

# **Guideline for Author: Fundamental and Management Nursing Journal**

## **DESCRIPTION**



**The Fundamental and Management Nursing Journal (FMNJ)** was formed as a scientific publication media that encourages the development of sustainable nursing/health science and technology especially in the fields of basic nursing, nursing/health management, and nursing/health education.

FMNJ was established at the end of 2012 and has been vacated until the end of 2018. FMNJ has returned to 2019 on the basis of the Open Journal System (OJS), twice a year (April and October) under the Department of Fundamental, Critical and Medical Surgery, Faculty of Nursing, Universitas Airlangga.

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## **FOCUS AND SCOPE**

Fundamental and Management Nursing Journal (FMNJ) focuses on Fundamental and Management Nursing. The scope of this journal includes, but is not limited to the research results of:

- Fundamentals of nursing
- Teaching and learning in nursing
- Nursing education
- Nursing practice
- Nursing management
- Leadership in nursing
- Nursing informatics
- Instrument testing
- Nursing (miscellaneous)

## **PEER REVIEW PROCESS**

In the reviewing process, there are at least two reviewers (double-blind peer review) for each manuscript for the related topic. Judgement from the first reviewer will be the main priority on which the editor will make their decision, if there are only two reviewers.

Generally, the candidate of the reviewers will be chosen based on their reputation in the international publication number and the study quality. For the next step, the editor sends an invitation letter to each candidate of the reviewer. After the candidate of the reviewer has been informed of their availability for the reviewing process, the editor can create an account for each reviewer and then send the manuscript by OJS.

The article review process usually takes an average of 8 weeks. This review period depends on the editor's and reviewers' duration in reviewing the manuscript.

## **PUBLICATION FREQUENCY**

FMNJ published twice a year (April and October)

## **OPEN ACCESS POLICY**

This Journal provides immediate open access to its content on the principle that

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2. Writing with the direct quotation, by quoting the same words as the original copies should apply quotation marks (for writing that less than 40 words), or if the quote consists of over than 40 words, the paragraphs should be notched and apply different font size.
3. Mentioning the source other people's ideas that are being used, whether from published or unpublished writing, both oral or written source, in any form of media.

### **MANUSCRIPT SUBMISSION AND PUBLISHING**

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The Editorial Board determines feasible manuscript after obtaining recommendations from peer reviewers. Manuscript revision is author responsibility, and manuscripts that are not feasible will be returned to the author.

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1. As part of the submission process, authors are required to check off their

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2. The author(s) haven't suggested any personal information that may make the identity of the patient recognizable in any form of description, photograph or pedigree. When the photographs of the patient are essential and indispensable as scientific information, the author(s) must have received the consent in written form and have clearly stated such.
3. In case of experimenting on humans, the author(s) have certified that the process of the research is in accordance with the ethical standards of the Helsinki declaration, as well as any domestic and foreign committees that preside over the experiment. If any doubts are raised as to whether the research proceeded in accordance with the Helsinki declaration, then author(s) are required to explain it. In the case of experimenting on animals, the author(s) have certified that the author(s) had followed the necessary domestic and foreign guidelines related to experimenting on animals in a laboratory.
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## REPORTING GUIDELINE

Reporting guidelines endorsed by the journal are listed below:

- Observational cohort, case control and cross sectional studies - STROBE - Strengthening the Reporting of Observational Studies in Epidemiology, <http://www.equator-network.org/reporting-guidelines/strobe/>
- Qualitative studies - COREQ - Consolidated criteria for reporting qualitative research, <http://www.equator-network.org/reporting-guidelines/coreq>
- Quasi-experimental/non-randomised evaluations - TREND - Transparent Reporting of Evaluations with Non-randomized Designs, <http://www.cdc.gov/trendstatement/>
- Randomised (and quasi-randomised) controlled trial - CONSORT - Consolidated Standards of Reporting Trials, <http://www.equator-network.org/reporting-guidelines/consort/>
- Study of Diagnostic accuracy/assessment scale - STARD - Standards for the Reporting of Diagnostic Accuracy Studies, <http://www.equator-network.org/reporting-guidelines/stard/>
- Systematic Review of Controlled Trials - PRISMA - Preferred Reporting Items for Systematic Reviews and Meta-Analyses, <http://www.equator-network.org/reporting-guidelines/prisma/>
- Systematic Review of Observational Studies - MOOSE - Meta-analysis of Observational Studies in Epidemiology, <http://www.ncbi.nlm.nih.gov/pubmed/10789670>

