

Information for AUTHORS

The Diabetes Educator is the official journal of the American Association of Diabetes Educators (AADE). It is a peer-reviewed journal intended to serve as a reference source for the science and art of diabetes management. The Diabetes Educator publishes original articles that relate to (1) aspects of patient care and education, (2) clinical practice and/or research, and (3) the multidisciplinary profession of diabetes education as represented by nurses, dietitians, physicians, pharmacists, mental health professionals, podiatrists, and exercise physiologists.

ARTICLE CATEGORIES

The two main types of articles published in *The Diabetes Educator* are features and departments.

Features

Feature articles provide a detailed presentation of a subject from one of the following categories: original research, literature reviews, or perspectives in practice. All feature articles must include a structured abstract of 150 to 200 words (see "Structured Abstract" section under Manuscript Preparation).

Original Research

This type of feature reports original clinical investigations that are relevant to the education and care of people with diabetes. Research papers should be 12 to 14 double-spaced pages, excluding tables, figures, and references. The following elements should be included in reports of original research: (1) structured abstract; (2) introduction with statement of the purpose of the study; (3) complete description of the methods (eg, design, sample, evaluation instruments, procedures, statistical analyses); (4) clear report of the results; (5) conclusions/discussion of the findings; and (6) implications and/or recommendations that summarize how the findings can be applied to the practice of diabetes education.

Literature Reviews,

Perspectives in Practice

Papers in this category should be 8 to 10 double-spaced pages, excluding tables, figures, and references. Literature reviews should provide a comprehensive summary and critique of information on a relevant topic from a representative collection of resources. The most current findings should be presented along

with a history of the literature on the given topic. Controversies, issues, and questions should be addressed as well as standard practices and opinions.

Perspectives in practice may take the form of a detailed case study in which clinical situations illustrate distinguishing, unique, or atypical features that provide a lesson to be learned.

Continuing Education

Feature articles for continuing education are selected by the editor in chief. Appropriate articles represent a timely topic that has been addressed in a comprehensive manner. Authors will be asked to write learner objectives for their article but are *not* required to write questions for the continuing education post-test. Preparation of test questions is the responsibility of AADE.

Departments

Articles concerning the application of principles and concepts in nutrition, pharmacy, psychosocial aspects of diabetes, research methodology, professional growth and development, and healthcare policy, as well as letters to the editor are published in specific departments. Papers may be submitted to the individual departments within *The Diabetes Educator* and should be 4 to 8 double-spaced pages, excluding tables, figures, and references.

Nutrition Update

These articles provide essential information about diabetes and nutrition for clinical practice. Papers might review the current literature on a timely topic and/or make specific recommendations for practice.

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Pharmacy Update

These articles address information regarding any pharmaceutical used in diabetes care. Papers might review information on new products, pharmacokinetics, preparations, dosages, interactions, precautions, or side effects.

Professional Development

These articles provide a forum for sharing ideas, insights, and individual expertise on a broad range of topics related to professional growth as a diabetes educator. Papers might address specific strategies and/or practical approaches concerning the responsibilities of the diabetes healthcare professional.

Research Update

These articles provide readers with information about aspects of the research process and/or grant writing as it relates to diabetes care and patient education. Papers might focus on assisting the clinician or educator in planning, designing, implementing, or evaluating research proposals or grants for clinical application.

Tool Chest

These articles provide a format for sharing innovative educational strategies or tools that are relevant for use in patient and professional education. Papers might describe a particular teaching technique or tool and its application in practice.

Letters to the Editor

These letters provide a forum for commenting on articles published in *The Diabetes Educator* and topics of general interest in diabetes care and education. The length should not exceed 800 words of text with a minimal number of references. One table or figure may be included, if necessary. Any comments regarding a specific article must include the

title, author(s), and date of publication. Letters that contain questions or criticisms in response to a previously published paper will be forwarded to the author(s) of that article for a reply. The sharing of ideas, experiences, opinions, and alternative views is encouraged. The editor in chief reserves the right to accept, reject, or excerpt letters. Accepted letters will be edited for clarity and appropriateness of content, and to accommodate space requirements.

REQUIREMENTS FOR SUBMISSION

The Diabetes Educator only accepts manuscripts that have not been published previously in print or electronic media and are not currently under consideration for publication elsewhere in print or electronic format.

Manuscripts are considered for publication with the understanding that all persons listed as authors have participated sufficiently in the research and writing to take public responsibility for the content.

All authors must sign a copyright transfer releasing copyright authority to the American Association of Diabetes Educators. Published manuscripts in *The Diabetes Educator* and on the AADE Web site at <http://www.aadenet.org> become the written property of *The Diabetes Educator* and may not be reproduced without written permission of the publisher. The author responsible for manuscript correspondence must include with the manuscript submission the following statement signed by all of the authors:

In consideration of AADE taking action in editing my submission, the author(s) undersigned hereby transfers, assigns, or otherwise conveys all copyright ownership to AADE if such work is published in *The Diabetes Educator* or on the AADE Web site at <http://www.aadenet.org>.

