

AUTHOR GUIDELINES

INTRODUCTION

The Journal of Birgunj Nursing Campus (JBNC) is an official, peer-reviewed Journal of Birgunj Nursing Campus. It is published annually and accepts articles in the following categories:

- Original Articles,
- Review Articles,
- Case Report,
- Viewpoints, short communications
- Letter to the Editor and others.

Authors do not have to pay for submission, processing or publication of articles at JBNC.

SCOPE OF THE JOURNAL

The journal publishes articles related to research in the field of nursing sciences and biomedical sciences related to all the disciplines of the medical sciences, medical education, public health, health policy, and health care management, including ethical and social issues about health and wellbeing. The journal gives preference to good quality research papers with novel findings, and clinically oriented studies over experimental and animal studies.

THE EDITORIAL PROCESS

Manuscripts will be submitted to JBNC and reviewed for possible publication, provided they have not already been published elsewhere, submitted concurrently, or already accepted for publication. A manuscript may be rejected by an editor before formal peer review begins. Editors first review all submitted manuscripts. Submitters will be notified of the reviewer's comments and the acceptance or rejection of their manuscript. Accepted articles will be edited for grammar, punctuation, typographic style, and formatting. Proofs will be sent to the corresponding author and must be returned within 5 days. Non-response to the proof copy may delay the publication of the same article or may even result in rejection by the journal.

THE PEER REVIEW PROCESS

The manuscript will be sent to two expert reviewers who are blind to the identity of the authors for careful review, input, and comments. The final decision to accept or reject an article is based on the Editor-in-Chief and reviewers. Authors will be notified of manuscript

rejection/acceptance along with reviewer comments. An accepted paper must be resubmitted after making any necessary changes or resolving any questions raised during the peer review process. Reviewers are asked to submit their reviews within two weeks.

SUBMISSION GUIDELINES

Types and Word Limits

JBNC publishes original research, reviews, and discussion articles. The maximum length of a complete paper is 3000 words (excluding references and one word for tables or figures), but short papers are recommended. JBNC also publish short editorials and letters commenting on current content.

Research Papers – 2,000- 3,000 words: JBNC publishes original research that is consistent with the purpose and scope of the journal. Research articles must follow generally accepted reporting standards.

Reviews and Discussion Papers – 2,000-3,000 words: JBNC publish systematic reviews and more comprehensive literature reviews (such as scoping reviews). Systematic reviews should adhere to accepted reporting standards. We welcome contributions that introduce or explain in more detail new or little-used methods or analytical approaches that are of critical importance to the field.

Letters to the Editor - maximum 1000 words: The Editor invites readers to submit letters that relate to and comment on the journal's current content, to stimulate scholarly discussion and debate. Discussions are directly related to the purpose and scope of the journal or simply report data or research findings that may not warrant a complete essay.

Editorials - maximum 1000 words: Authors with ideas for editorials dealing with topics of substantive importance to the profession, especially those of a controversial nature or people.

Case reports- Maximum 1000 words: New cases and interesting/very rare cases with clinical significance or impact can be reported.

Viewpoint- Maximum 800 words: These articles are personal opinions and allow us to express our perspectives on health-related topics.

SUBMISSION PREPARATION CHECKLIST

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors who do not adhere to these guidelines.

- a. The submission has neither been published previously nor is it before another journal for consideration (or an explanation has been provided in comments to the Editor).
- b. The submission file is in Microsoft Word document file format.
- c. The text is double-spaced; words are in Times New Roman, uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations and tables are placed within the text at the appropriate points.
- d. The text adheres to the stylistic and bibliographic requirements outlined in the Author's Guidelines.
- e. Supplementary Files: Please also submit supplementary files along with your manuscript:
 - Cover letter
 - Authorship letter
 - Ethical Approval letter

1. TITLE PAGE

The title page must contain:

- a. Types of manuscript (e.g. Original article, Case Report, Review Article, short communication, view points etc.)
- b. A concise but informative title. Capitalize each word. Eg. **Knowledge regarding Chronic Kidney Disease among Patients with Hypertension in Tertiary Hospital.**

(10-20 words in Title of the study)

- c. Each contributor's full name (first name, middle name, last name), their highest degree, and institutional affiliation.
- d. Name, address, telephone number, fax number, and e-mail address of the submitter responsible for correspondence regarding the manuscript.
- e. Total number of pages, total number of tables, figures, photos, and number of words counted separately for the abstract and text (excluding references and abstract).
- f. Sources of support in the form of grants, equipment, medicines, or all of these.
- g. Acknowledgement, if any
- h. If the manuscript was presented at a conference, the organization, location, and exact date of the presentation must be stated.

2. CONFLICT OF INTEREST NOTIFICATION PAGE

It should be made part of the manuscript to prevent information about potential conflicts of interest from being overlooked or misplaced. However, it must also be included on one other page immediately following the title page.

3. ABSTRACT

The second page must include the full title and abstract of the manuscript. For original papers, the abstract should be structured as follows:

- Background
- Methods,
- Results
- Conclusion.
- Keywords

Abstracts below must contain 3 to 5 keywords, ordered alphabetically and separated by semicolons. Abstracts should not be configured for review articles and case reports. Do not include references/citations in the abstract. Word limits for abstracts is up to 250 words.

4. INTRODUCTION

The introduction should provide the context of the study, explaining the nature of the issue and its importance. It should also describe the specific purpose or research objective that the study or hypothesis is being tested for. The research objective is often more focused when presented as a question. Both the primary and secondary objectives should be described, as well as any pre-defined subgroup analyses. Only directly relevant references should be included, and data/conclusions from the work being reported should not be included.

