

INSTRUCTIONS FOR AUTHORS

The Journal of Nephrology Social Work (JNSW) is the official publication of the Council of Nephrology Social Workers of the National Kidney Foundation, Inc. Its purpose is to stimulate research and interest in psychosocial issues pertaining to kidney and urologic diseases, hypertension, and transplantation, as well as to publish information concerning renal social work practices and policies. The goal of *JNSW* is to publish original quantitative and qualitative research and communications that maintain high standards for the profession and that contribute significantly to the overall advancement of the field. *JNSW* is a valuable resource for practicing social work clinicians in the field, researchers, allied health professionals on interdisciplinary teams, policy makers, educators, and students.

ETHICAL POLICIES

Conflict of Interest. The *JNSW* fully abides by the National Association of Social Workers' (NASW) Code of Ethics [<http://www.socialworkers.org/pubs/code/code.asp>]; see clause 5.02 (a)-(p) focused on research. This portion of the code pertains to conflicts of interest, research with human participants, and informed consent. Per the code, "Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary." Authors who submit manuscripts to *JNSW* must disclose potential conflicts of interest, which may include, but are not limited to, grants, remuneration in payment or in kind, and relationships with employers or outside vendors. When in doubt, authors are expected to err on the side of full disclosure. Additional information about conflicts of interest may be obtained via the International Committee of Medical Journal Editors' Uniform Requirement for Manuscripts Submitted to Biomedical Journals (URMSBJ): Ethical Considerations in the Conduct and Reporting of Research [<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/author-responsibilities--conflicts-of-interest.html>].

Human/Animal Rights. Regarding human rights, the NASW code is specific: "Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.... Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.... Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation." In the unlikely event that animals are involved in research submitted to *JNSW*, per URMSBJ, "authors should indicate whether the institutional and national guide for the care and use of laboratory animals was followed."

Informed Consent. The practice of informed consent is mandatory for ethical research. In accordance with the NASW code, "Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants...without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested, and disclosure of the risks and benefits of participation in the research. When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy. Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value, and unless equally effective alternative procedures that do not involve waiver of consent are not feasible. Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty."

PEER REVIEW PROCESS

Manuscripts submitted to *JNSW* are peer-reviewed, with the byline removed, by at least two Editorial Board members. The review process generally takes two to three months. *JNSW* reserves the right to edit all manuscripts for clarity or length. Minor changes in style and clarity are made at the discretion of the reviewers and editorial staff. Substantial changes will only be made with the primary author's approval.

Exclusive Publication. Manuscripts are accepted for review with the understanding that the material has not been previously published, except in abstract form, and are not concurrently under review for publication elsewhere. Authors should secure all necessary clearances and approvals prior to submission. Authors submitting a manuscript do so with the understanding that, if it is accepted for publication, the copyright for the article, including the right to reproduce the article in all forms and media, shall be assigned exclusively to the National Kidney Foundation. The publisher will not refuse any reasonable request by the author for permission to reproduce any of his or her contributions to the *Journal*.

A submitted manuscript should be accompanied by a letter that contains the following language and is signed by each author: "In compliance with the Copyright Revision Act of 1976, effective January 1, 1978, the undersigned author(s) transfers all copyright ownership of the manuscript entitled _____ to *The Journal of Nephrology Social Work* in the event this material is published."

To qualify as an original manuscript, the article or a version of the article must not have been published elsewhere. The author(s) must inform the editor if the manuscript is being reviewed for publication by any other journals. Once accepted for publication by the editor, the author(s) cannot make revisions to the manuscript.

TYPES OF MANUSCRIPTS BEING SOUGHT

Research and Review. The *JNSW* welcomes reports of original research on any topic related to renal social work. The editors will also consider manuscripts that document the development of new concepts or that review and update topics in the social sciences that are relevant to professionals working in the field of renal social work.

Reports and Commentary. The *JNSW* welcomes manuscripts that describe innovative and evaluated renal social work education programs, that report on viewpoints pertaining to current issues and controversies in the field or that provide historical perspectives on renal social work. Commentaries are published with the following disclaimer: “The statements, comments, or opinions expressed in this article are those of the author, who is solely responsible for them, and do not necessarily represent the views of the Council of Nephrology Social Workers or the National Kidney Foundation.”

Original Research. Full manuscript format should include: introduction, method, results, and discussion of original research. The method section needs either a declaration of IRB approval or exemption. Length should usually not exceed 15 double-spaced pages, including references.

Clinical/Research Briefs. Abbreviated manuscript format presents clinical practice experience, preliminary research findings (basic or clinical), or professional observations in a shortened report form. Length should usually not exceed six double-spaced pages.

Practical Aspects Section. Contributions to this section are detailed protocols, forms, or other such materials that are successfully utilized for delivery of outcomes-based clinical social work services.

Case Studies. These detailed scenarios should illustrate a patient care situation that benefited from clinical social work intervention. Typically, they should consist of a brief clinical and psychosocial history, and a detailed intervention plan with discussion of recommendations focused toward practical application.

Letters to the Editor. Letters should be restricted to scientific commentary about materials published in the *JNSW* or to topics of general interest to professionals working in the field of renal social work.

