

**CIN: Computers, Informatics, Nursing  
INSTRUCTIONS FOR AUTHORS**

**For more information, contact Leslie H. Nicoll, PhD, MBA, RN, Editor in Chief  
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**Purposes of the Journal:** *CIN* is designed as a forum for communication among nurses who use computers. As a refereed journal, *CIN* is a vehicle for the publication of high-quality, relevant, and timely articles on a variety of topics related to the use of computers in, and application of computer technology to, contemporary nursing practice, education, research, and administration. Articles in *CIN* are selected to reflect the diversity of computer hardware, software, and applications which nurses use in their work to provide current and useful information to a broad audience of readers. *CIN Plus* is an added feature of the journal 12 times a year. *CIN Plus* is devoted to in-depth practical information on everyday computing issues, and other topics such as informatics education and career development.

**About the Journal:** *CIN* began in 1983 as a newsletter. Founding editor Gary D. Hales guided the journal from this modest beginning to the journal it is today. In January 1995, Leslie H. Nicoll was appointed Editor-in-Chief. *CIN* is now published online monthly by Lippincott Williams & Wilkins of Philadelphia, PA, a division of Wolters-Kluwer Health, and indexed in CINAHL, the International Nursing Index, MEDLINE, and Social Science Citation Index.

**Ethical and Legal Considerations:** A submitted manuscript must be an original contribution not previously published (except as an abstract or a preliminary report), must not be under consideration for publication elsewhere, and, if accepted, must not be published elsewhere in similar form, in any language, without the consent of Lippincott Williams & Wilkins. Each person listed as an author is expected to have participated in the work to a significant extent. Although the editors and reviewers make every effort to ensure the validity of published manuscripts, the final responsibility rests with the authors, not with the Journal, its editors, or the publisher.

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**Compliance with NIH and Other Research Funding Agency Accessibility Requirements:** A number of research funding agencies now require or request authors to submit the post-print (the article after peer review and acceptance but not the final published article) to a repository that is accessible online by all without charge. As a service to our authors, LWW will identify to the National Library of Medicine (NLM) articles that require deposit and will transmit the post-print of an article based on research funded in whole or in part by the National Institutes of Health, Wellcome Trust, Howard Hughes Medical Institute, or other funding agencies to PubMed Central. The revised Copyright Transfer Agreement allows authors to indicate these funding sources, and it is important that this document be uploaded in electronic form so that the article is forwarded for posting to the appropriate venues. **In addition, funding sources should be listed on the title page of the manuscript for proper acknowledgment in the event the article is published.**

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Authors must obtain written permission to adapt or reproduce the following material. Detailed information on requirements for permissions and the terms for “Fair Use” of published works is available in *American Medical Association Manual of Style* (10th ed., chapter 5).

- Research instruments (such as surveys)
- Unpublished communications (oral or written)
- Any table, figure, or illustration that is reproduced exactly or adapted to fit the needs of the subject
- Models on which an article is based
- Digital works such as photographs, slides, radiographs, scans, chromatographs, and audio and video files

Quotations from books or articles must not cover more than a few consecutive paragraphs, or more than 10% of the source material. All quoted text must be cited with a reference and specific page numbers where the quoted text appears in the source, according to AMA Style.

Original works developed by the authors of an article submitted to C/I/N (such as photographs, artwork, models, or instruments) that have been previously copyrighted and are used in the article may qualify for an “amended to exclude” copyright transfer form. Please contact the editorial office for further information.

**Anonymous Review:** Manuscripts are reviewed anonymously by peer reviewers with expertise in the manuscript topic area. Authors should not identify themselves or their institutions other than on the title page. The title page will not be seen by reviewers, and reviewers’ identities will not be revealed to authors.

**Manuscript Preparation:** Manuscripts must be formatted according to the following instructions or they will be returned for corrections before undergoing peer review.

**Abstract:** The Abstract should appear in two places: **(1) typed or copied and pasted into the designated window on the Web page during the submission process; and (2) in the body of the manuscript on a separate page just after the title page.** Abstracts will be sent to reviewers with the invitation to review. Limit the abstract to 200 words. Do not cite references or define abbreviations or acronyms (for example, “personal digital assistant (PDA)”) in the abstract. The abstract should briefly summarize the major issue, problem, or topic being addressed, and the findings and/or conclusions of the manuscript. **Please do not submit a structured abstract;** C/I/N employs a narrative abstract form. Structured abstracts can be converted to narrative form by removing subheadings and allowing text to flow in a single paragraph.

