

GUIDELINES FOR CONTRIBUTORS

ADVANCE for Nurse Practitioners is a national, peer-reviewed journal that provides clinical, professional and news information to nurse practitioners. We publish scientific clinical articles that emphasize practical applications in nurse practitioner practice and are specific to NP practice. All articles in *ADVANCE for Nurse Practitioners* are indexed in Medline.

AUTHORSHIP REQUIREMENTS

ADVANCE for Nurse Practitioners only considers clinical manuscripts written by nurse practitioners or nurse practitioner students. Coauthors can be members of other professions, but the primary author must be an NP or NP student. Papers written to fulfill class requirements are rarely suitable for publication; revise student papers before submitting, so that they are appropriate for a professional journal and an advanced reading audience.

PROCESS OVERVIEW

Our editorial advisory board performs blinded review of all submissions. We acknowledge receipt of manuscripts after four criteria are met:

1. We receive an electronic file (Microsoft Word only) via e-mail.
2. We receive a hard copy via postal mail.
3. The article's references are correctly numbered and formatted in AMA style.
4. The article file contains complete author and contact information.

After these criteria are met, we send the article for review in the next available review cycle. (Note: No manuscript reviews take place in November and December each year.) In most cases, we are able to notify an author of the board's recommendation approximately 8 to 10 weeks after receipt is acknowledged.

WORD LENGTH REQUIREMENT

Articles should be 1,200 to 2,500 words in length. This word length includes the reference list but excludes tables.

AUTHOR INFORMATION

At the top of the article document, list the following: author name, specific NP certification, workplace name and city, e-mail address, postal mailing address and daytime phone number.

REFERENCE REQUIREMENTS

The reference list should contain a maximum of 25 references. No minimum number of references is required. Place the reference list in the same Word document as the article. References should be listed and formatted accord-

ing to the American Medical Association Manual of Style. Reference citations should appear at the end of the article only. Each reference should be assigned only one number, regardless of how many times it is cited. Read any issue of *ADVANCE for Nurse Practitioners* to see how references should be numbered and listed. Be sure to include volume and issue numbers in each citation. Although many articles are posted online, we require you to cite the original printed source if it was published in print. When the Internet is the only source of publication for the article, an online citation is acceptable.

TABLES AND FIGURES

Save tables and figures in separate Word documents (do not include them in the same file as the article itself). Design tables simply, using Microsoft Word. Do not add color, clip art or graphics.

FORMATTING

Single-space the document and indent each paragraph. Do not insert page numbers, endnotes or footnotes.

TITLE AND HEADINGS

Give the article a suggested title, which the editor will use as a guide in writing the headline. Include subheadings throughout the article to improve readability.

NAMING MEDICATIONS OR PRODUCTS

When drugs are mentioned, state the generic compound name and provide the trade name in parentheses after it. When discussing a category of products (glucose meters, lasers, urodynamic testing devices), provide brand-name examples of the products in parentheses.

ILLUSTRATIONS, PHOTOS AND PERMISSIONS

The author is responsible for obtaining copyright permission for reproducing or adapting previously published material, including photographs or images. Label all tables, illustrations and diagnostic images to provide appropriate credit to the owner or creator. Provide cap-

tions describing what is depicted. Send electronic images as jpeg files at a resolution of 300 dpi. If this resolution is not available, the image should be saved at a minimum width of 8 inches.

COPY EDITING

All submissions are edited for clarity, style and conciseness. Articles should emphasize how NPs can use the information in daily practice. The final version of the article will be e-mailed to the author prior to publication, providing an opportunity to request changes and make corrections. After an article is accepted for publication, authors transfer first-time North American publishing rights to *ADVANCE for Nurse Practitioners* and the Web sites of its publisher, Merion Publications Inc.

PUBLICATION DATES

After your article is accepted for publication and edited, the editor will notify you of a projected publication date. This date may change according to scheduling adjustments, final page count and various other factors.

CHECKLIST FOR SUBMISSION

Make sure your submission meets these requirements:

- Send the article as an electronic file in Microsoft Word.
- At the top of the article file, provide name and complete contact information for authors.
- Save references in the same document as the article.
- Save tables and figures separately from article.
- List and number references in AMA style.
- When mentioning medications, state generic compound names and provide brand names in parentheses.
- Include permission for adaptation or use of materials published elsewhere.
- Include relevant photos or figures, with captions for each. Send photos electronically.
- Do not submit the article to another journal until you have heard from *ADVANCE* reviewers.
- Send one hard copy by mail.

MAIL SUBMISSIONS TO:



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