

## Author Guidelines

### General Guidelines

Articles sent to the journal are not yet published. To avoid double publication, NMJN does not accept any articles which are also sent to other journals for publication at the same time. The writer should ensure that all members of his/her team have approved the article for publication. Any research report on humans as subject should enclosure the signed informed consent and prior ethical approval was obtained from a suitably constituted research ethics committee or institutional review board. If any financial support was received, or relationship(s) existed, the authors should mention that no conflict of interest of any financial support or any relationship or other, exists during a research project. Those points should mention in the Cover Letter to Editor of NMJN.

The article of research should be written in English on essay format which is outlined as follow:

1. Title Page. This includes: the title of the manuscript, the full names without academic and professional credentials with commas between names. A number (1) is to be used to designate the corresponding author with academic and professional credentials, institutional affiliation(s), postal and e-mail addresses of each author.
2. Abstract. Abstract for research articles, literature review, and case report should use maximum 300 words. Research article should consist of background, purpose, methods, results and conclusion. Abstract is clearly written and is short to help readers get understanding on the new and important aspects without reading the whole article. Keywords are written on the same page with abstract separated each other with coma (.). Please use maximum 5 appropriate words for helping the indexing.
3. Manuscript. Manuscript in continuous order:
  - Background:  
Background provides the state of the art of the study and consists of an adequate background, previous research in order to record the existing solutions/method to show which is the best, and the main limitation of previous research, to show the scientific merit or novelties of the paper. Avoid a detailed literature survey or a summary of the results.
  - Purpose:  
The purpose should state the major aim of the research.
  - Methods:  
Method consists of research design, place and time of research, population and sample, data measurement and data analysis method. Provide sufficient details of the methods including the ethical conduct.
  - Results:  
Results state the major findings of the research instead of providing data in great detail. Results should be clear, concise and can be reported on texts or graphics. Please provide some introduction for the information presented on tables or images.

- Discussion:  
The discussion should explore the significance of the results of the study. The following components should be covered in discussion: How do your results relate to the original question or objectives outlined in the background section (what)? Do you provide interpretation scientifically for each of your results or findings presented (why)? Are your results consistent with what other investigators have reported (what else)? Or are there any differences?
  - Conclusion  
Conclusions should answer the objectives of research telling how advanced the result is from the present state of knowledge. Conclusions should be clear in order to know it merits publication in the journal or not. Provide a clear scientific justification and indicate possible applications and extensions. Recommendation should also be pointed out to suggest future research and implication in the nursing practice.
  - Acknowledgments (if any):  
Briefly acknowledge research funders, and any research participants in this section.
  - Reference:  
The Reference consists of all references used to write the articles. Ensure that citations used are as contemporary as possible, including those from the current year of writing. Delete older literature citations (more than 10 years) unless these are central to your study. References should avoid the use of secondary citations (if necessary use max 20% of citations).
4. The structure of article of literature study is title, name of author (with no academic title); abstract; keywords; background; purpose; methods (please describe searching databases, how many article retrieved); results (summary from the research review); discussion; or conclusion; and references.
  5. Every table is typed on 1 space. Number of table is systematic as mentioned on the texts and completed with short title each. Provide explanation on the footnotes instead of on title. Please explain on footnotes all non-standards information mentioned on table. Total table should not more than 6 tables.
  6. The layout of article is to be written in A4 paper with margin at least 2.5 for each using Microsoft Word, Times New Roman font and single-spaced. The maximum number of page is 20. Each page is numbered starting from title until the last page of the article.
  7. Reference and citation use bracketed citation (name, year). Direct citation on references should include page number of the citation. American Psychological Association applies in writing the article. See Examples of referencing below:

***Journal Article***

Chan, S. W. (2011). Global perspective of burden of family caregivers for persons with schizophrenia. *Archives of Psychiatric Nursing*, 25, 339–349.

***Book***

Polit, D. E., & Beck, C. T. (2008). *Nursing research: Generating and assessing evidence for nursing practice* (8th ed.). Philadelphia, PA: Lippincott Williams & Wilkins.

**Website**

World Health Organization. (2008). *The global burden of disease: 2004 update*. Geneva, Switzerland: World Health Organization. Retrieved from: [http://www.who.int/healthinfo/global\\_burden\\_disease/GBD\\_report\\_2004update\\_full.pdf](http://www.who.int/healthinfo/global_burden_disease/GBD_report_2004update_full.pdf)

8. Submission. Each submitted manuscript must conform to the Instructions to Authors and should be submitted online at <http://ejournal.undip.ac.id/medianers>. The instructions for registering, submission and revision are provided on this website. If any difficulties the authors can contact via email: [media\\_ners@undip.ac.id](mailto:media_ners@undip.ac.id) and cc: [media\\_ners@live.undip.ac.id](mailto:media_ners@live.undip.ac.id)
9. Author Fee (No Page Charge)  
Nurse Media Journal of Nursing is an open access international journal. Since manuscript submission year 2011, authors shall not pay any processing and submission fees for article processing (free of charge), except for printed journal (shipping fee) and conference collaboration.

