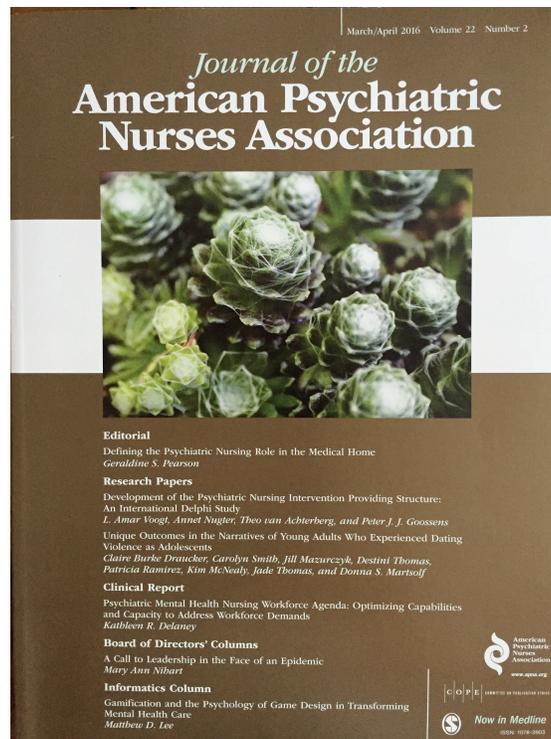
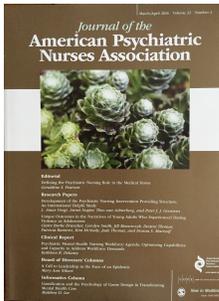


Journal of the American Psychiatric Nurses Association (JAPNA) Reviewer Manual

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“The basic requirement for a peer reviewer is knowledge of the field of focus of the submitted article . . . [and] the ability to read a manuscript and ascertain if it makes sense, uses sound research methodology, and gives reasonable conclusions is essential” (Pearson, G., JAPNA editorial, September/October 2016).

Welcome to the Review Panel

Thank you for agreeing to review manuscripts for the *Journal of the American Psychiatric Nurses Association (JAPNA)*. Your contribution as a reviewer ensures the high quality of the published content in *JAPNA* and, thus, the nursing literature.

This document explains *JAPNA*'s peer review process, provides instructions for performing a review for *JAPNA* and resources for improving your peer review, and describes publication ethics for reviewers.

Expectations

We expect our reviewers to:

- respond to review invitations in a timely manner (48 hours, if possible); it is perfectly acceptable to decline to review,
- alert the editorial office to any ethical issues (e.g., familiarity with manuscript, plagiarism, data falsification or fabrication, duplicate submission or publication) as soon as they are identified,
- alert the editorial office to any biases you may have about the manuscript as soon as they are identified (e.g., knowledge of who the authors are),
- read the manuscript thoroughly and thoughtfully, focusing on whether the paper demonstrates sound scientific rigor (methods and design) and significance, validity of data, and adequate description of the statistical analysis,
- know JAPNA's manuscript submission guidelines, available here <https://us.sagepub.com/en-us/nam/journal-of-the-american-psychiatric-nurses-association/journal201684#submission-guidelines>
- focus on the current paper and its conclusions. Don't ask the authors to revise the paper in a way that will result in a different paper. In this case, you should recommend the current paper be rejected.
- provide a complete, high quality review that will help the author(s) successfully, revise the manuscript, using respectful, professional language,
- let the editor know if you do not have the expertise to comment on a particular aspect of the paper (e.g., statistics),
- refrain from asking the authors for changes to the revised manuscript that were not requested in your original review,
- adhere to the set deadline or alert the editorial office that you need an extension
- adhere to confidentiality (manuscript and reviews are confidential. They cannot

be shared without the journal's permission).

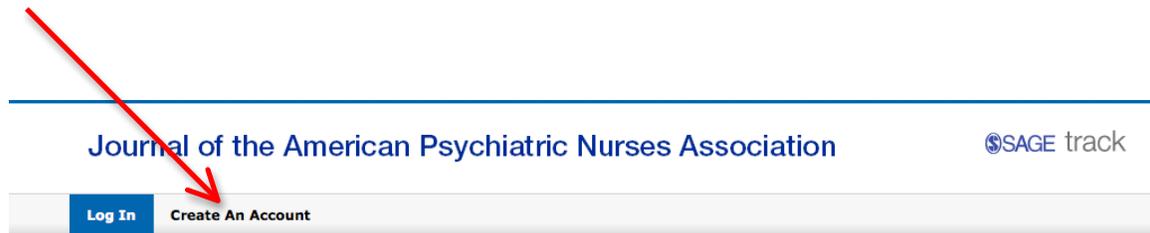
In summary, the *JAPNA* peer review process is important to the mission of APNA and the nurses it serves. We are sincerely grateful to you for the time and expertise that you provide in reviewing papers for our journal.

