



ORL-HEAD AND NECK NURSING GUIDELINES FOR

Authors

Original feature-length manuscripts providing an in-depth review of a topic of interest to ORL nurses, including original research studies, should be a maximum length of 14 submitted pages (3500 words), and submitted to the Editor-in-Chief.

The **“Gero-ORL”** department aims to amplify content in ORL-Head and Neck Nursing related to ageing, gerontology, and geriatrics. Queries and submissions of articles of feature length (14 pages), but not less than three pages, with a geriatric focus may be submitted to the department editor, Dr. Sarah Kagan at skagan@nursing.upenn.edu.

The **“Highlights from the Hill”** department educates nurses about the legislative process and its impact on healthcare legislation and policies. Articles of three to nine pages, addressing current legislation or policies of interest to ORL nurses may be submitted directly to the department editor, Ms. Linda Miller Calandra at calandra@email.chop.edu.

“How I Do It” and **“Of Specialty Interest”** are departments that provide a forum for a short discourse (three to nine submitted pages) on interesting ORL nursing case studies, quality assurance initiatives, policies and procedures, and practical solutions to everyday clinical problems or scenarios. Articles for these departments may be submitted to the Editor-in-Chief.

“Leadership and Professional Perspectives in ORL Nursing” is a department that provides ORL nurses with an opportunity to share creative leadership and professional development initiatives. Emphasis should be on outcomes related to ORL nursing. SOHN chapters and chapter members are encouraged to submit manuscripts. Manuscripts should be limited to three to nine pages (excluding tables, figures, photographs, and references) and prepared according to *ORL-Head and Neck Nursing* journal guidelines. Articles may be submitted directly to the department editor, Dr. Joan Such Lockhart at lockhart@duq.edu.

The **“Media Review”** department provides a forum for expert review of published books, booklets, audiovisual and continuing education materials relevant to the practice of ORL nursing and to conditions of the head and neck. Materials reviewed may be geared toward or of interest to professional nurses or laypersons. Reviews of three to five paragraphs presenting access infor-

mation and summarizing content of the reviewed item, along with a critique of its merit and relevance are welcomed by the department editor, Linda Clarke, at larksohn@aol.com.

“Practice Management” is a department addressing the business, financial, and efficiency aspects of the ORL practice in articles of three to nine submitted pages. Articles may be submitted to the Editor-in-Chief.

The **“Products of Interest”** department provides a forum for expert review of products relevant to the practice of ORL nursing. “Products” are viewed broadly to be pharmaceuticals, devices, disposable supplies, instruments, furniture, equipment, software or any other item that facilitates the broad scope of practice of ORL nursing. Product reviews of three to five paragraphs presenting a description of the product, its pros and cons in application to the practice of ORL nursing, and its accessibility with cost may be submitted to the Editor-in-Chief. Feature-length articles (14 submitted pages) providing a scholarly in-depth review of an entire class of products are also welcomed.

The **“Spotlight on Research”** department brings findings from ORL-related research studies published recently in other journals to ORL nurses. Articles of three to nine pages, which summarize and critique the published research, concluding with implications for ORL nurses and /or future research, may be submitted directly to the department editor, Dr. Mary Jo Dropkin, at mdropkin@liu.edu.



FORMAT

All manuscripts should be typed, double-spaced, on one side of 8.5" x 11" white paper. Text files should be in Microsoft® Word AND text only or rich text formats. Each page should have a header showing the abbreviated title and consecutive page numbers. A cover sheet should include the full title of the manuscript, author(s) name(s), credentials and primary affiliation(s), acknowledgement of foundation, grant, or other support, and full contact information for the first author (address, work and home telephone numbers, and work and home e-mail addresses). Disclosure of any conflict of interest should also appear on the cover page. An abstract of approximately 50 words should follow the cover page. Author(s) name(s) should appear only on the cover page, and nowhere else in the manuscript to facilitate blinded review. Reference citations in text should be unlinked from the reference list.

STYLE

The fifth edition of the American Psychological Association Publication Manual (2001) provides the format for references, tables, and other details. References in the text should be cited alphabetically by author and date, for example (Alpert, Wane, & Zeppie, 2002; Smith & Jones, 2000), with page numbers cited for direct quotations. Tables should be typed, double-spaced, one to a page, titled, with relative placement in the text noted.

FIGURES, DIAGRAMS, PHOTOGRAPHS, AND DIGITAL IMAGES

Photographs and other hard copy images are either scanned or redrawn, so digital image submission is preferred. Authors are strongly encouraged to submit a trial sample of one image before completing all images planned for an article. Photographs should be labeled, with their relative placement in the text noted and with their left-right, and top-bottom orientations clearly marked. All artwork should be composed to the specified sizes of 8.5" x 11" for cover art and 5" x 7" for internal art, with color images at 300dpi and black and white line art images at 600dpi or higher. Submit an original application digital image file (Adobe® Illustrator® or Adobe® Photoshop® preferred) in TIFF, EPS, PDF or JPG formats along with any supporting files such as special fonts, logos, etc. QuarkXPress™, Adobe® InDesign®, Adobe® Page-Maker®, and Macro-

media® Freehand files can also be accepted. Call to inquire about other formats which may be acceptable. Be sure to send a hard copy full-sized printout of the image(s) to help us assure that all submitted elements are preserved in the final copy.

MEDIA

Acceptable media for submission are CD, 100 MB Zip disk, or 3.5" floppy disk in either Macintosh or PC platforms. Label disks with author, title of article, platform, and applications used. If requested, disks will be returned upon completion of the publication process. Files no larger than 8MB can be submitted by e-mail. For electronic submission of larger files, call to receive FTP instructions.

PERMISSIONS

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PROCEDURE

Query letters to the editor are welcomed but not required. Manuscripts are received with the assurance that they are not simultaneously under consideration by any other publication. Please include a curriculum vitae or resume' with the manuscript to facilitate the awards review process. The editor acknowledges receipt of the manuscript. *ORL-Head and Neck Nursing* is a refereed journal. Manuscripts undergo blinded peer review by at least three editors or review board members or consultants, with decisions for publication being made on the basis of these reviews. Revision is often necessary. Accepted manuscripts become the property of *ORL-Head and Neck Nursing*. Manuscripts not accepted for publication will be returned to the author. *ORL-Head and Neck Nursing* reserves the right to edit all manuscripts to its style and space requirements and to clarify the presentation. Authors will receive proofs for approval and assume final responsibility for content, including the edited copy.

Material submitted to the Editor-in-Chief should include: Five copies of the manuscript, one computer disk, and CV or resumé submitted to:

Susan F. Rudy, MSN, CRNP, CORLN

Editor-in-Chief, *ORL-Head and Neck Nursing*

Attn: New Manuscript

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