

Acute Care Perspectives

GUIDELINES FOR AUTHORS

Acute Care Perspectives is the newsletter of the Acute Care Section of the American Physical Therapy Association (APTA). It is published four times a year and is mailed to Section members, Section Presidents, and to physical therapy education programs. *Acute Care Perspectives* is copyrighted and registered with the Library of Congress. It is also indexed in CINAHL, the Cumulative Index to Nursing and Allied Health Literature.

The overall goal of the publication is to provide timely information to Section members in clinical matters that relate to acute care and hospital-based physical therapy practice. In addition, it provides Acute Care Section news, APTA news, and regularly featured columns.

Articles may be solicited by members of the Editorial Advisory Board or submitted directly to the Editor or Section Office. Solicited articles will be reviewed by at least two members of the Editorial Advisory Board for clarity of thought and grammar/punctuation. Unsolicited articles may be sent to outside reviewers for determination of the article's suitability for *Acute Care Perspectives*. We do not alter your article without consent from you. The following list of suggestions is meant as a guide to help you easily express your thoughts on paper. You may always contact one of us for assistance during your writing.

Audience

Your audience is a combination of experienced and inexperienced clinicians and students. Our members are physical therapists (PTs), physical therapist assistants (PTAs), and PT or PTA students. However, you may assume basic knowledge and refer the reader to a source so you may spend the bulk of your article on a new approach, an interesting case study, or a difficult treatment approach.

Style

Acute Care Perspectives reserves the right to copy-edit each article in accordance with its style and format and to improve the article's readability. You will be consulted regarding recommended revisions. We accept articles that offer a professional opinion, clinical approaches and techniques, research, literature review, and quality assurance information. We may also consider other topics. Your own style of writing can come through; however, language should be professional.

Format

Please submit two hard copies of your article and one document file formatted to Word for Windows95, Version 7.0 or Mac OS 9.0 or higher on a computer medium (3 ½ inch floppy, zip disk or CD). If you prefer, you can e-mail your document to girion@jaguar1.usouthal.edu or the e-mail address of the contacting Editorial Advisory Board member. Type your article in double-spaced full page format, and we will convert it to the newsletter layout. If you cannot provide your article electronically or on a computer medium, consider submitting it one week prior to deadline. Keep in mind that most articles appear in 2 or 3-column format in the finished product. This usually requires shorter sentences and paragraphs than is possible in the full-page format. We will help you achieve this layout design through our editing process but do keep it in mind as you are writing your article. Please keep the article less than 10 pages in length; approximately 2.5 - 3 double-spaced, typed pages converts to one page in the newsletter layout. Submit your article to the Editor or the Editorial Advisory Board member who has contacted you.

To expedite layout and limit error, each table should be sent as a separate file. For layout purposes references must be typed as part of the text. Please do not generate references with software that does

not directly place the references in the text, e.g., "end note" functions of word processor or the EndNotes program.

Include a 2-3 sentence biographical sketch for each author including professional title, affiliation, and address where the readers may contact you for further information. You will receive a final copy of your edited article to proof or to minimally revise. We ask that you approve the changes or add revisions within 3-4 days.

References

Acute Care Perspectives follows the referencing style outlined in the *Publication Manual of the American Medical Association (AMA)*. If you do not have access to this manual from your department or library, contact one of the editors for clarification of this style prior to submission. Articles submitted in different referencing styles will be returned for revisions. If you choose not to include references, you may include a suggested reading list to guide the clinician toward specific publications not directly referenced in your article.

Illustrations including photographs

For *Acute Care Perspectives* to be produced in a timely and error-free manner we require all illustrations to be sent as **JPG** files electronically to either the Editor or corresponding EAB member. Illustrations, including graphs that are embedded in a document generated by programs such as Word or Excel require us to extract a .JPEG file, which creates extra work and may generate errors in the process and therefore will not be accepted. Captions for Illustrations as well as tables must be submitted separately and not be embedded in the illustration or table. Labels placed within illustrations must be of sufficient size to be legible that when the illustration, including graphs, is reduced to the width of one column of the publication.

Photographs

Acute Care Perspectives is pleased to include photographs in our publication. Authors must obtain and submit written permission to publish photographs in which patients are recognizable. Black and white photographs copy best. Electronic .JPEG format is preferred.

Manufacturer Information

When mentioning manufacturers of equipment and products, please contact the manufacturer for the proper spelling and trademark/copyright information to be included in the article. You may want to publish their address and phone number for readers to make inquiries.

Reprints

If you are not an Acute Care Section member and would like a complimentary issue of *Acute Care Perspectives*, please let the editor know. In addition, we would be happy to provide each author with two copies of the issue in which their article appears. We look forward to reading your article! If at any time in the writing process you need support or feedback, please contact any one of us. We aim to make your writing experience pleasurable.

Editorial Advisory Board

The Editorial Advisory Board (EAB) is made up of an Editor and 3-5 EAB members appointed by the Acute Care Section Board of Directors. The Editor is responsible for layout and design as well as content for all issues. Each EAB member is responsible for locating writers and content articles for one issue a year. Listed below are the names of the EAB members. Feel free to contact us at your convenience.

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Submission Dates

Issue	Authors Submit Material By	Publication/Mailing
Spring	December 15	March 7
Summer	March 1	May 7
Fall	June 1	August 7
Winter	September 1	November 7

Dates are subject to change. Please confirm date with your contact person from the Editorial Advisory Board.