International Journal for Human Caring

AUTHOR GUIDELINES

Purpose of the Journal

The *International Journal for Human Caring* (IJHC) objective is to serve as a scholarly forum for all nurses and other disciplines interested in the advancement of knowledge of human care and caring. Particular emphasis is in caring related to health, human relationships, and improvement of the human condition. The Journal is most useful to all nurses and health personnel worldwide in hospitals, universities, research centers, libraries, and health and social science settings. Social scientists and professionals from many other disciplines have found the International Association for Human Caring to be of great interest, and are encouraged to submit manuscripts.

Authors interested in submitting manuscripts, aesthetic expressions, book reviews, continuing education articles, and other original work should submit work by attached email with a letter describing interest in manuscript review by IJHC.

Publication Policy

Solicited articles: Special Topics Issue

- Special Topics issues typically are published the second issue of each calendar year.
- Special Topics issue editors identify a theme for each issue and contact the Editor about their ideas.
- On approval, Special Topics editors provide a tentative list of titles and authors to the Editor and negotiate a submission date for solicited manuscripts with the Editor.
- Special topics issue editors should give authors an idea of what the article might cover so that it fills into the issue as a whole. Overlap is to be avoided and repetition minimized.
- Solicited articles for the Special Topics issue should be submitted via attached email (wolf@lasalle.edu) to Zane Robinson Wolf, PhD, RN, FAAN, Editor, International Journal for Human Caring, La Salle University, School of Nursing and Health Sciences, 1900 West Olney Avenue, Philadelphia, PA 19141 USA and to the Special Topics issue editor on schedule.
- The Editor sends manuscripts out for review consistent with typical practices.
- Articles are due no later than the submission date indicated by the Editor and Special Topics Editor.
- A completed Article Submission Form (attached) and a Copyright Release Form (attached) must accompany the manuscript. A signed Copyright Release Form should also be sent to Dr. Wolf by regular postage, emailed with electronic signatures, or included in a pdf document.
- If an article is not accepted for publication, the copyright assignment will automatically return to the author.

Unsolicited articles: Authors are encouraged to submit articles for publication. Unsolicited articles should be submitted via attached email (wolf@lasalle.edu and editor@humancaring.org) to Zane Robinson Wolf, PhD, RN, FAAN Editor, International Journal for Human Caring, La Salle University, School of Nursing and Health Sciences, 1900 West Olney Avenue, Philadelphia, PA 19141. A completed Article Submission Form (attached) and a Copyright Release (attached) must accompany the submission. A signed copyright release form should also be sent to Dr. Wolf by regular postage. If the article is not accepted for publication, the copyright assignment will automatically return to the author.

Journal Categories: Regular articles concerning caring and care are complete research, theoretical papers, issues papers, research, research methods, education and educational methods papers, and others. Student papers are also accepted as are aesthetic expressions of care and caring and essays. Book reviews are accepted. Dr. Marian Turkel is the book review editor (turkelm@einstein.edu). Continuing education articles are accepted as well.

Copyright: Authors must release copyright ownership to their manuscript at the time of its submission to the journal. A copyright release form is attached. This signed form must accompany the manuscript before processing for publication can begin.
**General Information:**
Articles submitted to IJHC for review by the Editor and members of the Editorial Review Board should not be submitted to another journal for consideration to be published.

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**General Instructions:**
Submit a manuscript online in lieu of hardcopies to: wolf@lasalle.edu. IJHC prefers online submission and should be sent as a single Word attachment.

**Word processing instructions**
Use Microsoft Word for word-processing the manuscript; pdf files are not accepted.

The following are the basics for all manuscripts submitted to International Journal for Human Caring:
- Double space all copy, including quotations, lists, and references/notes.
- Do not right justify.
- Leave a one-inch margin on all sides
- Order the pages as follows: title page; abstract, including key words; text; references; tables; and figures.
- Number pages consecutively, beginning with the title page.

The manuscript should be organized in the following sequence:

**Title page**
The title page should carry (1) the title of the article; (2) author names (with highest academic degrees), affiliations, (including titles, departments, and name and location of institutions to which the work should be attributed) and any acknowledgments or credits; (3) address for correspondence, e-mail, FAX, and phone numbers.

**Abstract**
Body of article
Acknowledgments
References
Tables
Figures with legends
Appendices

Identify the **word count** of the entire manuscript.

**Author Note**
An Author Note is required. Please insert on the last page of the manuscript, after Tables, Figures, and Appendices if any are included. See the APA Manual and also

**Abstract/Key Words**
Include an abstract of 100 words or fewer. The abstract should briefly highlight conclusions of the article. Also include up to 8 key words that describe the contents of the article like those that appear in Cumulative Index to Nursing & Allied Health Literature (CINAHL) or The National Library of Medicine's Medical Subject Headings (MeSH).

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For further details, please refer to the APA Manual.

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Always put the person first, then the disability. Say or write “person with a disability” rather than disabled person.

Use disability to describe a functional limitation that interferes with a person's ability to walk, hear, see, talk, and learn. Use handicap to describe a situation or barrier imposed by society, the environment, or oneself.

Do not be concerned if you find yourself using words like “see" to a person who is blind, or "hear" to a person who is deaf. These words won't offend.

Do not refer to a person in a wheelchair as "confined" to a wheelchair. It's better to say or write “uses a wheelchair."

Do not say "normal person" as compared to a person with a disability. Say able-bodied or non-disabled.

Avoid such words as victim, stricken with, crippled, mute, deaf and dumb, or afflicted. For example, refer to a person who has had a stroke as a stroke survivor, not as a stroke victim.

Do not say arthritic or cerebral palsyed. It's better to say "he has arthritis" or "she has cerebral palsy."

Do not say birth defect. It is better to say a person who has a disability since birth; a congenital disability.

Remember that a person with a disability is a person like anyone else-they just happen to have a disability.

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