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**Acknowledgements**

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1 inch margins
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Set before and after paragraph spacing at 0 pt
Required subheadings will be listed under each manuscript type. Use additional subheadings as needed.
Submit tables in Word.doc or Word.docx format, or Excel (please do not submit images or .pdf of tables as they must be editable)
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The reference list is numbered in the order in which they appear in text, tables and figures.
Material not yet accepted for publication or personal communication are not listed in the reference list.
Abbreviate journal names as used in PubMed.
List all authors and/or editors up to 6; if more than 6, list the first 3 followed by “et al.”
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<th>Abstract Word limit</th>
<th>Reference Maximum</th>
<th>Table Maximum</th>
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<td>500</td>
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Identify the corresponding author with complete contact information
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Funding statements
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Use headings as appropriate. Topics for brief communication include new or upcoming policy or issues in transplantation, short report of new or cutting-edge technology, short report of novel research or methodologies.

- **Required documents**
  - Cover letter
  - Title page
  - Brief Communication text including references
  - Table (if applicable)
  - Figure (if applicable)

**Case Report**

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- **Introduction** Summarize the background and context of the case. Include statement of patient consent.
- **Presenting Concern** Describe the relevant patient characteristics and details of symptoms/concerns/issues addressing the case.
- **Clinical Findings** Describe pertinent and relevant clinical findings, interventions or therapies.
- **Outcome** Based on the therapies or patient condition, describe patient outcomes and follow-up.
- **Discussion** Summarize case. Include any similar published cases.

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  - Cover letter
  - Title page
  - Case Report text including references (no title page)
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  - Figure (if applicable)
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Clinical Relevancy to Practice
Describe current practice issues, i.e. barriers and facilitators, organizational challenges

Practice Issues
Focus on issues or topics as you describe how the problem/issue is addressed. The heading may require subheadings to fully organize description.

Summary (or Implications for Practice)

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- Abstract (unstructured)
- Clinical practice issue text including references (no title page)
- Table (if applicable)
- Figure (if applicable)
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Clinical Relevancy to Practice
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Practice Issues
Focus on issues or topics as you describe how the problem/issue is addressed. The heading may require subheadings to fully organize description.

Summary (or Implications for Practice)

Required documents
- Cover letter
- Title page
- Abstract (unstructured)
- Clinical practice issue text including references (no title page)
- Table (if applicable)
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An EBP manuscript describes the exploration of a clinical question where a formal process for searching and evaluating the literature to determine sufficient evidence to change practice or require further research. Use the following headings to organize your manuscript.

**Background/Significance of the problem**
Provide adequate summary of the importance of this clinical problem

**Clinical question**
State clinical question in a complete sentence in an acceptable format (i.e. PICO, PICOT)

**Search of the literature**
Include databases, keywords, inclusion criteria, and yield.

**Clinical appraisal**
Summarize the findings based on the literature reviewed. This is not a line by line critique of each reviewed article, but a summary of what the research found on your outcome of interest. Include level of evidence.

**Integration into practice**
Description of practice change and measures used to evaluate nursing &/or patient outcomes.

**Evaluation of evidence-based practice**
Provide results of practice change (based on your outcome measures)

**Future areas for investigation**
Describe any next steps or how others can use your findings.

**Required documents**
- Cover letter
- Title page
- Abstract (structured: Background, Clinical Question, Literature Search, Clinical Appraisal, Integration into Practice, Evaluation)
- Clinical practice issue text including references (no title page)
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**Introduction/Background**
Describes the problem, what is known or not known about the problem
Statement of the problem
This can be a simple statement of the problem and identifies the process that your organization (or group) chose to improve.

Methods
State the methodology used in the project (i.e. FOCUS PCDA, Lean, Swiss Cheese, Cause & Effect, Root Cause Analysis. Describe the setting, what was planned and implemented and what measures and analyses were used to evaluate success.

Processes Addressed
Give specific details on the planned changes

Outcomes
Describe results of your process improvement efforts

Implications
Describe any next steps or how others can use your findings

Required documents
- Cover letter
- Title page
- Abstract (structured: Background, Problem Statement, Methods, Processes addressed, Outcomes, Implications for practice)
- Performance improvement text including references (no title page)
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A manuscript meets this criterion if the methodology used to answer, discover, or describe a concept using formal qualitative methodology. Use the following headings to organize the manuscript. You may adapt your headings to fit with the type of methodology used.

Introduction/Background
Relevance of the area of interest. Include literature review.

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Describe qualitative methods, theoretical framework. Include institutional or ethic review approval.

