INSTRUCTIONS TO AUTHORS

Submission, Manuscript Preparation, Reporting, and Publication Requirements

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About the Philippine Journal of Nursing

The Philippine Journal of Nursing (PJN) is the official scholarly publication of the Philippine Nurses Association, Inc. The Journal provides a platform for the dissemination of high-quality nursing research, scholarship, professional discourse, and evidence relevant to nursing practice, education, leadership, policy, research, and health care.

PJN is committed to rigorous editorial assessment, ethical publication, research integrity, transparent peer review, and responsible scholarly communication. The Journal's publishing platform is Open Journal Systems (OJS), which supports electronic submission, peer review, editorial processing, publication, and dissemination.

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General Manuscript Requirements

Language

Manuscripts should be written in clear, concise, and professional English. Authors are responsible for ensuring that the manuscript has been appropriately edited for grammar, spelling, clarity, and readability before submission.

Page Layout

- Use A4-size paper.
- Double-space throughout the manuscript.
- Use 1-inch margins on all sides.
- Number pages consecutively.
- Submit the manuscript as a Microsoft Word document (.doc or .docx), unless otherwise specified by the Journal.

Font and Formatting
Use a standard, easily readable font (Arial or Times New Roman preferred) throughout the manuscript. Avoid unnecessary formatting, embedded text boxes, decorative fonts, or complex page layouts. Authors should prioritize readability and clean manuscript processing.

Line Numbering
Authors are encouraged to use continuous line numbering throughout the manuscript to facilitate peer review.

Abbreviations
Define abbreviations at first mention and use them consistently thereafter. Avoid unnecessary abbreviations, particularly in the title and abstract.

Units of Measurement
Use internationally accepted units of measurement, preferably the International System of Units (SI) where applicable.

Drugs and Products
Use generic names for medications whenever possible. If a proprietary product, device, instrument, software, or commercial product is essential to the manuscript, provide the manufacturer and location in parentheses at first mention.

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Manuscript Organization and Title Page

Typical Organization of an Original Article
1. Title Page
2. Abstract
3. Keywords
4. Introduction
5. Methods
6. Results
7. Discussion
8. Conclusions
9. Acknowledgments, if applicable
10. Funding Statement
11. Conflict of Interest Statement
12. Data Availability Statement, where applicable
13. Author Contributions
14. References
15. Tables
16. Figures and Figure Legends

The organization may differ for other article types. Authors should follow the specific structure described in the relevant article-type section of this guide.

Title Page
- Full manuscript title
- Short running title, if applicable
- Full names of all authors
- ORCID iDs, where available
- Institutional affiliations, including department, institution, city, and country
- Corresponding author's name
- Corresponding author's institutional address
- Corresponding author's email address
- Author contributions, where required
- Funding information
- Conflict of interest information

Blinded Manuscript Version
For manuscripts undergoing blinded peer review, authors should upload a version that does not contain identifying information.
- Do not include author names or institutional affiliations.
- Do not include corresponding author information.
- Do not include acknowledgments that identify the authors.
- Remove identifying information from file properties and embedded comments.
- Remove other information that could reasonably reveal author identity.
- Provide author-identifying information through the appropriate OJS fields and/or a separate title page.

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Article Types and Specific Requirements

Original Articles

Original Articles report findings from original research that contribute new knowledge to nursing practice, education, administration, policy, research, or other areas relevant to nursing and health care. Quantitative, qualitative, mixed-methods, and other appropriate research designs may be considered.

Requirement	PJN Standard
Maximum length	6,000 words or 25 A4 pages, double-spaced, excluding tables, figures, illustrations, and references.
Abstract	Structured: Background; Objective; Methods; Results; Conclusion. Maximum 300 words.
References	Generally no more than 40, unless a greater number is justified.
Tables and figures	Limit to those necessary to present findings clearly.
Structure	Title Page, Abstract, Keywords, Introduction, Methods, Results, Discussion, Conclusions, References.
Reporting	Use the appropriate EQUATOR Network reporting guideline.
Ethics	Include appropriate ethics and regulatory statements where applicable.

