

GUIDELINES OF Full Paper Submission

Aims and Scope

Papers in any of the following fields that will be considered by committee such as research papers (2000–3000 words), clinical reports or lesson learn (1000–2000 words), and comprehensive systematic reviews (200–3000 words). Complete guidelines regarding full paper submission can be accessed in our website. Best paper will be published in *Padjadjaran Nursing Journal (PNJ)*. The committee will notify the participant by email once the paper reviewed has been made.

Acceptance

The acceptance criteria for all papers are the quality and originality of the research and its significance to our readership. Except where otherwise stated, manuscripts are peer reviewed by two anonymous reviewers and the Editor. The Editorial Board reserves the right to refuse any material for publication in proceeding. Final acceptance or rejection rests with the Editorial Board. All articles submitted to the proceeding committee must comply with these instructions. Failure to do so will result in return of the manuscript. Manuscripts should be written so that they are intelligible to the professional reader who is not a specialist in the particular field. Where contributions are judged as acceptable for publication on the basis of content, the Editor or the Publisher reserve the right to modify typescripts to eliminate ambiguity and repetition and improve communication between author and reader. If extensive alterations are required, the manuscript will be returned to the author for revision.

Submission

Manuscripts, figures and the covering letter should be submitted online through this Website. Manuscripts should be uploaded in Word or rich text format (.rtf). Each figure should be saved as separate image file with the figure number incorporated in the file name. For peer review, we recommend that figures are saved as low resolution images of less than 1MB, for ease of transmission, although upon acceptance high resolution files or original images will be required for publication.

Covering Letter

Papers are accepted for publication in the proceeding on the understanding that the content has not been published or submitted for publication elsewhere. This must be stated in the covering letter, which should be uploaded with the manuscript. The covering letter must contain an acknowledgement that all authors have contributed significantly, and that all authors are in agreement with the content of the manuscript.

Authors must also state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken

All investigations on human subjects must include a statement that the subject gave informed consent and patient anonymity should be preserved. Authors should declare any financial support or relationships that may pose conflict of interest.

Copyright

Authors publishing in the proceeding will be asked to sign a Copyright Transfer Agreement form. In signing the form it is assumed that authors have obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the form, and must sign the form or agree that the corresponding author can sign on their behalf. Articles cannot be published until a signed form has been received.

Preparation of the Manuscript

Use Microsoft Word 2007. Submissions should be prepared in word-processing software. The text file should be set with top, bottom and side margins of 25 mm.

Style

Manuscripts should follow the style of APA referencing styles

Parts of the Manuscript

Manuscripts should be presented in the following order: (i) title page, (ii) abstract and key words, (iii) body/text, (iv) acknowledgements, (v) references, (vi) appendices, (vii) figure legends, (viii) tables (each table complete with title and footnotes) and (ix) figures. Footnotes to the text are not allowed and any such material should be incorporated into the text as parenthetical matter.

Title page

The title page should contain (i) the title of the paper, (ii) the full names of the authors and (iii) the addresses of the institutions at which the work was carried out together with (iv) the full postal and email address, plus facsimile and telephone numbers, of the author to whom correspondence about the manuscript, proofs and requests for offprint should be sent. The present address of any author, if different from that where the work was carried out, should be supplied in a footnote.

The title should be short, informative and contain the major key words. A short running title (less than 40 characters, including spaces) should also be provided.

Abstract and key words

All articles must have a brief abstract that states in 150 words or fewer the purpose, basic procedures, main findings and principal conclusions of the study. It has minimum three keywords. The abstract should not contain headings, abbreviations or references.

Text

Authors should use subheadings to divide the sections of their manuscript: Introduction, Methods, Results, Discussion, Acknowledgements, and References.

References

We recommend the use of a tool such as Endnote or Reference Manager for reference management and formatting. Endnote reference styles can be searched for here: <http://www.endnote.com/support/enstyles.asp>.