

## QANE-AFI Author Guidelines

### General Information

The Co-Editors-in-Chief welcome papers that advance knowledge and understanding of all aspects related to quality in nursing education and its advancement, including indicators of quality and evaluation of quality. Empirical studies, systematic reviews, and scholarly discussions of conceptual, theoretical, methodological, and philosophical issues are accepted.

### Process

The following stages describe the submission and publication process.

1. Each author is required to complete a conflict-of-interest disclosure form to be submitted along with the manuscript.
2. All submissions are screened by the Co-Editors-in-Chief to ensure their suitability for *QANE-AFI*.
3. Submissions are screened for identifiers, ethics, plagiarism, and use of generative artificial intelligence.
4. The authors are notified of progression to peer review or if the submission is rejected.
5. Submissions are sent for a double-anonymized peer review.
6. A decision is registered.
7. Depending on the decision, major or minor revisions are requested.
8. The submission is accepted or rejected after peer review.
9. Accepted submissions are sent for professional copyediting.
10. Accepted submissions are published.

This journal does not charge submission fees.

### Authorship

All authors must agree on the final version of the submission and must have contributed either through substantial contributions to the conception, design, data collection, analysis, and interpretation of data or by revising the submission critically for important intellectual content.

Multiple submissions from the same author(s) are permitted. However, the journal will not accept redundant submissions or previously published articles.

There is no maximum to the numbers of authors that can be listed.

*QANE-AFI* does not accept artificial intelligence (AI), language models, machine learning, or similar technologies as authors. Authors who use any such technologies in the research for their submissions must report how it was used in the methods section of their manuscript and in the acknowledgements section of the submission form. We do not accept AI-generated text or partial text as part of submissions.

### *Credentials*

The submitting author is encouraged to provide the following information about each contributor/author, in addition to the required fields:

- ORCID iD
- completed credentials and degrees; position and department (in the “Bio Statement” box)
- institutional affiliation

Degrees or designations in process, such as PhD(c), are not to be included.

### *Privacy*

Any information collected from authors that is not for publication will be kept confidential, in keeping with the Canadian Association of Schools of Nursing’s [Privacy Policy](#).

### *Communication*

Authors are expected to respond promptly to communications from the editorial team. If there is no response from authors within 1 month of a request for action, the submission may be rejected due to inactivity. All efforts to connect with the authors will be made.

### *Copyright and Licensing*

*QANE-AFI* is an open-access journal. All articles are available under the Creative Commons licence [CC BY-NC-ND](#). Under these terms, readers may download, print, or share *QANE-AFI* articles but cannot change them or use them commercially, and they must credit the authors. More details on this Creative Commons licence are available on the Creative Commons [website](#).

All authors retain copyright of their article(s) without restrictions. *QANE-AFI* does not charge article processing fees, publishing fees, or submission fees.

Authors are permitted to post the published version of their article on any repository (including institutional), with no embargo.

If *QANE-AFI* is contacted for permission to use the whole or part of an article, the request will be redirected to the author(s).

## Accessibility

*QANE-AFI* articles are available through the following archives, repositories, and databases:

- *QANE-AFI* website
- CINAHL
- Digital Commons
- DOAJ
- Érudit
- Library and Archives Canada
- ProQuest
- SCOPUS

There are no fees to access the journal.

## Research Misconduct

In accordance with the Committee on Publication Ethics (COPE) guidelines, journal staff review submissions to “identify and prevent publication of papers where research misconduct has occurred, including plagiarism, citation manipulation, and data falsification/fabrication,” etc. Any allegations of research misconduct will be addressed according to [COPE guidelines](#).

All articles are checked for plagiarism using iThenticate.

## Ethics

All articles must include a statement on ethics, in accordance with International Committee of Medical Journal Editors [guidelines](#). Usually found in the methods section, the statement should indicate “that the research was approved or exempted from the need for review by the responsible review committee (institutional or national). If no formal ethics committee is available, a statement indicating that the research was conducted according to the principles of the Declaration of Helsinki should be included.”

Authors must also submit proof of ethics approval. A certificate or email of approval from an ethics review board or similar should be submitted with the article. If ethics approval was not required, authors must provide proof of their institution’s policy indicating this or other evidence.

## Submissions Related to Indigenous Health and Wellness

*QANE-AFI* respects the principle of “nothing about us without us” by emphasizing the following as a requirement for publication:

- any Indigenous health submission must be Indigenous-led or have clear, explicit, and authentic Indigenous partnerships; and
- when discussing Traditional Knowledge held by a community, this community will be collectively recognized as an author.

