

***NURSING HISTORY REVIEW* – Guidelines for Contributors**

Nursing History Review (NHR), the official publication of the American Association for the History of Nursing (AAHN), is a peer-reviewed journal, published annually. Original research manuscripts and methodological papers are welcomed in broad areas related to the history of nursing, healthcare, health policy, and society. *NHR* defines original research as research based on primary sources. Authors should set their argument within the context of the published literature about their topic—at times using the secondary literature as historical context, and at times reinterpreting past arguments.

Manuscripts will be considered on the understanding that they have not been published elsewhere and have been submitted solely to *NHR*. *NHR* regularly publishes articles that later appear as chapters in books. In these cases, Penn State University Press holds the copyright, and the author and/or publisher must formally request permission to reprint the article at https://www.psupress.org/Journals/journals_permissions.asp. The article must predate the publication of the book. Penn State University Press also requires authors to wait one year before republishing material that has been included in a journal article.

Editorial Office Contact Information

The *NHR* Editorial Office can be reached at EditorNHR@press.psu.edu. Queries about suitability of manuscripts for submission or questions to the editors should be sent to the editor, Jane Brooks, at jane.brooks@manchester.ac.uk.

Article Submission

Initial submissions of manuscripts should be submitted through the *NHR* Editorial Manager (<https://www2.cloud.editorialmanager.com/nhr/>). *NHR* cannot accept responsibility for lost manuscripts; please keep a copy of all submission documents for your records. Author fees are not charged for manuscripts submitted to *NHR* or articles published in the journal.

NHR accepts the following types of manuscripts:

- Original research manuscripts and methodological papers (7,000–12,000 words, inclusive of endnotes)
- Student submissions of original research (4,000–5,000 words)
- Book and Media Reviews (600–900 words). Queries about suitability of manuscripts for submission should be sent to the editors:
Book Review Editor: Annemarie McAllister: amcallister710@gmail.com
Media Review Editor: Lydia Wytenbroek, lydia.wytenbroek@ubc.ca

Peer Review Process

Submissions are subject to peer review. To ensure an anonymous review, do not include the author's name or institution in the running head, file names of manuscript components, or anywhere in the submission. This includes references in the first person to the author's own work. **Manuscripts that do not meet this requirement will not be reviewed.** Two or more peer reviewers will evaluate the validity, originality, significance of the work presented, and suitability for publication in the *NHR*. This process takes approximately three months, but unexpected delays sometimes occur. After the manuscript has been reviewed, the

corresponding author will be informed whether the submission has been accepted, rejected, or requires revision before publication.

Publication Ethics

For guidance on PSUP code of ethics for authors, please see:

https://www.psupress.org/journals/jnls_CodeofEthics.html?srsltid=AfmBOop8UD3-pIIQYYfSJQslnWHxjnzHhKh_1s1WHesS4uoBLV8u-PzW

The Editorial Manager site includes a box for authors to include information on if AI was used to write their articles and at what level it was used. The Editorial Board will assess the level of usage during the review process.

Manuscript Content

Title Page

On a separate page (page 1) include the following information:

Title of article: Ensure that the article title clearly communicates the contents of the article. Keep it short.

Author Information: include the **names, degrees, affiliations, and contact information** for each author. For example: Arlene W. Keeling, PhD, RN, FAAN, Professor Emerita, University of Virginia School of Nursing, Charlottesville, VA, awk2z@virginia.edu

List authors in order of greatest contribution to least.

NHR requires an abstract between 100–200 words and at least 3 keywords.

Manuscript Presentation

Argumentation and Narrative

- State your argument early in the article.
- In your article, be sure to **emphasize the historical narrative** rather than quantitative analysis. Use paragraph form and third person voice. Avoid using passive voice. (e.g., “The boy was hit by the bus.” Instead use active voice: “The bus hit the boy.”)

Quotes/Extracts/Excerpts:

- If forty words or less, enclose in quotation marks and “run- in” to the surrounding text.
- If **more than forty words**, set off from the rest of the text (i.e., start a new line and indent the entire quote). Try to keep long quotations to less than hundred words.
- Include an endnote, giving **full source information and the exact page number of the quote**.
- Avoid use of extremely lengthy quotes and extracts as they often require permission (the definition of fair use varies from rightsholder to rightsholder).

Manuscript Formatting

- Use Microsoft Word, double spaced, with 1-inch margins (the “normal” margin setting in MS Word), using 12-point Times New Roman.
- Insert page numbers, starting with number 1, at lower right-hand corner.
- Headings should be flush left, using title caps, bolded, and italicized. For example: *Nursing in Times of Change*. Space down twice before each heading. These articles should not include subheadings.
- Manuscripts must be prepared using the guidelines specified in the **Chicago Manual of Style 18th Edition** (see examples below.)
- Authors need to provide **alt text** to describe images, graphics, tables for accessibility for those using screen readers. Please see the **PSU Press Alt Text Guide on page 14** for further information on writing alt text.
- Authors have reviewed the submission checklist on **page 15** of this guide to ensure all submission directions have been followed.

