

# Author Guidelines

## ViewPoint

[www.aaacn.org/viewpoint](http://www.aaacn.org/viewpoint)

*ViewPoint*, the official publication of the American Academy of Ambulatory Care Nursing (AAACN), is distributed bimonthly to nursing professionals.

It is dedicated to presenting up-to-date information on current topics in ambulatory care nursing and telehealth nursing practice. *ViewPoint* also provides a forum for communication between the AAACN Board of Directors and association members.



### Style

- ◆ Follow the *Publication Manual of the American Psychological Association, Seventh Edition (2020)*. *Manuscript Success* by Leslie H. Nicoll (2012) is also a helpful reference.

#### Items to Note:

- Use of the singular “they” or “their” is encouraged as a gender-neutral pronoun.
- Descriptive phrases such as “a patient with cancer” rather than “a cancer patient” are encouraged.
- In-text citations are shortened with “et al.” upon first mention for references with three or more authors.
- In the reference list, the publisher’s location in a reference is no longer required.
- In the reference list, “Retrieved from...” is no longer required when including a web address.
- For space concerns, we will only include seven author surnames and initials for a single reference.
- ◆ Provide cover sheet with manuscript title, key words, author name, credentials, job title, department, organization, city and state, and contact information (include phone and email address of the corresponding author only).
- ◆ Manuscripts must be typed, double-spaced on 8.5” x 11” white paper, and should be no more than 3,500 words (about 10-12 pages, including references). Font should be Times New Roman, 12 point. Abstracts are not necessary and will not be published if the manuscript is accepted.
- ◆ Prior to submission, a colleague should read the manuscript, if possible. Refer to “A Guide for Potential Authors” for complete instructions (available at [www.aaacn.org/ViewPoint](http://www.aaacn.org/ViewPoint)).
- ◆ More resources for authors are available at [www.ajj.com/jpi](http://www.ajj.com/jpi)

### Tables/Figures/Photos

- ◆ Authors are encouraged to include camera-ready tables, figures, and photos (black and white or color). Limit 4.
- ◆ When using tables or figures adapted/reprinted from another source, author must obtain written permission for both print and electronic use from original publisher. Acquiring permission to reprint previously published materials is the responsibility of the author.
- ◆ Photos should be a minimum of 300 dpi (dots per inch).
- ◆ Tables and figures should be attached on separate pages **after** the reference list. Corresponding citations (e.g., see Table 1) should be noted in the manuscript text.

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### References

- ◆ Follow the style of the *Publication Manual of the American Psychological Association, Seventh Edition (2020)*.
- ◆ References should be no older than 5 years unless it is a seminal work.
- ◆ In-text citations: Use the author-date method of citation, e.g., “(Doe, 2018)” or “Doe (2018) states...” Only use page numbers when quoting directly from a source.
- ◆ All citations should reference primary sources. The use of secondary sources (material analyzed or interpreted from the primary source) is discouraged. If necessary, locate a copy of the original work and credit it as such.
- ◆ Authors are expected to provide the digital object identifier (DOI) number for all references when possible directly after the citation. These should be formatted as url links (<https://doi.org/xxxx>).
- ◆ Manuscripts must NOT contain reference software codes.
- ◆ Reference list: List all references in alphabetical order. Follow these examples:

#### Book:

Haas, S.A., Swan, B.A., & Haynes, T.S. (Eds.) (2019). *Care coordination and transition management core curriculum* (2nd ed.). American Academy of Ambulatory Care Nursing.

#### Chapter in a book:

DeBiase, V.M. (2019). Patient education and counseling. In C.B. Laughlin, & S.G. Witwer (Eds.), *Core curriculum for ambulatory care nursing* (4th ed., pp. 165-183). American Academy of Ambulatory Care Nursing.

#### Periodical:

Preputnik, D., & Hart-Tipton, P. (2015). After hours critical lab reporting: Streamlining the process. *ViewPoint*, 37(4), 4-7.

#### Internet:

Follow APA style, depending on source. Include author(s) or source, document or title description, and Internet address (uniform resource locator, or URL).

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### Nursing Economic\$ [www.nursingeconomic.net](http://www.nursingeconomic.net)

AAACN also publishes the “Perspectives in Ambulatory Care” column in *Nursing Economic\$, The Journal for Healthcare Leaders*. This column is written by AAACN members.

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