## **TYPE OF MANUSCRIPT**

### **Original Articles**

Original Articles should report on original clinical studies or research not previously published or being considered for publication elsewhere. The text should not exceed 7000 words, including a list of authors and their affiliations, corresponding author, acknowledgements and figure legends, with an abstract of a maximum of 250 words, a list of a minimum of 25 references primarily from international journals indexed by Scopus or Web of Science, and a maximum 5 figures/tables (see below for more details on the layout).

### **Systematic Reviews**

Systematic Reviews are exhaustive, critical assessments of evidence from different data sources in relation to a given subject in the area of nursing. A systematic search of the relevant data sources should be carried out and the items collected should be carefully evaluated for inclusion based on apriori defined inclusion/exclusion criteria. A description and an analytical graphic representation of the process should be provided. The specific features of the participants' or patients' populations of the studies included in the review should be described as well as the measures of exposure and the outcome with indication towards the corresponding data sources. A structured abstract is required (the same as for short reviews). The text must not exceed 7,000 words including the acknowledgments, with no more than four tables and/or figures and a minimum of 40 references.

### **Meta-analyses**

Meta-analyses should follow the same guidelines for systematic reviews. They are expected to provide exhaustive information and statistical assessment of the pooled estimates of pre-defined outcomes, study heterogeneity and quality, possible publication bias, meta-regression, and subgroup analyses when and where appropriate. Depending on the type of study, the authors are invited to submit PRISMA flow diagrams or MOOSE checklists. Both systematic reviews and meta-analyses will be dealt with as original articles are, as far as the editorial process is concerned.

### **Case Study**

The structure of the case study script follows the following systematics:

- Title.
- Author's name.
- Abstract.
- Introduction.
- Case (accompanied by a photograph).
- Result.
- Discussion.
- Conclusion (and suggestions if any).
- Acknowledgments.
- References.

## **PREPARING YOUR MANUSCRIPT STYLE**

All manuscripts should follow the style below:

- a. File format  
Manuscript files should be submitted in .doc or .docx formats.
- b. Length  
The length of manuscript is described in article types due to the length is based on its type.
- c. Font  
Use Cambria sized 10.
- d. Layout and spacing  
Use single-spaced and not in multiple columns.
- e. Language  
Manuscripts must be submitted in English.
- f. Abbreviations  
Define abbreviations only at the first appearance in the text. Use standard abbreviations based on Medical Subject Heading (MeSH). Non-standard abbreviations may be used if they appear in text at least for three times.
- g. Reference style  
Reference should be prepared according to 6th edition of the American Psychological Association (APA) style and numbered consecutively in order in which they cited in the text. References identified in text by Arabic numerals in superscript and always cited after dots or comma. Do not include citations in abstracts or author summaries. Authors is required to use reference management software, in writing the citations and references such as: Mendeley®, Zotero®, EndNote®, and Reference Manager®.
- h. References from Journal:  
Efendi, F., Chen, C. M., Nursalam, N., Indarwati, R., & Ulfiana, E. (2016). Lived experience of Indonesian nurses in Japan: A phenomenological study. *Japan Journal Nursing Science*, 13(2), 284-293. doi:10.1111/jjns.12108
- i. References from Book:  
Kurniati, & Efendi, F. (2013). *Human Resources for Health Country Profile of Indonesia*. New Delhi:WHO South-East Asia Region.
- j. References from Website:  
MoH. (2013). *Sosialisasi Global Code of Practice on The International Recruitment of Health Personnel [Dissemination Global Code of Practice on The International Recruitment of Health Personnel]*. Retrieved December 2, 2014, from <http://bppsdmk.depkes.go.id/tkki/data/uploads/docs/workshop-sosialisasi-gcp.pdf>
- k. References from Conference:  
Nursalam, Efendi, F., Dang, L. T. N., & Arief, Y. S. (2009). *Nursing Education in Indonesia: Todays and Future Role*. Paper presented at the Shanghai International Conference, Shanghai.
- l. Equations  
We recommend using equation function in Microsoft processor. Single variables (e.g., " $a^2 + b^2 = c^2$ "), other symbols (e.g.,  $\beta$  or  $\Delta$ ), or mathematical operators (e.g.,  $\times$ ,  $\geq$ , or  $\pm$ ) are not typed using equation function.
- m. Units of measurement  
SI units are used.

