

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).
- ___ 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.
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- ___ 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 and dates of text citations and reference list entries are identical.

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 6th 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:

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Textbooks are the latest edition / <= 5 yr unless classic

Gross Anatomy <= 10 yr

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

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