Author should first register as Author and/or is offered as Reviewer through the following address:

<http://ejournal.undip.ac.id/index.php/medianers/about/submissions#onlineSubmissions>

Author should fulfil the form as detailed as possible where the star marked form must be entered. After all form of textbox was filled, Author clicks on “Register” button to proceed the registration. Therefore, Author is brought to online author submission interface where Author should click on “*New Submission*”. In the Start of a New Submission section, click on “*Click Here: to go to step one of the five-step submission process*”.

The following are five steps in online submission process:

1. **Step 1 - Starting the Submission:** Select the appropriate section of journal, i.e. Original Research Articles, Review Article, or Short Communication. Thus, author must check-mark on the submission checklists. Author may type or copy-paste Covering Letter in Letter to Editor.
2. **Step 2 – Uploading the Submission:** To upload a manuscript to this journal, click Browse on the Upload submission file item and choose the manuscript document file (.doc/.docx) to be submitted, then click "Upload" button until the file has been uploaded.
3. **Step 3 – Entering Submission’s Metadata:** In this step, detail authors metadata should be entered including marked corresponding author. After that, manuscript title and abstract must be uploaded by copying the text and paste in the textbox including keywords.

4. **Step 4 – Uploading Supplementary Files:** Supplementary file should be uploaded including Covering/Submission Letter, and Signed Copyright Transfer Agreement Form. Therefore, click on Browse button, choose the files, and then click on Upload button.
5. **Step 5 – Confirming the Submission:** Author should final check the uploaded manuscript documents in this step. To submit the manuscript to Nurse Media Journal, click Finish Submission button after the documents is true. The corresponding author or the principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging into the journal web address site.

After this submission, Authors who submit the manuscript will get a confirmation email about the submission. Therefore, Authors are able to track their submission status anytime by logging into the online submission interface. The submission tracking includes status of manuscript review and editorial process.

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### **Ethical Guideline for Journal Publication**

The publication of an article in a peer-reviewed NMJN journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer, the publisher and the society.

Diponegoro University as publisher of NMJN takes its duties of guardianship over all stages of publishing extremely seriously and we recognize our ethical and other responsibilities. We are committed to ensuring that advertising, reprint or other commercial revenue has no impact or influence on editorial decisions. In addition, the Department of Nursing Diponegoro University and Editorial Board will assist in communications with other journals and/or publishers where this is useful and necessary.

### **Duties of Editor**

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The editor of the NMJN journal is responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editors may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editors may confer with other editors or reviewers in making this decision.

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An editor at any time evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

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The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

### *Disclosure and conflicts of interest*

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.

## **Duties of Reviewers**

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Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

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Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

### *Confidentiality*

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

### *Standards of Objectivity*

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

### *Acknowledgement of Sources*

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

### *Disclosure and Conflict of Interest*

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### **Duties of Authors**

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Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

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Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

#### *Originality and Plagiarism*

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

#### *Multiple, Redundant or Concurrent Publication*

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

#### *Acknowledgement of Sources*

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

#### *Authorship of the Paper*

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and

that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

#### *Hazards and Human or Animal Subjects*

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.

#### *Disclosure and Conflicts of Interest*

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

#### *Fundamental Errors in Published Works*

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

Sri Padma Sari (Editor-in-Chief)  
Nurse Media Journal of Nursing

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All manuscripts should be submitted to the NMJN Editorial Office by the Online Submission and Tracking Interface at: <http://ejournal.undip.ac.id/index.php/medianers>.

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- (1) Signed *Copyright Transfer Agreement Form* (a copy reproduced from the website),
- (2) A *Covering Letter*, outlines the basic findings of the paper and their significance, which are uploaded as Supplementary Materials (Step 4) in submission interface.

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**E-mail: [media\\_ners@live.undip.ac.id](mailto:media_ners@live.undip.ac.id)**

Three types of manuscripts are acceptable for publication in the NMJN: original research articles, literature study, and case report.

### Preparation of manuscripts

Manuscript of research article, case study or reviews should be prepared in the 'camera ready' templates, according to the guidelines on the website:

<http://ejournal.undip.ac.id/index.php/medianers/about/submissions>

### Reviewing of manuscripts

Every submitted paper is independently reviewed by at least two peers. Decision for publication, amendment, or rejection is based upon their reports. If two or more reviewers consider a manuscript unsuitable for publication in this journal, a statement explaining the basis for the decision will be sent to the authors within three months of the submission date. The rejected manuscripts will not be returned to the authors.

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Manuscripts sent back to the authors for revision should be returned to the editor without delay (not later than one month). The revised manuscripts should be sent to the Editorial Office by e-mail ([media\\_ners@live.undip.ac.id](mailto:media_ners@live.undip.ac.id)) or preferably through the Online Submission Interface. The revised manuscripts returned later than three months will be considered as new submissions.

## Keyword and Author Indexing

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