

# Author Guidelines for *Critical Care Nurse*

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review galley proofs and PDFs of page proofs before publication.

**Cover Letter**—Please include a cover letter with the name, address, telephone numbers (home and work), fax number, and e-mail address of the author to whom all correspondence should be addressed.

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## Manuscript Content

**Title Page**—The title page of a manuscript should contain the following:

- Title of manuscript, which should be to the point and reflect the substance of the manuscript
- Authors' full names, with degrees, credentials, and institutional affiliations, as well as work and/or home addresses
- Three to 5 key words for indexing

**Key Points**—A summary of Key Points should be submitted on a separate sheet and should summarize, in a few sentences, the critical information the author intends for the reader to take away from the article.

**Articles**—*Feature* articles are papers devoted to the mainstays of clinical practice and of interest to nearly all readers. *Columns* are shorter papers devoted to clinical subspecialty areas (eg, pediatrics, neonatal, transplantation) or functional areas (eg, ethics, legal, staff development). Articles should generally not exceed 15 double-spaced typed pages, excluding references, tables, and figures. Use of such visual elements as tables and figures, as well as sidebars and bibliography to convey additional information, is strongly encouraged; these elements should augment, not duplicate, information in the text.

- Submit the paper without any information that may identify the author(s).
- Add Line Numbers, a function in Microsoft Word, to each page. Although not visible in Normal view, line

numbering can be seen in Print Preview or Print Layout views.

**References**—References should be double-spaced and should be located after the last page of text and before any Tables and Figures. Number them consecutively by their order of appearance in the text and designate reference numbers as superscripts in the text. References in tables and figures are numbered sequentially as if they are cited where the table or figure is first cited in the text. *Do not use a word processing footnote function.* If a source lists more than 6 authors, list only the first 3, followed by "et al." Follow the *American Medical Association Manual of Style*, 10th edition, for format and punctuation, shown below.

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**Tables**—Submit each table as a separate Word file. Each table must be numbered (consecutively in the order mentioned in the text) and titled. Each column within a table should have a heading. Abbreviations must be explained in a footnote.

**Figures**—Submit scanned black-and-white or color images at a resolution of at least 300 dpi. Do not send files downloaded from the Internet, as these are low-resolution and will reproduce poorly in print. The preferred file formats are TIFF and EPS. Do not submit any art in Microsoft applications; for printing purposes, the original art that was placed into these applications is required. Include signed consent/release from owner of photo or artist if different from author. Include signed consent/release forms from all identifiable individuals. If permission from subjects is not obtained, photographs will be cropped appropriately. For figures such as graphs, data points should be provided in a separate text file. Figure legends should be typed double-spaced in consecutive order on a new manuscript page. Contact the editorial office for further information (800-394-5995, ext 241, [ccnhelp@aacn.org](mailto:ccnhelp@aacn.org)).

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**Units of Measurement**—Physiologic measurements should be reported in metric units (International System of Units, SI); conventional units may be placed in parentheses after the SI units. Use metric units or decimal multiples for length, height, weight, and volume. Show temperature in degrees Celsius, blood pressure in millimeters of mercury, and volume (liquid and gas) in milliliters, not cubic centimeters. Laboratory values may be reported in conventional units.

**Abbreviations and Symbols**—Avoid nonstandard abbreviations and those included in The Commission's "Do Not Use" list of abbreviations (available at <http://www.jointcommission.org/PatientSafety/DoNotUseList>). Use the full term for an abbreviation or symbol on first reference, unless it is a standard unit of measure.

**Manuscript Preparation**—All material must be double-spaced with margins of at least 1 inch on all sides. Number all pages sequentially, including the summary

of key points, references, tables, and figures.

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- Brief (1 to 2 sentences) biography of each author
- Title page (include title of manuscript; name(s), professional credentials, institutional or academic affiliation(s), city and state of all authors in the order intended for publication; and 3 to 5 key words for indexing)
- Text of manuscript
- Summary of Key Points (include as numbered page; double-spaced on separate page)
- References (include as numbered pages; double-spaced on separate page; follow reference style described in these guidelines)
- Acknowledgments, disclaimers, sources of financial support (double-spaced)
- Tables (double-spaced, 1 per page; numbered consecutively; include title for each)
- Figure legends (separate page; double-spaced)
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