

Guidelines for Authors

ORL-Head and Neck Nursing is published quarterly by the Ear, Nose & Throat Nursing Foundation (ENT-NF) for the Society of Otorhinolaryngology and Head-Neck Nurses, Inc. (SOHN). *ORL-Head and Neck Nursing* provides current clinical, review, research, and professional information relative to the broad field of ORL nursing. Original **feature-length manuscripts** providing an in-depth review of a topic of relevance to ORL nurses, should be a minimum length of 15 and a maximum length of 30 double-spaced submitted pages, including tables, figures, and references.

Overview of Submission Process

Prior to writing, and again prior to submission, authors are asked to consult the “author instructions” on the SOHN web site to assure that all elements of the paper comply with submission requirements. Any conflicts of interest or prior publications of close material or partial data sets included should be disclosed with the submission.

Letters to the editor should be sent to the editor-in-chief. Article queries, including topic / concept queries, outline, and rough draft queries, may be sent to the editor-in-chief, or to the department editors identified below.

The “**Gero-ORL**” department aims to amplify content in *ORL-Head and Neck Nursing* related to aging, gerontology, and geriatrics, in articles of feature length, or not less than three submitted pages. Please direct queries to Dr. Sarah Kagan (skagan@nursing.upenn.edu).

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

“**Leadership and Professional Perspectives in ORL Nursing**” is a department providing ORL nurses with an opportunity to share creative leadership and professional development initiatives with an emphasis on outcomes related to ORL nursing. SOHN chapters and chapter members are encouraged to submit manuscripts of three to nine submitted pages. Queries may be submitted to Dr. Joan Such Lockhart (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. Materials reviewed may be geared toward or of interest to professional nurses or laypersons. Reviews of three to five paragraphs presenting access information and summarizing content of the reviewed item, along with a critique of its merit and relevance are welcomed. For queries or assistance in accessing review materials please contact Linda Clarke (larksohn@aol.com).

“**Patient Education**” is a department showcasing ORL information written at the 5th to 8th grade level for laypersons. Information presented should reflect current widely practiced standards of care in a question and answer or other easily digestible format in one to six submitted pages. Graphics and images illustrating recommended self-care procedures and techniques are a plus. Translations of published patient education materials are also welcomed, especially in the Spanish, Chinese, French, and German languages. Translated materials must undergo back translation according to the following standard: ASTM. (2006, June). *Standard guide for quality assurance*

in translation (F 2089-01). West Conshohocken, PA. Author. Available from www.astm.org Please submit queries to the Editor-in-Chief.

“**Poetry Corner**” is a forum for original and reprinted poems of interest to ORL nurses. Material on writing and appreciating poetry is also welcomed. Please submit queries to Maggie Kramper (KramperM@ent.wustl.edu).

“**Practice Management**” is a department addressing the business, financial, and efficiency aspects of the ORL practice in articles of three to nine submitted pages. Please submit queries 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. The department seeks 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. Feature-length articles providing a scholarly in-depth review of an entire class of products are also welcomed. Please direct queries to Carolyn Waddington (Cwaddingto @tmhs.org).

The “**Spotlight on Research**” department presents a synopsis and commentary on ORL-related research studies published recently in other journals. The department seeks articles of three to nine submitted pages, which summarize and critique the published research, concluding with implications for ORL nurses and /or future research. Please contact the Editor-in-Chief with related queries or for assistance in acquiring a published article to review.

FORMAT

An *Author Pre-submission Checklist* (2008) and *Author Submission Checklist* (2008) [available from http://www.sohnnurse.com/pub_orl.html] serve to guide authors in manuscript preparation and submission. All manuscripts should be double-spaced electronic files prepared in Microsoft® Word. Each page should bear a header showing the abbreviated or “running” title and page numbers (page x of y). The first page should include the full title of the manuscript. Following should be the abstract of no more than 400 words (original research papers should have a structured abstract), followed by the body of the manuscript, and finally the reference list. Author(s) name(s) should not appear within the manuscript file(s) to facilitate blinded review. A cover letter should bear all author names with full contact information for the first (corresponding) author, and the full manuscript title, disclosure of any conflict of interest as well as acknowledgement of foundation, grant, or other support or assistance, and any notes or comments outside of those requested by the on-line system. Reference lists generated by reference management software programs, should be edited and unlinked from in-text citations

STYLE

The 5th edition *Publication Manual of the American Psychological Association* (APA, 2001; ISBN: 1-55798-791-2) and its reprint corrections [APA. (2007, January). Available from <http://www.apastyle.org/pubman-reprint.pdf>] and updates [APA. (2007). Available from <http://www.apa.org/ethics/pubmanual.html#publication>] provide the format for the paper, references, figures, tables, and other details. Authors are encouraged to archive web site references with a reputable service (e.g., www.webcitation.org or www.tinyurl.com) and must apply the latest APA guidelines in formatting electronic references [APA. (2007). *APA Style Guide to Electronic References*. Washington, D.C.: Author. Available

from <http://books.apa.org/books .cfm?id=4210509>]. Authors should avoid ethnocentric and other biased language as described by the APA (<http://apastyle.apa .org/>). The supplemental ORL-Head and Neck Nursing Style Guidelines (2008) serve to address common questions and to standardize ORL specialty material.

TABLES, FIGURES, DIAGRAMS, PHOTOGRAPHS, AND DIGITAL IMAGES

Tables should be typed, double-spaced, titled, and embedded within the manuscript if possible. If not embedded, their relative placement in the text should be noted. Photographs and other hard copy images are either scanned or redrawn, so digital images embedded in the document are preferred, unless they would unblind the review process. Authors are strongly encouraged to submit a trial sample of one image to the Editor-in-Chief before completing all images planned for an article. 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 Macromedia® 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) by postal or express mail to help us assure that all submitted elements are preserved in the final copy. Any printed photographs should be labeled, with their relative placement in the text noted and with their left right, and top-bottom orientations clearly marked.

PERMISSIONS

All authors must complete and submit a copyright assignment form along with their initial submission, certifying that the work is original and not under consideration by any other publishing entity. Authors are responsible for obtaining permission from their supervisors or institutions also, if needed. Any submitted images or other content identifying patients must be accompanied by proof of permission from the patient. If any submitted material is copyrighted by a third party, the author is responsible for obtaining reprint permission prior to submission. Standardized forms to assist in these matters can be downloaded from http://www.sohnnurse.com/pub_orl.html .

PROCEDURES

Query letters to the editor are welcomed but not required. Please upload a curriculum vitae or resume' for the first author with the manuscript to facilitate the awards review process. The Editor-in-Chief acknowledges receipt of the manuscript. ORL-Head and Neck Nursing is a refereed journal. Manuscripts undergo double blinded peer review by at least three editors or manuscript reviewers or consultants, with decisions for publication being made on the basis of these reviews. Revision is often necessary.

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