THE CLIFF

NURSING JOURNAL OF KATHMANDU UNIVERSITY

Instructions for Authors

Introduction

THE CLIFF is the official journal of Kathmandu University, School of Medical Sciences (KUSMS) Nursing department. THE CLIFF is an international, peer-reviewed, open access, scientific journal which will be a useful resource for nursing researchers, clinical nurses, practitioners and other health professionals to promote and discuss various contemporary issues and development in several areas of nursing and other health related issues.

Its aim is to generate and disseminate evidence-based knowledge and practices for professional enhancement and improving quality care. It stimulates new ideas and innovations to promote excellence in nursing and health care and provides international platform exchanging latest evidence-based knowledge and practices.

It publishes original articles, review articles, letters to editor and case reports related to different aspects of nursing and medical sciences.

Interested authors (Nurses, Nursing students, Medical students, and other health care personnel) are invited to submit their manuscripts for publication in THE CLIFF.

Manuscript layout

- The manuscript should be free of grammatical errors and spelling mistakes, preferably in British English, typed in Times New Roman, font size 12-point.
- Use double line spacing throughout.
- Page number should be given at the bottom centre of the page.
- The page margins should be at least 25 mm (1.5 inches) on all sides
- The Title Page: Include a separate title page including the title, author (s) full name, qualifications, departments and institutions and e-mail address. Put an asterisk before the corresponding author with mailing address and telephone number.
- Authorship page should carry in sequence information on primary author, corresponding author, and other authors.
- Declaration page must be scanned and sent with signature of all authors.
- Include permission to reproduce previously published material or to use illustrations that may identify participants.
Use of Tables, figures and images
  o Tables and figures should be numbered using Arabic numerals (i.e. Table 1, Figure 2) and cited appropriately in the text in sequence
  o Give appropriate table/figure titles (max 15 words) above the table/figure, and legends (max 300 words) should be included below the table/figure.
  o Tables should not be embedded as figures or spreadsheet files, but should be formatted using ‘Table object’ function in your word processing program.
  o Color and shading may not be used. Parts of the table can be highlighted using superscript, numbering, lettering, symbols or bold text, the meaning of which should be explained in a table legend.
  o Commas should not be used to indicate numerical values.
  o Figures should be uploaded in the correct orientation.
  o For images and photographs, use high resolution JPEG or TIFF format.
  o Authors wishing to have colour versions of illustrations in the online journal can submit a high quality colour image file for producing it electronically during their initial submission.

General Instructions
  - The manuscript should be original and the author should certify that the manuscript has not been published and is not currently being considered for publication in any other journals.
  - All authors must have significantly contributed to the work to take public responsibility for appropriate portions of the content; contribution of each author should be clearly mentioned.
  - Plagiarism should be strictly avoided. Words and work of others must be appropriately cited.
  - As THE CLIFF is an Open Access Journal, the author may print additional copies. However, for doing so the author has an obligation to inform THE CLIFF. However, if the quantity of reprints required is more than 50 or in a commercial basis, prior written permission is required by the author from the Chief Editor of THE CLIFF.
  - Any irregularities, misinformation, or data fabrication tending to distort the actual finding, if found, can result in the manuscript to be rejected or retracted (if already published). THE CLIFF may proceed with legal actions if needed in appropriate cases.
  - If authors of a published article subsequently become aware of a significant error in it, they should send a notifying letter to the editor of THE CLIFF as soon as possible.
SPECIFICATIONS FOR EACH ARTICLE TYPE:

1. ORIGINAL ARTICLE

Original research work (Descriptive, Analytical and Experimental) with not more than 2500 words

Title
- Title should be clear, specific, concise, well defined which gives single meaning.

Abstracts
- The abstract should be concise with word limits of 250 words. Please avoid the use of abbreviations and citations in the abstract.
  - Structure of the abstract should use the following headings:
    1. Background: Mention the context of the study in one sentence, demonstrating the need of the study
    2. Objectives: Clearly state the main question or hypothesis of the study in one sentence
    3. Method: Describe the study design, sampling, measurements and statistical tests used in 3-4 sentences
    4. Results: Describe the main findings in a concise manner
    5. Conclusion: Conclude the abstract with potential implications of the study
    6. Key words: Provide not more than 5 key words. Be very specific in your word choice and arrange in alphabetical order.

