

Canadian  
Council of  
Cardiovascular  
Nurses



Conseil canadien  
des infirmières et  
infirmiers en soins  
cardiovasculaires

# ***THE CANADIAN JOURNAL OF CARDIOVASCULAR NURSING***

## **Editorial Policies and Procedures**

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## PURPOSE OF THE JOURNAL

*The Canadian Journal of Cardiovascular Nursing (CJCN)* is published by The Canadian Council of Cardiovascular Nurses (CCCN). The mission of *The Canadian Journal of Cardiovascular Nursing* is to increase and broaden the scientific knowledge base of its readers by publishing papers that provide significant and novel information in the field of cardiovascular nursing. The Journal seeks to promote the exchange of knowledge that is relevant to all realms of cardiovascular nursing. The primary goal is to provide a deeper understanding of the clinical needs of patients and their families within the cardiovascular setting.

The Journal is managed by an Editor, Associate Editors, and Publisher. The policy of the Journal is to administer the double-blind, peer-review and publication process of submitted manuscripts that encompass research reports and articles directed at understanding various aspects of cardiovascular nursing.

*Throughout this document the term Board will be used to refer to the CCCN Board of Directors. The terms Editorial Board will be used to refer to the Editorial Board of the CJCN. Editor refers to Editor or Co-Editors.*

### **Types of Articles Accepted**

The CJCN is a scholarly, peer-reviewed scientific journal that is published three ~~four~~ times annually, featuring articles in both French and English. The Journal seeks to promote the exchange of knowledge that is relevant to all realms of cardiovascular nursing. The primary goal is to provide a deeper understanding of the clinical needs of patients within the cardiovascular setting. Articles that present a critical debate on the art and science of cardiovascular nursing practice, application of theory, cultural evaluation and implications of various practices within the cardiovascular setting, examination of decision-making and leadership, as well as the development of research and implications for evidence-based practice are welcomed for consideration.

The Journal provides a forum for research and theoretical papers, reviews that encompass systematic, scoping and meta-analyses, case reports, debates, and discourses relevant to cardiovascular issues. Letters to the Editor in response to articles or columns are also encouraged.

### **Circulation**

The CJCN is distributed to the membership of the Canadian Council of Cardiovascular Nurses/Conseil Canadien des Infirmières et Infirmiers en Soins Cardiovasculaires.

### **Bilingualism**

Articles are accepted and published in either of Canada's official languages (French or English). Abstracts for French manuscripts will be published in French and English.

## **EDITOR IN CHIEF**

In order to maintain the editorial independence of the Journal, the Editor in Chief manages the manuscript review process and makes final decisions for publication in the Journal.

### **Duties and Responsibilities**

The Editor in Chief of the CJC/N is responsible for the coordination and direction of editorial activities, with the objective of assuring consistency with the overall mission and the goals of the CCCN.

The Editor in Chief is responsible for ensuring that the content of the CJC/N is of high quality and reflects best practice in cardiovascular nursing.

The Editor in Chief has final decision-making authority over the editorial content of the Journal. Editorial decisions must be based mainly on the validity of the work and its importance to readers. The Editor in Chief has the option to seek input from a broad array of advisors such as reviewers, associate editors, and content experts.

The Editor in Chief will prepare an annual report for the CCCN membership to be included with all of the annual reports of the CCCN at the AGM including, a statistical summary of submissions and decisions about submissions, special issues, challenges and needs, and suggestions for Editorial Board policies.

The Editor in Chief will provide updates to the Board at all meetings/teleconferences summarizing the Editor in Chief's activities, the production of the journal, issues and concerns, and needs for editorial policies and procedures. The Editor in Chief will also make recommendations on budget items for the Journal.

### **Criteria for Appointment**

The Editor in Chief of the CJC/N is also the Director of Publications for CCCN and is elected by the membership. If there are no nominations, the Board of Directors of CCCN may appoint an interim Editor in Chief. The usual term is three years.

