



Author Guideline

Authors are recommended to submit the following documents:

1. Cover Page (separate file)
2. Main document should include the following:
 - A. Research title, abstract, and keywords (Page 1)
 - B. Manuscript text (Begins on Page 2)
 - C. References (Begin on a new page)

Note 1: Main document should not include any identifying information (authors names and/or authors institutions). Authors names, institutions, emails, and address are included in the cover page to facilitate double-blind peer-review process.

Note 2: Manuscript should be written in a Time New Roman font and font size should be (12 Point).

Manuscript Preparation

1. **Cover Page:** The cover page should be a separated file from the manuscript document. The cover page should follow this **EXAMPLE:**

Manuscript Title: **Time New Roman, Bold, 12 Point Font Size, Capitalized Each Word**

Authors: Author Name¹, Author Name², Author Name³

Corresponding author:

Name of Corresponding Author, Degree (e.g. PhD.), Institution Name

Email and Phone No: youreemail@gmail.com (+964 – 78-----) Mailing

address: Street address, City, Province, Country **Co—Authors:**

1st Co-Author Name, Degree (e.g. PhD.), Institution Name, City, province, Country

Email : 1stcoauthor@gmail.com

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2nd Co-Author Name, Degree (e.g. PhD.), Institution Name, City, province, Country

Email: 2ndcoauthor@gmail.com

Authors Notes to Editors (Please mark all the check boxes)

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format. Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

2. Manuscript Main Document (separated file from the cover page) includes:

- ❖ Manuscript title, abstract, and keywords (Page 1). Abstract should include background, aim, methods and materials, results, and conclusion, and it should be no more than 250 words.
- ❖ Manuscript text (begins on page 2) and should highlight the following: introduction, methods & materials, results, discussion, conclusion, limitation (if applicable), and research contribution (if applicable).
 - **Introduction** should include only relevant information and highlight the main theme of the manuscript.
 - **Methods section** should include research design, participants (number of participants and selection process), ethical considerations, materials & measures, and procedure and data analyses (if applicable).
 - **Results:** Authors should report only relevant results with clear description to participants demographic information (if applicable). Tables and figures should not be included in the results section. Tables and figures should be included after the

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references paper. Authors refer to a table number in the result section, for example (table 2 indicates that healthcare professionals demonstrate good practice).

- **References:** Reference list should be formatted in APA style, following the guideline of the *Publication Manual of the American Psychological Association, seventh edition*. Follow the <https://apastyle.apa.org/style-grammar-guidelines/references/examples>
- **Tables and Figures:** Figures, and tables are placed within the text at the appropriate points, rather than at the end. Tables should be in editable format. All symbols should be explained under the table.

Submit a Manuscript Online:

1. Before submitting a manuscript, authors are recommended to review [the Publication Ethics](#) of the KJNS.
2. Authors are recommended to prepare all the required documents listed in the author guideline before submitting their manuscript.
3. Authors are recommended to submit their manuscripts online at [Make a new submission](#).
4. Authors are required to [register](#) prior to submitting a manuscript. If already have an account, just submit a manuscripts online at [Make a new submission](#)
5. Authors are required to submit two separated files (the cover page and the manuscript main document).
6. Authors will be asked to provide the names and contact emails of at least two experts in their field who may be called to review the submitted manuscript. Provided names are not guaranteed to be nominated to review the manuscript.
7. Authors can follow the progress of the submitted manuscript through [view your pending submission](#)
8. Authors will be received an electronic email in every step the manuscript go through.

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Review and acceptance Process:

1. Submitted manuscript will be reviewed by the editorial team in terms of compatibility with the KJNS publication policy, publication ethical standards, and the journal scope. This process will take no more than 2 weeks.
2. All the submitted manuscript will be checked using "Turnitin" plagiarism checker software to determine their similarity index. Similarity scores 20 % or less are considered acceptable.
3. The manuscript will be sent to at least two reviewers after it fulfills the journal publication standards. Our review process is a double-blind peer review.
4. Reviewers' comments (if present) will be sent to correspondent author for revision. Revisions are made in *red color* and the revised manuscript is expected to be resubmitted online in 10 days.
5. Based on reviewers' decision, publication acceptance letter will be sent to correspondent author if reviewers recommended to accept the manuscript.

Publication Process:

1. Full article is published online after all the publication requirements are achieved.
2. KJNS is an open access journal, which makes all published article available for readers.
3. The KJNS offering all authors the permission to make their published articles accessible to public.
4. The average number of weeks between article submission & publication is 12 weeks.

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Publication Ethics

1. Authors are required to make a clear declaration about any conflicts of interest may be involved at any stage of their research even if they had no influence on the research, such as (financial, academic, personal, institutional).
2. Submitted manuscripts must contain a statement in the methods section about the protection of human subjects and approval by the appropriate institutional review board (IRB).
3. Authors are responsible for obtaining and providing written permission from copyright holders for reproducing materials from other authors, such as tables and figures.
4. Authors orders are listed based on their contribution to the study. Any changes to author order after manuscript submission will require written permission from all authors. Written permission must include original order of authors and the new author order.
5. KJNS will not accept manuscripts include falsification information.
6. Authors are expected to contact the Editor-in-Chief to appeal any editorial decision that they believe is unfair with the rationale for appealing the decision. The Editor-in-Chief will review the rationale with the members of the editorial board if needed and provide author with the appropriate response.

Publication Fees and Payment Process

1. Authors pay a one-time article processing charge (100,000 IQD) for authors from Iraq (national authors) to cover the costs of peer review administration and management, professional production of articles in PDF.
2. There will be no submission fee, charges for extra pages, or color charges.
3. Article processing charge are waived for international authors.
4. All the information regarding payment process is found in the following link: [Publication Fees and Payment Process](#)