

## Article Submission Guidelines for *The Spectrum*

(Updated June 2022)

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## Overview

Thank you for your interest in submitting an article to *The Spectrum*, the newsletter of the Healthy Aging Dietetic Practice Group (HA DPG) of the Academy of Nutrition and Dietetics. Please refer to this article-submission guideline document as you develop your article.

### About *The Spectrum*

#### ➤ What kinds of articles do you publish?

*The Spectrum* publishes evidence-based articles, including literature reviews and original research. All articles are peer-reviewed before publication. Some articles are reprinted (with permission) from peer-reviewed journals and other sources.

We seek articles that provide information about food, nutrition, and wellness services for older adults (loosely defined as age 55 and older). HA DPG members are your target audience: RDNs, RDs, and DTRs involved in the nutritional and physical health of older adults.

We accept articles from nutrition students as well as from seasoned nutrition professionals. Being an RDN, RD, or NDTR is not a mandatory requirement. Authors do not need to be members of the Healthy Aging DPG. All articles must be evidence-based and current. Note: If interested in writing a CPEU article, you must have a RDN/RD as a co-author and subject matter expert.

#### ➤ What is your submission and review process, from start to finish?

Here is an overview of the entire process:

Step	Action	Approx. Timeline
1	Author picks a Topic. <i>The Spectrum</i> maintains a list of topics of interest ( <a href="http://www.hadpg.org/page/newsletter-author-opportunities">http://www.hadpg.org/page/newsletter-author-opportunities</a> ) and welcome suggestions for new topics	
2	Author submits manuscript to <a href="#">Kellie Kirschbaum</a> , Managing Editor at for first pass edits  ➤ We will only consider complete manuscripts for publication. Our Developmental Editor may make suggestions at this stage for how to make your article more read-able	1-2 weeks
3	Author reviews first-pass edit requests and submits an updated manuscript	1-2 weeks
4	Peer Reviewers will make edit requests and the manuscript is returned to author  ➤ All article submissions are peer-reviewed by our review board and given one of three statuses: <ul style="list-style-type: none"><li>• <b>Accepted.</b> The article has been accepted for publication. The author</li></ul>	1-2 weeks

	<p>will review and respond to the reviewers' clarity, style, punctuation, and grammar edit requests before publication. We will make every effort to maintain your original intent.</p> <ul style="list-style-type: none"> <li>• <b>Accepted pending revisions.</b> The author must review and respond to the reviewers' content-based edit requests before the article can be accepted for publication.</li> <li>• <b>Rejected.</b> The article will not be published.</li> </ul>	
<b>5</b>	Author reviews edit requests from the peer reviewers and submits an updated manuscript	1-2 weeks
<b>6</b>	Final manuscript goes through a proofread and fact check	1 week
<b>7</b>	Author takes a last look, and will see the article one last time, after it is part of the poured newsletter (.PDF document)	1 week

\*Additional actions may be required if your article is selected for Continuing Professional Education Units (CPEU).

**Please note: We may need to make some necessary, small changes to your manuscript (such as fixing a misplaced comma or reworking a too-long heading) without directly notifying you. This is especially true after your piece has been integrated into the edition PDF and we are about to release it to our readership. We respect your work as Author and will make every effort to preserve the original meaning of these spots.**

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## Publication

### ➤ *Author Release*

Before we can publish the article, you will need to sign an [author release form](http://www.hadpg.org/page/newsletter-author-opportunities) (<http://www.hadpg.org/page/newsletter-author-opportunities>). The Project Manager for your manuscript will send you a personalized author release form.

### ➤ *Disclosures*

You must disclose all affiliations and/or conflicts of interest concerning your article's content. **Please use the author bio section of your manuscript to disclose any affiliations;** do not send us this statement as a separate document.

For conflicts of interest, please include one of the following statements in your manuscript:

- Conflicts of interest: The author(s) of this article have no conflicts of interest to declare.
- Conflicts of interest: The author(s) of this article have the following conflicts of interest to declare:

\_\_\_\_\_.

### ➤ *Who owns the copyright of the article once you publish it?*

The Healthy Aging DPG will own the copyright, as specified in the author release form.

### ➤ *How do I obtain permission to reprint the article after it's been published?*

If you would like permission to reprint your piece, please contact Barb Pyper at [hadpg@quidnunc.net](mailto:hadpg@quidnunc.net).

### ➤ *I still have a question. What should I do?*

If you haven't found the answer to your question in this document, please contact Kellie Kirschbaum, Managing Editor of *The Spectrum* at [kellie.kirschbaum1@gmail.com](mailto:kellie.kirschbaum1@gmail.com).

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## Article Attributes

### ➤ *Length*

Typical articles are 2500 words. However, we do accept shorter or longer articles.

### ➤ *Format*

Use the following format, in this order:

1. **Your email address and phone number** (not for publication; used during the editing phase)
2. **Title**
3. **Overview**
4. **Body**
5. **Summary/close**
6. **References**
7. **Author Biography.** Please include name, credentials, and HA DPG position (if applicable) of each author. Include your email address if you would like readers to be able to contact you. Include disclosures here.
8. **Head shots.** Please include a professional-looking head shot for each author. You may embed the shot(s) or email them separately as either a .jpg or .tiff file (at least 300-dpi resolution).