## FORMATTING

### Title and Authorship Information

The following information must be included:

- Manuscript title  
The title should be specific, concise, and comprehensible to readers outside the medical field. Titles should be written in sentence case.
- Full author names including corresponding author\*  
The manuscript has main author and co-authors. Author names should not contain academic title or rank. Indicate the corresponding author clearly for handling all stages of pre-publication and post-publication. Consist of full name author and co-authors. \*Corresponding author is a person who handle correspondence at all stages of refereeing and publication, also post-publication. (E-mail addresses)  
Author(s) is requested to have ORCID ID upon submission.  
Abstract [Cambria 10pt, Single space]
- The manuscript should contain an abstract that self-contained and citation-free. The abstract comes after title and authorship information in the manuscript.  
It consists of: Introduction, Methods, Results, and Conclusion up to 250 words for Original Article, unstructured for Review article and unstructured up to 150 words for Case report.
  - Introduction: One or two sentences of background and purpose of study.
  - Method: describe the research design, settings (please do not mention the actual location, but use geographic type or number if necessary); Participants (details of how selected, inclusion and exclusion criteria, numbers entering and leaving the study, relevant clinical and demographic characteristics).
  - Results: report main outcome(s) /findings including (where relevant) levels of statistical significance and confidence intervals.
  - Conclusions: should relate to study aims and hypotheses.
- Keywords  
The keywords should avoid general terms, plural terms and multiple concepts. The appropriate abbreviation is based on MeSH. Keywords are limited to 3 - 5 words or proper and convenient short phrases.
- Introduction [Cambria 10pt, Single space]  
State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results. Explain how you addressed the problem and clearly state the aims of your study. Please describe in narrative format and not using sub- chapter.
- Methods [Cambria 10pt, Single space]  
Explain in detail about the research design, settings, time frame, variables, population, samples, sampling, instruments, data analysis, and information of ethical clearance fit test. This chapter may be divided into sections if several methods are used.
- Results [Cambria 10pt, Single space]  
This section may be further divided into subsections with subheading. Describe the significance of your findings and the most important part of your manuscript. Follow a logical stream of thought; in general, the interpretation as well as the experimental conclusions that can be drawn.

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Authors should explain how the results relate to the hypothesis presented as the basis of the study and provide a succinct explanation of the implications of the findings, particularly in relation to previous related studies and potential future directions for research. The content of the discussion section includes: the explanation of results, references to previous research, deduction, and hypothesis. This section cannot be divided into subsections.
- Conclusions [Cambria 10pt, Single space]  
This should clearly explain the main conclusions of the article, highlighting its importance and relevance as well as suggestion or recommendation for further research.
- Acknowledgments  
Those who contributed to the work but do not meet the authorship criteria should be listed in acknowledgments with a description of the contribution. Anyone named in the acknowledgments should agree beforehand. Moreover, authors should state how the research was funded in this section, including grant numbers if applicable.
- Conflicts of Interest  
All manuscripts for original articles, review articles, case report that are submitted to the journal must be accompanied by a conflict of interest disclosure statement or a declaration by the authors that they do not have any conflicts of interest to declare.
- References  
The reference style is described above.
- Figures and Tables  

