



# The Canadian Journal of Critical Care Nursing

All manuscript submissions are to be sent to  
CJCCN Editor: [cjccneditor@caccn.ca](mailto:cjccneditor@caccn.ca) and  
CACCN National Office: [caccn@caccn.ca](mailto:caccn@caccn.ca)

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## Guidelines for Authors

The Canadian Journal of Critical Care Nursing™ (CJCCN), is distributed to members of the Canadian Association of Critical Care Nurses (CACCN), to individuals, and to institutions interested in critical care nursing. The journal is published four times annually. The Chief Editor, Co-Editors and the Editorial Review Board invites submissions on any of the following: clinical, education, management, research and professional issues in critical care nursing. Original articles on any aspect of critical care nursing are welcome.

### Types of Articles Accepted

- New clinical practices
- Clinical case studies
- Research Papers
- Short Reports
- Reviews
- Arts-informed scholarship
- Letters to the Editor

### Manuscripts submitted for publication must follow the following format:

<b>Title Page</b>	Author name, credentials, title, position, employment and/or affiliation, telephone, email.  <b>More than one author?</b> Co-author(s) name, credential, title, position listed in order of appearance in the published article  Indicate the primary author to contact and address for correspondence including email
<b>Author Declaration</b>	All authors must declare any conflicts of interest and acknowledge that they have made substantial contribution(s) to the work and/or contributed substantially to the manuscript at the time of acceptance <a href="#">PDF Version</a> <a href="#">Word Version</a>

<b>Acknowledgements</b>	Include an <b>acknowledgement section</b> to include other contributing individuals and sources of research funding
<b>Key Words</b>	Provide <b>five (5)</b> key words
<b>Implications for Nurses</b>	Provide a separate page with 3 - 5 important points or clinical / research implications relevant to the paper.
<b>Abstract</b>	A brief abstract of the article on a separate page - <b>maximum 250 words</b>
<b>Manuscript Preparation</b>	<p><b>Style:</b> Prepare the manuscript in the style as outlined in the <a href="#">American Psychological Association (APA) Publication Manual 6th Edition</a>.</p> <p><b>Exception from APA:</b> spelling should be current 'Canadian' use where applicable</p>
<b>Manuscript Body</b>	<p><b>Length:</b> maximum of 23 pages, including tables, figures and references</p> <p><b>Format:</b> Double spaced, 2.5 cm margins on all sides. Pages should be numbered sequentially including tables and figures. Line numbers should be included</p>
<b>References</b>	<p>The author is responsible for ensuring the work of other individuals is acknowledged accordingly</p> <p>Direct or indirect quotes must be acknowledged according to APA Guidelines</p>
<b>Tables, Figures, Illustrations and Photographs</b>	<p>Each must be submitted on a separate page after the references. All must be in <a href="#">APA format</a>.</p> <p>Illustrations should be computer generated or professionally drawn.</p> <p>Images should be in electronic form and high resolution for printing.</p> <p>CJCCN is printed in black and white</p>
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<b>Products, Devices and Drugs</b>	Use only generic names for products, devices and drugs
<b>Photographs</b>	All photographs of people must include a signed photo consent form with the manuscript
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<b>Research Papers</b>	<b>Formatting</b> Background Methods Findings and/or Results Discussion
<b>Sager Guidelines</b>	CJCCN supports the <a href="#">SAGER Guidelines</a> and encourages authors to report data systematically by sex or gender when feasible
<b>Government of Canada Tri-agency Policy</b>	CJCCN has adopted the Government of Canada Tri-agency Policy. The object of the policy is to improve access to the results of agency-funded research and to increase the dissemination and exchange of research results.  CJCCN has adopted this policy with the following stipulations for article sharing: 1. post print version of the article for publication with agency-funded research 2. the article is embargoed until published in the CJCCN
<b>Submission</b>	Submit your title page, abstract, manuscript, implications for nurses and signed author declaration to the editorial office at <a href="mailto:cjccneditor@caccn.ca">cjccneditor@caccn.ca</a> with a copy to <a href="mailto:caccn@caccn.ca">caccn@caccn.ca</a>
<b>Review Process / Timelines</b>	Desk Review: papers are submitted for desk review to determine suitability for peer review  Peer Review: manuscripts accepted for peer-review will be reviewed through a double blinded, peer review process  Time Line: expected time from submission to response is approximately 6 to 8 weeks

<p><b>Acceptance</b></p>	<p>If accepted for peer review, reviewers may accept "as is", "with minor revisions", "with major revisions" or "rejected"</p> <p>Accepted manuscripts are subject to copy editing</p> <p>Should the paper be rejected, the editorial decision is final. Authors may review the manuscript and resubmit with changes</p> <p>Upon acceptance, the time to publish could be 3 to 6 months</p>
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