Authors are responsible for disclosing any financial association or commercial interest they may have in a product or service featured in their manuscript, in addition to the source of financial and/or material support. The editor in chief reserves the right to reject a manuscript based on a conflict of interest.

MANUSCRIPT PREPARATION AND STYLE

Manuscripts must be typed double-spaced throughout (including references) on one side of 8½-by-11-inch paper. Use margins of at least 1 inch on the top, bottom, and sides of each page. Use uppercase and lowercase letters for text, titles, headings, tables, figures, and references; nothing should be typed in all caps. Number pages consecutively in the upper right-hand corner, beginning with the title page, and provide a running head (not exceeding 50 characters) at the top of each page (see "Title Page" section). The manuscript should be printed on white bond paper using a letter-quality printer to allow scanning by an optical character reader; dot matrix print is not acceptable.

The manuscript should be organized in the following manner:

1. Title page
2. Structured abstract (for features)
3. Introduction (no heading)

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4. Research design, methodology, results, conclusions (for features)
5. Text divided into logical headings and subheadings as appropriate
6. Implications/relevance for diabetes educators
7. Acknowledgments
8. References
9. Tables, figures, legends, and illustrations/photos on separate pages

Title Page

The title page should include the following elements: (1) title of the manuscript; (2) suggested running head; (3) full name and academic degree(s) for each author; (4) institutional affiliation, including department name and city/state; (5) complete mailing address, with daytime telephone and fax numbers, and e-mail address (if available) for corresponding author; and (6) acknowledgment of financial and/or other support. The title page is the only place in the manuscript where the author(s) should be identified by name.

The title should be written in a brief, concise manner that accurately reflects the main idea of the paper. The running head is a shortened version of the title that should not exceed 50 characters and should not contain the names or initials of any authors. Funding sources must be cited on the title page for manuscripts that have resulted from sponsored research and/or educational scholarships for theses or dissertations prepared by the author. Any financial interest in the products mentioned in the article must be disclosed by the author(s) on the title page as well as any compensation for preparing the manuscript.

Structured Abstract

All feature articles (original research, literature reviews, and perspectives in practice) must include, a structured abstract of no more than 250 words using the following headings:

- a. Purpose (rationale for the study, hypotheses, objectives)
- b. Methods (study design, setting, characteristics of the sample, intervention, data collection procedures, evaluation measures)
- c. Results (key findings only, no details or statistics)
- d. Conclusions (information supported by the data, implications)

In general, the abstract should be written in a brief, concise style that provides an overview of the information in the article and allows the reader to survey the contents. Use simple, concrete words and short sentences that provide factual information rather than describing what information will appear in the article. Abstracts may be published on the AADE Web site at <http://www.aadenet.org>.

Text Style

Manuscripts should be prepared in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (*Ann Intern Med.* 1997;126:36-47) or at the following Web address for the American College of Physicians: <http://www.acponline.org/journals/resource/unifreqr.htm> and/or the *American Medical Association Manual of Style: A Guide for Authors and Editors*, 9th edition (Baltimore, Md: Williams & Wilkins; 1998).

All accepted manuscripts will be edited according to the *American Medical Association Manual of Style*, 9th edition. In consultation with the author(s), the journal reserves the right to edit manuscripts for clarity, length, readability, and consistency with the style of the journal.

For spelling of medical terms, use the most recent print or electronic version of either *Dorland's Illustrated Medical Dictionary* (Philadelphia: WB Saunders) or *Stedman's Medical Dictionary* (Baltimore, Md: Williams & Wilkins). For spelling and hyphenation of nonmedical terms, use *Merriam Webster's Collegiate Dictionary*, 10th edition (*Springfield, Mass: Merriam-Webster; 1995*).

Throughout the manuscript, avoid using the personal pronouns *I* or *we*. Employ nonsexist language. Spell out abbreviations and acronyms on first mention followed by the abbreviation in parentheses. Limit the overall use of abbreviations in the text.

Throughout the text, use generic, nonproprietary names for medications and devices. At the first mention, state the generic name followed in parentheses by the trade name with the register® or trademark™ symbol and the manufacturer's name and city/state: generic name (trade name,^{symbol} manufacturer name, city, state).

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Use brief headings and subheadings to divide the text into logical sections and enhance readability. Indicate placement of tables, figures, illustrations, and photos in the text by referring to the graphic with the appropriate designation in parentheses (eg, Table 1, Figure 1) following the referent sentence.