The criteria for appointment shall include:

- i. Cardiovascular expertise (minimum of 5 years current experience)
- ii. Current CCCN member
- iii. Doctoral preparation
- iv. Extensive publishing experience in peer-reviewed journals
- v. Experience on an editorial review board of a peer-reviewed journal

### **Evaluation**

The performance of the Editor of the CJC/N will be evaluated as required by the Board. The evaluation will be coordinated by the President of CCCN. Evaluation forms (see Appendix B) will be completed by three members of the Board, with direct input from the Associate Editors, and the Publishers. At the discretion of the President, one (1) or two (2) general members of CCCN will also provide input into these evaluations.

## **FRENCH EDITOR**

In the case of a non-bilingual Editor in Chief, a French Editor may be appointed by the Board of Directors CCCN. This appointment will be re-evaluated with each new Editor in Chief.

### **Duties and Responsibilities**

The French Editor is responsible for coordination of the manuscript review process for all French manuscript submissions, to include making recommendations regarding manuscript acceptance/rejection to the Editor in Chief.

The French Editor role may also include the duties and responsibilities of an Associate Editor for English manuscript submissions

### **Criteria for Appointment**

- i. Cardiovascular expertise (minimum of 5 years current experience)
- ii. Current CCCN member
- iii. Doctoral preparation preferred
- iv. Extensive publishing experience in peer-reviewed journals
- v. Experience on an editorial review board of a peer-reviewed journal
- vi. Fluently bilingual in French and English, with excellent oral, written, and reading skills in both languages

## **EDITORIAL BOARD**

### **Purpose**

The Editorial Board advises and assists the Editor in Chief in the editorial production of the journal and in establishing and implementing editorial policies and procedures for peer review of submitted manuscripts. The Editorial Board also assists with the evaluation of the Editor in Chief as requested by the CCCN President.

### **Board Selection, Size, and Length of Terms**

The Editorial Board consists of 8 to 10 individuals appointed for four-year terms. The terms of appointment are renewable.

Prior to the AGM, the Editor in Chief will contact all members of the editorial board to determine whether they are willing to remain on the Editorial Board for the coming year. On an annual basis, terms that are up for renewal, resignations, and applications for positions on the Editorial Board will be reviewed by the Editorial Board. The Editorial Board will make decisions about new membership.

Individuals serving on the Editorial Board are selected because of their knowledge of cardiovascular nursing practice and theory, expertise in research strategies and methods, and publication experience. The Editorial Board will also reflect a diversity of institutions, expertise, and geographic areas.

### **Criteria for Appointment to the Editorial Board**

Members of the Editorial Board are appointed by the Editor in Chief on the recommendations of

the Editorial Board.

Editorial Board members must\*:

- i. have at least 5 years of cardiovascular nursing expertise
- ii. hold a current CCCN membership
- iii. have a minimum of master's preparation
- iv. have publishing experience in peer-reviewed journals
- v. be able to work within an 8-week timeframe to review (or coordinate the reviews) of each manuscript
- vi. be willing to assume responsibility for at least 3 manuscripts per year and recommend appropriate reviewers external to the Editorial Board

\*Note: French/English bilingual Associate Editors must be fluently bilingual in French and English, with excellent oral, written, and reading skills in both languages

### **Duties and Responsibilities**

The Editorial Board assists the Editor to develop and implement editorial policies and procedures, solicit manuscripts to be considered for publication in the *CJCN*, recommend other reviewers, review manuscript submissions for possible publication in the journal, based mainly on the quality and validity of the work and its importance to readers, and mentor new authors. The Editorial Board also assists with requested reviews of the performance of the Editor in Chief and may assist in the search for and nomination of a new *CJCN* Editor in Chief. The Editorial Board also reviews annually the Journal's "Author Guidelines".

The Editorial Board shall meet at least annually at the CCCN's annual conference, in person or by teleconference. The meetings will be chaired by the Editor in Chief.

### **GUEST PEER REVIEWERS**

Guest peer reviewers may be selected by the Editorial Board members and will meet the established criteria:

- i. cardiovascular nursing expertise in a specific content area
- ii. 5 years current cardiovascular clinical practice experience
- iii. masters preparation preferred
- iv. publication experience
- v. member of CCCN

All peer reviewers will be acknowledged annually in the *CJCN*.

