

PHASE FOUR: SHARING CRITICAL CARE FAMILY ASSISTANCE PROGRAM

TOOL 34 – PREPARING TO SUBMIT A CCFAP ARTICLE TO A PROFESSIONAL JOURNAL

Instructions: Follow the steps in the following planner to help you identify a journal to report your findings or to publish a professional article about your program.

Stakeholders	Role(s) in CCFAP
1. Select audience	<ul style="list-style-type: none"> ■ Who is your audience? <ul style="list-style-type: none"> ■ Nurse (critical care) ■ Physician (critical care) ■ Hospital administration ■ Social worker ■ Other support services
2. Determine the best publication to reach your audience	<ul style="list-style-type: none"> ■ Consider the special report section of research-based journals, if you are not ready to present your final data ■ Look at journals that may be of interest, and read sample articles ■ Use the listing of journals provided in this section to find journals outside your field
3. Select type of publication according to your purpose	<ul style="list-style-type: none"> ■ Decide if you are presenting data or a research study; then pursue scholarly journals ■ Decide if you are presenting process data or information about your program; then pursue management journals or consider a professional, feature article in a journal
4. Determine submission requirements for the target journal	<ul style="list-style-type: none"> ■ Consider publication and marketing strategies for your article ■ Determine whether it is a data-based article vs a replication-based article ■ Review previous articles published by the journal ■ Read submission requirements from the publisher
5. Set a timeline for writing, reviewing, and submitting the article	<ul style="list-style-type: none"> ■ Develop a timeline for your article ■ Assign sections, if necessary, to team members, and provide deadlines for work to be complete ■ Have article reviewed critically by peers prior to submission