Manuscript Submission Guidelines

http://edmgr.ovid.com/dccn/accounts/ifauth.htm

Dimensions of Critical Care Nursing

## INFORMATION FOR AUTHORS
Author Guidelines
Correspondence
General Instructions
Permissions
Organization of the Manuscript
General Information

### Author Guidelines
Dimensions of Critical Care Nursing (DCCN), is a peer-reviewed, refereed journal. Each manuscript is sent for double-blind peer review
DCCN welcomes experienced and new authors to submit original articles, addressing all aspects of care for acute and critical care patients. Our dimensions include clinical, education, leadership, and research. We provide editorial services that will assist you in developing a manuscript that best meets the DCCN acceptance criteria. These services include: providing you with individual feedback for your submission, timely notification of decisions, a copy of the reviewers comments, and timely publication of your article.

### Correspondence
Address all questions to:

### Author Guidelines
Dimensions of Critical Care Nursing (DCCN), is a peer-reviewed, refereed journal. Each manuscript is sent for double-blind peer review
DCCN welcomes experienced and new authors to submit original articles, addressing all aspects of care for acute and critical care patients. Our dimensions include clinical, education, leadership, and research. We provide editorial services that will assist you in developing a manuscript that best meets the DCCN acceptance criteria. These services include: providing you with individual feedback for your submission, timely notification of decisions, a copy of the reviewers comments, and timely publication of your article.Kathleen Ahern Gould RN, PhD, at dccneditor@wolterskluwer.com or visit DCCN's home page at www.dccnjournal.com, or, submit manuscripts directly through Editorial Manager.

### General Instructions
**Queries and Submissions**

The Editor welcomes manuscripts of relevance and interest to critical care and acute care nursing. You may want to precede submission with an email message of inquiry to the editor, include an outline or abstract of your manuscript. Before you submit we suggest that you:

- Visit the DCCN website at: www.dccnjournal.com
- Determine the DCCN department that is most relevant to your idea or topic by reviewing the list of departments.
- Develop the manuscript around one main idea. Avoid all-inclusive articles, which are often broad and too basic for our advanced readers; develop a unique aspect or slant on the idea. Often, one general idea can be developed into several specific articles covering different topics. State this unique idea clearly in the introduction and summary of your paper.
- Send a query letter describing your idea with a one-page outline including main headings and subheadings to the Editor. The Editor will provide individual feedback on how to develop your idea to best meet the DCCN formats. Queries allow the Editor to indicate interest in, and give developmental advice on manuscript topics.
- Or, submit the completed manuscript directly through Editorial Manager.

**Manuscript Submission**

- Prepare manuscripts according to the *American Medical Association Manual of Style 10th ed*. 2007. *AMA Manual of Style Online* is available at: http://www.amamanualofstyle.com. Examples of reference styles are listed below in "Organization of Manuscript".
- Original manuscripts must be submitted using the DCCN online submission and review system at www.editorialmanager.com/dccn
- Prior to submission authors will register and complete all contact information including mailing address, e-mail addresses, telephone (home, work, mobile), and fax numbers.
- Prepare your document in Microsoft word, or a compatible format.
- Submit the manuscript to DCCN for sole consideration. Complete copyright agreement(s) for all authors.
- Full-length manuscripts are approximately 14–16 typewritten pages. These limits do not include the abstract, references, tables, or figures.
- Double-space manuscripts—including abstract, text, references, and tables—with 1-inch margins on all sides. Use a 12-point font. Do not justify the text.

**Check for accuracy and readability**.

- Authors are responsible for accuracy of their manuscripts; therefore, ask colleagues to help review your draft before submission.
- Mathematical representations, symbols, and research terms must be carefully checked for accuracy.
- Remember to add unit names to all data or values.

**Initial Online Manuscript Submission**

Manuscripts must be submitted electronically through our Web-based Editorial Manager system. Go to http://dccn.edmgr.com. Once registered as an author, log on, and select "Submit a New Manuscript." You will then:

1 Enter the title of your manuscript.

2 Select an "article type" from the drop down menu.

3 Add information about the author(s) of the paper.

4 From your manuscript file, copy and paste the abstract only into the dialogue box.

5 Enter a few key words that describe your manuscript's content. Select your document's classifications from a list of possible content descriptors. Make sure you first select the main heading you want, and then select various sub-topics within that main heading.

6 Answer questions about project funding.

7 Enter your comments to the editor in a dialogue box. Address any prior correspondence you may have had with the editor, and provide URLs or citations of other publications or manuscripts that are derived from the same dataset or examine the same topic.