### **THE REVIEW PROCESS**

The review process is 'double blind' (reviewers are kept 'blind' to the identity of the manuscripts')

authors and institutions, and authors are kept ‘blind’ to the identity of the reviewers). The Editor in Chief’s choice of peer reviewers is aided by searching a database of reviewers on the basis of their areas of expertise and availability. Peer reviewers will have four possible options, for each manuscript:

- Accept; publish as is, with minor copy editing
- Accept; publish with recommended minor revisions
- Neither accept or reject; decision pending required major revisions; revise & resubmit, with 2<sup>nd</sup> blinded review, or
- Reject.

In deciding whether to accept or reject a manuscript, a reviewer must decide whether it aligns with the mission and scope of the Journal.

### **Manuscript Review**

All manuscripts must be submitted using the most current instructions to authors outlined in the Author Guidelines (See Appendix A) and available on the CCCN website. Manuscripts must be sent by email according to the guidelines. Only electronic submissions will be accepted.

Following receipt, the manuscript is assigned a manuscript number and registered in the manuscript database. The Editor in Chief acknowledges receipt to the first author and explains the review process and anticipated timelines. The Editor in Chief will either identify two Associate Editors or one Associate Editor and a guest peer reviewer to review the manuscript. French manuscripts may be referred to a French Editor, as needed.

Once potential reviewer(s) have agreed to read and comment on a manuscript, they are given an 8-week deadline to complete the review.

#### *Acceptance*

Accepted manuscripts are subject to copy editing. If the manuscript is accepted, the author will be asked to complete the copyright form and a conflict of interest statement and will be informed about which issue of the journal of the manuscript will be published in.

#### *Revision*

Manuscripts requiring only minor changes are reviewed by the Editor in Chief or French Editor to ensure that the requested revisions have been made. Manuscripts for which major revisions have been requested are normally re-evaluated by the same reviewers to determine if the authors have satisfactorily addressed the recommendations and concerns of the original reviewers and the Editor. Depending on this evaluation, the manuscript may be accepted or rejected.

#### *Rejecting a Manuscript*

There are two mechanisms that can be used by *CJCN* to decline publication of a manuscript. The first is based on the Editor in Chief or French Editor’s preliminary review of the manuscript. A manuscript may be rejected if a paper is judged as too preliminary in nature or if the content of the manuscript is inappropriate for the *CJCN*.

The second manner in which *CJCN* will reject a manuscript is after completion of the formal review process. Grounds for rejection are established by the Editor in Chief or French Editor in collaboration with the Editorial Board members. Manuscripts that do not meet the standards of the Journal will be returned to the authors with comments describing the basis for the decision. Manuscripts may be rejected if the scientific, theoretical, or philosophical evidence is not well-supported by the data; it does not provide significant new insight; it is not sufficiently novel; does not contain enough new information and/or is too preliminary to warrant publication; and for plagiarism.

All rejections are final and the *CJCN* will not re-evaluate any rejected paper as a revised manuscript. There is no appeal process for rejected manuscripts.

### **Duration of Review Cycle**

The intended review time (submission to first decision) is within three (3) months, but this time may vary.

## **PUBLICATION DATES AND SUBMISSION DEADLINES**

The Journal is published three times each year in February/March, July/August, and November/December. The publication deadlines for each of these issues are determined by the Publishers annually.

## **ADVERTISING**

The *CJCN* accepts advertising. The *CJCN* follows the *Corporate Relations Policies* of the Heart and Stroke Foundation of Canada.

## **COPYRIGHT**

Manuscripts cannot have been published or submitted elsewhere. It is understood that if the manuscript is published, the *CCCN* owns the copyright and will have exclusive rights to it and to its reproduction and sale.

No manuscript can be accepted for publication unless the form is returned signed and dated to the Editor. This procedure is necessary for copyrighting each issue, so that the Journal and its contributors can be protected from possible copyright infringement. If for any reason the manuscript is not published, it will be returned to the author with the release statement enclosed.

Anyone requesting a copy of an article is to contact the national office. A pdf of the article will be sent for a fee of \$15.00.

Authors may request permission for articles, which have been previously published in the *CJCN*, to be reprinted elsewhere. Consent for this must be given by the Editor on the condition that the original publication is cited.

Back issues of the *CJCN* can be purchased for a fee of \$35.00.