Introduction
- Word limit – 250 words
- Introduction should be short and specific why you undertook the study
- Give a short background to the study with a very short summary of the exiting knowledge of your research area. Mention the rationale of your study and state your objectives

Methods
- Explain the methodology of the study clearly.
- Explain the following, in order of their appearance, and writing in past tense or passive verb
  - Study type and study design
  - Setting and duration of study
  - Sample size and Sampling method
  - Inclusion and exclusion criteria
  - Tools and techniques of data collection including validity and reliability of the data collection instrument
  - Ethical Approval and Patient consent
  - Protocols followed (if any)
  - Statistical analysis and software used
Results
- This section should include the findings of the study by the use of appropriate text, tables, and figures.
- Do not repeat numbers in the text that are already presented in a table or a figure.
- Use of Système Internationale (SI) units is recommended whenever needed.
- When condensing results give the number of subjects, the range of results, the central tendency (mean± SD), and the spread (confidence interval for the mean)
- Write all your result text under one section referring to appropriate legends.
- Follow the order of description of study sample, univariate analyses (e.g; frequency, percentage, mean etc.), Bivariate analyses (e.g; Chi square test, t test etc.) and then Multivariate analyses (e.g; binary logistic regression, multiple logistic regression etc.) while presenting results as per your use of data analysis.

Discussion
- Discuss major findings in relation to other relevant studies. Express your critical view to explain the similarities or differences with other studies.
- It should not merely be a repetition of results section.
- Mention about the limitations of your study

Conclusion
- Make your conclusion according to your study objectives.
- Mention the strengths and weaknesses of methods
- State possible implications of your findings
- Give recommendation from your study as needed

Acknowledgement
- Acknowledge any person or institute who have helped the study
- Avoid making it lengthy with adding literature in this section

References
- Include references at the end of the document using Vancouver citation method.
- Not more than 25 references
- Key references should be limited to works published in the last 5 -7 years. However, there may be exceptions to this in certain cases according to the relevant area of the study.
- Be sure that all items referenced in the text appear on the reference list, and that all entries on the list are cited in the text.
2. CASE REPORT
- Description of new/rare/interesting cases in clinical setting or reports of nursing practices for advancing evidence based practice

Title
- Title should be clear, specific, concise, well defined which gives single meaning.

Abstracts
- Be clear and concise and avoid unnecessary detail.
- It should contain the essence of the whole paper. Please avoid the use of abbreviations and citations in the abstract.
- Abstract should be structured under subheadings Background, Case presentation, Discussion and Conclusion.
- Word limits – 150 words

Key Words
Provide not more than 5 key words. Be very specific in your word choice and arrange in alphabetical order.

Background
- Word limit – 150 words
- Introduce the case in short and highlight the importance of presenting it as a case report in the journal

Case presentation
- Description of the patient’s relevant details
- Case reports should include relevant positive and negative findings from history, examination and investigation, and can include clinical photographs, provided these are accompanied by a statement that written consent to publish was obtained from the patient(s).
- Authors should seek written and signed consent to publish the information from the patient(s) or their guardian(s) prior to submission. The identity of the patient must not be revealed by text or figures

Discussion
- Discuss the case in relation to latest existing literature.

Conclusion
- State the main conclusion and mention the relevance of the reporting the case to nursing field.
- Acknowledge any person or institute who have helped the study.
- Avoid making it lengthy with adding literature in this section.
References
- Include references at the end of the document using Vancouver citation method.
- Not more than 25 references
- Key references should be limited to works published in the last 5 -7 years. However, there may be exceptions to this in certain cases according to the relevant area of the study.
- Be sure that all items referenced in the text appear on the reference list, and that all entries on the list are cited in the text.

3. REVIEW ARTICLES
- Review of books/literature related to nursing with critical analysis. Word limit 1000 words
- Review article must incorporate various aspects of the topic chosen, and should also incorporate latest researches and findings such that it will contribute something new to the existing knowledge.
- Structured contents of a review: o Introduction
  o Summary the article/literature/book
  o Critique
  o Conclusion
SUBMISSION

Authors should carefully review the author guidelines before submitting their manuscripts. Authors must submit all manuscripts in Microsoft Word format via email to nursingjournal@kusms.edu.np

Checklist (Please make sure that you attach all the documents mentioned in the checklist)

- Cover letter to the editor
- Institutional Review Committee (IRC) approval letter from affiliated institute
- Declaration page that is signed by all authors
- Title page
- Manuscript File
- Supporting documents (Individual images/picture files)
- Supplementary files, if necessary (eg: Permission to use copyright materials)