>). Contact [pubCJON@ons.org](mailto:pubCJON@ons.org) with any questions.

## General Recommendations: Full-Length Manuscripts

- CJON content is targeted to the CJON readership, who are primarily clinical oncology nurses providing direct care to patients with cancer and their caregivers across settings. If in doubt about the interest of an intended topic, authors are encouraged to email an inquiry to the editor at [CJONEditor@ons.org](mailto:CJONEditor@ons.org) prior to writing and submitting an entire manuscript.
- CJON publishes scholarly articles about clinical oncology nursing practice and oncology care, which improves clinical and relevant organizational outcomes.
  - CJON does not publish opinions or content written in first-person voice. Avoid statements phrased with “should” and “must.” The author’s point of view is presented in a well-written and well-sourced scholarly manuscript.
  - Write in active voice and avoid passive voice.
  - Review this writing resource: <https://writingcenter.unc.edu/tips-and-tools>.
- A CJON manuscript advances the foundation of clinical oncology nursing practice and clinical oncology care.
  - Ensure references have been published within the past five years. Seminal references older than five years can be used, yet no more than three should be included.
- Manuscript parameters
  - **Word count:** Aim for 3,000 words (12–15 pages), exclusive of the byline, references, tables, and figures. Articles considerably shorter or longer than 3,000 words will not be considered and will be returned to the author for revision.
  - **Page count:** The page count, including tables and figures, should not exceed 24–30 formatted double-spaced pages in a Word document with 1 inch margins.
  - **Formatting:** Follow the current guidelines from the American Psychological Association: <https://apastyle.apa.org/instructional-aids/handouts-guides>.
  - **Manuscript section specifications:** See Table 1 on the next page.

**TABLE 1.**  
CJON FULL-LENGTH MANUSCRIPT REQUIREMENTS BY SECTION

SECTION	REQUIREMENTS
Title page	<p>Titles should be brief, specific, and descriptive.</p> <ul style="list-style-type: none"> <li>■ Authorship                             <ul style="list-style-type: none"> <li>□ Include no more than nine authors on the byline, and at least one author (preferably the primary author) must be a clinical oncology nurse.</li> <li>□ Include the full names of all authors, as well as their degrees, titles, affiliations, contact information, and financial disclosures.</li> <li>□ Follow the International Committee of Medical Journal Editors (ICMJE) recommendations for authorship (<a href="http://www.icmje.org">www.icmje.org</a>).</li> <li>□ List contributors (those who provide technical help, general support, etc.) in an acknowledgment at the end of the manuscript.</li> </ul> </li> </ul>
Keywords	<p>Provide three to six keywords. For examples, visit the MeSH Browser at <a href="https://meshb.nlm.nih.gov">https://meshb.nlm.nih.gov</a>.</p>
Abstract	<p>Include only these four sections: Background, Objectives, Methods, Findings. Don't exceed 200 words.</p>
Implications for Practice	<p>In three bullets, provide concise implications for nursing practice/patient education content, which is supported by the manuscript. (This is boxed content that accompanies the manuscript.)</p>
Body of the text	<p>Background: Include scholarly citations to support this section. Citations should be published within the past five years.</p> <p>Purpose</p> <p>Methods</p> <ul style="list-style-type: none"> <li>■ Limit facility-specific content. This section is a map for the reader to replicate the study or project.</li> <li>■ Include the following subsections in this order:                             <ul style="list-style-type: none"> <li>□ Study or project design</li> <li>□ Institutional review or ethics board approval (or review by facility's quality board): Add if patients were contacted to collect data.</li> <li>□ Sample and setting</li> <li>□ Procedures                                     <ul style="list-style-type: none"> <li>□ For training, if applicable (i.e., procedure to train staff in the intervention evaluated in the study)</li> <li>□ For data collection (include instrument descriptions)</li> </ul> </li> <li>□ Data analysis</li> </ul> </li> <li>■ Results                             <ul style="list-style-type: none"> <li>□ Highlight the article's main results, and refer to tables and figures for detailed information.</li> <li>□ When presenting results, include both percentages and n values.</li> </ul> </li> <li>■ Discussion                             <ul style="list-style-type: none"> <li>□ Provide scholarly context for the study or project results based on the literature presented in the Background or additional references. From this section, the reader should understand the scholarly context of the results and the takeaways.</li> </ul> </li> <li>■ Implications for Nursing: In this section, answer the following questions:                             <ul style="list-style-type: none"> <li>□ Why is this content important to the clinical oncology nurse in practice?</li> <li>□ How can this content affect the clinical care of patients with cancer?</li> </ul> </li> <li>■ Limitations (related to the study or project procedures and/or results analysis)</li> <li>■ Conclusion: Briefly highlight the main points of the manuscript.</li> </ul>
References	<ul style="list-style-type: none"> <li>■ Use sources, ideally from nursing journals, published in past five years. Include no more than three seminal articles older than five years.</li> <li>■ Follow American Psychological Association formatting style: <a href="https://apastyle.apa.org/instructional-aids/reference-examples.pdf">https://apastyle.apa.org/instructional-aids/reference-examples.pdf</a>.</li> <li>■ Authors are responsible for the accuracy of all reference citations and are expected to have read and verified all listed references.</li> </ul>
Tables and figures	<ul style="list-style-type: none"> <li>■ Include no more than five (total) figures and/or tables.</li> <li>■ Provide a title and adequate labeling so the material can stand-alone.</li> <li>■ Original art should be included to create interest and augment learning.                             <ul style="list-style-type: none"> <li>□ Reprinted or adapted art is acceptable with accompanying online and print permission from the copyright owner.</li> <li>□ Permission is required for photographs taken at an institution or of patients and for published figures and tables.</li> </ul> </li> <li>■ Place tables on separate pages after the references. Include appropriate citations and ensure they are listed in the reference list.</li> <li>■ Figures should be professionally drawn or computer generated and included on separate pages at the end of the manuscript. Include appropriate citations and ensure they are listed in the reference list. Include all data points on graphs to ensure accurate recreation.</li> <li>■ High-resolution (300 dpi) photographs can be submitted electronically in most common file formats.</li> <li>■ As appropriate, include a case study as a figure to better showcase real-world application of the article's content to readers.</li> <li>■ Consider including web resources as a figure.</li> </ul>
Permissions	<ul style="list-style-type: none"> <li>■ If permissions to publish the manuscript, including any tables, figures, or data, are required by an author's employer, facility, or parent organization, be sure to schedule reviews (within the chain of command) in the manuscript's development and draft schedule. Permissions should be confirmed before the manuscript is submitted.</li> <li>■ Health system permissions may be required by legal, media communications, safety and risk, or other departments.</li> </ul>