Geraldine Pearson
Editor
gpearson@uchc.edu

Kristen Overstreet
Managing Editor
Kristen@origineditorial.com

Creating an account in Sage Track

Go to <https://mc.manuscriptcentral.com/japna> and click on the "create account" link in the top left corner of the screen. The system will guide you through setting up your account and will e-mail you a user name and password. The next time you come to this page, enter your user name and password in the appropriate text boxes.



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When setting up your account in Sage Track, please take care in selecting the keywords for your account. Dr. Pearson will use these keywords (areas of expertise) to match you with appropriate papers. When Dr. Pearson identifies a manuscript that fits your area(s) of expertise, she will e-mail you an invitation to review the manuscript. The invitation will include the manuscript's abstract and links to click on to submit your response (see example below). If you click on the "agree" to review link, you will receive a second e-mail with instructions for accessing the manuscript and submitting the review.

22-Aug-2016

Dear Ms. Overstreet:

Manuscript ID JAPNA-2016-LR-0XX entitled "Manuscript Title" has been submitted to the Journal of the American Psychiatric Nurses Association.

As the editor of JAPNA I invite you to review this manuscript. The abstract appears at the end of this letter. Please let me know as soon as possible if you will be able to accept my invitation to review. If you are unable to review at this time, I would appreciate you recommending another expert reviewer. Please click the appropriate link at the bottom of the page to automatically register your reply with our online manuscript submission and review system. JAPNA is now indexed by Thomson Reuters and has an IMPACT factor of 1.535.

Journal of the American Psychiatric Nurses Association greatly values the work of our reviewers. In recognition of your continued support, we are pleased to announce that we have arranged with our publisher SAGE to offer you free access to all SAGE journals for 60 days upon receipt of your completed review and a 25% book discount on all SAGE books ordered online. We will send you details of how to register for online access and order books at discount as soon as you have submitted your review.

Once you accept my invitation to review this manuscript, you will be notified via e-mail about how to access Manuscript Central, our online manuscript submission and review system. You will then have access to the manuscript and reviewer instructions in your Reviewer Center.

I realize that our expert reviewers greatly contribute to the high standards of the Journal, and I thank you for your present and/or future participation.

Sincerely,
Geraldine S. Pearson, PHD, APRN, FAAN
Editor
Journal of the American Psychiatric Nurses Association
gpearson@uchc.edu

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Preparing Your Review Comments

- 1) Read carefully the instruction email that you receive from the journal (see example on pages 14-15). This email will include a link to the manuscript and a link to the system where you will submit your comments. It will also have specific instructions for you, such as alerting the editor if you feel you have a conflict of interest or would like to review the paper with a colleague. All manuscript files shared with you are confidential.
- 2) JAPNA relies on its reviewers to know the relevant literature in the topic area of the manuscript they are assigned to review, as well as to be able to identify if a study has been conducted correctly and has followed all ethical requirements, such as those required for human subjects. The reviewer will be asked to complete the score sheet (see page 9 for an example) to comment on these areas of the manuscript.
- 3) Reviewers are not expected to copyedit the manuscript. This will be taken care of at a later stage, and your valuable time is needed to evaluate the research, writing, significance, and quality of the manuscript. You are encouraged to add a sentence in your comments to indicate if the author needs to improve the clarity and/or accuracy of their writing.
- 4) Please alert the editor to any ethical issues, such as plagiarism (lack of citation), data falsification or fabrication, conflict of interest, copyright infringement, or human subjects violations that you identify in the manuscript. Institutional Review Board (IRB) approval should be noted in the methods section for research studies.
- 5) Note if the author has failed to cite relevant work previously published in the literature that relates to the manuscript topic.
- 6) Provide constructive feedback to the authors that will help them improve their paper with future revision; use professional and courteous language.
- 7) Review the reference list and note in your comments if it is not complete.
- 8) Make a clear recommendation to the editor about whether the paper should be accepted, revised, or rejected and tell her why. You will receive an email letting you know the editor's decision after she sends it to the author. Please understand that your recommendation is valuable and was taken into consideration even if the editor's decision did not concur with your recommendation. One of the other reviewers may have made a stronger case for a different decision.