## **CONFLICT OF INTEREST**

Conflict of interest for a specific manuscript exists when the Editor in Chief, French Editor, the guest peer reviewer or any member of the Editorial Board has ties to activities that could inappropriately influence her/his judgment about the disposition of the manuscript, whether or not judgment is in fact affected. The Editor in Chief, French Editor, members of the Editorial Board and guest peer reviewers must declare conflicts of interest where these exist and remove themselves from the review process for the involved manuscript.

The peer review process for in-house submissions by members of the Editorial Board will follow the double-blind review process. In the case of the Editor in Chief submitting his/her own manuscripts to the Journal, full masking of the process will be ensured (i.e., delegation of editorial decision-making to an Associate Editor

Authors of manuscripts accepted for publication in the Journal will be asked to disclose of any financial arrangement they may have with a company whose product figures prominently in the submitted manuscript or with a company making a competing product.

## **APPENDIX A**

### **Author Guidelines**

Canadian  
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Cardiovascular  
Nurses



Conseil canadien  
des infirmières et  
infirmiers en soins  
cardiovasculaires

## Canadian Journal of Cardiovascular Nursing Overview

The Canadian Journal of Cardiovascular Nursing (CJCN) is the official journal of the Canadian Council of Cardiovascular Nurses (CCCN). The peer reviewed CJCN provides a forum for disseminating timely, original research and other topics related to cardiovascular health and illness, with a focus on the nursing perspective. The CJCN welcomes submissions including: original research, short reports, knowledge synthesis/review papers, commentaries and responses to commentaries, case reports, arts informed scholarship, and other discourse relevant to cardiovascular nursing. As a bilingual journal, the CJCN welcomes submissions in English or French.

### Mission & Goals

The mission of the CJCN is to increase and broaden the scientific knowledge base of its readers by publishing papers that provide significant and novel information in the field of cardiovascular nursing. The CJCN seeks to promote the exchange of knowledge that is relevant to all realms of cardiovascular nursing. The primary goal is to provide a deeper understanding of the clinical needs of patients within the cardiovascular setting.

### Types of Articles Accepted

The CJCN is a scholarly, peer-reviewed, scientific journal that is published three times annually, featuring articles in both French and English. Articles that present a critical debate on the art and science of cardiovascular nursing practice, application of theory, cultural evaluation and implications of various practices within the cardiovascular setting, examination of decision-making and leadership, as well as the development of research and implications for evidence-based practice are welcomed for consideration.

The CJCN provides a forum for research and theoretical papers, knowledge synthesis/ reviews that encompass systematic, scoping and meta-analyses, case reports, debates, and discourses relevant to cardiovascular issues. Letters to the Editor in response to articles or columns are also encouraged.

### Circulation

The CJCN is distributed to the membership of the Canadian Council of Cardiovascular Nurses/Conseil Canadien des Infirmières et Infirmiers en Soins Cardiovasculaires. In addition, the Journal is distributed to a number of hospital and medical libraries throughout Canada.

### Bilingualism

Articles are accepted and published in either of Canada's official languages (French or English).

# Author Guidelines

## Information for Authors

The peer reviewed *Canadian Journal of Cardiovascular Nursing* (CJCN) provides a forum for disseminating timely, original research and other topics related to cardiovascular health and illness, with a focus on cardiovascular nursing. As a bilingual journal, the CJCN welcomes submissions in English or French.

\*The Journal welcomes submissions of:

- Original research papers
- Short reports
- Review papers
- Commentaries and responses to commentaries
- Discourse relevant to cardiovascular nursing
- Case reports
- Arts-informed scholarship

\*Letters to the Editor in response to our articles or columns are also welcome.

## Manuscript Submission

Manuscripts should be sent by email to: Canadian Council of Cardiovascular Nurses  
Email: [david@cccn.ca](mailto:david@cccn.ca)

All manuscripts submitted to CJCN must include/address the following:

- A covering letter, stating the work has not been published and is not being considered for publication elsewhere.
- Permission from the copyright holder for any previously published material (e.g., excerpts, tables and illustrations) that appears in the manuscript.
- If the study that is being submitted is similar in any way to another study previously submitted/published or is part of multiple studies on the same topic, include a brief explanation of how the manuscript differs and verify that there is no identical material.
- To ensure a blind review process, identifying details of the authors and their affiliated institutions should be included in a separate title page file. The title page within the manuscript file should include only the title.
- An [Author Declaration](#) (link) form must be completed by all authors and submitted with the initial manuscript submission (see Appendix C).

