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# GUIDELINES FOR CONTRIBUTORS

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*Nursing History Review*, the official publication of the American Association for the History of Nursing, is a peer-reviewed journal, published annually. **Original research** manuscripts are welcomed in broad areas related to the history of nursing, healthcare, health policy, and society. The *Review* defines original research as research based on primary sources. Authors should set their argument within the context of the published literature about their topic—at times using the secondary literature as historical context, and at times reinterpreting past arguments.

The *Review* regularly publishes articles that later appear as chapters in books. AAHN holds the copyright and the author and/or publisher must formally request permission to reprint the article at [aahn@aahn.org](mailto:aahn@aahn.org). The article must predate the publication of the book.

## Article Submission

Initial submissions or queries about manuscripts should be sent to the editor, Jane Brooks, at [jane.brooks@manchester.ac.uk](mailto:jane.brooks@manchester.ac.uk) with subject line “**NHR VOL. [##] SUBMISSION: [Article Title].**” The *Review* prefers manuscripts of approximately 12,000 words, inclusive of endnotes.

Book and Media Reviews (600–900 words) should be sent to the corresponding editors listed below:

Book Review Editors: Annemarie McAllister, [amnurs@aol.com](mailto:amnurs@aol.com) and Jane Brooks, [jane.brooks@manchester.ac.uk](mailto:jane.brooks@manchester.ac.uk)

Media Review Editor: Lydia Wytenbroek, [lydia.wytenbroek@ubc.ca](mailto:lydia.wytenbroek@ubc.ca)

## Title Page

On a separate page (page 1) include the following information:

Title of article: Ensure that the article title clearly communicates the contents of the article. Keep it short.

Author Information: include the **names, degrees, affiliations, and contact information** for each author. For example: Arlene W. Keeling, PhD, RN, FAAN, Professor Emerita, University of Virginia School of Nursing, Charlottesville, VA, awk2z@virginia.edu

List authors in order of greatest contribution to least.

The *Review* doesn't not require an abstract or keywords.

## Manuscript Presentation

State your argument early in the article.

Use Microsoft Word, double spaced, with 1-inch margins (the "normal" margin setting in MS Word), using 12-point Times New Roman.

Insert page numbers, starting with number 1, at lower right-hand corner.

Headings should be flush left, using title caps, bolded, and italicized. For example: ***Nursing in Times of Change***. Space down twice before each heading. These articles should not include subheadings.

Manuscripts must be prepared using the guidelines specified in the **Chicago Manual of Style 17th Edition** (see examples below.)

In your article, be sure to **emphasize the historical narrative** rather than quantitative analysis. Use paragraph form and third person voice. Avoid using passive voice. (e.g., "The boy was hit by the bus." Instead use active voice: "The bus hit the boy.")

## Quotes/Extracts/Excerpts:

If forty words or less, enclose in quotation marks and "run- in" to the surrounding text.

If **more than forty words**, set off from the rest of the text (i.e., start a new line and indent the entire quote). Try to keep long quotations to less than hundred words.

Include an endnote, giving **full source information and the exact page number of the quote**.

Avoid use of extremely lengthy quotes and extracts as they often require permission (the definition of fair use varies from rightholder to rightholder).

## Acronyms

If you choose to create an acronym due to excessive use of an organization or name, at the first occurrence spell out the name in full and provide the acronym in parenthesis. For example, Nursing History Review (NHR).

## References

**Use endnotes.** Accurate and complete reference information is critical. The *Review* Editor and Texas Christian University Press' copyeditors will assist in ensuring that references are styled to *Chicago Manual of Style* requirements, but we rely on our authors for reference accuracy, currency, and completeness. The goal is for the author to provide enough information so that another student or author can locate the book, article, or an archive containing original information. Be sure to include page numbers when available.

**Book:** John M. Barry, *The Great Influenza: The Story of the Deadliest Pandemic in History*, rev. ed. (New York: Penguin, 2005), 135.

**Journal:** Fannie F. Clement, "The Red Cross: The American Red Cross Town and Country," *The American Journal of Nursing* 15, no. 7 (1915): 580–84 (quote p. 581).

## Tables

The presentation of your table/box/and so on should be as simple as possible to ensure it can be read easily on a phone or other device, with **no more than five columns**.

