

NEONATAL NETWORK® GUIDELINES FOR AUTHORS

Neonatal Network®, established in 1981, is dedicated to assisting neonatal nurses and related health care professionals to remain current in their fields through the provision of high quality articles in the areas of neonatal clinical practice, research, education, and administration by acting as a vehicle for the exchange of information.

We would like to encourage anyone in the neonatal field to share their knowledge and expertise with us. With this end in mind, we have developed a set of guidelines to assist you in preparing your manuscript. We welcome a variety of articles, not only of 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).

Potential contributors are encouraged to contact our Executive Editor, Debbie Fraser, MN, RNC-NIC, 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. Fraser can be reached via email at dfraser@neonatalnetwork.com or via phone 866-752-3889 (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 should be submitted electronically to Debbie Fraser at dfraser@neonatalnetwork.com with a copy sent to Ute Berman, Editorial Coordinator, at uberman@neonatalnetwork.com. We accept both PC and Macintosh formats. To avoid formatting errors that sometimes occur in electronic submission, a CD and hard copy of tables or figures may be requested after your manuscript has been accepted for publication.
3. Manuscripts should be 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. The name(s) of the author(s) should appear on the first page only.
4. A typical manuscript is 15–30 pages, including references. Manuscripts of greater length may be published in multiple parts.
5. Authors should submit a cover letter as well as current curriculum vitae (CV), including work and home addresses, telephone numbers, fax number, and an e-mail address. A CV should be submitted for each coauthor. Should your email address change during the review process please let us know by emailing Ute Berman at uberman@neonatalnetwork.com.
6. We reserve the right to edit all material submitted to *Neonatal Network*®. In all instances, the intent and meaning of the original manuscript will be maintained as closely as possible.
7. *Neonatal Network*® is a peer-reviewed 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 three 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.
8. Research-based manuscripts should state the source of funding for the research.

9. Institutional Review Board (IRB) response/approval must be noted for all research-based manuscripts. *Neonatal Network*® only publishes research that has IRB approval or exemption.

10. Send nonelectronic submissions or tables and figures 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.

11. **Abstracts.** An abstract is published at the beginning of each article. Please include an abstract of *no more than* 150 words. 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.**

12. **Drug Dosage Format.** All drug dosages should be stated as amount/kg/dose.

REFERENCE GUIDELINES

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. 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. 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. The reference list at the end of the manuscript should be composed in alphabetical order by author last name and follow American Psychological Association (APA) 5th edition format. (Refer to *Publication Manual of the American Psychological Association*, 5th ed., for punctuation, grammar, and style (www.apastyle.org).

4. References in text should follow APA 5th edition format. References will be stated numerically in final page proofs and in the journal. The journal staff will do the conversion to numerical citations during the final editing process.

5. **Internet References.** Internet material from a peer-reviewed source (i.e., Pediatrics Electronic Pages, The Lancet Interactive), or from a government publication (i.e., National Institutes of Health) should be cited in APA format. Non-peer reviewed encyclopedias, such as Wikipedia, should not be used. Other Internet references should be limited in number.

TABLE AND FIGURE GUIDELINES

1. Each table and figure should include a caption, and must be cited in text. Tables and Figures should be numbered sequentially as they appear in text. If you are including a bar, pie, or line graph, please provide the data.

2. Each table or figure 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 copyright holder 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 the original material.

3. Digital images should be supplied as high-resolution files in .tif, .eps, .psd, .jpeg, or .pdf format. The minimum requirements for resolution are 1,200 dpi (dots per inch) for line art, 600 dpi for images containing a photograph with text labeling or thin lines, and 300 dpi for color or

black and white photographs. Art that is low resolution, digitized, adapted from slides, or downloaded from the Internet will not reproduce. Unacceptable art may be redrawn or removed from the article. If you have any questions regarding acceptable art, please contact Ute Berman at uberma@neonatalnetwork.com

4. Each photograph supplied should have the authors 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 or draw on photographs.

5. 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 the photograph. 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 copyright holder.

PERMISSIONS

1. Authors are responsible for requesting permission to reprint material as noted above. If you have not been able to obtain permission to reprint a table or figure, please contact our office for assistance (707-569-1415).

2. Manuscripts can be submitted with permissions pending.

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