5. METHODS

The methods section should only include information that was available at the time the study was planned or protocol was written; all information obtained during the conduct of the study belongs to the results section. Methods should include Study design, Study site and setting and sampling (including if appropriate justification of sample size and power), inclusion and/or exclusion criteria, study interventions (if any), fidelity of intervention (if any), instrument with validity and reliability, data collection and data analysis, ethical considerations, and duration of study in logical order.

6. RESULTS

The results should be presented in a logical sequence, with the main or most important findings presented first. It is not necessary to repeat all the data in the tables or illustrations in the text; instead, emphasize or summarize only the most important observations. When

summarizing data in the results section, provide numeric results not only as derivatives (e.g., percentages) but also as the absolute numbers from which the derivatives were calculated. Additionally, specify the statistical methods used to analyse the data. Data should be presented in tables, figures and graphs; but data should not be duplicated in both graphs and tables.

7. DISCUSSION

The discussion should highlight the new and important aspects of the study and conclude them. It should not repeat data or information from the Introduction or Results sections. It is helpful to start the discussion by summarizing the main findings, then, compare and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and clinical practice. The conclusions should be linked to the objectives of the study.

8. CONCLUSIONS

The conclusions that follow from the findings should be clear and based on the study objectives and results. There should not be any citations or discussion about others' studies.

CITATION AND REFERENCES

References should be numbered in the order of citation in the text. Authors are instructed to follow the modified Vancouver system for citing scientific literature.

In citation

- a. Superscripts without brackets must be used.
- b. Citations should be inserted before colons and semi-colons. (to the left)
- c. Citation should be inserted after commas and full stops. (to the right)

Reference list

- a. References at the end should be close to Vancouver style.
- b. Include the last names and initials of the authors, the title of the article, and the name of the publications. year published. volume number and inclusive pages.
- c. The source of the references has to be identified by providing the DOI link, full-text links or any other link, after each reference.
- d. If you are using EndNote, submit your manuscript in plain text format.

TABLES AND FIGURES

Tables should be self-explanatory and should not duplicate textual material. Tables with more than 10 columns and 25 rows are not acceptable. Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each. Type or print each table with double spacing on a separate sheet of paper. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Do not use internal horizontal or vertical lines. Give each column a short heading. Authors should place explanatory matter in footnotes, not in the heading. Explain all Non-standard abbreviations in footnotes, and use the following symbols, in sequence:

*, †, ‡, §, ||, ¶, **, ††, ‡‡

Identify statistical measures of variations, such as standard deviation and standard error of the mean. Be sure that each table is cited in the text. If you use data from another published or unpublished source, obtain permission and acknowledge that source fully. Figures should be numbered consecutively according to the order in which they have been cited in the text.

Only six tables/figures are permitted.

Units of Measurement: Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or litre) or their decimal multiples. Temperatures should be in degrees Celsius. Blood pressure should be in millimetres of mercury unless other units are specifically required by the journal.

Abbreviations and Symbols: Use only standard abbreviations; the use of non-standard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript.

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Dual publication: If the material in a submitted article has been published previously or is to appear in part or whole in another publication, the Editor in Chief must be informed. If the same paper appears simultaneously elsewhere or has previously been published or appears in a future publication, then the author will be black-listed for the JBNC, and future articles of the author will be rejected automatically.

Privacy Statement

The names and email addresses entered in JBNC will be exclusively for the stated purposes of the journal and will not be made available for any other purpose or to any other party.

Manuscripts Submission Checklist

By submitting a manuscript, the author agrees to the following:

1. The manuscript should be original and free from plagiarism.
2. The manuscript should not be a simultaneous submission or under consideration for publication in another journal.
3. Authorship should be duly filled and all authors should be aware of authorship. The corresponding author shall be solely responsible in case disputes arise.
4. Authors will retain the copyright of their articles and the articles will be published with a CC-BY license which permits use, distribution and reproduction in any medium, provided the original work is properly cited.
5. Conflict of interest if any must be mentioned at the end of the manuscript.

While submitting your manuscript please make sure you have submitted the following documents:

- a. Cover letter
- b. Institutional Review Committee (IRC) approval letter
- c. Original manuscript
- d. Authorship declaration form with all authors' signatures
- e. Supplementary files

PRESENTATION FORMAT

- a. Double spacing, 12-point font
- b. Margins 2.5 cm from all four sides
- c. The title page contains all the desired information
- d. The title should not contain abbreviations
- e. The abstract page contains the full title of the manuscript and does not use abbreviations
- f. Abstract provided (not more than 250 words for original article and 150 words for case reports)
- g. Structured abstract provided for an original article
- h. Keywords provided (3 to 5 words)
- i. Headings in title case (ALL CAPITALS, not underlined)
- j. References cited in superscript in the text without brackets
- k. References according to the journal's instructions

TABLES AND FIGURES

- a. Number within specified limits.
- b. No repetition of data in tables/graphs and text
- c. Actual numbers from which graphs were drawn, provided
- d. Figures necessary and of good quality (colour)
- e. Table and figure numbers in Arabic letters
- f. Figure legends provided (not more than 40 words)
- g. Patient's privacy is maintained
- h. Credit notes for borrowed figures/tables provided
- i. **Only six tables/figures** are permitted.

LANGUAGE AND GRAMMAR

- a. Uniformity in the language

- b. Use correct grammar, punctuation, and word synthesis
- c. Abbreviations spelt out in full for the first time
- d. Numerals from one to nine are spelt out
- e. Numerals at the beginning of the sentence are spelt out
- f. Use abbreviated form only after using the full form when it first appears in the text except for the abstract.
- g. Avoid repetition of the same words and waste words