## General Guidelines for Manuscript Preparation

### Format

Prepare your manuscript in accordance with the style outlined in the American Psychological Association's (APA) Publication Manual (7th ed.).

Manuscripts should be typed, double-spaced in Times New Roman 12-point font. All margins should measure 2.5 cm. **The manuscript length includes tables, figures, illustrations and references.** (Compute the graphics as equivalent to one half or one full size page depending on anticipated size when published). To facilitate the review process, the CJCN encourages authors to include line numbering in the body of their manuscript.

For reporting the various research designs, we suggest that authors consider using the following guidelines:

- For observational cohort, case control and cross sectional studies: STROBE (<http://www.equator-network.org/reporting-guidelines/strobe/>).
- For quasi-experimental/non-randomized evaluations studies: TREND (<http://www.cdc.gov/trendstatement/>).
- *For randomized/quasi-randomized controlled trials*: CONSORT (<http://www.equator-network.org/reporting-guidelines/consort/>).
- *For systematic Review and Meta-Analyses*: PRISMA (<http://www.equator-network.org/reporting-guidelines/prisma/>).
- *For systematic Review of Observational Studies*: MOOSE (<http://www.equator-network.org/reporting-guidelines/meta-analysis-of-observational-studies-in-epidemiology-a-proposal-for-reporting-meta-analysis-of-observational-studies-in-epidemiology-moose-group/>).
- *For case studies*: CARE (<https://www.care-statement.org/checklist>)

## Text Style

Follow the APA guidelines for the title page, levels of headings, grammar, punctuation, gender-neutral language, references, citations, tables, and figures. Exceptions to APA include the abstract length and that spelling should be current Canadian use where applicable.

**\*Title Page:** An identifying title page file should include a running head, concise manuscript title ( $\leq 12$  words), names, credentials, position/title, and affiliation of all authors. The corresponding author should indicate a telephone number, email, and mailing address.

\*NOTE: The full title is also included at the beginning of the manuscript pages.

**Abstract:** Abstracts should be  $\leq 150$  words, formatted as a single paragraph. Research abstracts should be organized under the following headings: Background, Purpose, Methods, Results, Conclusions, and Implications for Practice, and adapted as

appropriate for other types of manuscripts.

**Key words:** Four to five keywords from the CINAHL Subject Heading list should appear on the abstract page.

**Headings:** The text should be arranged as follows for research papers, and adapted as appropriate for other types of manuscripts:

- i. Title Page
- ii. Abstract
- iii. Keywords
- iv. Background or Introduction
- v. Aim and Methods
- vi. Results
- vii. Discussion
- viii. Implications for Practice/Research
- ix. Key Highlights – 3 or 4 important points
- x. References
- xi. Figures and Tables

**Key Highlights:** Include 3-4 bulleted points that highlight the key messages of the manuscript. The key highlights are to be presented on a separate page, following the main text, and just before the references.

**Acknowledgements:** Any acknowledgments may be included on the same page as key highlights. Acknowledgements should be brief and limited to all sources of funding, and key contributors of the manuscript, other than the authors.

**\*References:** Prepare in accordance with the APA style. The CJCN uses a reference list (not a bibliography).

\*NOTE: GOOGLE offers many sources for APA referencing guidance (e.g., <https://www.scribbr.com/apa-style/apa-seventh-edition-changes/>)

\*For a PowerPoint presentation on APA Guidelines, please visit our website or [click here](#).

**Tables & Figures:** Prepare in accordance with the APA style. Each table, figure, graph or illustration should be submitted on a separate sheet and numbered as it appears in the manuscript (e.g., Figure 1). Illustrations should be computer-generated or professionally drawn. Images should be in electronic form, high resolution (300 DPI).

## **Manuscript Types and Formatting**

### **1) Research Papers and Research-Based Short Reports\***

\*The maximum length for research papers is 25 double-spaced pages and 13 pages for research-based short reports\*\*, including abstract, text, key highlights,

acknowledgements, references, tables, and figures (Note: excluding title page).

