Instructions to authors

Revised: April 2026

The Journal of Korean Academy of Nursing Administration (JKANA) is the official journal of the Korean Academy of Nursing Administration and is published five times a year (regular issues on March 31, June 30, September 30, and December 31, and a special issue on January 31). The journal publishes research that contributes to the advancement of nursing science. Articles include studies related to nursing practice, nursing education, nursing administration, and health policy; studies addressing health issues related to nursing; and studies that examine the practical application of research findings. Manuscripts submitted to the Journal shall be prepared specifically for the Korean Academy of Nursing Administration.

Research and Publication Ethics

All studies involving human or animal subjects shall state in the Methods section whether the study was reviewed and approved by the relevant ethics committee (Institutional Review Board [IRB], where applicable) and shall provide the approval number. Manuscripts containing research misconduct, such as falsification, fabrication, or plagiarism, in the reporting of research results may be rejected following review by the Ethics Committee. Any conflicts of interest shall be disclosed. All persons listed as authors shall have participated sufficiently in the research to take public responsibility for the content of the manuscript. Detailed matters concerning research ethics shall be governed by the Journal's Research and Publication Ethics Policy and the ethics-related provisions of the Submission and Publication Policy.

Artificial Intelligence (AI)-assisted technologies

At submission, authors must disclose on the title page whether artificial intelligence (AI)-assisted technologies, such as large language models (LLMs), chatbots, or image generation tools, were used in preparing the manuscript. If AI tools were used, their purpose and manner of use should be described in the appropriate section of the manuscript according to how they were used. If AI was used for language editing, this should be stated in the Acknowledgements section. If AI was used in research procedures, such as data collection, processing, analysis, or the generation of images or tables, this should be described in detail in the Methods section. Any other use should be disclosed in an appropriate section of the manuscript according to the type of AI tool and its purpose. AI and AI-assisted technologies may not be listed as an author or co-author, nor cited as an author. All legal and ethical responsibility for the submitted materials, including their accuracy, integrity, originality, and proper citation, rests solely with the human authors.

Authorship

Members of the Korean Academy of Nursing Administration may submit manuscripts. The first author and the corresponding author must be full members of the Academy. However, this requirement shall not apply to authors affiliated with institutions outside Korea.

JKANA follows the recommendations for authorship set out by the ICMJE (2026) (https://www.icmje.org/icmje-recommendations.pdf). Authorship credit should be based on the following: 1) substantial contributions to the conception or design of the work, or to the acquisition, analysis, or interpretation of data for the work; 2) drafting the work or reviewing it critically for important intellectual content; 3) final approval of the version to be published; and 4) agreement to be accountable for all aspects of the work to ensure that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Any designated author should meet all four criteria for authorship, and anyone who meets all four criteria should be identified as an author. The authors have confidence in the integrity of the contributions of their coauthors. All other contributors not listed as authors should be mentioned in the Acknowledgements section. When a master's thesis or doctoral dissertation is submitted for publication, the first author should be awarded the degree and declare that the content is from the thesis or dissertation.

The corresponding author is the author who takes responsibility for the entire manuscript submission process. The corresponding author determines the inclusion of co-authors and the order of authorship. The corresponding author must circulate the final manuscript to all co-authors and notify them of the submission in order to obtain their confirmation. If revision is required after peer review, the corresponding author must also inform all co-authors and obtain their approval. At the time of submission, all authors must provide their ORCID iD, which can be created at

https://orcid.org.

Any addition, deletion, or rearrangement of author names in the authorship list may be made prior to the initiation of peer review. Any changes thereafter require prior approval by the Editorial Board before a final decision is made on the manuscript. To request such a change, the corresponding author must submit the following to the Editorial Board: (a) the reason(s) for the change in the author list; (b) written confirmation from all authors that they agree to any addition, removal, or rearrangement of author names; and (c) reasonable supporting documentation. If the manuscript has already been published online, any such request will be decided upon through discussion by the Editorial Board, and all approved changes will be published in a corrigendum.

Co–first authorship and co–corresponding authorship are, in principle, not permitted. Only one corresponding author may be designated, and the corresponding author assumes full responsibility for all aspects of the manuscript, including its content, peer review, and publication.

