Background
The Online Journal of Nursing Informatics (OJNI) is converting to an electronic submission and peer review system. This purpose of this is to streamline the editorial process to make it simpler and more efficient. Please find below detailed instructions on how to use the system to submit your manuscript.

Instructions
1. Access the OJNI manuscript submission webpage at https://himss.submittable.com/submit
2. Thoroughly review the manuscript and cover letter requirements and ensure your manuscript is submitted in APA 6th edition format prior to submitting. Upon completion, click “submit”
3. Fill out the form attaching applicable files. Please note for images, tables and/or graphs, these must be each attached as separate files
4. Once you have attached all necessary files, please review and check the “E-Signature” and “Terms of Use” box and click submit
5. Upon submission, you will receive an email notification indicating your manuscript is under review and provides a hyperlink to review the status of your submission
6. Once your manuscript has been peer reviewed, Kathleen Mastrian, OJNI Senior Managing Editor, will contact you and provide peer review feedback and a publication decision: accept, accept tentatively pending revisions, revise and re-review or reject.
7. Complete revisions (if applicable) by the due date indicated. If the revised manuscript is accepted, the manuscript will be sent for copy editing
8. Once the manuscript has been copy edited, your manuscript will be sent back to you for final revisions. (These revisions must be completed within two weeks)
9. Once you submit your revised manuscript, it will be sent to OJNI Editor in Chief, June Kaminski, for final approval.
10. Kathleen Mastrian will inform you if your manuscript has been accepted and when it will be published. To view your article, visit www.himss.org/ojni
Peer Review Rubric

Your manuscript will be critiqued on the following criteria, rated from 0 (criteria not addressed) to 5 (fully meets criteria)

1) Topic is important
2) Purpose of the article is clear
3) Cites recent and relevant literature
4) Utilizes correct APA format
5) Abstract adequately summarizes the article
6) Article is organized
7) Article has high readability
8) Concepts are fully defined/explained
9) Manuscripts fulfills logical development of ideas
10) Content is accurate
11) Best practices are discussed
12) Conclusions are sound
13) Clearly describes applicability of ideas/content/ research findings
14) Article has potential to be applied to other institutions/settings
15) To what extent are the ideas in this manuscript unique, new, timely or widely applicable (Open response)
16) To what extent does this manuscript make an important contribution to the informatics knowledge base? (Open response)
17) If the manuscript is a research study, peer reviewers complete the following criteria:
   a. Sampling described
   b. Variables identified
   c. Appropriate data collection methods
   d. Measurement validity and reliability
   e. Appropriate data analysis
   f. Results clearly report

Questions?
Please contact OJNI at ojni@himss.org.