

**Nebraska Nurses Association
Commission on Nursing Practice and Professional Development**

**Guidelines for Preparing Written Educational Self Studies
For Publication in the *Nebraska Nurse***

Overview:

NNA proposes to offer contact hours for material in the *Nebraska Nurse*.

The goals are:

1. To promote professional practice by offering continuing education materials on a variety of important topics to nurses throughout the state.
2. To increase the availability of NNA contact hours through the use of the *Nebraska Nurse*; and
3. To generate revenue for NNA.

To achieve these goals NNA invites nurses to consider submitting material to be published in a continuing education format. NNA is committed to assuring that all material is of the highest quality. The following are guidelines for potential authors of continuing education material.

Content Guidelines:

The content should:

1. Reflect current nursing practice and promote the application of ANA Standards of Practice to patient care.
2. Reflect the latest scientific findings with appropriate references.
3. Address application to nursing practice.
4. Include discussion of the ethical and human rights impact of the material.

Format Guidelines:

The following is an example of a format that could be used for a Self Study to provide continuing education.

Title of Self Study

I. Introductory Material

Every Self Study should include an introductory section that explains the overall intent and process of the program. Included in the introductory materials are instructions

on how to proceed through the Self Study activity, procedure to follow when it is completed, how success will be determined, and deadlines, if applicable.

II. Overview/Course Description

This is a brief summary of the description of the Self Study. Topics for a Self Study activity should be a single concept or unit of study. That is, one Self Study should not “cover the world”.

A good abstract addresses three key questions:

- **what the topic is and why it is important;**
- **what the article contains (e.g. this article contains an account of research carried out to...); and**
- **what the main finding(s) are with a brief indication of the implications of the finding.**

In essence, your abstract, which typically should be no more than 250 words, is a précis of your article, and can be used to guide the writing of the article itself. The abstract can always be "tweaked" as well when the article is finished.

III. Learning Objectives

One or two learning objectives **per contact hour of material** should be provided. The objectives should be used to develop the pre- and post-test and the content of the learning module.

IV. Learning Activities

Learning activities are the most creative portion of the module for the person developing the self-study. In addition, the author is encouraged to use tables and case studies to provide information and examples.

V. References

Authors should use a standard accepted format for citing references. It is suggested that they use the APA Manual as it is commonly used by nurses and provides examples of citing many different types of references. Number your citations and list the corresponding references at the end of the article.

American Psychological Association. *Publication Manual of the American Psychological Association*. 5th ed. Washington, D.C.: American Psychological Association, 2001.

VI. Evaluation

A post-test that relates to the learning objectives must be included. Each test item should have rationale for the correct choice. The learning objective that the item is evaluating should be identified. The evaluation questions should be in objective format (e.g., multiple choice, matching, or true/false format).

VII. Information for the Author:

1. Prior to submitting an entire document, prospective authors should submit an abstract of the proposed Self Study activity manuscript **to the Commission on Nursing Practice and Professional Development at the NNA office. After determining that the topic is suitable for publication in the Nebraska Nurse, the author will be notified of which issue the article will be published in. Articles should be submitted 12 weeks prior to the publication date in order to accomplish all of the needed steps in the process.**
2. The Self Study, once accepted for publication, will become the property of NNA and the author waives all future rights concerning publication and reprints.
3. **Articles typically will be of sufficient length to award participants 1-2 contact hours. Since this is based on the amount of time it takes the individuals to complete the activity as established by the pilot test, the length of the article can vary with the complexity of the material. The preferred font is Times New Roman 12 pt. The preferred method of submission is electronic or on CD ROM. Send electronic submissions to ne.nurses@prodigy.net. CD ROM's can be mailed to Nebraska Nurses Association, P.O. Box 82086, Lincoln, NE 68501. Call the NNA office at (800) 201-3625 or (402) 475-3859, if you have questions.**
4. The Self Study activity will be evaluated by a “panel of experts” selected by NNA to establish content validity. Recommendations from reviewers will be returned to the author for revision if needed.
5. The Self Study activity will be pilot tested by a minimum of five individuals selected by NNA in order to correlate time spent to finish the Self Study with the number of continuing education units assigned.
6. The author should provide readers with a contact person and phone number to call if there are questions regarding the Self Study.
7. The author will receive a fee of \$250.00 per published self-study. This fee will be paid to the author within 3 months of study publication in the Nebraska Nurse. If an author chooses to waive the fee, the fee can be donated to the NNA Foundation and the author may receive a tax-deduction.
8. **Post-test results will be used to award contact hours and will be published in the same issue of the Nebraska Nurse as the Self Study.**

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