Reviewer Score Sheet

1. Importance of Submission.
 - * Does the manuscript address a topic that is consistent with the scope and aims of JAPNA?
 - * Does it contribute new knowledge to the specialty?
 - * What is its significance?
2. Organization and Readability
 - * Is the purpose of the manuscript clearly defined?
 - * Does it present a clear and logical argument?
 - * Is the work grounded in recently published literature?
 - * Are the conclusions consistent with the data presented and are the implications sufficiently addressed?
 - * Are the strengths and limitations of the work acknowledged?
3. Methodological Assessment
 - * Does it offer appropriate method and design?
 - * Does it include an appropriate and adequate sample?
4. Adherence to Ethical Standards
 - * Were issues of human subject protection adequately addressed?
 - * Are there obvious copyright violation issues?
5. Manuscript Style and Formatting
 - * Evaluate writing style, organization, and clarity.
6. Overall ratings (Select Yes or No for each category)
 - * State of the art/science
 - * New/improved findings or ideas
 - * Clarity - Is the use of language clear and precise?
 - * Consistency - Are the inferences and conclusions congruent with the data/information presented?
 - * Conciseness - Are the ideas presented in an economical way?
 - * Readability - Is the content interesting?
 - * Readability - Is the content well-organized with logical flow?
7. Recommendation
 - * Accept as is
 - * Revise and Resubmit
 - * Reject
8. Confidential Comments to the Author
9. Confidential Comments to the Editor

Resources for Improving Peer Review

Sage Journal Reviewer Gateway:

Information for reviewers on ethics, how to review articles, purpose of peer review, etc.:
<https://us.sagepub.com/en-us/nam/page/journal-reviewer-gateway>

Reviewing Journal Manuscripts

Available at: http://www.nurseauthorandeditor.com/24329-Nursing-ReviewingMSS12ppsselfcover_8.5x11_for_web.pdf

This excellent guide should be read by all reviewers, as it provides the reader with a detailed overview of peer review, advice on reading for content, examples of how to write review comments, and specifics for reviewing quantitative, qualitative, and systematic review research articles. It is a how-to for the novice reviewer and a reference guide for the “expert.”

Ethics:

COPE (Committee on Publication Ethics) <http://publicationethics.org/>
Note especially the Ethical Guidelines for Peer Reviewers
<http://publicationethics.org/resources/guidelines>

Sage Ethics and Responsibility

<https://us.sagepub.com/en-us/nam/ethics-and-responsibility>

ICMJE (International Committee of Medical Journal Editors) <http://www.icmje.org/>

Reporting Guidelines:

EQUATOR Network <http://www.equator-network.org/>

Example of the Invitation to Review

02-Aug-2016

Dear Ms. Reviewer:

Manuscript ID JAPNA-2016-RP-XXX entitled "Manuscript Title" has been submitted to the Journal of the American Psychiatric Nurses Association.

As the editor of JAPNA I invite you to review this manuscript. The abstract appears at the end of this letter. Please let me know as soon as possible if you will be able to accept my invitation to review. If you are unable to review at this time, I would appreciate you recommending another expert reviewer. Please click the appropriate link at the bottom of the page to automatically register your reply with our online manuscript submission and review system. JAPNA is now indexed by Thomson Reuters and has an IMPACT factor of 1.535.

If you do not feel that you have the appropriate expertise or experience to review this manuscript, or you have a conflict of interest with this manuscript (e.g., personal, financial, intellectual, professional, political, religious, etc.), please decline to review by clicking the link at the bottom of this email.

Journal of the American Psychiatric Nurses Association greatly values the work of our reviewers. In recognition of your continued support, we are pleased to announce that we have arranged with our publisher SAGE to offer you free access to all SAGE journals for 60 days upon receipt of your completed review and a 25% book discount on all SAGE books ordered online. We will send you details of how to register for online access and order books at discount as soon as you have submitted your review.

Once you accept my invitation to review this manuscript, you will be notified via e-mail about how to access Manuscript Central, our online manuscript submission and review system. You will then have access to the manuscript and reviewer instructions in your Reviewer Center.

I realize that our expert reviewers greatly contribute to the high standards of the Journal, and I thank you for your present and/or future participation.

Sincerely,
Geraldine S. Pearson, PHD, APRN, FAAN
Editor
Journal of the American Psychiatric Nurses Association
gpearson@uchc.edu

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ABSTRACT:

Example of the Instruction Email

05-Aug-2016

Dear Dr. Reviewer:

Thank you for agreeing to review Manuscript ID JAPNA-2016-RP-XXX entitled "Manuscript Title" for the Journal of the American Psychiatric Nurses Association. Please try your best to complete your review in a timely manner.

In your review, please answer all questions. On the review page, there is a space for "Comments to Editor" and a space for "Comments to the Author." Please be sure to put your comments to the author in the appropriate space. Please do not edit this version of the manuscript for format or style. You may add a line to your comments to indicate that the author needs to address these issues in their revision, if appropriate.

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Thank you for evaluating this manuscript.

Sincerely,
Kristen Overstreet
Journal of the American Psychiatric Nurses Association Editorial Office
kristen@origineditorial.com