\*Reports of studies involving human subjects must indicate procedures for the protection of their rights and informed consent, as well as Institutional Review Board (IRB) approval.

\*\*examples of research-based short reports: preliminary study findings, methods papers, or pilot study reports

## **2) Non- Research Short Reports, QI/QA Projects\*, and Clinical Practice Papers**

Short reports or clinical practice papers that describe current cardiovascular nursing practice problems with depth and specificity for the practicing nurse are welcome. For example:

- Describe the implementation of new nursing technique or clinical equipment.
- Provide current evidence-based research/standards/guidelines on cardiovascular disease management, specific diagnosis, and related care and treatment.
- Provide insight into the behaviour of the cardiovascular patient, family, or nurse.
- Offer new solutions to old problems (i.e., helpful hints).
- Describe creative programs and evaluations related to all aspects of care of the cardiovascular patient, student experience, and resources that address cardiovascular practice.

Note: Non-research reports should not exceed 15 double-spaced pages, including abstract, text, key highlights, acknowledgements, references, tables, and figures (Note: excluding title page).

\* For QA/QI projects involving human subjects, REB approval or documentation of waiving of this requirement from your unit REB and/or the appropriate university-wide REB is required with your manuscript submission and should also be documented in the manuscript.

## **3) Knowledge Synthesis/Reviews\***

Quantitative, qualitative, or mixed methods knowledge synthesis/literature reviews on any area of research relevant to cardiovascular nursing are welcomed.

\*Review submissions should not exceed 25 double-spaced pages, including abstract, text, key highlights, acknowledgements, references, tables, and figures (Note: excluding title page). Authors are advised to explain their methodology clearly (e.g., overall approach, literature search strategies, data analysis). The PRISMA flow diagram should be considered to guide manuscript development and be submitted. Systematic review methods are evolving and authors are urged to cite supporting references.

## **4) Commentaries and Responses to Commentaries**

These submissions should not exceed 1000 words in length and should offer a critical but constructive perspective on the published paper.

## **5) Discourses Relevant to Cardiovascular Nursing\***

Discourses relevant to cardiovascular nursing, including position papers and critical reviews of particular bodies of work, that do not contain empirical data or use systematic review methods are also welcome.

\*Discourse submissions should not exceed 20 double-spaced pages, including abstract, text, key highlights, acknowledgements, references, tables, and figures (Note: excluding title page).

## **6) Case Reports**

Case study manuscripts should not exceed 13 double-spaced pages, including abstract, text, key highlights, acknowledgements, references, tables, and figures (Note: excluding title page).

## **7) Arts-Informed Scholarship**

Narrative reflections that draw upon arts-based mediums, which may include poetry, paintings, and/or photography and focus on the cardiovascular encounter are welcome. These manuscripts should not exceed 20 pages, including abstract, text, key highlights, acknowledgements, references, tables, and figures (Note: excluding title page).

## **Review/Publishing Procedures**

Manuscripts of original articles are peer-reviewed. If the peer reviewers recommend publishing with content revisions, the manuscript will be sent to the corresponding author with recommendations. If a manuscript is rejected, the decision is final.

Expected timeline from submission to response is twelve weeks.

### **Author Declaration**

All authors/co-authors of submitted articles must complete the Author Declaration form (see Appendix C).

### **Copy Editing**

Accepted articles are subject to copy editing.

### **Copyright**

If the article is published, the Canadian Journal of Cardiovascular Nursing will have exclusive rights to it and to its reproduction and sale. If you wish to use it in any way, permission must be granted from the Editor.

Canadian Council of Cardiovascular Nurses 202-300 March Road, Ottawa, ON K2K 2E2 Tel: 613-599-9210 Fax: 613-595-1155 [info@cccn.ca](mailto:info@cccn.ca) [www.cccn.ca](http://www.cccn.ca)



## **APPENDIX B**

### **Evaluation of Editor**

Canadian  
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Conseil canadien  
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cardiovasculaires

### Evaluation of the Director of Publications

*Please note that all items in this questionnaire are not of equal importance nor, given changing priorities, will all items be relevant for the period that is under review.*

Please return completed evaluations to:

President CCCN

c/o CCCN national office: [david@cccn.ca](mailto:david@cccn.ca) or fax 613.595.1155

For each question, please indicate your level of agreement with each of the following statements concerning the performance of the Director of Publications. You may choose not to answer some of the questions if you do not have enough information.