Types of Articles and Reporting Guidelines

The following types of articles may be published in the journal. Manuscripts should be prepared in accordance with established reporting guidelines appropriate to the study design. A collection of reporting guidelines by study design is available at http://www.equator-network.org.

Observational cohort, case-control and cross-sectional studies
Strengthening the Reporting of Observational Studies in Epidemiology (STROBE)
Meta-analysis of Observational Studies in Epidemiology (MOOSE)

Qualitative studies
Consolidated Criteria for Reporting Qualitative Research (COREQ)
Standards for Reporting Qualitative Research (SRQR)

Quasi-experimental/ non-randomized trials
Transparent Reporting of Evaluations with Non-randomized Designs (TREND)

Randomized (and quasi randomized) controlled trials
Consolidated Standards of Reporting Trials (CONSORT)

Study of Diagnostic accuracy/assessment scale
Standards for the Reporting of Diagnostic Accuracy Studies (STARD)

Systematic Review and meta-analysis
Preferred Reporting Items for Systematic Reviews and Meta Analyses (PRISMA)
Meta-analysis of Observational Studies in Epidemiology (MOOSE)

Quality improvement studies
Standards for Quality Improvement Reporting Excellence (SQUIRE)

1. Research papers: Original research reporting empirical findings, including quantitative, qualitative, and mixed-methods studies, as well as instrument development and experimental studies. For instrument development or validation studies, the original version of the developed instrument must be submitted at the time of submission and, if accepted, may be published online as a supplementary appendix.
2. Reviews: Reviews should provide a comprehensive, evidence-based synthesis with critical analysis and lead to a reasoned conclusion. This category includes a wide range of review studies, such as systematic reviews and scoping reviews.

Manuscript Preparation

Manuscripts may be written in Korean or English. Manuscripts should be prepared on A4 paper with margins of 30 mm at the top and 25 mm at the bottom, left, and right. The text should be formatted in Shinmyeongjo or Times New Roman font, 10-point size, with 200% line spacing. Page numbers should appear at the bottom of each page. The manuscript should not exceed 20 pages, including the English abstract, main text, tables, figures, and references. The manuscript should be organized in the following order: title page, abstract and keywords, main text, references, tables, and figures. Abbreviations, drug names, references, tables, and figures should be prepared in accordance with the National Library of Medicine (NLM) style (http://www.nlm.nih.gov/citingmedicine).

▪ Title Page
As this journal employs a double-blind peer review process, identifying information such as the authors' names and institutional affiliations should be included only on the title page. The title page must follow the prescribed format and should include the following:
1. Title
2. Type of paper
3. Authors: Names of all authors, affiliations, positions, and the ORCID iDs of the first author and the corresponding author.

4. Corresponding author: Name, address, telephone number, and email address.
5. Keywords
6. Disclosures: Thesis or dissertation status, conflicts of interest, and sources of research funding or grant support
7. Notes to the Editor
   1) Previous presentation or submission history of the same manuscript
   2) Previous presentation or submission of manuscripts on a similar topic, involving similar participants, or based on the same data set
   3) IRB approval: approval number, approving institution, and approval date
   4) Permission to use research instruments
8. Disclosure of the use of Artificial Intelligence (AI)-assisted technologies

▪ Abstract and Keywords

The abstract should be written in English and presented on a separate page. It should not exceed 200 words. The abstract should be structured under the headings Purpose, Methods, Results, and Conclusion, and written as a single paragraph without line breaks, within 200 words excluding the title and author names. Up to five English keywords that reflect the content of the manuscript should be provided immediately after the abstract. In principle, keywords should be selected from the Medical Subject Headings (MeSH) Browser (www.nlm.nih.gov/mesh/MBrowser.html), although additional keywords relevant to the study topic may also be used.

