QANE-AFI Author Guidelines

General Information

The Editors 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. All submissions are screened by the Co-Editors-in-Chief to ensure their suitability for *QANE-AFI*.
2. Submissions are screened for identifiers, ethics, and plagiarism.
3. The authors are notified of progression to peer review or if the submission is rejected.
4. Authors are required to complete a conflict of interest (COI) form.
5. Submissions are sent for a double-blind 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 by substantial contributions to the conception, design, data collection, analysis, and interpretation of data or to revising it critically for important intellectual content.

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

Authors may include an ORCID iD in the credentials section of the submission.

There is no maximum to the numbers of authors that can be listed; however, please note that there is only space for the first 5 authors on the title page of the final publication.

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

Authors should include their credentials in the credentials field only (not in the author data section). Authors should only list completed credentials (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 (CASN) Privacy Policy.

Copyright & Licensing

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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
- DOAJ
- Library and Archives Canada
- Digital Commons

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 (ICMJE) 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 indication that the research was conducted according to the principles of the Declaration of Helsinki should be included."

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 25 pages (double-spaced) including the abstract, keywords, references, figures, tables. Abstracts should not exceed 500 words. Authors should use the most recent version of APA style.

3. Writing: A high standard of written English or French is required. In empirical studies the period 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 the data were collected should be clearly specified.

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:** study situated 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:** Draws a conclusion and identifies 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 identified, purpose/aim of the paper clearly articulated, relevance or rationale for the paper explained.
- **Background Literature:** issue situated in existing literature on the topic and this literature is critically analyzed and discussed.
- **Discussion:** use appropriate substantive headings and subheadings to describe a new perspective, conceptualization, framework, understanding of the issue presented that is logically coherent with the analysis of existing literature.
- **Conclusion:** conclusion drawn and implications discussed

Formatting Requirements

General

- Submit your manuscript in either English or French. English spelling follows the most recent edition of the Canadian Oxford Dictionary.
- Do not include any information identifying the author(s), including names, references, institutional names, city or province/territory, or other identifying information.

- o 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]. Also, if you do need to refer to your own work, do so in the third person.
- Non-discriminatory language is mandatory.
- Please include a cover letter describing your article and providing some background on the authors' publications on this topic.

Abstract

- 300-500 words
- Include the following headings for empirical studies: Purpose, Method, Results, Conclusion

Article

- Articles should not exceed 7,000 words or 25 pages (including quotations, notes, and references).
- Do not include a title page.
- All margins (left, right, top and bottom) should be 1 inch (2.5 cm), including your tables and figures.
- Tables, figures, and graphic material are accepted; however, ownership must be indicated. If approvals are required, the authors are responsible for seeking permissions. Permission must be included beside the graphic.
- Include page numbers and line numbers.
- Font:
  - o Main Body—12 pt. Times New Roman
  - o Footnotes—10 pt. Times New Roman
- Double-spaced text

Technical

- Submit your manuscript, including tables, figures, appendices, etc., as a single file (Word or RTF are accepted).
  - o Do *not* submit figures and appendices separately.
- Check that all identifiers have been removed from electronic files. Personal or hidden information is stored in File Properties.
- Authors are to submit articles through the online bepress system.

References

Submissions should adhere to the 7th edition of the APA Manual.