**Key words:** Like the abstract, key words should be provided twice: **(1) typed or copied and pasted into a designated box on the Web page during the submission process; and (2) in the body of the manuscript on the same page as the abstract.** Provide three to five key words, separated by semicolons, to describe the contents of the manuscript. Terms that appear in Cumulative Index to Nursing & Allied Health Literature (CINAHL) or The National Library of Medicine's Medical Subject Headings (MeSH) are the most helpful. The key words are used in indexing your manuscript when it is published.

**Title page:** The title page will be submitted as a separate file when you are instructed to attach files to your submission. This allows Editorial Manager to generate a reviewer copy that contains no author identification. Compose your title page using your word processor, then attach this file when you reach the "attach files" step in the submission process. Include on the title page (a) complete manuscript title; (b) authors' full names, highest academic degrees, and affiliations; (c) name and address for correspondence, including fax number, telephone number, and e-mail address; and (d) any acknowledgements, credits or disclaimers. Include acknowledgement of all sources of funding.

**Please note that CIN will not publish degree candidacies such as PhD(c).** Only the highest awarded degree will be included in author credentials on published manuscripts.

The title page must also include disclosure of funding received for this work from any of the following organizations: National Institutes of Health (NIH); Wellcome Trust; Howard Hughes Medical Institute (HHMI); and other(s).

**Manuscript:** The manuscript will be submitted as a separate file when you are instructed to attach files to your submission. Compose your manuscript using your word processor, then attach this file when you reach the "attach files" step in the submission process.

Please note the following guidelines for preparing your manuscript:

- Prepare the manuscript double spaced in Microsoft Word. Leave a 1-inch margin on all sides. Allow a ragged right margin for text --- not justified.
- Type all headings on a separate line. Do not number headings.
- Number all manuscript pages consecutively in the upper right-hand corner (text and references, followed by illustrations on separate pages).
- All legends for Tables and Figures are to be included at the end of manuscript after the list of references. Tables and Figures are attached as separate files when you reach "attach files" in the submission process. Further instructions for preparing figures are given below.
- Although *CIN* does not specify a font or point size, in general a 12-point serif or 11-point sans serif font will result in the preferred manuscript length.
- Manuscript length (not including references, tables, and figures) should be no more than 15-18 pages (standard 8.5 x 11 inch page size). As a general rule, an 18-page paper should have no more than 4 figures or tables.
- Please refer to the *American Medical Association Manual of Style*, 10th edition, copyright 2007, for citations and references. See examples for citations and references below.

- No identifying information (authors' names) should be included on the manuscript. However, if you cite your own works, please list them just as you would any other reference.

**Text:** Nonresearch papers should begin with a brief introduction followed by the body of the paper. Use headings and subheadings as appropriate to divide the text.

Research papers should be provided in standard format. Research reports must include information about the institutional review process and adherence to guidelines for the ethical conduct of research. For qualitative research reports, do not prepare a table listing participants and their demographic characteristics line by line. It is a threat to anonymity, and will not be published. Describe participants as group data. For similar reasons, do not "tag" each quotation by participant, thereby linking the quotations throughout the article to a particular participant.

In both cases use the *American Medical Association (AMA) Manual of Style*, 10th edition, for reference formatting.

**Abbreviations and acronyms:** Write out the full term for each abbreviation or acronym at its first use unless it is a standard unit of measure. Include the acronym in parentheses after the full term; thereafter, please use the acronym consistently.

**References:** The authors are responsible for the accuracy of the references. Key the references (double-spaced) at the end of the manuscript. Limit the number of references to 50.

In accordance with AMA Style, cite the references in text in the order of appearance. Cite unpublished data—such as papers submitted but not yet accepted for publication and personal communications, including e-mail communications—in parentheses in the text. Personal communications may require written permission; please specify whether the communication is oral or written.

Citation generators available online may be helpful if you are unfamiliar with AMA style or if the references are already in another style such as APA. Papers submitted in APA style will be returned to the author for reformatting before peer reviewers are invited.

For **equipment** and **software** used in the process of research, list the manufacturer's name and location (city and state or city and country if not in the US) after the first mention of the software or device **in the text of the article**.