Acronyms

If you choose to create an acronym due to excessive use of an organization or name, at the first occurrence spell out the name in full and provide the acronym in parenthesis. For example, *Nursing History Review (NHR)*.

References

Use endnotes. Accurate and complete reference information is critical. The *NHR* Editors and Pennsylvania State University Press copyeditors will assist in ensuring that references are styled to *Chicago Manual of Style* requirements, but we rely on our authors for reference accuracy, currency, and completeness. The goal is for the author to provide enough information so that another student or author can locate the book, article, or an archive containing original information. Be sure to include page numbers when available.

Book: John M. Barry, *The Great Influenza: The Story of the Deadliest Pandemic in History*, rev. ed. (Penguin, 2005), 135.

Journal: Fannie F. Clement, “The Red Cross: The American Red Cross Town and Country,” *The American Journal of Nursing* 15, no. 7 (1915): 580–84 (quote p. 581).

Tables

- The presentation of your table/box/and so on should be as simple as possible to ensure it can be read easily on a phone or other device, with **no more than five columns**.
- Be sure every table has a descriptive title that clearly communicates the contents. Number tables, boxes, and so on sequentially using for example, “Table 1.”

- Be sure to mention/cite all tables within the text. Include a locator/placement instruction (e.g., <INSERT Table 1 ABOUT HERE>).
- Tables will be uploaded separately to the Editorial Manager. If the table is original to your chapter: Indicate this as a footnote enclosed in pointy brackets (< >) that reads “<original to the author>” to guide our copyeditors and permissions team.
- Authors need to provide **alt text** to describe images, graphics, or tables to ensure accessibility for those using screen readers. Please see the **PSU Press Alt Text Guide on page 17** for further information on writing alt text.

Art/Photos

- Submitted separately to Editorial Manager.
- Submit line art (drawings, charts, graphs) at 600 to 1,200 dots per inch (dpi).
- Halftones (photos) at 300 dpi as TIF files at a size no smaller than 4 × 5 inches. Label in 8-point sans serif type (Calibri or Ariel). Make sure to include photo source: (e.g., archive from which it was taken). All photos will need permissions, obtained by the author.
- Include a locator/placement instruction (e.g., <INSERT FIGURE 1 ABOUT HERE>).
- Authors need to provide **alt text** to describe images, graphics, tables for accessibility for those using screen readers. Please see the **PSU Press Alt Text Guide on page 14** for further information on writing alt text.

Contributor Copyright and Publication Agreement

A signed contributor contract is **required from each author of the submitted work, not just the lead or contact author**. The Copyright and Publication form must be completed at the time of creating the submission by the corresponding author. Co-author names and email addresses should be provided on the submission interface so that the email containing the link to the agreement can automatically be sent to co-authors after submitting the submission.

Conflicts of Interest/Acknowledgments

Authors must inform the editors of any institutional or organizational funding that has supported research related to the manuscript. This must also be indicated in the manuscript’s acknowledgments. Acknowledgments should be placed at the end of the manuscript.

Wellcome Trust

The publisher of the *NHR* understands that research supported by the Trust are obligated to post final versions in a *Wellcome Trust* approved archive. Editors will continue to work with the Trust’s requirements, **but authors must notify the editors upon submission of the manuscript**.

Permissions

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Additional Help for Preparing the Manuscript

1. Your article should be an historical narrative (tell a story) rather than a qualitative study. Oral histories should be treated as a data source, and excerpted or summarized, and the person's name included in the article. Historians cite their sources.
2. Provide background information on the historical context of the issue being discussed.
3. Create a clear chronology of events within the narrative. Focus on issues of class, gender, and race as well as the context of place, as both geographic and sociopolitical.
4. Be sure that the topics/aims listed in the introduction are discussed in the manuscript. Organize your article with subject headings that reflect the topics in the introduction. The conclusion should also include the topics/aims that you presented. Do not make sweeping conclusions.
5. Nurses (or healthcare workers in general) should be central to the article: include who, what, why, and when.
6. Be certain to answer the question: how does this story matter on the larger scale of history?
7. Use both primary and secondary sources and be sure to cite the most recent and academic scholarship on your topic.
8. Your article should be more than a report of facts; use the facts to support your thesis/argument.
9. Oral presentations must be adequately revised to a written formal manuscript that clarifies any background information for the reader. Be sure to eliminate writing in the first person.
10. Avoid using passive voice. Example: *The dressings were changed and medication was given.* Change to: *The nurse changed the dressing and gave medication.*

- Contains relevant keywords for searching and indexing

Many online databases, such as the Scholarly Publishing Collective, use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching. Incorporating keywords into the abstract that a potential researcher would search for emphasizes the central topics of the work and gives prospective readers enough information to make an informed judgment about the applicability of the work.