**Figures**  
Cite figures in ascending Arabic numerals according to the first appearance in the manuscript file (e.g: Figure 1) and place [Figure 1 near here] in where it should be within the manuscript. Figures should be uploaded in PowerPoint for the first submission. However, the original formats should be submitted if the manuscript is accepted or revised. The original format must be in JPEG or PNG and not be smaller than 300 dpi. A figure label uses Arabic numerals. The labels of your figure must be matched with the name of the file uploaded (e.g. a figure citation of "Figure 1" must refer to a figure file named "Figure1.jpeg"). The figures are uploaded directly to <https://e-journal.unair.ac.id/BHSJ> (Supplementary file)

**Tables [Cambria 10pt, Single space]**  
Cite tables in ascending Arabic numerals according to the first appearance in the manuscript file. Each table is placed after the references in order. Tables require a label with Arabic numerals in order (e.g., "Table 1", "Table 2", and so on) and brief descriptive title to be placed above the table. Vertical rules should not be used. Place the tables after references. Do not submit your tables in separate files.
- Supplementary Materials  
Supplementary materials are the additional parts to a manuscript, such as audio

files, video clips, or datasets that might be of interest to readers, however the size of the files could not be bigger than 10 Mb. Authors can submit one file of supplementary material along with their manuscript through the website.

A section titled "Supplementary Material" should be included before the references list with a concise description for each supplementary material file. Supplementary materials are not modified by our production team. Authors are responsible for providing the final supplementary materials files that will be published along with the article. Supporting information files that published will not be edited.

## **MANUSCRIPT STRUCTURES**

Please double-check the structures of the manuscript before it submitted to BHSJ, as follows below:

Beginning section

The following chapters are required in order of:

- Title page, authors, and affiliations are assigned in the first page of manuscript (seperate sheet)
- Abstract (Introduction, Methods, Results, and Conclusion) or unstructured
- Keywords (3-5 words)
- Introduction

Middle section

The following chapters are required in order of:

- Methods
- Results
- Discussion
- Conclusions

Ending section

The following chapters are required in order of:

- Acknowledgments
- Conflict of interest
- Supplementary Material (if needed)
- References
- Tables (seperate page)

## **ARTICLE PROCESSING CHARGE (APC)**

The author a publication fee amounted to FREE for each manuscript published in the journal.

## **FURTHER INFORMATION**

Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the Fundamental and Management Nursing Journal editorial office as follows:

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Titis Mustikowati Danasari, Technical Editor

Email: [secretariat\\_fmnpj@fkp.unair.a.id](mailto:secretariat_fmnpj@fkp.unair.a.id)



## General Information for article template.

- ☐ Margin 1 inch or 2.54 cm (top, left, right, and bottom)
- ☐ A4 paper size
- ☐ Double space for all.
- ☐ All references should be used “Mendeley”

## Title of Manuscript

(The title of manuscript should be “Capitalized Each Word”, bold, double space, cambria font style, and 10pt font size)

## ABSTRACT

A concise and factual abstract is required. The structure of abstract, limited to 250 words and should state briefly the purpose of the research, the principle result and major conclusions or with major headings : Introduction, Method, Results and Conclusion.

**Introduction:** One or two sentences on the background and purpose of the study.

**Method:** Describe the research design, settings (please do not mention the actual location, but use geographic type or number if necessary); Participants (details of how the study population was selected, inclusion and exclusion criteria, numbers entering and leaving the study, and any relevant clinical and demographic characteristics)

**Results:** Report the main outcome(s)/findings including (where relevant) levels of statistical significance and confidence intervals.

