

NURSES' NOTES

The American Association of Managed Care Nurses (AAMCN) quarterly newsletter *Nurses' Notes*, is a peer-reviewed, national publication. The content of the newsletter consists of original articles dealing with the business and clinical side of managed care.

AUTHOR GUIDELINES

I. Original Manuscripts

1. Each manuscript should clearly state a problem or challenge facing today's healthcare environment, discussion of possible strategies for solution or implementation, and reach a conclusion. Solutions or implementation strategies are expected to be reasonable, original thoughts supported by data. All statistical data and information not public knowledge should be referenced from a reliable literary source.
2. The newsletter receives a large number of unsolicited articles each year, but publishes only about 45 percent of them. Due to the competition for space in the newsletter, we advise authors to follow these instructions and to keep papers as brief as possible while still meeting the quality criteria described above.
3. No articles that endorse services or products should be submitted.
5. Manuscripts should be double-spaced, flush left, with one-inch margins. The pages should be numbered at the top right side of each page. Typical length: 1 to 4 pages (including tables, figures, and references).

II. Editorial Review and Processing

1. Peer Review: All articles submitted will be reviewed either by the board of directors or the CEU committee. Manuscripts that offer CEU must have a completed application submitted with article. Those manuscripts with insufficient priority for publication are rejected promptly. Peer-reviewer identities and author identities are kept confidential during this process.
2. Rejected manuscripts will not be returned to authors unless specifically requested by the author in advance. Original illustrations, photographs, and slides will be returned.
3. Editing: Accepted manuscripts are copy-edited for style, grammar, clarity, and length. At the editor's discretion, particularly if substantive changes are made, articles may be returned to author for final review. Authors are responsible for all statements made in their work, including changes made by the editors and authorized by the author.
4. When the manuscript is published, authors will receive a copy of the issue. Extra copies can be provided if requested. Reprints can be arranged with the managing editor.

III. Manuscript Preparation

1. **Biography:** Every article should include a brief biography of the author(s) (< 50 words) including academic/corporate affiliations. The name of the author(s) should be bold face and include academic degrees as follows:
Natalie Irish, RN, MSN, CMCN (etc.)
2. **Abstract:** *Nurse' Notes* abstract style includes a one or two paragraph "Summary" followed by "Key Points," a series of quick-read bulleted items. The total word count should be no more than 275 words.
3. **Headings**
"A" heads should be in bold face, flush left and initial caps.
"B" heads should be in bold/italic face, flush left and initial caps.
"C" heads should be underlined, flush left and lower case.
4. **References:** References should be double-spaced and consecutively numbered as they are cited in the text (the number of the reference should appear in superscript within the text). The article should be fully referenced within the text. References in incorrect format could be grounds for rejection of the article. If you need assistance in producing correct references, the editorial staff will be happy to answer any questions. References should follow the format of the *AMA Manual of Style*, 9th ed. Sample references are as follows:

Books:

1. Classen HG, Spath MT. Et al. Improvement by chlorine of the intestinal absorption of the inorganic and organic Mg compounds and of their protective effect against adrenergic cardiopathy. In: Fleckenstein A-Rone G, Eds. Recent studies on cardiac structure and metabolism. Baltimore, MD: University Park Press. 1976;521-535.

Articles:

2. Cohen L, Kitzes R. Magnesium sulfate and cligitalis-toxic arhythmiias. *JAMA*. 1983;249(3):2808-28 10.

3. Sneff, RN, CPH, HNC, MT(ASCP), MA, Barbara. Multidrug-resistant microorganisms: Still Making Waves. *Nursing* 2003. November 2003. Vol. 33, No. 11, P. 59.

5. **Exhibits:** Tables and figures should be typed and consecutively numbered as they are cited in the text. Each table and figure should have a title. Title should be flush left, in bold face with initial caps. Source for the table or figure should be identified in the title with a superscript number and be listed as a reference.

Exhibit 1. Number of Inhabitants Per Region in France³

Region	Male Population	Female Population
Bordeaux	14,000	15,000
Bourgogne	120,000	234,000
Ile de France	23,000	1234,000

6. **Abbreviations and Acronyms:** On first reference, spell out the word and place the

abbreviation or acronym in parentheses. Verify correct usage of all abbreviations and acronyms.

7. **Drug Names:** In general, use generic names for drugs. If the author wishes, the brand name may be included in parentheses when the generic name is mentioned for the first time. Drug names should be initial caps only. If the article is CEU approved, the author must complete a disclosure form regarding any perceived or real conflict of interest. It is preferred by the CEU committee that articles not include brand names.
8. **Punctuation & Miscellaneous:**
 - Use commas to separate elements in a series, and also use the serial comma before the conjunction (e.g., patients, physicians, and medical providers).
 - Indent bullet points
 - Spell out numbers under 10. Use numerals for 10 and higher (e.g., The study results indicated that six persons were salt-sensitive; out of the 120 patients studied, six were insulin-resistant).
 - Always spell out numbers at the beginning of a sentence (e.g., Twenty-five of the 30 patients enrolled suffered from hypertension).
 - Spell out the word “percent” vs. using the symbol (%) in text (e.g., 50 percent of the population.) The percent symbol is acceptable in tables and figures.
 - Use initial caps vs. all caps for company names (e.g., Lederle Laboratories)
 - Do not use hyphens between numbers within the text. (e.g., 12 to 16 patients; not 12-16 patients).

IV. *Submission Checklist*

All article submissions should include the following elements:

- Two printed copies of the manuscript, including illustrations/figures/tables.
- The author(s) biography.
- Contact numbers (phone and fax), complete mailing address, and e-mail address for designated corresponding author. This information should appear on the title page, along with the word count for the article and any acknowledgments for research and/or project support.
- Electronic version on a 3.5" high-density diskette in IBM-compatible Microsoft Word or WordPerfect.
- CEU application if applicable

Forward submissions to the following address:

Nurses' Notes

American Association of Managed Care Nurses

Attn: *Nurses' Notes* Committee

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Glen Allen, Virginia 23060

(804) 747-9698

Fax: (804) 747-5316

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Thank you for your interest in *Nurses' Notes*. We look forward to receiving your manuscript.