**Do Not** cite equipment or software as a reference. **Do Not** include manufacturer information in the reference list.

**Example:**

PowerPoint (Microsoft, Redmond, WA) was used to prepare slides for the presentation.

The citations and reference list are to be styled according to the American Medical Association Manual of Style, 10th edition, copyright 2007. Examples of citations within the text and reference list style are as follows:

**Examples:**

**Citation:** Reliability has been established previously,<sup>1,2-8,19</sup>

**Citation following a quote:** Jacobsen concluded that "the consequences of muscle strength..."<sup>5(pp3,4)</sup>

**Reference list: Books**

1. Lewinsohn P. Depression in adolescents. In: Gottlib IH, Hammen CL, eds. *Handbook of Depression*. New York, NY: Guilford Press; 2002:541-553.
2. Brender, J. *Handbook of Evaluation Methods for Health Informatics*. Massachusetts: Elsevier Academic Press; 2006.

**Reference list: Journal articles (with abbreviated journal names)**

Im EO, Chee W, Tsai HM, Lim HJ, Guevara E, Liu Y. Evaluation criteria for internet cancer support groups. *Comput Inform Nurs*. 2010 May-Jun;28(3):183-8.

**Reference list: unpublished material**

4. Sieger M. The nature and limits of clinical medicine. In: Cassell EJ, Siegler M., eds. *Changing Values in Medicine*. Chicago: University of Chicago Press. In press.

**Reference list: dissertation and thesis**

5. Fenster SD. *Cloning and Characterization of Piccolo, a Novel Component of the Presynaptic Cytoskeletal Matrix* [dissertation]. Birmingham: University of Alabama; 2000.

**Reference list: World Wide Web**

6. Cohen, EP (2009). Nephrotic syndrome. Available at <http://emedicine.medscape.com/article/244631-overview>. Accessed February 22, 2010.

**Reference list: Journal using DOI numbers**

8. Kitajima TS, Kawashima SA, Watanabe Y. The conserved kinetochore protein shugoshin protects centromeric cohesion during meiosis. *Nature*. 2004;427(6974):510-517. Doi:10.1039/nature02312.

**Reference list: Online Journal with parallel print presence**

9. Duchin JS. Can preparedness for biological terrorism save us from pertussis? *Arch Pediatr Adolesc Med*. 2004;158(2):106-107. <http://archpedi.ama-assn.org/cgi/content/full/158/2/106>. Accessed June 1, 2004.

**Reference list: Online-only Journal (no page numbers, no DOI)**

10. e-Health Ethics Initiative. E-Health Code of Ethics. *J Med Internet Res*. 2000;2(2):e9. <http://www.jmir.org/2000/2/e9>. Published May 24, 2000. Accessed April 29, 2004.

Reference formatting is covered fully in Chapter 3 of the *AMA Manual of Style, 10<sup>th</sup> edition*.

**Figures:** Each figure is to be submitted as a separate file. If image files in source format are uploaded, please be sure a list of captions is included at the end of the manuscript.

**A note on image file formats:** Editorial Manager, the Web application C/I/N uses to manage manuscript submissions, is configured to expect image files prepared for print publication. Briefly, the requirements are .tif or .eps format; image mode in CMYK; and image resolution 300 dpi or better.

As this formatting requires dedicated image editing software to achieve, the editorial office recommends a two-point approach: (1) prepare images to the highest quality possible, and save these copies in a safe place for publication purposes; (2) embed copies of these images in Microsoft Word files, and choose item type “manuscript” for file uploads. (EM will run an artwork quality check on all files designated as “figure” and any file with a .doc extension will fail the check.)

Images embedded in Word files are acceptable for peer review purposes. Be sure that the figure number and caption are included on the page.

If your manuscript is accepted for publication, the editorial office will contact you for **digital images that comply with the electronic art guidelines**. A copy of the electronic art guidelines for C/I/N is available for download from our Web page. Please be sure to check the “Additional Guidelines” for instructions on capturing screen shots.

If you are unable to produce image files that meet print production standards as listed above, please contact the editorial office. We can convert image files to the correct format, mode, and resolution.

Editorial Manager will accept PowerPoint (.PPT) slides in native format. Microsoft Visio images are acceptable as Word (.doc) files. Neither of these require any further formatting.

Contact the C/I/N editorial office for assistance with screen shots.