Terminology

The term *diabetic* should be used only as an adjective (appropriate: *diabetic complications*) and *not* a noun (inappropriate: *Diabetics* must learn how to monitor their blood glucose levels.) According to new recommendations about the diagnosis and classification of diabetes published in the July 1997 issue of *Diabetes Care*, the term *insulin-dependent diabetes mellitus (IDDM)* should be replaced with the term *type 1 diabetes* and the term *noninsulin dependent diabetes (NIDDM)* should be replaced with the term *type 2 diabetes*.

Laboratory Data

All clinical laboratory data should be given in traditional units followed in parentheses by units in the metric system according to the Systeme International d'Unites (SI units). For example, a blood glucose level should be stated in the following manner: 80 mg/dL (4.44 mmol/L). Abbreviate units of measure in the text only when accompanied by numbers; units of measure should be abbreviated in tables and figures (see "Tables, Figures, Illustrations, Photos" section).

Acknowledgments

Any assistance provided by individuals other than the authors and/or institutions or organizations should be recognized in a brief statement in the acknowledgment section that follows the end of the text and precedes the references.

References

Authors are responsible for the accuracy and completeness of all reference citations. Reference numbers should be typed in arabic superscript numerals in the text, *outside* periods and commas and *inside* colons and semicolons. A hyphen should be used to join a series of references.

As supported by previous research,^{1,5-8,23}

The data were analyzed in the following manner⁹⁻¹¹:

The reference list should be typed double-spaced and start on a separate sheet immediately following the end of the text and acknowledgments (if applicable). Number references consecutively in the order they appear in the text, including references cited in tables, figures, and other graphics. All references included on the reference list must be cited at least once in the text. Format the reference list according to the style shown in the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" or the *American Medical Association Manual of Style: A Guide for Authors and Editors*, 9th edition. Abbreviate journal names according to *Index Medicus*. Inclusive page numbers must be provided (eg, 88-104) for all print references.

References to personal communication (including e-mail) may be cited parenthetically in the text but not in the reference list; include the name of the person, the e-mail address, and the date of the communication. Material that has been accepted for publication but not yet published may be cited in the reference list with the journal name followed by "In press." Unpublished material may not be cited. Electronic forms of documents may be included in the reference list and should be cited according to the style for each type of electronic source, such as software, online journals, CD-ROMs, databases, World Wide Web, and e-mail. Following are some examples of correct forms of references:

Journal Article

List all authors if six or less; for more than six, list only first three authors followed by "et al."

Banting FG, Best C. The internal secretion of the pancreas. *J Lab Clin Med.* 1922;7: 251-266.

Lustman PJ, Clouse RE, Alrakawi A, et al. Treatment of depression in adults with diabetes: a primary care perspective. *Clin Diabetes.* 1997;15:122-126.

Diabetes Control and Complications Trial Research Group. The effect of intensive treatment of diabetes on the development and progression of long-term complications in insulin-dependent diabetes mellitus. *N Engl J Med.* 1993; 329(14):977-986.

Entire Book

Rubin RR, Biermann J, Toohey B. *Psyching Out Diabetes: A Positive Approach to Your Negative Emotions.* Los Angeles, Calif: Lowell House; 1992.

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Book With Editor(s)

Funnell MM, Hunt C, Kulkarni K, Rubin RR, Yarborough PC, eds. *A Core Curriculum for Diabetes Education*. 3rd ed. Chicago: American Association of Diabetes Educators; 1998.

Chapter in a Book

White JR, Campbell RK, Yarborough PC. Pharmacologic therapies. In: Funnell MM, Hunt C, Kulkarni K, Rubin RR, Yarborough PC, eds. *A Core Curriculum for Diabetes Education*. 3rd ed. Chicago: American Association of Diabetes Educators; 1998: 197-360.

Government Publications

Centers for Disease Control and Prevention. National Diabetes Fact Sheet. Atlanta: US Dept of Health and Human Services, Centers for Disease Control and Prevention, Division of Diabetes Translation; 1997.

National Diabetes Data Group. *Diabetes in America*. 2nd ed. Bethesda, Md: National Institutes of Health, National Institute of Diabetes and Digestive and Kidney Disorders; 1995. NIH publication 95-1468.

US Department of Health and Human Services, Public Health Service. *Healthy People 2000. National Health Promotion and Disease Prevention Objectives. Summary Report*. Boston: Jones & Bartlett Publishers; 1992. DHHS publication 91-50213.

Electronic Citations

Software

SPSS/PC+ [computer program]. Version 6.1.1. Chicago: SPSS Inc; 1995.

Online Journals

Friedman SA. Preeclampsia: a review of the role of prostaglandins. *Obstet Gynecol* [serial online]. January 1988;71(1):22-37. Available from: BRS Information Technologies, McLean, Va. Accessed December 15, 1990.