Case Reports

Case Reports describe unique, unusual, or particularly educational cases that provide meaningful lessons for nursing practice, clinical care, education, or health systems. The case should demonstrate a clear reason for publication and provide relevant clinical or professional learning points.

Requirement	PJN Standard
Maximum length	3,000 words or 15 A4 pages, double-spaced, excluding tables, figures, illustrations, and references.
Abstract	Unstructured: Maximum 250 words.
References	Generally no more than 25
Tables and figures	Up to 4 tables and/or figures unless additional material is necessary
Structure	Title Page, Abstract, Keywords, Introduction, Case Presentation, Discussion, Learning Points/Conclusion, and References.
Reporting	Follow CARE guidelines
Ethics	Patient privacy: Remove identifying information and obtain written informed consent for publication

Systematic Reviews and Meta-analyses

Systematic Reviews synthesize and critically appraise existing evidence addressing a focused research question relevant to nursing and health care. Meta-analyses that statistically combine findings from eligible studies may also be submitted.

Requirement	PJN Standard
Maximum length	6,000 words or 25 A4 pages, double-spaced, excluding tables, figures, illustrations, and references.
Abstract	Structured: Background; Objective; Methods; Results; Conclusion. Maximum 300 words.
References	No fixed maximum; limit references to those directly relevant to the review
Methods	Clearly describe statistical methods, effect measures, heterogeneity assessment, and analytical procedures
Tables and figures	Include appropriate summary tables, and where applicable, a study-selection flow diagram and risk-of-bias assessment
Structure	Title Page, Abstract, Keywords, Introduction, Methods, Results, Discussion, Conclusions, References.
Reporting	Follow PRISMA and applicable PRISMA extensions
Ethics	Include appropriate ethics and regulatory statements where applicable.

Feature Articles

Feature Articles provide comprehensive, informative, and engaging discussions of important topics relevant to nursing, health care, education, research, leadership, policy, or professional practice. They may address emerging issues, innovations, programs, developments, or topics of particular relevance to the nursing profession and to people's health and care delivery. They are not intended to report original research in the format of an Original Article.

Requirement	PJN Standard
Maximum length	4,000 words or 20 A4 pages, double-spaced, excluding tables, figures, illustrations, and references.
Abstract	Unstructured: maximum 300 words.
References	Generally no more than 40, although additional references may be appropriate for evidence-based topics
Tables and figures	Limit to those necessary to support the discussion
Structure	May vary according to subject and purpose, but should include an abstract, keywords, main text, and references as appropriate.
Evidence	Statements of fact, recommendations, and claims should be supported by appropriate and current evidence.

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Abstracts, Keywords, Tables, Figures, and References

Abstracts

Original Articles and Systematic Reviews/ Meta-analyses should generally include a structured abstract. For Original Articles, use Background, Objective, Methods, Results, and Conclusion. Abstracts must accurately reflect the manuscript and should not introduce information not presented in the main text. Avoid citations and unexplained abbreviations.

Keywords

Provide 3–6 keywords that accurately describe the manuscript. Whenever possible, use standardized terminology, including Medical Subject Headings (MeSH) terms where appropriate.

Tables

- Number tables consecutively in order of citation.
- Provide a concise and descriptive title.
- Cite each table in the text.
- Make tables understandable without extensive reference to the main text.
- Define abbreviations and symbols in table footnotes.
- Avoid unnecessary duplication of information in the text.
- Create tables using the word-processing software table function rather than inserting them as images.

Figures and Illustrations

- Number figures consecutively according to order of citation.
- Provide an appropriate figure legend.
- Use images of sufficient resolution for publication.
- Ensure individuals depicted in photographs cannot be identified unless appropriate consent has been obtained.
- Obtain appropriate permission and attribution for previously published or copyrighted material.

