

# Author's Manuscript Pre-Submission Checklist

## *ORL-Head and Neck Nursing*

- \_\_\_ SOHN and APA (2001, 5th ed.) style guidelines are followed exactly ([www.apastyle.org/styletips.html](http://www.apastyle.org/styletips.html)).
- \_\_\_ Title captures the essence of the paper with appeal in 10 to 12 words using no abbreviations (APA, 2001, pp.10-11).
- \_\_\_ All listed authors have made a primary contribution to and hold primary responsibility for the data, concepts, and interpretation of results for a published work (APA, 2001, p. 6).
- \_\_\_ Abstract of 50 to 120 words (not more than 400 words), concisely and specifically describes paper content (APA, 2001, pp. 12-15). Research papers employ a structured abstract.
- \_\_\_ Pages are numbered (page x of y), with abbreviated title in the header. Author's name(s) do not appear on any page.
- \_\_\_ Headings and subheadings facilitate reading, reflect logical organization of text, and appear with all headings of the same level in the same format (APA, 2001, pp. 111-115).
- \_\_\_ Writing is in active voice and third person. Each paragraph contains a topic sentence and one main idea. Paragraphs are > 1 sentence and < 1 page long.
- \_\_\_ Statements of fact are referenced and statements of opinion are presented as opinion. All direct quotations are followed by (author, year, page). Direct quotations of >40 words are set off in a freestanding text block, indented 1/2 inch, without quotation marks ( APA, 2001, pp. 117 – 118).
- \_\_\_ Drug generic names are used. Product names bear the appropriate superscripted trademark ® or ™ followed by (company name, city, state, country)
- \_\_\_ Tables are titled, labeled sequentially, referenced in the text, and embedded in the text or have their relative placement in the text noted (APA, 2001, pp. 147-176).
- \_\_\_ Charts, graphs or images are titled, use appropriate scale, are legible, and labeled as sequential figures, referenced in the text, and embedded in the text or have their relative placement in the text noted (APA, 2001, pp. 176-201).
- \_\_\_ Any patient shown in an image is rendered unidentifiable or patient's written consent for published photography is submitted.
- \_\_\_ Third party permissions for use / reprint of any copyrighted images, tables or documents are included. Captions of reprinted material say "Reprinted (or adapted) with permission from 'Copyright holder name', year, pp." Reference list bears the full reference citation for the original material in appropriate APA format (APA, 2001, pp. 175).
- \_\_\_ Paper is free of errors in spelling, typography, grammar, and punctuation. Acronyms are spelled out on first use with acronym in parentheses. Numerals vs. words and / or abbreviations are used appropriately (APA, 2001, pp. 122-136).
- \_\_\_ References cited *in text* follow APA, 2001, format. (i.e., order alphabetically by first author surname and separate with semicolon; "first author et al., year" is used for the first and subsequent citations of works with > 6 authors. For <= 6 authors, list all in the first citation, then list just the (first author et al., year) in each subsequent citation (APA, 2001, pp. 240-241).
- \_\_\_ All references cited in the paper appear in the reference list & vice versa. Spellings & dates of text citations & reference list entries are identical.

## **Author's Manuscript Pre-Submission Checklist** ***ORL-Head and Neck Nursing (cont.)***

- \_\_\_ Reference list is ordered alphabetically by first, then subsequent authors, then publication year, with each reference in APA format (2001, pp. 215-281; 2007). List all authors up to 6. After the 6<sup>th</sup> author use et al. to indicate the remaining authors. Spell out and italicize journal titles. (Edit electronically generated reference lists & unlink list from text references).
  
- \_\_\_ References are current as follows:
  - Web sites accessed within 6 mo and / or registered with an archiving service (e.g., Webcite.com or tinyurl.com)
  - CPT ® and ICD-9 codes – from the latest edition
  - Drug / Pharmaceutical references <= 2 yr
  - Journal articles <= 5 yr unless classic
  - Textbooks are the latest edition / <= 5 yr unless classic
  - Gross Anatomy <= 10 yr

**See also, the *ORL-Head and Neck Nursing Manuscript Submission Checklist (2008)*.**

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