**Cite figures consecutively** in your manuscript.

**Number figures in the figure legend** in the order in which they are discussed.

**Upload figures consecutively** to the C/I/N Editorial Manager Web site and number figures consecutively in the **Description** box during upload.

**Tables:** Create tables using the table creation and editing feature of your word processing software; do not use Excel or comparable spreadsheet programs. Cite tables consecutively in the text, and number them in that order. Each table should appear on a separate page and should include the table title, appropriate column heads, and explanatory legends (including definitions of any abbreviations used). Do not embed tables within the body of the manuscript. They should be self-explanatory and should supplement, rather than duplicate, the material in the text.

### **Other materials**

*CIN* does not publish survey instruments or survey results in their entirety within articles. All materials relevant to the manuscript should be discussed within manuscript bounds; supplemental materials such as appendices will not be published. Manuscripts submitted with any of these materials included will be returned for revisions before peer reviewers are invited to evaluate article content.

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### **Online Manuscript Submission**

All manuscripts must be submitted on-line through the *CIN* Editorial Manager Web site at:

<http://cin.edmgr.com>

**First-time users:** Click the "Register" button from the main menu (on the upper banner) and enter the requested information. On successful registration, you will be sent an e-mail indicating your user name and password. Save a copy of this information for future reference. Then log into the system as an author.

**Return users:** If you have received an e-mail from us with an assigned user ID and password as an author or as a reviewer, do not register again. Simply log in as an author.

If you have forgotten your password, click on the "Forgot Your Password?" link, fill in the fields with your name and e-mail address, and click "submit." Your password will be e-mailed to the address you provide regardless of the information in your contact record.

Once you have an assigned ID and password, you do not have to re-register, even if your status changes (that is, author, reviewer, or editor). *CIN* user IDs and passwords are not shared; if you are registered at another journal's EM site, you must register again for *CIN*.

After you log in as an author, you can submit your manuscript according to the step-by-step instructions on the Web page. You will receive an e-mail confirmation after the manuscript is submitted; the e-mail will contain instructions on how to track the progress of your manuscript through the system. If you experience any problems, please refer to the detailed "Author Tutorial" guide available on the Editorial Manager Web site.

If you still need assistance, contact the Editorial Office by e-mail at [edit@medesk.com](mailto:edit@medesk.com).



*CIN* editorial staff does everything in its power to ensure timely peer review and editorial decision cycles. Manuscript status is posted at the Web site and updates when the following milestones are reached:

- After successful submission, status is “submitted to journal.” If the status is “incomplete,” then you may need to return to the site to review and approve the final PDF, or a required item was omitted from the submission.
- After the manuscript undergoes technical review and is assigned to an editor, status is “With Editor.”
- When reviewers are invited, status changes to “Reviewer invited.”
- When reviewers accept invitations, status changes to “under review.” In some cases, if a reviewer is unable to complete an assignment, status may change back to “reviewer invited” as subsequent invitations are issued.
- When reviews are complete, status changes to “Required reviews complete.”
- If a revised manuscript is submitted to the journal for an editorial decision, the status may remain “with editor” for a period of time as the article is queued for an editorial review. Editorial Manager menus are role- and context-sensitive and will serve up the current manuscript status immediately when you log in to the site. If you have questions about status terms, or if a period in the review cycle seems to take longer than expected, please contact the editorial office.

Please be aware that multiple status queries may slow the review and editorial cycles as staff take the time to research and answer questions individually.

### **After Acceptance**

As of 2011, *CIN* has made the transition to article-based publishing. Manuscripts will be published in electronic format as they are accepted, rather than waiting for an issue assignment. This “publish ahead of print” (PAP) model provides more timely publication and indexing for articles accepted by the journal.

**Page proofs and corrections:** Corresponding authors will receive electronic page proofs to check the copyedited and typeset article before publication. An e-mail containing a link to a portable document format (PDF) file of the typeset pages and support documents (eg, reprint order form) will be sent to the corresponding author by production staff. The PDF is generated so that authors can make comments directly on the electronic version with no need to print pages and fax corrections back to the production editor.

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The corrected proofs will be posted to the journal's PAP Web site and are considered "published ahead of print" at this point. The author will receive a DOI number that will be used to index the article before it is assigned to a volume and issue, and can also be used to reference the article when it assumes final form.

When the online issue to which the article has been assigned is posted at the journal's Web site, the pre-print version of the article will be withdrawn from the journal PAP site.

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