CJNI SUBMISSION GUIDE

Quick Overview and Resources

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Canadian Journal of Nursing Informatics

Thank You for considering CJNI for your manuscript publication

Deadlines for submissions include:

- **Winter Issue – deadline January 31st**

- **Spring Issue – deadline April 30th**

- **Summer Issue - deadline July 31st**

- **Fall Issue – deadline September 30th**

Canadian Journal of Nursing Informatics

Submission Guidelines

Here are the submission guidelines for manuscript consideration for the Canadian Journal of Nursing Informatics.

Papers and other work submitted for review to The Canadian Journal of Nursing Informatics must be original, must not have been published previously, and must not be under review with another publication at any time during the review process. A wide variety of submissions are welcomed by The Canadian Journal of Nursing Informatics Editorial Board.

Submissions to The Canadian Journal of Nursing Informatics are peer reviewed. If the submission is appropriate for our journal, two or more editors will edit your manuscript to prepare the paper or other work for publication in The Canadian Journal of Nursing Informatics. The Editorial board and team will share their assessment (using the peer review assessment form at the end of this guide) that will help the author develop as a nursing informatics-focused writer. If a manuscript requires further work by the author(s), the manuscript and review forms will be sent back to the principal author. If the manuscript requires only minor editing, the Editor-in-Chief will finalize the content for publication.

GENERAL INFORMATION

Full articles should average no more than 7500 words in length (this can be flexible in special cases) and should include an abstract of around 200 words.

Please list the names, institutions, e-mail addresses, and if applicable, World Wide Web addresses (URL(s)), of all authors. Also include a brief biographical statement (around 50 words, in sentence format) for each author at the end of the manuscript.

Please format your work using the modified 7th edition APA style guidelines provided in this document.

SUBMITTING YOUR FILE

Please Email Your Submission as an attached file, either as a Microsoft Word (docx); Power Point (pptx); Open Office text or presentation (odt or odp); or zipped (zip) file. All submissions must be in digital format. If you have another digital format in mind, please contact the Editor-in-Chief to discuss.

Multimedia presentations may be submitted using a variety of formats, including .mp4, .mp3, .flv, .avi, .mov or .swf. If your file is very large, please contact the Editor-in-Chief to arrange web-based transfer.

We welcome both research and practically focused contributions. We encourage papers, reviews and other types of submissions that include hypermedia links to relevant informatics resources, since these can easily be incorporated in the online presentation.

We also welcome informative Power Points, videos, and other multimedia resources that are related to nursing and health informatics, eHealth, Electronic Health Records, apps and social media in health, and so on.

ISSUE DEADLINES

The Journal is issued four times a year, with a Winter, Spring, Summer, and Fall edition, published near the end of each season.

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MODIFIED APA FORMAT REQUIRED

1. **Title of Manuscript** (# 1 to 4 below are centered on the page)
2. **By Principal Author and Credentials** e.g. June Kaminski, RN MSN PhD
3. **Any Secondary Authors**
4. **Role and Institution** (directly below each author, e.g. Director, University of Aragon)
5. **Abstract** (200 words, left aligned from here to rest of manuscript (# 5 to 10)
6. **Keywords**
7. **Introduction**
8. **Content** – to accommodate the online WordPress formatting please modify your content as indicated:

- Paragraphs all left aligned, no indentation
- Single spaced paragraphs
- Use Canadian spelling and be sure to pay attention to your word processing program's alerts about spelling and grammar.
- No numbering with Headings e.g. VI. or 1.
- Headings Level One are Centered and Bold
- Headings Level Two are Bold and Left Aligned
- Flag areas where figures (images) and tables need to be inserted clearly, e.g. use yellow highlight tool so the insert point stands out readily.
- Include all figures and tables clearly labelled at the end of your manuscript.
- Have a peer review your work and ensure that your formatting, spelling, grammar, and clarity are all polished before sending it to the Editor-in-Chief.
- All within-content referencing must be done using APA e.g. (Kaminski, 2025, p.2)
- If a reference is available online, include a link within the citation, e.g. (Kaminski, 2025, p.2)

9. Make your reference list. Cite as per APA EXCEPT do not indent any lines – left align all and use single spacing, e.g.

Toews, D. (2003) The New Tarde: Sociology after the end of the social theory. *Culture & Society, 20* (5), 81-98.

10. Author Bio(s).

Include a brief (one paragraph) biographical sketch of all authors, including current position and full credentials at the end of your manuscript. You may also include an Acknowledgement section at the end, if appropriate.

APA ONLINE RESOURCES

- American Psychological Association. The Basics of APA Style Tutorial
  https://apastyle.apa.org/products/publication-manual-7th-edition

- American Psychological Association. APA style 7th edition: Quick reference guide.
  https://apastyle.apa.org/instructional-aids/reference-guide.pdf

- OWL Purdue Online Writing Lab. APA Formatting and Style Guide:
  https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

- Concordia Library: APA Style 7th Edition: The Changes You Need To Know
  http://library.concordia.ca/help/howto/apa.php

ACADEMIC WRITING RESOURCES

- University of Toronto. Advice on Academic Writing.
  http://www.writing.utoronto.ca/advice

- T. Hengel and M. Gould. Rules of Thumb for Writing Research Articles.
  http://www.itc.nl/library/Papers/hengl_rules.pdf

- Purdue Online Writing Lab. Academic Writing.
  https://owl.purdue.edu/owl/general_writing/academic_writing/index.html

- University of Ottawa. Essentials of Academic Writing
  http://www.sass.uottawa.ca/writing/undergraduate/essentials-academic-writing.php

FORMATING and STRUCTURE RESOURCES

- L. Trask Guide to Punctuation
  http://www.itc.nl/library/Papers/hengl_rules.pdf

- University of Ottawa. HyperGrammar.
  http://www.uottawa.ca/academic/arts/writcent/hypergrammar/

- William Strunk. The Elements of Style.
  http://www.bartleby.com/141/index.html

- Onelook Reverse Dictionary (to find the 'right' word)
  http://onelook.com/reverse-dictionary.shtml

MANUSCRIPT PEER REVIEW FORM (used by CJNI Editorial Board to review work)

Author Name	
Article Title	
Editor Name	
Edition	Season Year
Length	XX pages

1. Is the content appropriate for the CJNI?	☐ Yes	☐ No
2. Is the subject relevant and interesting to our readers?	☐ Yes	☐ No
3. Is the title appropriate?	☐ Yes	☐ No
4. Is the manuscript well organized and logically presented?	☐ Yes	☐ No
5. Does the manuscript cite appropriate literature and provide proper credit to existing work on its topic?	☐ Yes	☐ No
6. Is the content clear, concise and easy to read?	☐ Yes	☐ No
7. Do tables, graphs or images enhance the manuscript content?	☐ Yes	☐ No
8. Does the paper represent an original, interesting and meaningful contribution to the topic?	☐ Yes	☐ No
9. Are references complete, current, appropriate and in APA?	☐ Yes	☐ No
10. Does the abstract explain the content clearly and concisely?	☐ Yes	☐ No

RECOMMENDATIONS

Publish ☐   Publish with Minor Revision ☐   Publish with Major Revision ☐

Do Not Publish ☐

Rationale: