Guidelines for Authors

MedSurg Matters!, the official newsletter of the Academy of Medical-Surgical Nurses (AMSN), is a benefit of membership that includes clinical articles, practice updates, and news dedicated to advancing medical-surgical nursing practice, clinical research, and professional development. Unless clearly specified, the views expressed in *MedSurg Matters!* represent the opinions of the authors and do not reflect the official policies of AMSN.

The newsletter accepts original articles, case studies, letters, descriptions of clinical care, practice updates and trends, news, and research pertaining to medical-surgical nursing. Query letters are welcomed, but not required. Material must be original and never published before.

All clinical manuscripts submitted undergo review. Each manuscript is evaluated on its timeliness, importance, accuracy, clarity, and applicability to adult health/medical-surgical nursing.

Accepted manuscripts are subject to copy editing. The author will receive proofs for review prior to publication. Manuscripts not accepted for publication will not be returned to the author unless requested within 30 days of notification of rejection.

Manuscript Preparation

Manuscripts must be typed, double-spaced on 8.5" x 11" white paper, and should be 6-8 pages in length (including references). Style for clinical articles should generally follow the *Publication Manual of the American Psychological Association* (6th ed., 2010). Use the author-date method of citation within the text. For example, "(Doe, 2017)" or "Doe (2017) states..." With multiple authors, the first citation must list all authors (up to six), and subsequent citations should list only the last name of the first author and et al. (Doe et al., 2017). News items, practice updates, and trends can be shorter, but should be accurate and clearly presented. Any sources should also follow APA format. Prior to submission, a colleague should read the manuscript, if possible.

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Format of Manuscript

Title Page: Include the manuscript title, authors' names, credentials, and a biographic statement. Also include a brief abstract of 40 words or less along with an address for correspondence, email address (required), and day and evening phone numbers.

Text: Double-space all typing, using 1.5-2 inch margins. Include the title, or short descriptor, on top of each page, but do not include the author's name.

Subheadings: Include subheadings in the manuscript where possible. Type all subheadings flush to the left margin.

References: Please limit references to fewer than 12 entries. All references should be from the last 3-5 years, when possible. List all references in alphabetical order. All citations should reference primary sources. The use of secondary sources (material analyzed or interpreted from the primary source) is discouraged. If necessary, locate a copy of the original work and credit it as such. Authors are encouraged to provide the digital object identifier (DOI) number for all references, when possible, directly after the citation. Manuscripts must NOT contain reference software codes. Sample references are:

Book:

Ropper, A.H., Samuels, M.A., & Klein, J.P. (2014). *Adams and Victor's principles of neurology* (10th ed.). New York: McGraw-Hill, Inc.

Chapter in a Book:

Russell, S.S. (2009). Fluid/electrolyte/acid-base imbalances. In H. Craven (Ed.), *Core curriculum for medical-surgical nursing* (4th ed., pp. 115-126). Pitman, NJ: Academy of Medical-Surgical Nurses.

Periodical:

Middaugh, D.J. (2014). Management of attention. *MEDSURG Nursing, 23*(6), 423-424.

Website:

American Psychological Association (APA). (2017). *APA style.* Retrieved from http://www.apastyle.org

Figures: These include line drawings, photographs, diagrams, and graphs. Each figure needs to be numbered, and the number must correspond to a statement in the manuscript directing the reader to see such figure: (see Figure 1). Include a separate legend sheet, with captions typed double-spaced. When using figures reprinted or adapted from another source, the author must obtain written permission for both printed and electronic use from the original publisher.

Photographs: Photographs may be black and white or color. Photos should be glossy, 5"x7". Electronic images should be high resolution (at least 300 dpi).

Please note: Images found on Google, Bing, or other Internet search engines are not public domain; permission from the original source must be provided.

Manuscript Submission

Authors should submit manuscripts via email (preferred), or on a jump drive, disk, or CD-ROM. Materials should be clearly labeled with the author name, manuscript title, and file name.

Software: As a general rule, all files should be saved as MS Word.

General: Use only common fonts (Times, Universe, Helvetica, Courier, etc.) and avoid complex font attributes such as outline. All graphics (figures, graphs, etc.) must be submitted in camera-ready form.

Submit manuscripts to:

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