8 Answer question about your region of origin.

9 Attach your various individual files containing elements of your entire manuscript. No file should contain information found in any other file: (a) title /author bio page, (b) a Word file containing text of manuscript, starting with the abstract and ending with the references, and (c) as many individual files as necessary, each containing 1 table or figure.

When all files are attached, the system will prompt you to complete a process that will submit your manuscript to the editorial office. You will receive an e-mail to let you know the journal office received your manuscript. After the review process, you will receive an e-mail letting you know the final disposition of the manuscript. You may check the status of your manuscript at any time by logging in at http://dccn.edmgr.com. Select "Submissions Being Processed."

**Revised Submission**

If you have been invited to revise and resubmit your manuscript, the revision is submitted online at http://dccn.edmgr.com. **DO NOT SUBMIT YOUR REVISION AS A "NEW SUBMISSION" UNDER THE HEADING "NEW SUBMISSIONS."** Log in using the same user name and password. On the "Author Main Menu," under the heading "REVISIONS," select the "Submissions Needing Revision" link, which will be the only active link.

**Review Process**

All manuscripts are subject to peer review. To ensure a blinded review,

• Do not include the author's name or institution in the running head or anywhere in the manuscript after the title page.

• Authors must obscure references in the first person to the author's own

work, within the body of the text or references.
- It should not be possible for reviewers to identify authors from any section of the manuscript

**Research or Quality Improvement**

- Research or quality improvement projects or reports must have **structured** abstracts. These abstracts should have the subheadings to indicate: Background/ Introduction, Objectives/Aims, Methods, Results, Discussion/ Conclusions.
- For additional guidelines for quality improvement studies refer to the Standards for Quality Improvement Reporting Excellence (SQUIRE) Guidelines at http://squire-statement.org/guidelines.
- If your work is a randomized clinical trial (RCT) design, please refer to the Consolidated Standards of Reporting Trials (CONSORT) guidelines. The CONSORT Statement is intended to improve the reporting of a randomized controlled trial (RCT), enabling readers to understand a trial's design, conduct, analysis and interpretation: http://www.consort-statement.org/consort-statement.
- CONSORT checklist and flow charts are available at http://www.consort-statement.org/consort-statementoverview0/#checklist.
- *DCCN endorses* PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses), a guideline to help authors report a systematic review and meta-analysis. Click http://www.prisma-statement.org/ to access the guideline. To facilitate future meta-analyses (see Anderson and Beck [2003], Facilitating meta-analysis in nursing, *Nursing Research*, 52, 1), detailed supplemental analyses not included in the published article may be posted as supplemental digital content.

## Permissions

It is the authors' responsibility to obtain permission for use or reproduction or adaptation of material owned by others such as copyrighted material in the form of charts, research tools, forms, tables, or charts. Obtaining permissions and checking accuracy of all material and references is the responsibility of the author.

- Obtain permission from the copyright holder before submitting the manuscript.
- Obtain permission "to photograph and use the photograph in a professional publication" for all individuals shown in photographs.
- After you have received permission, add the credit line with copyright notation to the caption for the figure.
- Include a copy of all permissions.
- Include "©" or "™" marks following any product name or company name as required by the company and check all product and company names for accuracy.

## Organization of the Manuscript

Organize the manuscript in the following order: title page,

acknowledgments, abstract, text, references, tables, figure legends, and figures. Generally, addenda or appendices are not used.

- *Title Page:* For each author, include position titles, abbreviations for relevant degrees and certifications and institution. Provide conflict of interest statement. Disclose funding received for this work from: National Institutes of Health (NIH); Wellcome Trust; Howard Hughes Medical Institute (HHMI); and other(s). Provide an e-mail address for the corresponding author.
- *Acknowledgments:* Limit acknowledgments to key contributors.
- *Abstract:* Include title on abstract page. The abstract should be no more than one double-spaced page, with no citations.

**Structured abstracts**: Must be included for all research papers, using these headings:

- *Background:* Summarize the literature review in one sentence, demonstrating the need for this study.
- *Objectives:* Clearly state the main question or hypothesis of this study in one sentence.
- *Method:* Describe the study design, participants, and measurements used in 3–4 sentences.
- *Results:* Describe the main results in a concise paragraph. This section should be the most descriptive. Note levels of statistical significance and confidence intervals where appropriate.
- *Discussion:* Base the discussion only on the reported results. Describe any further study needed.
- *Key Words:* The indexers use MeSH guidelines to index articles. Provide 2–3 key words; be very specific in your word choice. Use MeSH key wordshttp://www.nlm.nih.gov/mesh/meshhome.html when possible.