**Note.** For the benefit of the *CJON* reader, *CJON* attempts to present manuscript content with consistent organization. Some content may not fit exactly into these manuscript sections. If content cannot be organized under these sections, seek guidance from the editor at [CJONEditor@ons.org](mailto:CJONEditor@ons.org).

**Note.** For a clinical literature review, include Background, Purpose, Methods (include parameters, review strategy, dates of the review), Results, Discussion, Implications for Nursing, and Conclusion. Include a PRISMA diagram and a table highlighting each article in the review (i.e., study citation, study design/methods (including sample), study results, outcome or findings).

# Preparing CJON Departments

[www.ons.org/cjon/authors](http://www.ons.org/cjon/authors)

Use this when developing and drafting a department for publication consideration in the *Clinical Journal of Oncology Nursing (CJON)*. Additional resources include the *CJON Author Guidelines* ([www.ons.org/cjon/authors](http://www.ons.org/cjon/authors)) and the manuscript preparation guide ([www.ons.org/sites/default/files/2022-06/CJON-Ms-Prep-2022.pdf](http://www.ons.org/sites/default/files/2022-06/CJON-Ms-Prep-2022.pdf)). Contact [pubCJON@ons.org](mailto:pubCJON@ons.org) with any questions. For examples of organization, presentation, and tone, review recent issues of *CJON* at [www.ons.org/cjon](http://www.ons.org/cjon).

## General Guidelines: Departments

- *CJON* Departments advance the foundation of clinical oncology nursing and are targeted to *CJON* readers, who are primarily clinical oncology nurses providing direct care across settings to patients with cancer and their caregivers. If in doubt about a topic of interest to *CJON*'s readership, authors are encouraged to submit an email of inquiry to the *CJON* Editor (or a *CJON* Associate Editor) prior to writing and content submission. See Quick Links box for current contact information.
- *CJON* Departments are scholarly and explore clinical oncology nursing practice, describing improved patient outcomes and/or organizational- and/or system-based outcomes.
- *CJON* Departments can present clinical pilot projects, quality or performance improvement projects, case studies, or clinical processes that improve patient and relevant systems-based outcomes. (Departments present project or process data, resulting in improved outcomes.)
- For profiles of *CJON* Departments, visit [www.ons.org/cjon/editorial-board](http://www.ons.org/cjon/editorial-board).
- From development of a topic through to publication, authors work with Department Associate Editors, who provide guidance and mentorship.
  - Authors who intend to develop a Department for consideration are encouraged to query the Associate Editor first. In the query, briefly review the proposed content. If the content will present results from a pilot study or project, briefly review the study/project purpose, methods and results.
  - Emails for Department Associate Editors are listed with Department profiles at [www.ons.org/cjon/editorial-board](http://www.ons.org/cjon/editorial-board).

## Department Requirements

- **Word count:** Aim for 1,500–1,700 words (6–8 pages), exclusive of the byline, references, tables, and figures.
- **Authorship:** Do not exceed more than four authors.
  - Include the full names of all authors, as well as their degrees, titles, affiliations, contact information, and financial disclosures.

- At least one author (preferably the primary author) is a clinical oncology nurse.
- Follow the International Committee of Medical Journal Editors recommendations for authorship ([www.icmje.org](http://www.icmje.org)).
- List contributors (e.g., those who provide technical help, general support) in an acknowledgment.
- **Formatting:** Follow the current guidelines from the American Psychological Association: <https://apastyle.apa.org/instructional-aids/handouts-guides>.
- *CJON* Departments include the following:
  - Title Page
  - Keywords
  - A three- to four-sentence abstract
  - Three At a Glance points
  - Include these sections with an overview or case study:
    - Background
    - Purpose
    - Results (clinical content or case study)
    - Discussion, including Implications for Nursing
    - Conclusion
    - References
  - Include these sections when presenting project results:
    - Background
    - Purpose
    - Methods
    - Results
    - Discussion, including Implications for Nursing
    - Conclusion
    - References

### QUICK LINKS

#### ONLINE RESOURCES AND CONTACTS

#### CJON EDITOR ELLEN CARR, PhD, RN, AOCN®

[CJONEditor@ons.org](mailto:CJONEditor@ons.org)

#### CJON AUTHOR GUIDELINES

[www.ons.org/cjon/authors](http://www.ons.org/cjon/authors)

#### CJON DEPARTMENT PROFILES & ASSOCIATE EDITOR CONTACTS

[www.ons.org/cjon/editorial-board](http://www.ons.org/cjon/editorial-board)

#### CJON MANUSCRIPT PREPARATION GUIDE

[www.ons.org/sites/default/files/2022-06/CJON-Ms-Prep-2022.pdf](http://www.ons.org/sites/default/files/2022-06/CJON-Ms-Prep-2022.pdf)