▪ Main Text

1. In principle, the main text shall be organized in the following order: Introduction, Methods, Results, Discussion, Conclusion, and References. However, for review articles, the structure of the main text may be modified as appropriate to the content.
2. Introduction: The background and purpose of the study should be presented concisely and clearly. The description of the background should include only information relevant to the study objectives.
3. Methods: The Methods section should be presented under the following subheadings, in order: study design, participants, research instruments, data collection, ethical considerations, and data analysis. The methods should be described in sufficient detail to allow replication. Well-established methods may be described briefly with appropriate references, whereas new methods or modifications of existing methods should be described in detail. Unless the research topic is limited to women, study participants should include both men and women. With regard to ethical considerations, authors must provide the IRB approval number as evidence that the study was initiated after obtaining approval from the Institutional Review Board. If exemption from IRB review or waiver of informed consent was granted, supporting documentation must also be submitted.
4. Results: The Results section should present the processed findings clearly and logically. Do not repeat in the text all data presented in tables or figures; only the most important findings should be summarized.
5. Discussion: The Discussion should emphasize the most important or novel findings of the study and should not repeat information presented in the Introduction or Results. The findings should be interpreted in relation to relevant previous studies, and the implications, limitations, and recommendations should be addressed.
6. Conclusion: The conclusion should briefly present only the final conclusions in relation to the study objectives and should not repeat the methods or results.
7. References: References should be written in English. In principle, the number of references should not exceed 50. However, exceptions may be made for meta-analyses and systematic reviews.

▪ Tables, Figures, and Photographs

1. Tables, figures, and photographs should be prepared in English, with no more than five in total. The content of tables and figures should not overlap. Each table and figure should be presented on a separate page.
2. The content of tables, figures, and photographs should be clear and self-explanatory.
3. Guidelines for Table Preparation
   1) Use single lines only; do not use vertical lines.
   2) The title of the table should be placed above the table, and the first letter of each major word should be capitalized.
      Example: Table 1. Results of Analyzing Structural Model
   3) Tables should be numbered in the order in which they are cited in the text.
   4) Provide explanatory information in a footnote, if needed. All nonstandard abbreviations used in a table should be explained in a footnote below the table.
      Example: PF = physical function; PS = psycho-social; SM = safety management.
   5) Use symbols for footnotes in the following order: *, †, ‡, §, ||, ¶, #, **, ††. Explanations for superscript symbols should be placed

at the lower left of the table.
*Example: *Specialty nursing unit; †Multiple responses.*

6) In demographic characteristics, sex should be recorded as Man/Woman, and age as "yr". The mean values for age, weight, and height, as well as their units, should be reported to one decimal place.
7) Include a leading zero before the decimal point when the value can exceed 1, and omit the leading zero when the value cannot exceed 1.
Example: $t=0.26$, $F=0.92$, $p<.001$, $r=.14$, $R^2=.61$
8) p values should be reported without footnotes and presented as exact values, rounded to three decimal places.
Example: $p=.003$, If the p value is .000, it should be reported as $p<.001$.

4. Guidelines for Figures and Photographs
1) Figure titles should be placed below the figure, and only the first word should begin with a capital letter.
Example: Figure 1. Workflow diagram for the bar code medication administration and blood transfusion system.
2) Photographs should be at least 102×152 mm (4×6 inches) and should not exceed 203×254 mm (8×10 inches).
3) If there is more than one figure under the same number, alphabet letters should be added after the Arabic numeral to distinguish them.
Example: Figure 1A, Figure 1B
4) For photomicrographs of tissue specimens, indicate the tissue site, staining method, and magnification.
5) Symbols used in graphs should be in the following order: ●, ■, ▲, ◆, ○, □, △, ◇.

■ References

References must be accurate and complete. Authors are responsible for the accuracy of references and for ensuring consistency between in-text citations and the reference list.

■ In-text Citations

1. Citations should be written in English, and Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers (http://www.nlm.nih.gov/citingmedicine) should be consulted.
2. References should be numbered in the order in which they are cited in the text.
Example: Social Capital [1], Knowledge Management [2,3], Intellectual Capital [4–6].
3. Citations should be indicated using square brackets [ ] and numbered according to the order of citation. The same number should be used for repeated citations of the same reference.