**References**

Authors must use AMA (American Medical Association) style for references. Type the references double spaced, numbering each one consecutively the first time it is cited in the text (do not use the author's name in the text; references must be numbered). Use superscript numbers, placed after the punctuation. List all authors when there are 6 or fewer; for 7 or more, list the first 3 followed by "et al." Authors are responsible for the accuracy of all relevant citations.

- Avoid citation of personal communications or unpublished material
- Verify all information included in references carefully via PubMed or CINAHL; it is essential that readers be able to look up the cited material.
- Reference numbers are styled in the text body in superscript.
- In the text, use superscript numbers in consecutive order
- Include *only* those references cited in the manuscript.
- Include references after all dosages, side effects, or other medical information and to reference studies or publications upon which your

manuscript is based.
- Use the same number each time you cite the reference; do not use ibid or op. cit. Accuracy and completeness of references is the responsibility of the author.
- **Journal articles:** Author(s) (last name and initials, no periods), title of article (lowercase, no quotation marks), abbreviation of the journal as given in the Cumulative Index Medicus, year of publication, volume number, and inclusive pages. If the journal is not paged sequentially throughout the volume, include the issue number in the citation.
- Example: Munro C, Garp M, Jones D, MacClish D, Sessler C. Chlorhexidine, toothbrushing, and preventing ventilator-associated pneumonia in critically ill adults. *Am J Crit Care*. 2009;18(5):428-437.
- **Book title:** Author(s) (last name and initials, no periods), title (uppercase and lowercase, no quotation marks), edition or volume, city and state/province of publication, publisher, and year.
- Example: Huether SF, McCance KL. *Understanding Pathophysiology*. 5th ed. St. Louis, MO: Elsevier Mosby, Inc; 2012.
- **Electronic sources:** Example: American Association of Critical Care Nurses. Oral care for patients at risk for ventilator associated pneumonic. 2010. http://www.aacn.org/wd/practice/content/oral-care-practice-alert.pcms?menu=practice. Last assessed June 7, 2013

## Tables/Figures/Boxes

Tables include words or numbers only. Figures include line drawings, photographs, or other material that cannot be typed. We encourage the use of tables, figures, and boxes to highlight information with the text, or when they express more than can be done by words in the same amount of space.
- Place figures and tables on their own pages, ie, one per page
- Number each table or figure.
- Cite all figures and tables within text (eg, see Figure 1).
- Include a caption for all figures and a title for all tables.
- Cite figures consecutively in your manuscript.
- Number figures in the figure legend in the order in which they are discussed.
- Upload figures consecutively to the Editorial Manager web site and enter figure numbers consecutively in the Description field when uploading the files.
- Do not indicate placement of tables or figures in the text—the copy editor will automatically place your tables and figures

## Photographs

Follow instructions on editorial manager.

## Digital Artwork Guideline

- Learn about the publication requirements for Digital Artwork:
     http://links.lww.com/ES/A42
- Create, Scan and Save your artwork and compare your final figure to the

Digital Artwork Guideline Checklist (below).
- Upload each figure to Editorial Manager in conjunction with your manuscript text and tables.
- Artwork should be saved as TIFF, EPS, or MS Office (DOC, PPT, XLS) files. High resolution PDF files are also acceptable.
- Crop out any white or black space surrounding the image.
- Diagrams, drawings, graphs, and other line art must be vector or saved at a resolution of at least 1200 dpi. If created in an MS Office program, send the native (DOC, PPT, XLS) file.
- Photographs, radiographs and other halftone images must be saved at a resolution of at least 300 dpi.
- Photographs and radiographs with text must be saved as postscript or at a resolution of at least 600 dpi.
- Each figure must be saved and submitted as a separate file. Figures should not be embedded in the manuscript text file.
- Finally, remember:
  ◦ Cite figures consecutively in your manuscript.
  ◦ Number figures in the figure legend in the order in which they are discussed.
  ◦ Upload figures consecutively to the Editorial Manager web site and enter figure numbers consecutively in the Description field when uploading the files.

## DCCN Writing Tips

*Write for the DCCN Audience*. Discuss how the critical care nursing leader–such as the advanced clinical nurse, educator, manager, researcher, and clinical nurse specialist–can use your ideas. Describe how your ideas could be used in many critical care areas such as medical, surgical, cardiac, trauma, neuroscience, pediatric, neonatal, and other specialties. The depth of the material should be for advanced nurses. Do not repeat basic material; assume the reader already knows material taught in "core" critical care courses. Describe how the nurse can do something rather than just that she or he should. Use examples to help the reader identify the application to clinical practice

*Use Headings*. Organize your paper using numerous headings and subheadings. DCCN is a clinically applied nursing journal; therefore, the headings should focus on nursing decisions, actions, and strategies. When possible, use action headings that clearly describe your recommendations to the reader for caring for the type of patient being described, developing a similar project, or solving a problem.