**Conclusions:** Should relate to the study aims and hypotheses

**Keywords:** Immediately after the abstract, provide minimum 3 keyword and maximum 5 keywords and avoid general and plural terms and multiple concepts. The Keywords should be referring to <https://meshb.nlm.nih.gov/search>

## INTRODUCTION

It should be explained about problems of study, scale, chronology, and state of the arts of the study. Please be noted that at the last paragraph of introduction, should be stated the aims or purpose of study.

## METHOD

### Study Design

Explain study design and approach that used in the study. It should be explained clearly

### Population, Samples, and Sampling

In this part, please state the population, total sample, sampling technique that used in the study. In addition, inclusion, and exclusion criteria should be stated as detail. *Please explained* the research variable (it may be including independent or dependent variable).

For qualitative study, it may be considering.

### **Instruments**

Instruments or questionnaires that used in the study should be explained detail. Each instruments present information, total questions, scale or category, explanation about how to make sure the instruments, validity, and the reference of instrument.

### **Procedure**

Explained study procedure as concise and detail. It should be explained the study process.

### **Data Analysis**

The analysis of study should be explained about software that help the analysis, type of analysis, and who is study analysis conducted.

### **Ethical Clearance**

Ethical consideration must be explained and state the number of ethical clearances.

## **RESULTS**

Report the main outcome(s)/findings including (where relevant) levels of statistical significance and confidence intervals.

If you have any table to present, please see the sample of table below.

Table 1. Demographic Data Characteristics of Reproductive-Aged Women in the Working Area of the Pacarkeling Community Health Center, May 2019 (n=110)

<b>Characteristics</b>	<b>n</b>	<b>%</b>
Age		
17-25 Years	11	10
26-35 Years	44	40
36-45 Years	27	24.5
46-49 Years	28	25.5
Education		
Not finished	1	0.9
Elementary School	10	9.1
Junior High School	25	22.7
Senior High School	56	50.9
Higher Education	18	16.4
Occupation		
Private employees	25	22.7
Labor	3	2.7
Trader	19	17.3
Housewife	63	57.3
Family Income		
≤ Regional wage Rp 3,871,000	76	69.1
> Regional wage Rp 3,871,000	34	30.9

Give explanation about the table and cite the number of tables. E.g. Table

## **DISCUSSION**

Should be explained about finding and related to facts, theory, and opinion. In the discussion also explained the limitation of study.

## **CONCLUSION**

Should relate to the study aims, hypotheses, finding, and suggestion for further research.

## **ACKNOWLEDGMENT (If any)**

Acknowledgments should be limited to the appropriate professionals who contributed to the paper, including technical help and financial or material support, as well as any general support by a department chairperson.

## **CONFLICT OF INTEREST**

Please ensure that a 'Declaration of Conflicting Interests' statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'.

## **REFERENCES**

The author-year notation system is required and completed. All reference mentioned should be written down in reference using **American Psychological Association (APA)** style and arranged from A to Z. Articles have minimal 20 recent references (last 10 years) and 80% is journal or main references. References from journal publication should be provided by DOI. All cited references must be mentioned in in-text citation and used Mendeley. Please download the reference style [here](#)

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Author X<sup>1</sup>, Author XX<sup>1</sup>, Author XXX<sup>1</sup>, Author XXXX<sup>2</sup>

(The authorship should be double space, times new roman font style, 12pt font size, and superscript on each affiliation. **Note:** if the author(s) is come from single affiliation, is unnecessary to give superscript)

<sup>1</sup> Affiliation of Author with superscript 1

<sup>2</sup> Affiliation of Author with superscript 2

## **Corresponding Author**

(The corresponding author should be “Capitalized Each Word”, double space, times new roman font style, and 12pt font size. The author without academic title. In the corresponding author parts, should be explained detail affiliation that includes department, faculty or university, city, country, postal code, phone, fax (if any), mobile phone, and active email).

## **Co-Author:**

The co-author should be “Capitalized Each Word”, double space, times new roman font style, and 12pt font size. The author (s) without academic title and should be included active email.

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