

## CPEU Author Guidelines

All articles will be edited for clarity, style, punctuation, and grammar. Every effort will be made to maintain the original intent. Additionally, the author can expect to make manuscript edits to respond to peer review.

### Each article should follow the format below:

- Article Title
  - For titles/headings, use Times New Roman font, 14-point, **bold** font
- Byline: Name and credentials
- Proposed Learning Objectives
  - Use numbering for each objective instead of bullet points
  - Use this wording: “After reading this article, participant will be able to:” and then list out
    - Learning Objective 1
    - Learning Objective 2
    - Learning Objective 3

Note: Learning objectives need to begin with active verbs (describe, list, develop, implement, discuss) rather than passive verbs (understand)

- Text of article
  - For the body of the copy, use Times New Roman font, 12-point, single space.
- Resource list for more information (if applicable)
- References (Please see below under “Guidelines for Citing References”)
- “About the Author” biography (2-3 sentences)
  - (include email address if you would like readers to be able to contact you)

### CPEU Article Submission Details

Submit the primary author's cv/resume (this is for the CPEU application)

**Article Length:** The feature CPEU article should be approximately 2000 words (not including author bio, tables, graphs, footnotes and references).

### Unless otherwise instructed, article should fit CDR’s CPEU Level 2 (at minimum):

- **Level I:** Assumes that the participant has little or no prior knowledge of the area(s) covered. The focus of the activity is to increase the core knowledge of the participant.
- **Level II:** Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is to enhance knowledge and application of the participant.
- **Level III:** Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is synthesis of recent advances and future directions.

**Writing Style:** The article may be a little less formal than academic style, but keep in mind, it should be evidence-based (at least to the extent that culinary applications can be evidence-based). Avoid using anecdotal information, except to back up evidence. Avoid passive writing. Write in 2<sup>nd</sup> and/or 3<sup>rd</sup> person voice and avoid 1<sup>st</sup> person (I, we) voice. Use the Oxford comma: Use a comma before “and” or “or” in a series.

**Text Format:** For the body of the copy, use Times New Roman font, 12-point, single space. For titles/headings, use Times New Roman font, 14-point, **bold** font

**Photos/Tables/illustrations:** Photos, ads or other images, should be high-resolution with 300 dpi in a jpg or png format file type. Tables should be self-explanatory. All diagrams, charts and figures should be camera-ready. Each should be accompanied by a title and brief caption that clearly explains the table, chart, diagram, figure, illustration, and a reference if the writer is not the author of the chart/figure. Any images that are not owned by the author must have a written permission from the source. That documentation must be sent with the article.

**Logos:** It is best to provide the original vector or eps file, but a png file at 300 dpi will also be sufficient.

### **CPEU Article Review Process**

- Before an author may proceed with an article's development, they must first submit an outline containing proposed learning objectives and a summary paragraph for review by the newsletter editor.
- CVs for the author and all expert reviewers are collected and submitted to CDR along with the learning objectives and final article.
- A minimum of three expert reviewers provide feedback using a standardized form to the CPEU article coordinator. This feedback is consolidated and submitted to the author who then has the opportunity to apply the feedback to the article before it is submitted to the newsletter editor.
- Timeline from submission of the article to publication in *Connections* is 2-3 months.

### **Guidelines for Citing References:**

Follow the AMA Manual of Style, 10th ed., for references. Any information taken from another source must be referenced. References should be listed at the end of the article in the order they appear in the article using superscript numbers. At the end of the text, each reference should be listed in order of citation. Do not use the footnote feature in Word. References should appear at the end of the article.

### **Putting Citations in Text:**

When citing your sources in text, number them in the order in which they appear in the text using a superscript numeral as in these examples:

The reported findings<sup>1</sup> show that . . .

The data were as follows<sup>2</sup> . . .

As reported previously,<sup>3,4</sup> the data . . . {Note: two sources cited in text.}

“. . . in the absence of depression.<sup>4</sup> {Used with a direct quotation.}

Do not use “ibid” in the references. Once a reference has been cited, if you use information from the same source somewhere else in the article, that same citation can be used repeatedly. For example, if you cite MyPyramid as reference 1 and need to reference MyPyramid again later in the article, just cite it again as reference 1. However, if you are referencing different pages or documents on the same website, you will need to create separate references and citations.

### **Citing Journal Articles:**

1. Davis JT, Allen HD, Powers JD, Cohen DM. Population requirements for capitation planning in pediatric cardiac surgery. *Arch Pediatr Adolesc Med.* 1996;150(4):257-259.
- Note that there is no comma between surname and initials. There is only a comma between names.
  - If there are six authors or less, list all the authors in the reference. If there are more than six authors, list the first three followed by et al. For example: Davis JT, Allen HD, Powers JD, et al.

- Note that there is no space between the year (1996), the volume number (150), the issue number (4), or the page numbers (257-259). Complete page numbers are always listed (e.g., "257-259", not "257-59."). If the reference material is a supplement, cite after the issue number, as such: 1996;12(6 suppl):S257-S259. Include supplement number if available: 1996;12(6 suppl 2):S257-S259.
- The title of the article is in sentence case. The title of the publication is in title case and italicized. Journal titles are abbreviated according to PubMed ([ftp://ftp.ncbi.nih.gov/pubmed/J\\_Medline.txt](ftp://ftp.ncbi.nih.gov/pubmed/J_Medline.txt)). One-word journal titles are written in full (e.g., Pediatrics, Cancer, Diabetes).

#### **Citing Books:**

1. Sherlock S, Dooley J. *Diseases of the Liver and Biliary System*. 9th ed. Oxford, UK: Blackwell Scientific Publications; 1993:526-527.
- There is always a colon after the publication site, and there is always a semicolon after the publisher. When specific page numbers are referenced, a colon follows the publication date, with the page numbers following, no space between the colon and the page number. Titles are in title case and italicized.

#### **Citing Websites:**

1. Board of Directors of the International Confederation of Dietetic Associations. Ethics and standards: the underpinnings of quality professional practice. International Confederation of Dietetic Associations website. <http://www.internationaldietetics.org/upload/document/51CJIAGNLAMMILAEFMLAJOND3.pdf>. Published 2007. Accessed July 29, 2008.
  2. U.S. Department of Health and Human Services, U.S. Department of Agriculture. Dietary Guidelines for Americans 2005. Health.gov website. <http://www.health.gov/dietaryguidelines/dga2005/document/>. Accessed July 25, 2006.
  3. U.S. Department of Agriculture. MyPyramid. MyPyramid website. <http://www.mypyramid.gov/>. Accessed July 25, 2006.
  4. Produce for Better Health Foundation. 5 A Day. <http://www.5aday.org>. Accessed July 25, 2006.
- Website references should include author or author organization, if available; title of article or page (in sentence case); name of website; URL; published, updated or posted date, if available; and access date.
  - If a website is being referenced in general, then it is OK to just give the general web address. However, if a specific page or document is being referenced, then the URL should be as detailed as possible and take you directly to the exact page or document, not the website's home page.