References

- PJN follows the American Psychological Association (APA), 7th edition referencing style. Authors must use the author–date method for in-text citations and arrange the reference list alphabetically by the surname of the first author or the name of the group author.
- **In-text citations:** Cite sources using the author's surname and year of publication. For example, use (Santos, 2024) for a parenthetical citation or Santos (2024) for a narrative citation. For works with three or more authors, use the first author's surname followed by et

al. and the publication year, as appropriate under APA 7th edition.

- **Reference list:** Use the heading References and arrange entries alphabetically by the first author's surname or group author. Do not number references or arrange them in order of appearance in the text.
- **Citation–reference matching:** Every work cited in the text must have a corresponding reference-list entry, and every reference-list entry must be cited in the manuscript, subject to APA 7th edition exceptions.
- **Accuracy and completeness:** Verify author names, publication year, article or book title, journal title, volume, issue, page range or article number, and other applicable bibliographic details against the original source.
- **Digital object identifiers (DOIs):** Include a DOI whenever one is available and present it in URL format (e.g., https://doi.org/xxxxx). Include URLs for applicable online sources in accordance with APA 7th edition.
- **Formatting:** Apply APA 7th edition rules for punctuation, capitalization, italics, author names, multiple works by the same author, and other source-specific details. Use a hanging indent for reference-list entries.
- **Citation integrity:** Avoid excessive self-citation, irrelevant citations, and citation manipulation. Cite sources because they are relevant and substantively support the manuscript.
- For detailed formatting instructions and examples, consult the official **APA Style 7th Edition guidelines** for in-text citations and reference examples.

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Research Ethics and Informed Consent

PJN requires authors to conduct and report research in accordance with applicable ethical principles, institutional requirements, and relevant national and international regulations.

Human Participants

- Research involving human participants must receive appropriate ethics review and approval, or a documented determination of exemption where applicable.
- Identify the reviewing ethics committee or institutional review board.
- Provide the approval number or reference where applicable.
- Provide the relevant approval date where appropriate.
- State whether informed consent was obtained.

Patient Consent

For case reports, clinical images, identifiable information, or other material that could reasonably identify an individual, obtain appropriate consent for publication when required. The Journal may request documentation of consent during editorial review.

Animal Research

Research involving animals should comply with applicable institutional and national standards for animal care and use.

Secondary Data

Authors using publicly available, de-identified, or previously collected datasets should describe relevant ethical considerations and permissions where applicable.

Informed Consent

Where applicable, authors should confirm that informed consent was obtained from participants. For publication of identifiable information, photographs, or other potentially identifying material, appropriate consent for publication should be obtained.

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Reporting Guidelines and Study Registration

PJN strongly encourages authors to use the appropriate reporting guideline for their

study design. Authors should submit the relevant checklist and flow diagram when required.

Study Type	Reporting Guideline
Randomized controlled trials	CONSORT
Observational studies	STROBE
Systematic reviews and meta-analyses	PRISMA
Qualitative research	COREQ / SRQR
Diagnostic accuracy studies	STARD
Case reports	CARE
Quality improvement studies	SQUIRE
Nonrandomized evaluations	TREND
Clinical practice guidelines	RIGHT
Other study designs	Appropriate EQUATOR Network guideline

Clinical Trials and Systematic Reviews

- Clinical trials should be registered in an appropriate publicly accessible registry before or in accordance with applicable requirements for participant enrollment.
- Provide the trial registration number in the manuscript.
- Systematic review protocols should be prospectively registered where appropriate, such as in PROSPERO or another recognized registry.

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Data Availability and Funding

Data Availability

PJN encourages responsible sharing of research data where ethically and legally appropriate. Authors should provide a Data Availability Statement indicating whether supporting data are publicly available, available upon reasonable request, available from a repository, or unavailable because of ethical, legal, privacy, or other restrictions. Patient-identifiable or confidential information must not be publicly disclosed.