### ➤ *Font*

Please use Times New Roman font, 12 point, double spaced.

### ➤ *Paragraphs*

Our newsletter uses blank rows instead of indents to indicate the start of a new paragraph. Please do not use indents or tabs at the start of paragraphs. Instead, use a blank row (a hard return) to indicate a new paragraph.

### ➤ *Headings and Subheadings*

Please follow these guidelines when creating and tagging your headings:

- Limit the number of heading levels to three levels: headings, subheadings, and sub-subheadings. If you need to divide your content further, consider using a bulleted list under a sub-subheading. Place the appropriate label in front of each heading, subheading, and sub-subheading in your manuscript. Use double square brackets and boldfacing. The following example shows three levels of headings plus bulleted lists:

**[[HEADING]] Animals**

**[[SUBHEADING]] Dogs**

### [[SUB-SUBHEADING]] Longhair

- \* 15 pounds and over: TKTKTK.
- \* Under 15 pounds: TKTKTK.

### [[SUB-SUBHEADING]] Shorthair

- \* 15 pounds and over: TKTKTK.
- \* Under 15 pounds: TKTKTK.

### [[SUBHEADING]] Cats

### [[SUB-SUBHEADING]] Longhair

- \* 15 pounds and over: TKTKTK.
- \* Under 15 pounds: TKTKTK.

### [[SUB-SUBHEADING]] Shorthair

- \* 15 pounds and over: TKTKTK.
- \* Under 15 pounds: TKTKTK.

## ➤ *Graphics (Tables, Illustrations, Diagrams, Charts, Figures, Etc.)*

**You must obtain permission from the owner before you can use a graphic in your article.** The owner is either the author or publisher of that graphic. We will need a copy of that permission.

Every graphic should have an accompanying sentence in the text that introduces the graphic. Examples:

- Figure 1 shows....
- ..., as shown in Table 2.

All **image/photo/figure/illustration** graphics should be:

- Embedded in the body of your article.
- Camera-ready (clean and crisp). Preferred formats: .jpg and .tiff, at least 300-dpi resolution. If the graphic looks fuzzy to you, then it is not a high-enough quality for publication.
- Unlinked from its originating software app or data table if this is how the graphic was generated. All graphics must be standalone and unchanging.
- Numbered contiguously by kind (Figure 1, Figure 2, Figure 3). Exception: Head shot(s) for the bio section are not numbered.
- Accompanied by a caption that clearly explains the graphic. Place the caption before the graphic, not after it. Exception: Head shot(s) for the bio section are not captioned.
- Accompanied by a reference if you did not create the graphic. (Note: If you are reprinting someone else's graphic, you must obtain permission to do so.)
- Accompanied by a sentence that explains the source of the graphic. If you created the graphic yourself by using someone else's data, include a sentence that builds upon this statement: "Figure created from

data [posted on the \_\_\_\_ website].” If you are reprinting someone else’s graphic, include a sentence that builds upon this statement: “Reprinted with permission from \_\_\_\_.”

All **tables** should be:

- Embedded in the body of your article. Exception: Oversized tables such as a multipage summary table that will become an appendix.
- In Times New Roman, 12 points. Don’t use shading, a non-black text color, or complicated indentations. The table will eventually be formatted to match our newsletter style, and all nonstandard enhancements will be removed. Boldfacing, italics, and indentations are acceptable.
- Numbered contiguously by kind (Table 1, Table 2, Table 3).
- Accompanied by a caption that clearly explains the table. Place the caption before the table, not after it.
- Accompanied by a reference if you did not create the table. (Note: If you are reprinting someone else’s table, you must obtain permission to do so.)

## ➤ **References and Citations**

*The Spectrum* uses in-line citations and the *AMA Manual of Style, 10th ed.*, for all references.

The majority of your sources should be **no older than five years**, otherwise your article will not be accepted for publication. Because we published evidence-based articles, you must use reputable sources: peer-reviewed publications and reputable websites.

**Important: As the author, you are responsible for the accuracy of your references and citations. The proofreader will note places where your references are not in our newsletter’s format for references, but the accuracy and completeness of all the information inside your submitted manuscript, including each reference entry, is your responsibility. You will have a chance to see the final version of your references section as part of your last looks of your article, before publication.**

**Important: If you have used Microsoft Word’s Numbered List feature to number the items in your references section, please deactivate the list feature, and then hard-code the numbering. Hard-coding the numbers will preserve them during our layout applications’ conversion process.**

## **Citations in Text**

Follow these rules when inserting in-text citations:

- Use superscript Arabic numerals.<sup>1</sup>
- Use numerical order.
- Ensure that they correspond with the numbering of items in your references section.
- Place each citation after any punctuation.
- Insert citations in any part of the sentence, including right after the period.
- If the citation covers more than one sentence, place the citation after the first sentence.

