

NEONATAL NETWORK® GUIDELINES FOR CONTRIBUTORS

Neonatal Network® is striving to promote an international exchange of ideas and techniques concerning neonatal care. We would like to encourage all persons in the neonatal field to share their knowledge and expertise with us. With this end in mind, we have developed a simple set of guidelines for those of you who would like to share your experiences with us. We would like to encourage articles of not only a technical or research nature, but also those dealing with firsthand experiences relating to the common and not so common experiences we face (psychological, ethical, and emotional).

We would encourage all potential contributors to contact our executive editor, Debbie Fraser Askin, RNC, MN if you have any questions prior to beginning or submitting a manuscript to our journal. Because manuscripts often require six months to a year of prepublication work, this will also help prevent duplication of effort. Ms. Askin can be reached via email at daskin@neonatalnetwork.com or via phone 204-474-9927 (CST).

GENERAL GUIDELINES

1. *Neonatal Network*® will accept unsolicited manuscripts for publication. All manuscripts submitted must be original and intended for the exclusive use of *Neonatal Network*®. No manuscript will be considered that has been previously published or is under consideration by another journal. Authors should state this in their cover letter.
2. Manuscripts must be submitted on 8 ½ x 11 inch white bond paper, double-spaced with 1 inch margins both left and right sides and top and bottom. Pages should be numbered consecutively. Page length is variable depending on the type of manuscript. A typical manuscript is 10–20 pages, including references. Manuscripts of greater length may be published in multiple parts. The name(s) of the author(s) should appear on the first page only.
3. Manuscripts may be submitted electronically to Debbie Fraser Askin at daskin@neonatalnetwork.com with a copy sent to Ute Berman, Editorial Coordinator at uberman@neonatalnetwork.com. This submission **must** be followed by a hard copy and disk sent to the Neonatal Network office (See #9). We accept both PC and Macintosh formats. Clearly mark the disk (or CD) with author name, manuscript title, and type and version of word processing program used. A copy of all material submitted to *Neonatal Network*® must be kept by the author(s). Cardboard should be used to protect photographs.
4. Authors should submit a cover letter as well as a current resume or CV including both work and home addresses, telephone numbers, fax number, and e-mail address should be included for the primary author of the manuscript. A resume or CV should be submitted for each coauthor. Please include this material on your disk in addition to the hard copy.
5. We reserve the right to edit all material submitted to *Neonatal Network*®. In all instances we will try to maintain the intent and meaning of the original manuscript.
6. *Neonatal Network*® is a refereed journal. All manuscripts are reviewed by a panel of three or more experienced nurses with expertise in the field under consideration. This process takes approximately two to four months. Authors are notified of the acceptance or rejection of their manuscripts as soon as this process is completed. Accepted manuscripts may be subsequently rejected if faults are found during the editing process.
7. Research-based articles should state the source of funding for the research. Institutional Review Board (IRB) response/approval should also be noted. *Neonatal Network*® cannot publish research that has not received approval from an IRB.

8. Send all manuscripts to: Editor, *Neonatal Network*®, 2220 Northpoint Parkway, Santa Rosa, CA 95407. We make every effort to acknowledge receipt of manuscripts within a two-week period. If you do not receive such notification within a month, please call our office.

ABSTRACTS

1. An abstract is published at the beginning of each article. Please include an abstract of no more than 150 words when submitting your article. If your manuscript is research-based, please include in outline form the following sections in the abstract: **purpose, design, sample, main outcome variable, and results.**

REFERENCES

1. Use references judiciously. In general, references should be no more than five years old unless they are considered classic. Primary sources should be used whenever it is possible to do so. Review articles and secondary sources may not accurately represent the original material and readers should be given access to the original sources whenever possible.

2. Please check references carefully for completeness and accuracy. If you use a reference managing program such as *End Note*, be sure to remove all the "field codes" (which turn the references grey) before you submit the manuscript.

3. References in text should follow American Psychological Association (APA) 5th edition format. Refer to *Publication Manual of the American Psychological Association*, 5th ed. for punctuation, grammar, and style (<http://www.apastyle.org/>). References will be stated numerically in final page proofs and in the journal. The conversion to numerical referencing will be done by journal staff during the final editing process.

4. The reference list should be composed in alphabetical order by author last name and follow APA format. References must be typed, double spaced, and placed on separate sheets at the end of the manuscript.

Internet References

Internet material from a refereed source (i.e., Pediatrics Electronic Pages, The Lancet Interactive), or from a government publication (i.e., National Institutes of Health) should be cited as per APA format. Non peer reviewed encyclopedias, such as Wikipedia, should not be used. Other Internet references will be considered the same as a personal communication and should be limited in number.

DRUG DOSAGE FORMAT

1. All drug dosages should be stated as amount/kg/dose.

TABLES, CHARTS, PHOTOGRAPHS

1. Each table, chart, and graph should appear on a separate sheet, appropriately titled, and must be referred to in the text. Tables, charts, and graphs should be numbered sequentially, Table or Figure 1, 2, 3, etc. as they should appear in text. The title of the manuscript should appear on the top of each page for each table, chart, and graph.

2. Each table, chart, or graph that is not the original work of the author must be accompanied by a complete citation to the work from which it came and a signed permission to reprint from the

publisher/author of the original work. Unless such a form is forthcoming, we will not be able to reproduce the material. Tables that have been adapted from original material should be submitted with a copy of that material.

3. Each photograph supplied should have the author's name on the reverse side (please use a soft-tipped pen) and should be labeled sequentially Figure 1, Figure 2, etc. Do not staple, trim, or mount photographs. Details to be emphasized should be indicated on a separate sheet of paper, on a photocopy of the photograph, or an art-quality tissue paper overlay (use a felt tip pen). Do not write on photos.

4. We request the use of 5x7 inch glossy black and white or color photographs. If color is essential, please send color photos and indicate color is necessary for proper understanding of photo. X-rays should also be submitted as photographs. Photographs require the permission of the subject (or of a guardian) and, if not the original work of the author, the permission of the original photographer. Photographs from other sources (books and journals) may be used if permission is obtained from the publisher/author.