Virginia Henderson International Nursing Library online research repository ("VHL repository" or "the repository")

Author Guidelines

Who may contribute:

Submissions to this repository may be made by authorized* individual nurses and/or nursing students. Membership in the Honor Society of Nursing, Sigma Theta Tau International (STTI) is **not** a requirement for submission. Although the primary author must be a nurse (nursing student), co-author(s) may work outside of the field of nursing.

Submissions must be made by the author as copyright holder of an original work. In the case of joint works where all parties involved intend for the work to be joined as an inseparable unit, one co-author, as joint-owner of the entire work, may choose to submit the item to the repository without permission of the other co-authors.

*Any person with a degree from a school of nursing with a program or programs accredited by the National League for Nursing Accrediting Commission (NLNAC) and/or the Commission on Collegiate Nursing Education (CCNE) or their equivalent for those submitters outside of the U.S. and/or the jurisdiction of the two aforementioned accreditation agencies.

What may be submitted:

Author-supplied descriptive fields/metadata and appropriate file(s) are hereinafter referred to as "Work(s)." Works submitted to the VHL repository are intended to be permanent contributions, not ephemeral works in progress, and should be ready for public dissemination at the time of their initial submission to the repository.

The Work to be submitted must be an original nursing research document created by the author/co-authors. Submitting another person's/entity's work is not permitted unless you are the copyright holder of that work or you are the officially authorized proxy and have a signed proxy agreement on file with the VHL repository administrator.

The Work must be related to the field of nursing.

The Work must be research-based and rely on solid, scientific methodology. General opinion pieces/editorials/commentaries (i.e., those works suited for magazines or blogs) are not acceptable.

The research may be primary (quantitative – qualitative) or secondary (statistical analysis – information research).

The Work may take the form of, but is not limited to, the following types:

Article pre-prints (the final draft as submitted to a journal prior to peer-review revisions and copyediting).

Article post-prints (the final version of the article after the peer-review revisions).

Articles as published (the final "as published" version of the article after peer-review revisions, copyediting, and formatting).

Conference presentations (slides and/or papers)

Datasets

Dissertations

Doctorate of nursing practice final projects

Faculty-created learning objects

Reports (technical, grant related, etc.)

Theses

Working papers

Submission Process:

Please see the submission instructions guide posted on the repository's "Helpful Guides & Info." tab.

Copyright Guidelines:

Placing Works in the VHL repository will not alter previously existing copyright ownership status. Contributing authors must represent that they either own or possess all the necessary rights to submit their Work to the repository. Agreement to the Non-exclusive Distribution License is a required step in the submission process.

The author may enter into separate, additional contractual arrangements for the non-exclusive distribution of a Work as long as such contracts do not conflict with the author's choice of a Creative Commons License in connection with the submission of the item.

Many publishers will allow the pre-print, post-print, and/or as-published version of articles appearing in their journals to be placed within an open-access repository (i.e., self-archiving). Please visit the SHERPA/RoMEO database to determine a publisher's/journal's policies on self-archiving.

The VHL repository is not responsible for any breaches of copyright or ownership for material submitted and posted in the repository.

The VHL repository is not responsible for any mistakes, omissions, or legal infringements within the Work nor is it obliged to undertake legal action on the submitting author's behalf in respect of the submitted material.

Item formatting:

The Work must be submitted in English, but authors may choose to attach a second copy of their Work in their native language as part of the submission. Only the English version will be reviewed.

A specific font, font-size, and line-spacing protocol is not prescribed by the VHL repository; however, the Work must be readily legible. Works that are difficult to read may be rejected so that the author may edit the font and resubmit.

All files uploaded during the repository submission process, whenever applicable, must be converted to Adobe PDF format. The author will have the ability to convert the file(s) to Adobe PDF file(s) during the submission process.

The system's submission process will prompt the submitting author to enter specific information related to the Work, such as title, item type, abstract, keywords, publishing information (if applicable), sponsor (if applicable), etc.

The abstract may be copied from the first few sentences or paragraphs of the Work but should not exceed 500 words. Alternatively, an original abstract may be created for the submission and should follow the standard format:

> Introduction
>
> Aims/Objectives
>
> Material & Methods
>
> Results/Discussion
>
> Conclusion

Submitted documents/files may be uploaded as multiple files if desired.

Peer-Review Process (Independent Submission Community Collections only):

Reviewers are placed in collections under the Independent Submissions Community based on interest-area expertise. To be qualified, they must hold a graduate degree in nursing and display expertise in their area by having published works in scholarly/scientific journals associated with

their field and/or by having previous experience as a peer-reviewer in a scholarly/scientific journal or other acceptable publishing venue.

Reviewers are vetted via the same qualifying procedure that assesses the reviewers for the STTI-sponsored events and grant process.

Reviewers are members of STTI, ensuring that they have demonstrated achievements in nursing and attained academic excellence.

Several reviewers may be assigned to each collection, but each item will be reviewed by only one reviewer. Submitting authors will not know the identity of the reviewer assigned to their submission.

Items are reviewed on the following criteria:

- The submitter must be the primary author, co-author, or copyright holder of the Work being submitted.

- The submitting author must be a qualified nurse as noted above. Co-authors do not need to be nurses.

- The submission must be related to nursing research.

- The submission must contain a full-text document (i.e., the submitting author must upload a file during the submission process.) This requirement does not apply to submissions made to the STTI Community: STTI Research Grants – Abstracts collection.

- The item topic must fit within the collection under which it was submitted

- The submitted item must be:

    Accurately and completely described by the author-supplied information description fields.

    Complete and ready (i.e., error free) for public dissemination as initially submitted.

    Scrubbed of any and all information of a sensitive, confidential, or proprietary nature. This includes faculty signatures on the Doctoral or Thesis Committee signature page.

- The submitted item must be based on sound scientific research methodology.

- The submission must be written in the language of the discipline (i.e., contain specialized terminology that would normally be present in works of this discipline/area).

Items are not copyedited and/or scrubbed of sensitive materials during the review or posting process. This responsibility remains solely with the submitting author.

Withdrawal and Retention of Items:

Submitting authors do not have authorization to remove items from the repository once they have been posted. The goal of the VHL repository is to disseminate nursing research on a global basis and preserve it indefinitely. The repository will allow contributors to submit a subsequent submission with revisions/amendments, but will not remove the original item. The repository is not suited for ephemeral materials and items that need frequent revision.

In certain circumstances (such as copyright infringement, plagiarism, falsification of data, or similar circumstance) the staff of the VHL repository will remove full-text documents/materials from public view, but leave the permanent link to the abstract information in order to preserve the record according to industry standards and best practices. An author, who has submitted items under the circumstances mentioned above, will be barred from making further contributions to the repository.

The VHL Repository reserves the right to reject items that do not adhere to the standards and principles of the Honor Society of Nursing, Sigma Theta Tau International.

Persistent Access:

The VHL repository intends to preserve and provide access to the works posted in the repository's collections indefinitely as part of its commitment to collect, preserve, and disseminates digital materials related to all aspects of nursing research.

Each accepted and posted submission will have a handle that will serve as an enduring link to all of the item's metadata and files.

Links to content reference outside the repository cannot be guaranteed.