### Examples:

- The reported findings<sup>1</sup> show that....
- The data were as follows:<sup>2</sup>
- As reported previously,<sup>3,5-7</sup> the data.... [Do not use a space after the comma.]
- . . . in the absence of depression.<sup>4</sup>

The review process will likely require you to add, remove, and reorder one or more of your cited sentences. **We strongly suggest you temporarily list sources by last name inside parentheses instead of using superscripted numerals while your manuscript is being edited and developed:** Put your sources in parentheticals at the end of the sentences. Once your manuscript is finalized, then assign Arabic numerals to your citations and sources as described in this author guideline.

### Citing Periodicals

Citations for journal articles should include the following basic information. Not every article will have all of these elements.

1. For each author: last name, first initial, middle initial.
2. Article title and subtitle.
3. The journal's [abbreviated name](#), in italics.<sup>2</sup>
4. Year.
5. Volume number.
6. Part or supplement number (if it would help to find the journal article again), and issue month or number when there are non-sequential page numbers.
7. Page numbers.

The examples below show the punctuation needed to separate the citation elements.

### Examples

#### ➤ Journal article with one author:

1. Gillman J. Religious perspectives on organ donation. *Crit Care Nurs Q*. November 1999;22:19–29.

#### ➤ Journal article from a supplement, multiple authors:

1. Buse J, Smith B. Combining insulin and oral agents. *Am J Med*. April 2000;108(suppl):23S–32S.

#### ➤ Daily newspaper article, discontinuous pages:

1. Alltman LK. Medical errors bring calls for change. *New York Times*. July 18, 1995:C1, C10.

### Citing Books

Citations for books, chapters in books, and so on should include the following basic information. Not every book will have all of these elements:

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<sup>2</sup> For Index Medicus abbreviations, go to <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals>. You can access the same database from the NLM homepage <http://www.nlm.nih.gov> by clicking on Health Information.



1. For each author: Last name, first initial, middle initial.
2. Chapter title and subtitle.
3. Last name, first initial, middle initial of book editor (or translator).
4. Book title and subtitle, in italics.
5. Volume number and volume title (when there is more than one volume).
6. Edition (do not indicate 1st).
7. Place of publication.
8. Publisher.
9. Year of copyright.
10. Page numbers (when specific pages are cited).
11. DOI number.

The following examples show the punctuation needed to separate the citation elements.

### **Examples**

#### **➤ Entire book with one author:**

1. LaFollette MC. *Stealing into Print: Fraud, Plagiarism, and Misconduct in Scientific Publishing*. Los Angeles: University of California Press; 1992.

#### **➤ Entire book with multiple authors:**

1. Smith J, Jones WB, Brown B. *Fibromyalgia for Profit*. 2nd ed. Austin: University of Texas Press; 1999.

#### **➤ Chapter in a book, with multiple authors:**

1. Cole BR. Cystinosis and cystinuria. In: Jacobson HR, Striker GE, Klahr S, eds. *The Principles and Practice of Nephrology*. Philadelphia, PA: BC Decker Inc.; 1991:396–403.

#### **➤ Government document:**

1. US Bureau of the Census. *Statistical Abstract of the United States*: 1999. 119th ed. Washington, DC: US Bureau of the Census; 1999.

#### **➤ Website:**

1. Rapid Early Action for Coronary Treatment (REACT) Web site. Available at: <http://www.epi.umn.edu/react/>. Accessed July 19, 2000. DOI://10.1016/j.jada.2006.04.014.
1. National Institutes of Health. NIH guidelines on the inclusion of women and minorities as subjects in clinical research. Available at: <http://grants.nih.gov/grants/guide/notice-files/not94-100.html>. Accessed on July 19, 2000.

#### **➤ Database:**

1. Kemp, JP, Kemp JA. Management of Asthma in Children. *Am Fam Physician* [online]. 2001;63:1341-8, 1353-4. Available from: Ebsco Medline Comprehensive Fulltext. Accessed June 4, 2001.

#### **➤ E-book:**

1. Roemmelt AF. *Haunted Children: Rethinking Medication of Common Psychological Disorders* [e-book]. Albany, NY: SUNY Press; 1998. Available from: Netlibrary. Accessed June 4, 2001.

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# Appendix 1: Author Checklist

Please use this checklist as you develop your manuscript. Ensure that you have met as many of these requirements as possible before submitting your raw manuscript. Your final manuscript must meet all the items on this checklist.

## Author Checklist

- The manuscript is formatted correctly. See the section “Format” on page 5.
- All graphics are camera-ready, including your head shot(s). See the section “**Error! Reference source not found.**” on page **Error! Bookmark not defined.**
- All non-headshot graphics have sentences introducing them. See the section “**Error! Reference source not found.**” on page **Error! Bookmark not defined.**
- The references section is properly formatted. See the section “References and Citations” on page 7.

➤ *Final Submission Checklist*

	Final manuscript
	Author release form
	Curriculum Vitae or résumé
	Conflict of interest statement in bio
	Author bio with professional headshot