Be sure every table has a descriptive title that clearly communicates the contents.

Number tables, boxes, and so on sequentially using for example, “Table 1.”

Be sure to mention/cite all tables within the text. Include a locator/placement instruction (e.g., <INSERT Table 1 ABOUT HERE>).

Place tables at the end of the manuscript. If the table is original to your chapter: Indicate this as a footnote enclosed in pointy brackets (< >) that reads “<**original to the author**>” to guide our copyeditors and permissions team.

## Art/Photos

Submit line art (drawings, charts, graphs) at 600 to 1,200 dots per inch (dpi).

Halftones (photos) at 300 dpi as TIF files at a size no smaller than 4 × 5 inches. Label in 8-point sans serif type (Calibri or Ariel). Make sure to include photo source: (e.g., archive from which it was taken). All photos will need permissions, obtained by the author.

Include a locator/placement instruction (e.g., <INSERT FIGURE 1 ABOUT HERE>).

## Contributor Agreement

A signed contributor contract is **required from each author of the chapter, not just the lead or contact author**. Read the contract carefully; be sure to include disclaimers, government employee status, and so on. An editor from Texas Christian University Press will send this to you via DocuSign upon acceptance of the final article.

## Conflicts of Interest/Acknowledgments

Authors must inform the editors of any institutional or organizational funding that has supported research related to the manuscript. This must also be indicated in the manuscript’s acknowledgments. Acknowledgments should be placed at the end of the manuscript.

## Wellcome Trust

The publisher of the *Review* understands that research supported by the Trust are obligated to post final versions in a *Wellcome Trust* approved archive. Editors will continue to work with the Trust's requirements, **but authors must notify the editors upon submission of the manuscript.**

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## Additional Helps for Preparing the Manuscript

1. Your article should be an historical narrative (tell a story) rather than a qualitative study. Oral histories should be treated as a data source, and excerpted or summarized, and the person's name included in the article. Historians cite their sources.
2. Provide background information on the historical context of the issue being discussed.
3. Create a clear chronology of events within the narrative. Focus on issues of class, gender, and race as well as the context of place, as both geographic and sociopolitical.

4. Be sure that the topics/aims listed in the introduction are discussed in the manuscript. Organize your article with subject headings that reflect the topics in the introduction. The conclusion should also include the topics/aims that you presented. Do not make sweeping conclusions.

5. Nurses (or healthcare workers in general) should be central to the article: include who, what, why, and when.

6. Be certain to answer the question: how does this story matter on the larger scale of history.

7. Use both primary and secondary sources, and be sure to cite the most recent and academic scholarship on your topic.

8. Your article should be more than a report of facts; use the facts to support your thesis/argument.

9. Oral presentations must be adequately revised to a written formal manuscript that clarifies any background information for the reader. Be sure to eliminate writing in the first person.

10. Avoid using passive voice. Example: *The dressings were changed and medication was given.* Change to: *The nurse changed the dressing and gave medication.*

## Chicago Manual of Style Basics

### Numbers

Spell out whole numbers from one through one hundred, all round numbers, and any number beginning a sentence.

Spell out “percent” but not the number: 45 percent

Spell out: twentieth century

### Capitalization

“Chicago generally prefers a ‘down’ style—the parsimonious use of capitals” (CMS 8.2).

Examples:

the general hospital	Massachusetts General Hospital
the head nurse	Head Nurse Lucille Graham
the medical director	Medical Director Jane Smith
the medical examiner	Medical Examiner Jennifer Powell

Endnote Examples

**Book:** John M. Barry, *The Great Influenza: The Story of the Deadliest Pandemic in History*, rev. ed. (New York: Penguin, 2005), 135.

**Journal:** Fannie F. Clement, “The Red Cross: The American Red Cross Town and Country,” *The American Journal of Nursing* 15, no. 7 (1915): 580–84.

**Letter:** James Oglethorpe to the Trustees, 13 January 1733, Phillipps Collection of Egmont Manuscripts, 14200:13, University of Georgia Library (hereafter cited as Egmont MSS).

**Memo:** Memorandum by Alvin Johnson, 1937, file 36, Horace Kallen Papers, YIVO Institute, New York.

**Email/telegram:** Burton to Merriam, telegram, 26 January 1923, Charles E. Merriam Papers, University of Chicago Library.