Writing Tips

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 150–200 words) and may include these elements:

- Statement of the problem and objectives (gap in literature on this topic)
- Thesis statement or question
- Summary of employed methods, viewpoint, or research approach
- Conclusion(s) and/or implications of research

Keep in Mind... Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

Do

- Include your thesis, usually in the first 1–2 sentences
- Provide background information placing your work in the larger body of literature
- Use the same chronological structure as the original work
- Follow lucid and concise prose
- Explain the purpose of the work and methods used
- Use keywords and phrases that quickly identify the content and focus of the work
- Mimic the type and style of language found in the original article, including technical language

Do not

- Refer extensively to other works
- Add information not contained in the original work
- Define terms
- Repeat or rephrase your title
- Use first-person pronouns in abstract text (e.g., instead of “In this article, I outline,” use “This article outlines”)

Examples

The abstract should begin with a clear sense of the research question and thesis.

“While some recent scholars claim to have refuted the relevance of stylometric analysis for Plato studies, new technological advances reopen the question. This article uses two recently completed stylometric analyses of the Platonic corpus to show that advanced artificial

intelligence techniques such as genetic algorithms can serve as a foundation for chronological assertions.”

It is often useful to identify the theoretical or methodological school used to approach the thesis question and/or to position the article within an ongoing debate. This helps readers situate the article in the larger conversations of your discipline.

“The debate among Watts, Koupria, and Brecker over the reliability of stylometry (2009) suggests that . . .” or “Using the definition of style proposed by Markos (2014), this article argues that . . .”

Finally, briefly state the conclusion.

“Through analyzing the results of Watts and Koupria’s genetic algorithmic stylometry, this article demonstrates that they provide solutions to roadblocks previously identified in stylometric analyses of the Platonic corpus for the purposes of developing a reliable chronology. These solutions . . .”

PSU PRESS ALT TEXT GUIDE

Penn State University Press is committed to making its publications accessible to the widest audience possible. The inclusion of alternative text (or “alt text”) will allow those using assistive technology to access the images and other graphic elements (such as tables, charts, graphs, and maps) in the digital formats of articles. Authors are encouraged to submit alt text (and, where necessary, extended descriptions) for all images and other graphic elements in their manuscripts. *Note:* If sufficient information about the image is included in the caption or the text, alt text may be unnecessary.

General Guidelines for Composing Alt Text

Alt text should clearly and concisely describe the content and function of an image. Please limit the description to the most important elements of the image. In most cases a one- or two-sentence description, consisting of no more than 250 characters (not including spaces), should suffice. If more than 250 characters are needed to convey the content and function of an image, please provide an extended description in addition to the alt text.

Extended Description

For more complex images and graphic elements (such as graphs, charts, and maps), please provide an extended description with the necessary information. Any visible English text in an image must be transcribed in the extended description. Please note that images requiring an extended description must also have the shorter alt text.

Formatting and Submitting Alt Text

Alt text should be submitted along with captions. The alt text for a figure should be set on a new line after the caption and should be preceded by <alt text>. An extended description, when

necessary, should be treated in a similar manner, preceded by <extended description>. When drafting and formatting alt text, you should:

- capitalize acronyms so assistive technology reads them as separate letters and not words (e.g., “US” versus “us”);
- avoid complex symbols, such as brackets, quotation marks, dashes, ellipses, and mathematical symbols, as assistive technology does not treat all of these symbols consistently;
- write in complete sentences but avoid overly complex sentence structures.

For examples as well as additional information and resources, see [here](#).

Final Submission Checklist

- All authors and coauthors are listed in the submissions interface.
- At least one author has been designated as the corresponding author with contact details:
 - E-mail address
 - Affiliation
 - ORCID number has been provided (if you have one)
- Necessary funding statements have been provided, including funding organization name, the organization’s DOI, and grant numbers if you have them.
- All necessary files have been uploaded. Submission must include:
 - Abstracts (150–200 words)
 - Keywords (3–5)
 - Separate image files (tiff, jpg, include relevant captions, **not inserted into Word file**)
 - All tables (including titles, description, footnotes)
 - Ensure all figure and table citations in the text match the files provided.
- Journal policies detailed in **submission guidelines have been reviewed** and **journal style guide has been followed**.
- Manuscript has been checked for spelling and grammar.
- Manuscript and Notes sections follow the most recent *Chicago Manual of Style* (18th edition) for formatting and language.
- You have used endnotes, not footnotes.
- All sources mentioned in the text are referenced fully in the endnotes section.
- If you only have 1 note or 1 work cited, the sections are called Note or Work Cited (not Notes or Works Cited).
- If your article includes notes, you have used shortened citations instead of “ibid.” (See CMOS 18, 13.37)
- Permission has been obtained for use of copyrighted material from other sources (including the Internet and for image use). Please provide permission documentation to journal editor for images or long text excerpts under copyright.
- All figures have been provided as individual image files (**not inserted into Microsoft**

Word) and are 300 dpi at a sizing of at least 2.25 inches wide.

- **Alt text has been provided** to describe all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and find more information [here](#).

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