■ Reference List

1. All references cited in the text must be included in the reference list. References should be listed in the order in which they are cited in the text.
2. References should be written in English in accordance with Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers, 2nd edition (http://www.nlm.nih.gov/citingmedicine). For books, only the first word of the title should be capitalized. For journals, the first letter of each word in the journal title should be capitalized, and the full journal name should be used.
3. If there are seven or more authors, list the first six authors followed by "et al."
Example: Wears RL, Janick B, Moorhead JC, Kellermann AL, Yeh CS, Rice MM, et al.
4. The DOI (Digital Object Identifier) should be included at the end of each reference to facilitate access and retrieval. Do not place a period after the DOI. DOIs can be searched at http://www.crossref.org/
5. Journals without official English titles should not be cited.
6. References should follow the examples below. For cases not covered by these examples, the guidelines of the Journal of Korean Academy of Nursing should be followed.

1) Periodicals
(1) Journal
Author(s). Article title. Journal title. Year;Volume(Issue):First page–Last page. DOI
Example: Single author
Butler AB. Job characteristics and college performance and attitudes: A model of work-school conflict and facilitation. Journal of Applied Psychology. 2007;92(2):500-510. https://doi.org/10.1037/0021-9010.92.2.500
Example: Three authors
Fujimoto T, Kotani S, Suzuki R. Work-family conflict of nurses in Japan. Journal of Clinical Nursing. 2008;17(24):3286-3295. https://doi.org/10.1111/j.1365-2702.2008.02643.x
Example: Seven or more authors
Cronenwett L, Sherwood G, Barnsteiner J, Disch J, Johnson G, Mitchell P, et al. Quality and safety education for nurses. Nursing Outlook. 2007;55(3):122-131.
(2) Forthcoming Journal Articles
Author(s). Article title. Journal title. Forthcoming. Expected print publication date.

Example: With known print publication date

Heale R, Dickieson P, Carter L, Wenghofer EF. Nurse practitioners' perceptions of interprofessional team functioning with implications for nurse managers. Journal of Nursing Management. Forthcoming 2013 May 9.

Example: Without known print publication date

Seo MH, Jeong SH, Lee MH, Kim HK. Burnout experience of HIV counseling nurses. Journal of Korean Academy of Nursing Administration. 2013. Forthcoming.

(3) Magazine Articles

Author(s). Article title. Magazine title. Year Month Day:Page(s).

Example: Epstein R. How the woman/man ratio affects sex, facial hair, and politics. Discover. 2012 October 4:202-204.

(4) Newspaper Articles

Author(s). Article title. Newspaper title. Year Month Day;Sect. Column.

Example: Cho C-U. Stem cell windpipe gives Korean toddler new life. The Korea Herald. 2013 May 2;Sect. 01.

2) Books

(1) Book

Author(s). Title. Edition. Publisher; Year. p. Page(s).

Example: Corbin J, Strauss A. Basics of qualitative research: Techniques and procedures for developing grounded theory. 3rd ed. Sage; 2008. p. 117-142.

Example: Kim HG. Theory and practice of career development. Dasan; 2000.

(2) Edited Books

Editor(s). Title. Edition. Place of publication: Publisher; Year.

Example: Gerrish K, Lacey A, editors. The research process in nursing. 6th ed. Wiley-Blackwell; 2010.

(3) No Author or Editor

Title. Edition. Publisher; Year.

Example: United Press International stylebook: The authoritative handbook for writers, editors, and news directors. 3rd ed. National; 1992.

(4) Translated Books

Original author(s). Translated title. Edition. Translator(s). Publisher; Year. Page(s).

Example: Laplace PS. A philosophical essay on probabilities. Truscott FW, Emory FL, translators. Dover; 1951.

3) Chapter in a Book

Chapter author(s). Chapter title. In: Editor(s). Book title. Edition. Publisher; Year. p. Page(s).

Example: Parker J, Wiltshire J. The handover: Three modes of nursing practice knowledge. In: Gray G, Pratt R, editors. Scholarships in the discipline of nursing. Churchill Livingstone; 1995. p. 151-168.

4) Research Reports

Author(s). Report title. Report type. Institution (e.g., university); Date of publication. Report number.

Example: Perio MA, Brueck SE, Mueller CA. Evaluation of 2009 pandemic influenza A (H1N1) virus exposure among internal medicine housestaff and fellows. Health Hazard Evaluation Report. University of Utah School of Medicine; 2010 October. Report No.: HETA 2009-0206-3117.

5) Theses and Dissertations

Theses and dissertations should, in principle, not be cited. If necessary, they should not exceed 10% of the total number of references.