Please circle the single best answer for each statement according to the following legend:

- 1 Strongly Disagree
- 2 Disagree
- 3 Undecided/unsure
- 4 Agree
- 5 Strongly Agree
- 6 No basis for opinion

#### Editor of the CJC/N

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 1. Helps define directions for the CJC/N                                     | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Provides opportunities for appropriate input by Associate Editors         | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Provides opportunities for appropriate input by Board of Directors        | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. Provides opportunities for appropriate input by CCCN Members              | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. Effectively coordinates manuscript processing from receipt to publication | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. Meets timelines for Journal production                                    | 1 | 2 | 3 | 4 | 5 | 6 |

|     |   |   |   |   |   |   |   |
|-----|---|---|---|---|---|---|---|
| 7.  | Meets the benchmark of 3 issues/year  | 1 | 2 | 3 | 4 | 5 | 6 |
| 8.  | Maintains the Journal at a professional level   | 1 | 2 | 3 | 4 | 5 | 6 |
| 9.  | Meets the mission/goals of the Journal  | 1 | 2 | 3 | 4 | 5 | 6 |
| 10. | Holds required number of Editorial Board meetings                                     | 1 | 2 | 3 | 4 | 5 | 6 |
| 11. | Delegates tasks appropriately   | 1 | 2 | 3 | 4 | 5 | 6 |
| 12. | Works to resolve issues/problems as they arise pertaining to the Journal              | 1 | 2 | 3 | 4 | 5 | 6 |
| 13. | Assists Associate Editors as needed   | 1 | 2 | 3 | 4 | 5 | 6 |
| 14. | Provides timely information and keeps Editorial Board and Board of Directors informed | 1 | 2 | 3 | 4 | 5 | 6 |
| 15. | Effectively attends to administrative detail pertaining to the Journal                | 1 | 2 | 3 | 4 | 5 | 6 |
| 16. | Has a good working relationship with the Associate Editors                            | 1 | 2 | 3 | 4 | 5 | 6 |
| 17. | Has a good working relationship with the Board of Directors                           | 1 | 2 | 3 | 4 | 5 | 6 |
| 18. | Has a good working relationship with the Publisher                                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 19. | Seeks opportunities to expand, advance, and improve the Journal                       | 1 | 2 | 3 | 4 | 5 | 6 |
| 20. | Recommends changes to Journal related policies as appropriate                         | 1 | 2 | 3 | 4 | 5 | 6 |
| 21. | Recommends potential advertisers  | 1 | 2 | 3 | 4 | 5 | 6 |
|     | <b>Newsletter</b>   |   |   |   |   |   |   |
| 22. | Proofs and approves the e-newsletter  | 1 | 2 | 3 | 4 | 5 | 6 |
|     | <b>Newbrief</b>   |   |   |   |   |   |   |
| 23. | Approves the weekly newsbrief   | 1 | 2 | 3 | 4 | 5 | 6 |
|     | <b>Position Statements</b>  |   |   |   |   |   |   |
| 24. | Leads the development of position statements for CCCN                                 |   |   |   |   |   |   |

**Annual Report**

25. Develops the annual report in a timely manner for the Annual Board Meeting 1 2 3 4 5 6

**General**

26. Works collaboratively with the others members of the Board of Directors 1 2 3 4 5 6

27. Works collaboratively with the Association firm employees 1 2 3 4 5 6

28. Attends annual AGM and face-to-face meetings 1 2 3 4 5 6

29. Attends teleconferences 1 2 3 4 5 6

30. Actively participates on Board activities 1 2 3 4 5 6

Please choose one category from the following which best describes an overall evaluation of the Director of Publications performance.

- Excellent \_\_\_\_\_
- Very good \_\_\_\_\_
- Good \_\_\_\_\_
- Satisfactory \_\_\_\_\_
- Less than satisfactory \_\_\_\_\_

If "Less than satisfactory" was chosen, please comment on reason(s):

Please comment below on any matters you consider pertinent regarding the performance of the Director of Publications.

**APPENDIX C**

**Declaration of Authors**



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