



# For use by authors preparing manuscripts for publication consideration in CJON

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## Introduction

This *Clinical Journal of Oncology Nursing (CJON)* Manuscript Preparation Guide has been compiled by members of CJON Editorial Board to help authors prepare their manuscripts for consideration by the CJON Editor and Peer Review Board.

This guide supports and expands on the CJON Author Guidelines (<https://cjon.ons.org/content/cjon-authors>), so before reviewing this guide, first review the CJON Author Guidelines. If you have additional questions after review, contact [pubCJON@ons.org](mailto:pubCJON@ons.org).

## Types of CJON Manuscripts: Presentation of Data

When preparing a manuscript for consideration by CJON, there are two primary types of manuscripts that present data. These manuscript also present an analysis of the data to advance clinical oncology patient care.

- Results from the following types of projects: clinical evidence-based practice (EBP), PICO (population, intervention, comparison, outcome), or PDSA (Plan, Do, Study, Act)
  - Usually these projects are written by nursing students or recent graduates of doctor of nursing practice (DNP), master's of science in nursing (MSN), or bachelor of nursing. (These may also be called capstone projects.)
- Results from a nursing research study
  - These are usually authored by PhD-educated researchers and follow a standard research framework or format, according to the current edition of the *Publication Manual of the American Psychological Association (APA)*, ([www.apastyle.org](http://www.apastyle.org)).
  - In general, nursing research studies are published in CJON's sister publication, the *Oncology Nursing Forum*; however, some nursing research studies clearly support the foundation of clinical oncology nurses in practice. Therefore, CJON may publish those manuscripts with results and analysis that are targeted to clinical oncology nurses who provide direct care to patients and caregivers.

## CJON Manuscripts: Advance Practice, Report Data

When you develop a manuscript to submit to CJON for publication consideration, your manuscript must adhere to the following:

- The content updates and advances the foundation of clinical oncology nursing practice. (Remember: CJON's primary readers are clinical oncology nurses who live in the United States.)
- The manuscript is no longer a student project, paper, or assignment. For CJON to consider your manuscript, it must be written as a journal article for CJON (and CJON's readership), following CJON's Author Guidelines and this guide.
  - If the manuscript represents an academic assignment, ask your faculty member (i.e., project, capstone, or dissertation chair) or an experienced peer-reviewed journal author to review your manuscript before you submit it for consideration.
  - The framework for an academic paper assignment is not an acceptable CJON manuscript framework. CJON manuscripts must meet CJON's article criteria. (Do not submit a manuscript simply to show proof of submission.)
  - CJON does not publish concept analyses.
- The content presents measurable results that improve patient outcomes (not project process outcomes). Your manuscript's results are based on data, not conjecture or assumptions.
- The results are measurable and can be replicated in other facilities, settings, and populations, making them generalizable to other oncology clinical practice settings and facilities.
  - Keep this in mind if you are developing a manuscript about a performance improvement (PI) project. When CJON publishes manuscripts about PI projects, the outcomes must show how any clinical practice can benefit from the project design and procedures, resulting in similar patient outcomes in other clinical practices and facilities.
- Do not overstate the outcomes of your data and their meanings for any other practice, facility, and clinical population.

## CJON Manuscript Preparation Guides

When developing a manuscript that presents the results of a research study, follow the APA framework ([www.apastyle.org](http://www.apastyle.org)). For general instructions about preparing a manuscript about an EBP, PICO, or PSDA project for CJON consideration, see Table 1. For general instructions about preparing a manuscript about a literature review, case study, or policy analysis for CJON consideration, see Table 2.

**TABLE 1.**

CJON MANUSCRIPT BEST PRACTICES: EVIDENCE-BASED PRACTICE; POPULATION, INTERVENTION, COMPARISON, AND OUTCOME; AND PLAN, DO, STUDY, ACT PROJECTS