Funding

- Disclose all sources of financial support.
- Identify the funding organization and, where applicable, the grant or project number.
- State whether the funder had a role in study design, data collection, data analysis, interpretation, manuscript preparation, or the decision to submit.
- If there was no external funding, state this explicitly.

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Conflicts of Interest and Authorship

Conflict of Interest

All authors must disclose relationships or activities that could reasonably be perceived as influencing the submitted work. These may include financial relationships, employment or consultancy, honoraria, research funding, intellectual property, patents, leadership or advisory roles, and personal or professional relationships that could influence the work.

No conflict statement

If no conflicts exist, authors should state: “The authors declare no conflict of interest.”

Authorship

PJN follows the authorship principles of the International Committee of Medical Journal Editors (ICMJE). Authorship should be based on all four of the following criteria:

- Substantial contributions to the conception or design of the work; or acquisition, analysis, or interpretation of data.
- Drafting the work or revising it critically for important intellectual content.
- Final approval of the version to be published.
- Agreement to be accountable for all aspects of the work and to ensure that questions related to the accuracy or integrity of any part are appropriately investigated and resolved.

Individuals who do not meet all four criteria should not be listed as authors but may be acknowledged for their contributions where appropriate.

Author Contributions

PJN encourages authors to provide a statement describing individual contributions. The CRediT taxonomy may be used, including Conceptualization, Methodology, Software, Validation, Formal analysis, Investigation, Resources, Data curation, Writing – original draft, Writing – review and editing, Visualization, Supervision, Project administration, and Funding acquisition.

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Artificial Intelligence and Generative AI

Authors should disclose the use of artificial intelligence (AI) or generative AI tools in preparing a manuscript when such tools have been used.

- AI tools must not be listed as authors.
- Authors remain fully responsible for the accuracy, originality, integrity, and ethical acceptability of the submitted manuscript, including material produced or assisted by AI.
- AI tools must not be used to fabricate or manipulate data, results, references, images, or other research content.
- When AI has been used substantially in manuscript preparation, provide an appropriate disclosure describing the tool and its purpose.

Author responsibility
Use of AI does not transfer responsibility for a manuscript to the tool or provider. Authors remain accountable for every part of the submitted work.

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Originality, Duplicate Publication, and Text Recycling

- Manuscripts must be original and must not have been published previously in substantially the same form.
- Manuscripts must not be under simultaneous consideration by another journal.
- Disclose previous publications arising from the same study or dataset.
- Disclose related manuscripts currently under consideration elsewhere.
- Disclose preprints where applicable.
- Disclose conference abstracts or proceedings based on the same work.

PJN follows COPE guidance in assessing concerns involving duplicate publication, redundant publication, and overlapping manuscripts.

Plagiarism and Text Recycling

PJN does not tolerate plagiarism, fabrication, falsification, or other forms of research or publication misconduct. Submitted manuscripts may be screened using appropriate plagiarism-detection or similarity-checking tools. Text recycling should be transparent, justified, and appropriately cited. Where concerns arise, PJN will follow applicable COPE guidance.

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Citation Ethics and Plagiarism

Authors should cite relevant and appropriate literature accurately.

- Do not manipulate citations.
- Do not excessively cite your own work without justification.
- Do not request or add citations solely to increase citation counts.
- Do not cite sources that have not been consulted.
- Do not cite sources from predatory journals.

- Do not misrepresent the findings of cited studies.

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Peer Review and Editorial Decisions

PJN uses a peer-review process designed to ensure that manuscripts are evaluated fairly and rigorously. Manuscripts undergo an initial editorial assessment for relevance to the Journal, compliance with submission requirements, scientific or scholarly quality, ethical compliance, originality, and appropriateness for peer review.

