



From Scrubs to Scripts: A Nurse's Guide to Publishing

HHC Nursing EBP Council

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Step 1: Prep Work

Is this a HHC or academic project?

Did this go through HHC Nursing EBP Council or the IRB?

- If not: Start [here](#)

Who are your potential co-authors?

- See our [HHC Nursing Authorship Guidelines](#) for guidance
- Authorship order guidance: [CRedit](#)

Do you need writing support?

- If so, and this is an academic project, your school likely has a writing center.
- If you need literature search support, you can contact our [HHC Librarian here](#).
- Be strategic about selecting your co-authors! Enlist the help of someone who has multiple publications that can provide guidance!
- Connect with the HHC Nursing EBP Council Mentors for review/support!

Examples of Authorship Contribution Statements

- CRediT:

CREDIT Author Statement: **Underhill:** Conceptualization, Methodology, Software, Formal Analysis, Investigation, Data Curation, Writing-Original Draft & Review & Editing, Visualization; **Yackel:** Methodology, Software, Data Curation, Formal Analysis, Investigation, Writing-Original Draft & Review & Editing, Visualization, Project administration; **Nayak:** Methodology, Software, Data Curation, Writing-Review & Editing, Project administration; **Borondy-Kitts:** Conceptualization, Validation, Writing-Review & Editing; **Kim:** Conceptualization, Methodology, Investigation, Resources, Writing- review & editing, funding acquisition; **Castaldi:** Conceptualization, Methodology, Investigation, Resources, Writing- review & editing, , funding acquisition; **Cooley:** Conceptualization, Methodology, Validation, Formal Analysis, Investigation, Resources, Writing-Original draft and review & editing, Supervision, Project administration, Funding acquisition.

- Other Authorship Contribution Statements:

Authors' Contributions

Hayley Dunnack Yackel contributed to the study conceptualization and design, data collection, and data analysis. Anna-Rae L. Montano contributed to the data analysis. Both authors contributed to the creation and editing of the manuscript.

Step 2: Journal Selection

How do I pick a potential journal for submission?

- Look at your evidence base/Background section- where are the articles that you're citing published?
- Use CoPilot
- Use [JANE](#)
- OPEN access/ other costs for publication?

How do I know if this journal is appropriate?

- Is it predatory? Check [Beall's List](#)

What is required for submission?

- Check the Guide for Authors or Authorship Guidelines on the journal website!
 - This will give you the types of articles the journal publishes as well as the citation formatting, they require.

Step 3: Writing the Manuscript

Start with an outline based on your article-type

Use
CoPilot*

If collaborating with co-authors-
divide and conquer!

Assign
sections

Pay attention to word and page limits, formatting requirements.

Guidance
for page/
word limits

*Use of AI in your Publication

AI Disclosures

- Most journals require you to disclose whether you used generative AI or AI-assisted technologies in the writing process
- You may have to declare this with a written statement in a section of your manuscript

Declaration of generative AI and AI-assisted technologies in the writing process

During the preparation of this work the authors used ChatGPT to improve language and text readability. After using this tool, the authors reviewed and edited the content as needed and take full responsibility for the content of the publication.

Citation managers

zotero

- <https://www.zotero.org/>



- <https://www.mendeley.com/reference-management/mendeley-cite>



- <https://refworks.proquest.com/>

EndNote

- <https://endnote.com/>

Step 4: Submitting the Manuscript



Allow ample time for submission

This could take several hours depending on the journal.

You may have to create a username and login for the journal submission portal.



You may need to:

Identify key words

Write a Cover Letter to the Editor

(Ensure you follow the formatting guidelines and know who the Editor is!)

Create a blinded and un-blinded version of your manuscript

Complete a financial disclosure

Disclose any funding sources

Submit word/page counts



Cover letter example

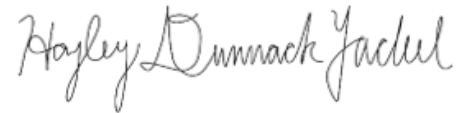
July 26, 2022

Dear Dr. Catherine Paterson,

We are submitting the manuscript, *Attitudes toward healthcare teams in a regional cancer institute: A cross-sectional survey study* for your consideration. The manuscript has not been published elsewhere and will not be submitted to another journal at any time while under consideration by *Seminars in Oncology Nursing*.

There are no potential conflicts of interest for the study authors.

Sincerely,



Hayley Dunnack Yackel, PhD, RN, CMSRN, OCN

University of Connecticut School of Nursing

Declarations page example

Ethical Considerations

The Nursing Evidence Based Practice Council of Hartford Healthcare waived the need for ethics approval and patient consent for the collection, analysis and publication of the retrospectively obtained and anonymized data for this non-interventional study.

Declarations

Funding: This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

Conflicts of interest: All authors declare that they have no conflicts of interest.

Ethics approval: Ethics approval was obtained from the Institutional Review Board at Hartford HealthCare in Connecticut, USA.

Consent to participate: All individuals were provided an information sheet to establish consent prior to study participation.