## Post-publication Changes

Authors are given the opportunity to confirm the final version of their manuscript before publication, and all changes should be incorporated by that time. However, if there is a need to correct an error after publication, *QANE-AFI* can make changes to the article. For minor changes (e.g., grammatical, formatting, or typing errors), staff will upload an updated file. For more significant changes, the proposed change will be approved by the Co-Editors-in-Chief and an erratum will be published with the updated manuscript. Please note that this process occurs infrequently and should not be a reason to be negligent when completing the final check of the manuscript prior to publication.

## General Guidelines for Manuscripts

1. **Relevance:** Papers should be relevant to the aim and scope of the journal.
2. **Format:** Papers should not exceed 8,000 words, including the main text, references, figures, and tables.
3. **Abstract:** Abstracts should not exceed 500 words and should be entered in the abstract section of the submission form rather than in the body of the manuscript.
4. **Style:** Authors should use the most recent version of APA style (7th edition as of 2025).
5. **Writing:** A high standard of written English or French is required. In empirical studies, the period in which the data were collected should be clearly specified.

## *Guidelines for Empirical Studies*

In empirical studies, the approval by an ethics committee as well as the period in which the data were collected should be clearly specified. Please upload proof of ethics approval with your submission.

The following elements should be included in the manuscript:

- **Abstract:** included in the body of the manuscript as well as the system's article metadata
- **Introduction:** context and rationale for the study; its purpose/aim
- **Background:** situation of the study in a review of existing literature, conceptual or theoretical perspective, the specific research questions to be investigated, or the specific hypotheses to be tested identified
- **Methods:** design, sample, data collection instruments and methods, ethical considerations, data analyses, and measures to ensure the trustworthiness or validity and reliability of the study
- **Results/Findings:** characteristics of the sample followed by results/findings for each question or hypothesis
- **Discussion:** what/how the results or findings contribute to the purpose or aim in conducting the study and how the study adds to the existing work on the topic. Includes a discussion of the study limitations in relation to the findings
- **Conclusion:** drawing of a conclusion and identification of implications for nursing education that include the limitations

## *Guidelines for Discussion Papers*

- **Abstract:** included in the body of the manuscript as well as the system's article metadata
- **Introduction:** conceptual, philosophical, theoretical, or methodological issue to be discussed; purpose/aim of the paper; and relevance or rationale for the paper
- **Background Literature:** situation of the issue in existing literature on the topic, which is critically analyzed and discussed
- **Discussion:** a new perspective, conceptualization, framework, or understanding of the issue that is logically coherent with the analysis of existing literature, using appropriate substantive headings and subheadings
- **Conclusion:** drawing of a conclusion and discussion of implications

## Formatting Requirements

### *General*

- Submit your manuscript in English, French, or both languages. English spelling follows the most recent edition of the *Oxford English Dictionary*.
- Do not include any information identifying the author(s), including names, references, institutional names, city or province/territory names, or other identifying information.
  - If it is necessary to cite your own work, delete the names of authors and other identifying information and place substitute words in brackets, such as: [name deleted to maintain the integrity of the review process]. Refer to your own work in the third person.
- Use only non-discriminatory language.
- Include a cover letter describing your article and providing some background on the authors' publications on this topic. Submit this cover letter in the designated section in the submission form.

### *Abstract*

- Abstracts should total 300–500 words and should be entered in the abstract section of the submission form and in the manuscript text.
- Abstracts include the following headings for empirical studies: Purpose, Method, Results, Conclusion.

### *Article*

- Articles should not exceed 8,000 words, including the main text, references, figures, and tables.
- Do not include a title page.
- All margins (left, right, top, and bottom) should be 1 inch (2.5 cm).
- Tables, figures, and graphic material are accepted; however, ownership must be indicated. All such material for which the authors do not hold the copyright require permission to adapt or reproduce from the copyright holder. The authors are responsible for seeking permission **in advance** of submitting the manuscript. Permission must be included under the table, figure, or graphic following [APA format](#).

- Include page numbers and line numbers.
- Use the following typeface and size:
  - Main body: 12 pt. Times New Roman
  - Footnotes: 10 pt. Times New Roman

### *Technical*

- Submit your manuscript, including tables and appendices, as a single Word document.
- Submit figures in a separate Word, Excel, or PowerPoint file. Figures must be editable (not screenshots or images).
- Photos are at minimum 72 dpi (dots per inch).
- Check that all identifying information, such as author initials, location of study, and references to other papers by the submitting author(s), has been replaced with [REMOVED FOR PEER REVIEW] to facilitate the double-anonymized peer review process. Personal or hidden information in Word is stored in File Properties.
- Submit all articles through the online OJS system.

### References

Submissions should adhere to the most recent version of APA style (7th edition as of 2025).