Manuscripts considered suitable may then be sent for external peer review. The Editor-in-Chief retains ultimate responsibility for editorial decisions. Peer reviewers are expected to maintain confidentiality, declare conflicts of interest, and provide objective and constructive assessments.

Possible Editorial Decisions

- Accept
- Minor Revision
- Major Revision
- Reject

Authors may be asked to respond to reviewer comments and submit a revised manuscript. A revised manuscript should be accompanied by a clear response to each substantive reviewer comment.

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Appeals, Complaints, Corrections, and Retractions

Appeals

Authors who believe that an editorial decision was based on a significant factual or procedural error may submit an appeal to the Editor-in-Chief.

- Clearly identify the manuscript.
- State the specific reason for the appeal.
- Address editorial or reviewer concerns objectively.
- Provide evidence supporting the appeal.

Disagreement with an editorial decision alone is generally not sufficient grounds for appeal. PJN will follow relevant COPE guidance in handling appeals and complaints.

Corrections, Retractions, and Expressions of Concern

PJN is committed to maintaining the integrity of the published scientific record. When errors or concerns are identified after publication, the Journal may publish corrections or errata, retractions, expressions of concern, or other appropriate editorial notices. PJN follows applicable COPE recommendations when investigating and correcting the published record.

Complaints and Publication Ethics Concerns

Authors, reviewers, readers, and other stakeholders may raise concerns regarding research misconduct, plagiarism, fabrication or falsification, authorship disputes, undisclosed conflicts of interest, duplicate publication, ethical approval, peer-review misconduct, or other publication-ethics concerns. Concerns should be directed to the Editor-in-Chief or designated editorial contact.

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Copyright, Licensing, and Privacy

Copyright and Licensing

Authors should review PJN's current copyright and licensing policy before submission. Authors retain copyright while granting PJN rights to publish and distribute the work under the Journal's **Creative Commons Attribution-Non-Commercial (CC-BY-NC 4.0)** publishing license. Authors are responsible for obtaining permission to reproduce copyrighted material belonging to third parties.

Privacy and Personal Data

PJN respects the privacy of authors, reviewers, research participants, and other individuals whose information is processed through the Journal. Personal information collected through the submission and peer-review system is used for legitimate journal operations, including manuscript processing, peer review, editorial communication, publication, indexing, and archiving. Authors must not include unnecessary personally identifiable information in manuscripts.

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OJS Submission Requirements

All manuscripts should be submitted electronically through the PJN Open Journal Systems (OJS) platform. Authors should complete all required submission fields accurately.

Official PJN OJS Submission Page

https://pna-pjn.com/index.php/pjn/about/submissions

Before clicking Submit

Use the Final Submission Checklist (Form C) as Guide for complete submissions.

Incomplete submissions
Incomplete submissions may be returned to the author before editorial review.

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Cover Letter

A cover letter is required and should briefly state:

- The title of the manuscript.
- The article type.
- The principal contribution of the manuscript and why the manuscript is appropriate for PJN.
- Confirmation that the manuscript is original and is not under consideration elsewhere.
- Identification of the Corresponding Author.
- Additional information, such as awards, or presentation in other conferences.

PJN Cover Letter Template

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Editorial Discretion

PJN reserves the right to return manuscripts that substantially exceed the prescribed limits or do not comply with the Journal's Instructions to Authors. Exceptions may be considered by the Editor-in-Chief when justified by the nature, quality, and significance of the manuscript.

Compliance with the stated manuscript requirements does not guarantee acceptance or peer review. All manuscripts remain subject to editorial assessment and, where appropriate, external peer review.

Final Submission Statement

By submitting a manuscript to the Philippine Journal of Nursing, the submitting author confirms on behalf of all authors that the manuscript complies with the Journal's submission requirements and that all authors have approved its submission. The authors remain responsible for the accuracy, originality, integrity, and ethical conduct of the work.

PJN reserves the right to modify its editorial and publication policies as necessary to maintain alignment with evolving international standards for scholarly publishing.