MANUSCRIPT SUBMISSION PROCESS

Manuscript Format. Manuscripts should be formatted according to the rules laid out by the *Publication Manual of the American Psychological Association, Sixth Edition*. What follows is a brief synopsis of the broader style points used by the APA.

Manuscripts should conform to the following guidelines: Text should be double-spaced, set in 12-point type (preferably Times New Roman), and have 1-inch margins along all sides of every page. Starting with the title page, pages should be numbered in the upper, right-hand corner and should have a running head in the upper left-hand corner. The running head should be a shortened version of the manuscript’s title and should be set in all uppercase letters. The first line of every paragraph in the manuscript should be indented, as should the first line of every footnote.

Order of the Manuscript Sections

- | | |
|---------------|--------------------------|
| 1) Title page | 5) Appendices (optional) |
| 2) Abstract | 6) Author note |
| 3) Text | 7) Tables |
| 4) References | 8) Figures |

Title Page. The manuscript’s title page should contain the title of the manuscript and the name, degree, and current affiliation of each author. Authors are generally listed in order of their contribution to the manuscript (consult the APA style guide for exceptions). The title page should also contain the complete address of the institution at which the work was conducted and the contact information for the primary author. A running head (a shortened version of the manuscript’s title) should be set in the upper left-hand corner of the page, in all uppercase letters. Page numbering should begin in the upper right-hand corner of this page. With the exception of the page numbers and running heads, all text on the title page should be centered.

Abstract. The manuscript’s abstract should be set on its own page, with the word “Abstract” centered at the top of the page. The abstract itself should be a single paragraph with no indentation and should not exceed 120 words. All numbers—except for those that begin a sentence—should be typed as numerals. Running heads and page numbers should continue from the title page.

Text. The text (or body) of the manuscript should begin on a new page, after the abstract. The title of the manuscript should be set at the top of the first page, centered and double spaced. Running heads and page numbers should continue from the abstract.

References. The reference list should begin on a new page, with the word “References” centered at the top of the page. Entries should be listed alphabetically, according to the primary author’s last name, and must conform to APA style, 6th edition. Running heads and page numbers should continue

from the text. If you use software to format your references, please be sure that the software edits are “de-linked” before submitted (i.e., all text should be in plain text, not with software tracking). All references must have a corresponding citation in the article.

Appendices. Each appendix should begin on a new page and should be double spaced. The word “Appendix” and the identifying letter (A, B, C, etc.) should be centered at the top of the first page of each new appendix. Running heads and page numbers should continue from the references.

Author Note. JNSW policy is to include an author note with disclosure information at the end of the article. It should begin on a new page with the words “Author Note” centered at the top of the page. Each paragraph should be indented. Running heads and page numbers should continue from the last appendix. Consult the APA style guide for further details on the structure of an author note.

Authors must include a two-sentence disclosure. The author note should include this disclosure (source of funding, affiliation, credentials) and contact information: “address correspondence to” primary author.

Tables. All tables should be double-spaced and each should begin on a separate page. Tables are numbered sequentially according to the order in which they are first mentioned in the manuscript (Table 1, Table 2, etc.) and are given an appropriate title that is centered at the top of the page. All tables must be referenced in the manuscript. Running heads and page numbers should continue from the Author Note. Please submit all table files in high-resolution format

If a table has been previously published, the author is required to submit a copy of a letter of permission from the copyright holder, and must acknowledge the source of the table in the manuscript’s reference section.

Figures. Figures are also numbered sequentially, according to the order in which they appear in the manuscript. The convention Figure 1, Figure 2, Figure 3, etc. should be followed. In cases where the orientation of the figure is not obvious, the word TOP should be placed on the page, well outside the image area, to indicate how the figure should be set. If any figure has been previously published, the author is required to submit a copy of a letter of permission from the copyright holder, and must acknowledge the source of the figure in the manuscript’s reference section. Running heads and page numbers should continue from the tables. Please submit all figure files in high-resolution format.

Each figure in the manuscript must have a caption, formatted as follows:

Figure 1. Exemplary formatting for all figure captions.

ACCEPTANCE PROCESS

If a manuscript is accepted for publication, the author will be required to send the following to the editorial office:

- An electronic copy of the final version of the manuscript. All components of the manuscript must appear within a single word processing file, in the order listed previously. Any features that track or highlight edits should be turned off; do not forget to hit the “accept all changes” function first. Do not use automatic numbering functions, as these features will be lost during the file conversion process. Formatting such as Greek characters, italics, bold face, superscript, and subscript, may be used; however, the use of such elements must conform to the rules set forth in the APA style guide and should be applied consistently throughout the manuscript.
- Art, tables, figures, and images should be high-resolution TIFF or EPS file formats only. Most other file formats (PowerPoint, JPG, GIF, etc.) are not of sufficient resolution to be used in print. The resolution for all art must be at least 300 d.p.i. A hard copy of each figure should accompany the files.
- In addition to the images that appear in your word processing file, it is also important to send the images separately as individual files. These images should be 300 d.p.i. minimum.