Setting
Describe the environment, the subjects, and the role of the researcher.

Sampling
Describe the technique for sample and how recruitment was carried out.

Information collection
Describe how data were collected, and the method that was used and analysis to evaluate data. Include reliability, credibility, transferability and adequacy of rigor.

Findings
Provide results (in the order that you gave in your data collection section). Use additional subheadings to organize outcomes.

Discussion
Summarize the meaning of your findings (in relation to practice or previous research). Include study strengths and limitations. Future investigative needs (if applicable).
Required documents
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- Title page
- Abstract (structured: Introduction, Methods/Approach, Findings, Discussion)
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This is a report of a formal descriptive, comparative, correlational, or interventional research study. Use the following headings to organize your manuscript. Use subheadings as appropriate.

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**Specific Aim (or Research Question(s))**  
This subheading is optional. It is acceptable to end the introduction with the study purpose. The study purpose needs to be clear to the reader.

**Design/Methods**

**Design**  
State the design used. Include institutional or ethic review approval and informed consent statements.

**Setting**  
Describe the setting where study occurred

**Population**  
*Describe the population from which you drew your sample. Describe inclusion/exclusion criteria, method of recruitment. This section is not to describe your sample; it is key for the reader to be able to see whether the sample in the study is representative of the population.*

**Data collection**  
Describe variables collected. Describe instruments used to measure outcome variables (and psychometric properties), score types, range, interpretation of scores (where applicable). Describe how/where data were obtained. Additional subheadings may be used to help organize your data collection.

**Data analysis**  
Describe the statistical procedures used to evaluate outcome variables. Organize this in the same order in which you presented your variables collected.

**Procedure**  
Describe what the research subject was asked to do

**Results**  
Provide results (in the order that you gave in your data collection section). Use additional subheadings to organize outcomes.

**Conclusions**  
Summarize the meaning of your findings (in relation to practice or previous research). Include study strengths and limitations. Future investigative needs (if applicable). Do not restate findings.

Required documents
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A systematic review is a summary of published literature on a specific question. This is not a report of each article found, but a way to report findings of outcomes across multiple research studies. A meta-analysis is a way to analyze results over multiple studies although there may be instances in which the data across studies are not feasible to perform the analysis. Use the following headings to organize your manuscript.\textsuperscript{4,5} Use subheadings as needed.

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Describe is currently known and support why the review was undertaken</th>
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<tr>
<td>Objective</td>
<td>State the objectives and questions the review is to answer</td>
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<tr>
<td>Methods</td>
<td>Provide protocol followed, inclusion/exclusion of research included in the review, describe method of identifying articles and how articles found. Provide a flow chart of yield that leads to the articles included in the review</td>
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<td>Data collection</td>
<td>Describe</td>
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<tr>
<td>Bias assessment</td>
<td>Describe method for assessing</td>
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<tr>
<td>Outcome measures</td>
<td>Describe summary measures used</td>
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<tr>
<td>Synthesis method</td>
<td>If the data are amenable to meta-analysis, refer to the PRISMA statement for direction.</td>
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Results
Describe number of studies screened, characteristics, bias identified, results of studies based on outcome objectives, and synthesis of studies

Discussion
Summarize, identify strengths and limitations.

Required documents
- Cover letter
- Title page
- Abstract (Introduction, Objective, Methods, Results, Discussion)
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Emily Flint
Atlantic Monthly 1996

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- Hyphenate combination so nouns used as unit modifiers only when they precede nouns (nurse-patient relationship)
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- Do not begin sentences with numbers.
- Decimals are the only punctuation allowed in numbers
- Use a leading zero for numbers less than 1; i.e. 0.05
• Four-digit numbers do not have a comma; i.e. 6523
• Use a space for numbers greater than four digits; i.e. 652 3000
• Transplant is a noun and a verb; i.e. He received a transplant, He transplanted the organ.
• Transplantation is a procedure; i.e. Organ transplantation is a field of medicine.
• Do not use transplantation as a verb
• Just a word about better
  o Better is an adjective that modifies a noun; i.e. better weather
  o Do not use it to modify a verb; i.e. better informed (wrong usage)
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      iv. Include funding statement
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      vi. Acknowledgements, if applicable
      vii. Key words (3-5)
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      ii. There are exceptions to the abbreviation rule, but these are very few
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         1. Remember ideal number of references cited over 5 years is 20%. Be sure that you have used the most recent literature and near the ideal.
      v. Do not use line numbering or justified margins
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   f. Figure 1 (each Figure is uploaded separately)
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