



Canadian
Association of
Nurses in
Oncology

Association
canadienne des
infirmières en
oncologie

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Guidelines for Authors

Introduction

The Canadian Oncology Nursing Journal (CONJ) welcomes original articles, research papers, letters to the editor, media reviews, professional ads, and stories of interest to nurses who provide care to patients with cancer and their families.

Policy

All correspondence and manuscripts must be forwarded to the editor-in-chief. The editor-in-chief or delegated associate editors will assume responsibility for obtaining confidential peer review. Normally, the process of peer review takes approximately three months. If published, manuscripts become the property of CONJ. The journal will have exclusive rights to the manuscript and to its reproduction. **Manuscripts may not be under consideration by any other journal.**

Copyright

When submitting a manuscript, include a statement of ownership and assignment of copyright as follows: "I hereby declare that I am the sole proprietor of all rights to my original article entitled..., and I assign all rights to CANO/ACIO for publication in the Canadian Oncology Nursing Journal." Please date and sign. ALL authors must sign this statement. Please submit this statement in a WORD document by electronic mail to the editor in chief, CONJ.

Authors must obtain written permission for use of previously published materials included in the manuscript. This includes extensive quotations (greater than 500 words), tables, figures, charts, graphs, etc. Written permission for all copyright materials must be included with the manuscript.

Manuscript Content

1. Style

Manuscripts must be typewritten or word processed in times roman or courier typeface using a 12 points font. Copy must be clear and legible. Uniform margins of at least 1 inch, and double spacing are required. Number pages consecutively in upper right-hand corner, beginning with title page. Identify each page with the first two or three words from the title inserted above the pagination. Use one side of the paper only. The required style is that recommended by the American Psychological Association (APA). (2001). Publication manual (5th ed.). Washington, DC: Author.

2. Length

The preferred length is 6 to 16 double-spaced pages including tables, figures, and references.

3. Title page

The title page must include the title of the article, the name(s) of the author(s) as meant to appear in the publication, and, if possible, an e-mail address where the main or contact author may be reached. If more than one author, the order must be that desired in the publication. Accuracy is essential to ensure accuracy in publication. Include the author(s) credentials, position, place of employment, correct mailing address, telephone and facsimile numbers. Indicate preferred author and address for correspondence.

4. Abstract

Include an abstract of 100-120 words. This abstract should summarize the article and highlight the main points of interest for the reader. It must be double-spaced and on a separate page.

5. References

References must be double-spaced, in alphabetical order, complete, and accurate. References should start on a separate page and must be cited in the text.

6. Tables

Tables are numbered consecutively in the order in which they are first mentioned in the text. Double-space and begin each table on a separate page. Tables should complement, not duplicate text.

7. Figures

All figures must be copyrighted and documented. They must be submitted on separate pages and should not duplicate text. Number consecutively in the order in which they are first mentioned in the text. Figures must be clear, easy to interpret, and in black and white only for reproduction.

8. On acceptance for publication

Manuscripts accepted for publication are subject to copyediting. Electronic copies should be on the Windows operating system and rich text format is preferred.

Correspondence

A letter of query to the editor-in-chief regarding suitability of a proposed manuscript is suggested, but not required. Forward the original complete manuscript in a WORD document by electronic mail to the editor-in-chief. Include your e-mail address and other contact addresses with your manuscript for acknowledgement of receipt of your manuscript.

Non-refereed material

The journal also invites brief submissions of less than 500 words that highlight clinical practice tips, new program developments, research in progress, or reviews of articles, books, and videotapes. These submissions are published at the discretion of the editor-in-chief. Queries are unnecessary.

Language

Articles will be published in the language of submission with a summary in the other official language (French or English). Selected articles will be translated in total. The Canadian Oncology Nursing Journal is officially a bilingual publication.

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Editor-in-Chief

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