Author(s). Title [type of thesis/dissertation]. Degree-granting institution; Year.

(1) Doctoral Dissertation

Example: Choi BH. The study of the influences of social capital and structural factors on innovative performance in industrial clusters [dissertation]. Seoul National University; 2009.

(2) Master's Thesis

Example: Jang WS. Analysis on organizational commitment in accordance with communication types of hospital organization [master's thesis]. Koshin University; 2004.

6) Citation of Secondary Sources

Secondary sources should be used only when the original source cannot be obtained. The reference list should indicate that the original source was cited through a secondary source.

Example: If Zhang et al.'s study is cited in Ha's study, the reference list should be written as follows.

Zhang Z, Luk W, Arthur D, Wong T. Nursing competencies: Personal characteristics contributing to effective nursing performance. Journal of Advanced Nursing. 2001;33:467-474. Cited by Ha NS, Choi J. An analysis of nursing competency affecting on job satisfaction and nursing performance among clinical nurses. Journal of Korean Academy of Nursing Administration. 2010;16:286-294.

7) Conference and Symposium Proceedings

When citing materials from conferences or symposia, it should be specified whether the source is unpublished and whether it was presented as an oral or poster presentation.

(1) Unpublished Oral Presentation (Oral Session)
Author(s). Title of presentation. Paper presented at: Name of conference; Date of conference; Place of conference. Location.
Example: Cho S-H, Lee JY, Lee HY, Mark BA. New graduate nurses who work in their school regions and nonmetropolitan hospitals. Paper presented at: The 8th international nursing conference; 2011 October 27-28; Sheraton Grande Walkerhill Hotel. Seoul.
(2) Unpublished Poster Presentation (Poster Session)
Author(s). Poster title. Poster session presented at: Name of conference; Date of conference; Place of conference. Location.
Example: Jang KS, Kim EA, Park H. The effects of an evidence-based nursing course using team learning for undergraduate nursing students. Poster session presented at: The 8th international nursing conference; 2011 October 27-28; Sheraton Grande Walkerhill Hotel. Seoul.

8) Web Sources
Author(s). Title [Internet]. Publisher; Year [cited Year Month Day]. Available from: URL.
(1) Individual Author
Example: Kim JH. Long-term care hospital optimal payment is different from system according to ADL [Internet]. Korea Healthlog; 2011. [cited 2012 Mar 23]. Available from: http://doc3.koreahealthlog.com/news/newsview.php?newscd=2011121400025
(2) Corporate Author
Example: Korean Hospital Nurses Association. Hospital nurses staffing state survey [Internet]. Korean Hospital Nurses Association; 2007. [cited 2009 Sep 17]. Available from: http://www.khna.or.kr/bbs/linkfile/2007/khna_070216.pdf

Peer Review

All submitted manuscripts undergo peer review by experts in the relevant field. Each manuscript is reviewed by two reviewers, and decisions are made as follows: accept, minor revision, major revision, or reject. If necessary, an additional review may be requested from a third reviewer. The final decision on publication is made by the Editor-in-Chief. Detailed procedures and criteria for peer review are governed by a separate Peer Review Policy.

Review and Publication Fees

A review fee of KRW 40,000 per manuscript is charged, and peer review begins only after payment of the review fee. For accepted manuscripts, the corresponding author is required to pay a publication fee of KRW 50,000 per page for proofreading, English editing, and journal production.

Copyright

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Manuscript Submission

Authors should submit manuscripts through the online submission system (https://submit.jkana.or.kr/). During the submission process, all authors must complete and submit a manuscript checklist together with the manuscript to confirm that the basic requirements for submission have been met. At the time of submission, the corresponding author must also submit, through the online submission system, a consent form signed by all authors regarding copyright transfer and disclosure of conflicts of interest.

Proofreading

After a manuscript has been accepted for publication, the galley proof will be sent to the corresponding author. The corresponding author must review the proof for typographical errors, formatting errors, and any omissions of tables and figures. Major changes, such as additions to or revisions of the content, are not permitted at this stage. The corrected proof must be returned to the Editorial Board within the designated period. The author is responsible for any problems caused by delays in returning the proof and for any errors not identified during the proofreading process.