World Wide Web

White paper: criteria for assessing the quality of health information on the Internet. Available at: <http://www.mitretrek.org/hiti/showcase/documents/criteria.html>. Accessed September 30, 1997.

CD-ROMs

The American Heritage Dictionary: Reference Tool for Windows [book on CD-ROM]. Cambridge, Mass: SoftKey International Inc; 1995. Based on: American Heritage Dictionary of the English Language, Third Edition. Boston, Mass: Houghton Mifflin Co; 1992.

Tables, Figures, Illustrations, Photos

The first author is responsible for obtaining permission to publish tables, figures, and illustrations from previously published works and for sending copies of permission letters with the manuscript submission. The author also must obtain permission from photographers to use unpublished photos; permission letters must accompany copyrighted photos or the photos will not be published.

All graphic elements should be prepared one per page on separate pages following the references. They should be referred to in the text but be self-explanatory and not duplicate the text. One set of original art must be included with the original manuscript; copies should be attached to the other three manuscript copies. Figures and illustrations should be professionally drawn and submitted as camera-ready copy; computer-generated graphics that have been printed on a laser printer also are acceptable. Photographs are welcome if they complement the text. They must be clear black-and-white glossy prints. Photos of identifiable persons must be accompanied by each person's written permission to use her or his likeness for publication. Illustrations and photos should be labeled on the back with the orientation (eg, arrow pointing up, if applicable) and the name of the first author. Captions should be provided.

Tables should be typed double-spaced without internal rules. Number tables consecutively with an arabic numeral in the order of their citation in the text (eg, Table 1, Table 2, etc). The title should follow the table number. Do not number a table if it is the only one in the article; provide only the title. Units of measure should be confined to column headings when possible to avoid needless repetition in the body of the table. Symbols and abbreviations should be defined in the footnotes using the following symbols consecutively: * † ‡ § || ¶ ** †† ‡‡ §§, etc.

For figures, all data points should be clearly identified and lines in graphs should be bold enough to be easily read after reduction. Use definitive labels for the x and y axes and abbreviations for units of measure. Data points should be clearly marked. Provide a boxed key in any available white space in the figure, otherwise place the information in the legend. Legends should be typed double-spaced on a separate page.

REVIEW PROCESS AND ACTION

The Diabetes Educator is a peer-reviewed journal. The editor in chief reviews manuscripts that have been submitted and assigns them to selected peers for additional review. Authors are usually notified in about 6 to 10 weeks regarding acceptance of their manuscript. The review decision is sent to the first author or corresponding author; additional information and/or clarification may be required before a manuscript is accepted for publication. Manuscripts that have been accepted are scheduled for publication; all accepted manuscripts are subject to editing and copyediting.

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Edited manuscripts are typeset and faxed as galley proofs to the first author or corresponding author for approval. The galleys also are reviewed by a proofreader for typographical and grammatical errors. Galleys should be checked for factual errors and queries should be addressed. Corrections should be returned by fax to the managing editor *within 48 hours*. No major changes

may be made at this time. Reprints may be ordered directly through the publisher.

MANUSCRIPT SUBMISSION

Authors should submit the original manuscript plus three (3) complete copies to the editor in chief at the following address:

James A. Fain, PhD, RN,
BC-ADM, FAAN
Editor in Chief

The Diabetes Educator
University of Massachusetts
Worcester
Graduate School of Nursing
55 Lake Avenue North (S1-853)
Worcester, MA 01655
Phone: 508/856-5801
Fax: 508/856-2243
E-mail:
james.fain@umassmed.edu

MANUSCRIPT CHECKLIST

Materials that should be included when submitting a manuscript are shown in the following list:

- Cover letter** with name, address, and daytime telephone *and* fax numbers of corresponding author.
- Copyright release** statement on separate sheet, signed and dated by all authors.
- Written permission** from copyright holder to reprint previously published materials (tables, graphs, and illustrations).
- Original manuscript** (with original art, illustrations, and photos) and three (3) complete copies (with graphic elements).
- Title page** with (1) title of the manuscript; (2) suggested running head; (3) full name and academic degree(s) for each author; (4) institutional affiliation for each author, including department name and city/state; (5) complete mailing address for corresponding author, with daytime telephone *and* fax numbers, and e-mail address (if available); and (6) acknowledgment of financial and/or other support.
- Structured abstract** (for feature articles only) typed double-spaced on a separate sheet and prepared according to guidelines (see "Structured Abstract" section).
- Double-spaced manuscript and references**, with references on separate sheets following the end of text and acknowledgments (recheck all references for accuracy, completeness, and to assure that each is cited in the text and typed in consecutive numerical order on the reference list).
- Tables, figures, and illustrations** prepared one per page on separate sheets following the references; legends for figures typed double-spaced on separate sheets; illustrations/photos properly labeled on back (captions typed double-spaced on separate sheets).