*Focus on Your Ideas*. Develop your ideas on the topic. The main headings should be your points, supported by reasoning, literature, or research. Blend the literature and theory into your ideas rather than placing all the literature in one section. Avoid a long review of the literature and superfluous quotes, as they overshadow your expertise.

*Use Pictures and Illustrations*. Emphasize your content and highlight important concept in a model, or unique design. Use of test boxes or bullet sections is encouraged to highlight essential content.

*Use Professional Resources*. There are several standard guidelines available for writing and submitting articles for publication in biomedical journals. *The Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication*, by the International Committee of Medical Journal Editors, presents clear guidelines on when citation is necessary. It is available online at http://www.icmje.org

## General Information

## Compliance with Research Funding Agency Accessibility Requirements

A number of research funding agencies require authors to submit the article after peer review and acceptance but not the final published article to a repository that is accessible online by all. As a service to our authors, LWW will identify to the National Library of Medicine (NLM) articles that require deposit and will transmit articles based on research funded in whole or in part by the National Institutes of Health, Wellcome Trust, Howard Hughes Medical Institute, or other funding agencies to PubMed Central. The revised Copyright Transfer Agreement provides the mechanism.

## Conflicts of Interest

Authors must state all possible conflicts of interest in the manuscript, including financial, consultant, institutional and other relationships that might lead to bias or a conflict of interest. If there is no conflict of interest, this should also be explicitly stated as none declared. All sources of funding should be acknowledged in the manuscript. All relevant conflicts of interest and sources of funding should be included on the title page of the manuscript with the heading "Conflicts of Interest and Source of Funding:" For example:

• The author has disclosed that he/she has no significant relationships with, or financial interest in any commercial companies pertaining to this article.

• Conflicts of Interest and Source of Funding: A has received honoraria from Company Z. B is currently receiving a grant (#12345) from Organization Y, and is on the speaker's bureau for Organization X – the CME organizers for Company A. For the remaining authors none were declared.

Each author must complete and submit the journal's copyright transfer agreement, which includes a section on the disclosure of potential conflicts of interest based on the recommendations of the International Committee of Medical Journal Editors, "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (www.icmje.org/update.html).

**A copy of the form is made available to the submitting author within the Editorial Manager submission process. Co-authors will**

**automatically receive an Email with instructions on completing the form upon submission.**

## Preparation and Editing

We will notify you of receipt of your manuscript. If it is not accepted, we will tell you the reasons why not and make specific suggestions for revision. Accepted manuscripts will be edited to conform with DCCN and AMA style guidelines. It is understood that submitted manuscripts are prepared specifically and solely for *DCCN*. Accepted manuscripts become the property of the publisher and may be reproduced in other publications in whole or in part only with the permission of the publisher. The publisher has exclusive rights to the article and to its reproduction and sale in all countries. *DCCN* reserves the right to edit all manuscripts for style and space requirements, and to clarify the presentation. Before publication, proofs of edited copy are submitted electronically to the corresponding author who is responsible for checking the accuracy of the material. At this time, authors may order reprints via the electronic reprint order form.

## Supplemental Digital Content

Authors may submit supplemental digital content (SDC) to enhance their article's text, which will be considered for online-only posting. SDC may include the following types of content: text documents, graphs, tables, figures, graphics, illustrations, audio, and video. Label SDC clearly and refer to it consecutively in the text (for example SDC 1, SDC 2, etc.). Provide a separate consecutively numbered legend with a title and brief description of the type of material submitted. The SDC numbers in the text and legends must match. For audio and video files, include the author name, videographer, participants, length (minutes), and size (MB). Authors must remove individual identifiers from patient information. Copyright forms for article content including SDC must be completed at the time of submission. SDC requires specific size and file type requirements. To ensure a quality experience for those viewing supplemental digital content, it is suggested that authors submit supplemental digital files no larger than 10 MB each. Documents, graphs, and tables may be presented in any format. Figures, graphics, and illustrations should be submitted with the following file extensions: .tif, .eps, .ppt, .jpg, .pdf, .gif. Audio files should be submitted with the following file extensions: .mp3, .wma. Video files should be submitted with the following file extensions: .wmv, .mov, .qt, .mpg, .mpeg, .mp4. Video files should also be formatted with a 320 X 240 pixel minimum screen size. For more information, please review LWW's requirements for SDC: http://links.lww.com/A142

## Finally, Review and Understand Plagiarism and Citations

Purdue Online Writing Lab
http://owl.english.purdue.edu/owl/resource/589/01/

Council of Writing Program Administrators http://wpacouncil.org/node/9