CHARACTERISTIC	BEST PRACTICES
<b>When Developing a Manuscript</b>	
Focus is clear.	The manuscript clearly states the purpose or objective and the goals of the project, leading to metrics and findings.
Robust methodology	Project design includes the following: <ul style="list-style-type: none"> <li>■ Appropriate variables</li> <li>■ Adequate sample size</li> <li>■ Metrics measured by instruments (preferably valid and reliable)</li> <li>■ Appropriate statistical methods and analysis to determine the clinical value (patient outcomes) of the project</li> <li>■ Statistical analysis software and version (Excel 2010; SPSS v 26; SAS 9.4 on Windows 10)</li> <li>■ Explanation of the limits of the project design</li> </ul>
Ethical considerations	Include institutional review board (IRB) or human subjects board review or IRB determination of exempt status, as well as the date of IRB review decision.
<b>When Writing the Manuscript</b>	
Writing style	Write the text in active voice, and do not present your opinion. Content must be in third-person voice, supported by scholarly references. Ensure appropriate organization of the manuscript; for example, do not discuss results in your Methods section.
Word count	Target word count is 3,000 words, not including the title, abstract, author information, tables, figures, and references. The complete manuscript, including abstract, text, references, figures, and tables, should not exceed 30 pages (8" x 11" double-spaced pages, 12-point font).
Organization	Format the manuscript according to the author guidelines ( <a href="https://cjon.ons.org/content/cjon-authors">https://cjon.ons.org/content/cjon-authors</a> ).
Not an academic paper	<ul style="list-style-type: none"> <li>■ Manuscripts can present projects that were academic assignments, but write a CJON submission for CJON, according to the author guidelines. The CJON manuscript is not a condensed version of an academic manuscript.</li> <li>■ The literature review should be no more than a fourth of the manuscript and is focused on why the study or project fills a gap in the clinical care of patients with cancer.</li> <li>■ References have been published within the past 5 years. Seminal references can be used, although minimally (i.e., &lt; 10% of references).</li> <li>■ If conceptual framework content is included, it is very brief.</li> </ul>
American Psychological Association style	Follow the current edition ( <a href="http://www.apastyle.org">www.apastyle.org</a> ).
Figures and tables	Do not include more than 5 figures or tables. When reporting results from a study sample, a demographics table describing the sample is required.
Discussion	Include a discussion section, providing scholarly context for your study's results and citing published literature.
Limitations	Include a limitations section, addressing the study limitations (i.e., design, sample, procedures, instruments, statistical analysis, results, and implications for practice).
Implications for nursing and conclusion	This content should: <ul style="list-style-type: none"> <li>■ Be relevant to clinical oncology nursing practice, which affects patient outcomes.</li> <li>■ Be appropriate based on the project or study results.</li> <li>■ Not overreach or overpromise.</li> </ul>
Avoids plagiarism	Avoid plagiarism as well as self-plagiarism. All submitted manuscripts are reviewed by plagiarism software, iThenticate. Manuscripts that exceed a minimum threshold will not be reviewed.

**TABLE 2.**  
CJON MANUSCRIPT BEST PRACTICES: ALTERNATIVE FORMATS

FORMAT	BEST PRACTICES
Comprehensive literature review	<ul style="list-style-type: none"> <li>■ CJON does not publish integrated literature reviews.</li> <li>■ CJON does publish comprehensive literature reviews, which provide a foundation for clinical oncology nursing practice.</li> <li>■ A literature review requires an explanation of the search strategy in the manuscript’s methods section (databases searched, timeframe for search, inclusion and exclusion criteria).</li> </ul>
Case study	<p>A case study presents content from the perspective of an expert clinician and clarifies issues of care specific to a patient population. It may cover a treatment protocol, treatment management strategies (including side effect management), and holistic care of the patient and caregivers (including psychosocial issues and operational challenges to deliver care).</p> <ul style="list-style-type: none"> <li>■ Case studies should be clinically relevant and should update and advance clinical oncology nursing practice.</li> <li>■ Do not include opinion or bias or use first-person voice.</li> <li>■ A pertinent scholarly-based literature review should preface the case study.</li> </ul>
Oncology-related health policy analysis	<ul style="list-style-type: none"> <li>■ Do not use first-person voice.</li> <li>■ Include thorough scholarly support.</li> </ul>

**CJON Departments**

A full-length manuscript is not the only publication option. CJON publishes numerous departments in each issue that focus on specific areas of practice (e.g., Advanced Practice, Supportive Care, Clinical Moment). These 1,500-word articles are curated by associate editors, who provide guidance to authors during content development. For more information, visit <https://cjon.ons.org/content/departments-and-editorial-board>.

**Manuscript Development Resources**

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author.

Morton, P.G. (2015). You want to publish in the *Journal of Professional Nursing*: Here are some strategies for success. *Journal of Professional Nursing*, 31(5), 375–377. doi:10.1016/j.profnurs.2015.08.001

Ogrinc, G., Davies, L., Goodman, D., Batalden, P., Davidoff, F., & Stevens, D. (2015). SQUIRE 2.0 (Standards for QQuality Improvement Reporting Excellence) revised publication guidelines from a detailed consensus process. *Journal of Nursing Care Quality*, 31(1), 1–8.

U.S. Department of Health and Human Services. (2019). Office for Human Research Protections. Retrieved from <https://www.hhs.gov/ohrp/regulations-and-policy/guidance/faq/quality-improvement-activities/index.html>

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