Declarations

Ethics approval and consent to participate

All methods were performed in accordance with the relevant guidelines and regulations. Ethics approval was obtained from the Institutional Review Board (IRB) at the Dana Farber Cancer Institute and Elimu prior to the beginning of this study (DFCI protocol #18-662). Informed consent was obtained from each participant.

Consent for publication

Not applicable

Availability of data and materials

The datasets used and analyzed during the current study are available from the corresponding author on reasonable request.

Competing interests

J.L.A. receives royalties from UpToDate as an Editor, and from Johns Hopkins University Press for all three editions of her book, *A Physician's Guide to Pain and Symptom Management in Cancer Patients*. The other authors declare no conflicting interests.

Funding

100% of this project was funded using Cancer Moonshot funding through SBIR contracts from the National Cancer Institute Phase I, Contract # 75N91018C00022/HHSN261201800022C, and Phase II, Contract # 75N91020C00019. The funding body played no role in the design of the study and collection, analysis, interpretation of data, and in writing the manuscript.

Step 5: Receiving a Response to a Submission

- Typically, journal Editors will do a first review of the submission and then if they want to move forward they will send it to reviewers to peer review.
 - If they do not want to move forward, they will send you an email letting you know your article will not be published.
 - Don't stop trying!!!
 - Submit to your second-choice journal
 - Make any edits or changes as suggested by the original Editor or if they suggest a different journal, try there!
 - You will have to re-format your manuscript to meet the requirements of the next journal which may take some time.
 - The Peer Review process could take weeks to months to find willing reviewers, gather their comments and revisions and get back to you so don't be discouraged!
- Updates on your manuscript review process will be sent to you via email or you can check the journal's submission portal for updates.

Step 5: Receiving a Response to a Submission (continued)



If you get a response back, there will likely be revisions required as suggested by the reviewers.



Celebrate! You've made it this far and the journal wants to publish your work!!



Revisions may be minimal or extensive- you can decide if they're feasible and you want to make them to publish in this journal.



Make a response to reviewer revisions table and address each comment/revision.



This could be an iterative process that takes several rounds of revisions/submissions before the reviewers and Editor are satisfied and want to move forward with publication.



Once the Editor is ready to publish, they will reach out to you with any additional requirements or disclosures that may need your signature.

Response to Reviewers Table

Thank you for a careful review and comments to strengthen our manuscript. Please find the reviewer's comments and our responses in the table below. All changes are highlighted in yellow on the manuscript.

Reviewer #1 Comments:	Author Responses:
Page 5, lines 104-106. Repetition. Please remove the two sentences on the ATIHCT as the tool has already been introduced.	Thank you for the comment. These lines have been removed.
In discussion / conclusion, please provide a detailed account of specific initiatives (known from the literature) to enhance interprofessional work in cancer care.	A section addressing specific initiatives to enhance interprofessional work in cancer care has been added to the discussion section (page 10). Thank you for the suggestion.
Please consider revising the title of your manuscript as follows: Attitudes toward interprofessional healthcare teams in a regional cancer institute: A cross-sectional survey study.	Thank you for the suggestion. The title has been updated accordingly.
The research aims and questions are clearly stated and answerable by the conducted research. The rationale from the study is clearly stated.	Thank you for your prior comments to improve this section.
There are some statements in the introduction that are not supported by references (e.g. lines 26-27, 31-34, 36-38, 41-42, 55-57)	References have been added to these statements. A few had reference numbers in the subsequent statements, so these have been included in both statements that originated from the reference. Additionally, lines 37-38 are a transition statement between review of literature so a reference is not needed here.
Process for consent is now clearly stated.	Thank you for your prior comments to improve this section.
1. In this revision the anticipated response rate is now listed as 20% (was 50% or lower previously). Please justify why a response rate of 20% was anticipated in this study. 2. Anticipated sample size has changed from 250 to 170 participants, please justify. 3. Addition of clarification regarding specific recruitment targets is clearly stated.	1. A statement and reference regarding the 20% response rate was added: A response rate of around 20% was anticipated after review of employee-based survey literature. 2. The sample size section was revised following discussion with a statistics expert. The anticipated sample size is now listed as 170 participants since that is 20% of our total number of employees (850). 3. Thank you for your comment.

- Be concise and address each comment
- Be courteous/respectful
- Try to be objective about the responses- its not personal. They reviewers don't know who you are.
- Follow the journal's requested format for in-text revisions (e.g. **bold**, **highlight**, etc.)
- Re-submit your manuscript with all the revisions and the table as outlined by the journal- this, again, will take some time!

Step 6: You're Published!

Your article may not be officially published for months

- It may be published online, ahead of print.

Share your article!

- HHC Nursing EBP Council
- VPs of Patient Care Services
- LinkedIn

Keep going!

- Are there pieces of the work you didn't include that you could submit as another manuscript?
- Can you move the project/research/ideas forward and collected additional data or describe regional/systemwide implementation?
- What other projects/ideas/research can you publish?

Questions?

Contact the HHC Nursing EBP Council!
HHCNursingResearch@hhchealth.org

[Sign up for our council!](#)

Hartford HealthCare

Hartford Hospital

