

Kansas State Nurses Association
Author Guidelines for Submitting a Manuscript for Publication
in *The Kansas Nurse*
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Criteria for Manuscripts:

1. The topic should be timely, presented in a logically organized and concise manner.
2. The topic should be relevant to nurses in Kansas, based on a broad readership appeal (clinicians, educators, administrators and private practice).
3. Writing must adhere to APA guidelines including reference format (6th edition).
4. Suggested length of the manuscript is no longer than six pages, double-spaced with a one-inch margin on all sides. Graphs, photographs, and bibliographies are included in the limit of six pages.
5. Preferred font is 12-point type with no bolding or italicized words in the text.
6. Submit manuscript document electronically to ksna@ksna.net in MicroSoft Word format.
7. A cover memo should include the author's name, home address and telephone number, work telephone number and fax number. If there are multiple authors include the same information for everyone. A brief author's bio should be included in the cover memo and a photograph of the author(s) should be attached in jpeg format.

Your willingness to share your expertise is appreciated and you will receive two complimentary copies of the journal in which the article is published. The deadline for submitting manuscripts is the 15th day of the month prior to possible publication. Submission of a manuscript to The Kansas Nurse offers no guarantee of publication.

Assignment of the author's copyright to KSNA is required by the author(s) of any manuscript chosen for publication. In addition, permission must be granted for KSNA to publish photograph(s). Forms will be provided to the author(s) by KSNA for these purposes.

Any questions regarding submission should be directed to the Managing Editor at the Kansas State Nurses Association, 1109 SW Topeka Blvd., Topeka, Kansas 66612-1602; telephone 785-233-8638 or email ksna@ksna.net.