

## **GUIDELINES FOR ARTICLES**

The newsletter for the Weight Management Dietetic Practice Group (WM DPG) is published quarterly. The focus of the Weight Management newsletter, *Weight Management Matters*, is to provide research-based, factual information to members in the broad area of weight management. Articles with content related to the practice of dietetics and nutrition should be consistent with information on the Academy of Nutrition and Dietetics' Evidence Analysis Library. We welcome articles regarding emerging research and practice innovations as long as the introduction contains references to evidence-based research and/or Academy Guidelines (Position papers) on the subject area.

Articles must comply with these guidelines and must be original works. All persons designated as authors must follow the guidelines. Submissions that do not comply with the guidelines will not be published.

Please note that in addition to these guidelines, authors will receive a letter of agreement and a disclosure form to complete and submit. Authors are also asked to include this information with the submission of the article (see examples below).

### **A. Submissions**

Articles must be original and be submitted solely to the WM DPG newsletter. An article is considered for publication with the understanding that it has not been previously published in its entirety or any portion of it, including tables and figures, in print or electronic form and is not under consideration by another publication or electronic medium.

The article (including all graphs, photos, tables, diagrams, and references) should be sent as an email attachment in MS Word format to the newsletter editor or designated contact person.

Note that as the author, you warrant to the Academy that you will/have obtained all necessary permission to use the work contained in the article (including photos, graphics and tables) and that you have the right to grant the Academy a license to use such work in the context of the article.

Authors must provide their full name, credentials, e-mail address, phone number and fax number (if available) when submitting their article.

Authors are asked to e-mail an author photo in tif, png or jpeg format. Authors are also asked to provide a brief bio-sketch (50-75 words) to be included with the article.

### **B. Deadlines**

Submissions must be received by the deadline and must adhere to the guidelines stated herein. Completed manuscripts that are being considered for publication in *Weight Management Matters* should be submitted to the editor or designated contact person.

### C. Copyright and Disclosure

- **Copyright:** The WM DPG holds the copyright on all material published in the print or electronic WM DPG newsletter. Authors acknowledge this as part of signing an author letter of agreement.

Articles with material that has been published previously in whole or part, including direct quotations, tables, figures, graphics or charts, must be accompanied by written permission to reprint from the copyright owner and the original author, along with full source information. The permission must specify “permission to publish in the on-line version of the newsletter.”

Authors who transfer their copyright will not lose the right to reprint material from their articles. Reprint permission approval can be obtained from the WM DPG Executive Director. The reprint form is posted on the WM DPG website and should be submitted to the WM Executive Director. Once approved, the WM DPG Executive Director will provide a permission to reprint form to the individual submitting the request. The publication must acknowledge the WM DPG and the Academy in all reprints.

- **Disclosure:** A financial disclosure of financial interests must be made within an author’s bio-sketch. “Financial interest” includes employment, board or advisory appointments, consultancies, honoraria, stock ownership or options, expert testimony, grants or patents received or pending, or royalties with any organization or entity with a financial interest in the subject matter or materials discussed in the manuscript. Financial interest also includes financial support, gifts of equipment, supplies, etc. If a particular product or service is mentioned, the author must present the product or service in a balanced way that includes other competitive products or services, or the contribution will be declined.

**Refer questions about this process to the WM DPG Executive Director:**

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### D. Article/Column Length

**CPEU articles:** 3500-4500 words, which includes references and bio sketch (the article should be approximately 2500 words)

**Articles:** 1000-1800 words, which includes references and bio sketch

**Columns:** 400-800 words, which includes any resources, references and bio sketch (e.g. FAQ, Chair’s column, Editor’s column)

An article may include graphics or tables. However, the article will need to be shortened and may require further editing by the editorial staff, in order to accommodate space requirements. All submissions should contain a 1-2 sentence minimum biographical sketch about the author(s), to give readers a feel for the author’s expertise, and provide contact information (e.g., e-mail address).

Student Submissions: Articles, columns, and book reviews submitted by dietetic students should adhere to the guidelines within this document and include co-authorship with RDN or other practicing clinician. Students should submit proposed article information online here: <https://www.surveymonkey.com/r/WMnewsletterstudent>

## E. Spacing/Font

Manuscript spacing should be 1.5.

Periods, colons and semicolons should be followed by a single space.

Manuscripts should use 12 point Times New Roman or Arial font. The format of articles and columns must conform to the Academy's guidelines as outlined in the instructions to authors in the *Journal of The Academy of Nutrition and Dietetics (the Journal)*. Additional information can be found at <https://www.elsevier.com/journals/journal-of-the-academy-of-nutrition-and-dietetics/2212-2672/guide-for-authors>.

## F. References

*Weight Management Matters* follows the *AMA Manual of Style*, 11th ed, for references and citations. Each reference should be cited in the text, figures, or tables in consecutive numerical order as superscript Arabic numerals. References may be cited only in a figure, table, or box and not in the text if it is in sequence with references cited in the text.

References should be typed double space on pages separate from the manuscript's main text. Reference management software, such as EndNote, or Reference Manager, is accepted. If reference management software is used, check the manufacturer's website for the *Journal's* style. Note: Do not use the footnote function in Microsoft Word for references. Include references at the end of the manuscript.

(<https://library.caltech.edu/reference/abbreviations/>).

Authors should use relevant, current citations from scientific peer reviewed literature. Peer reviewed scientific papers are papers published after they have been reviewed by other scientists, knowledgeable in the field of inquiry, to determine whether the studies they describe are of reasonable quality and the conclusions reported are supported by the evidence. References from nonscholarly publications are not acceptable; however, exceptions may be made based on the context in which the reference is included. Thesis dissertations are not acceptable references. Updated references (including access dates for website sources) are expected for manuscripts that have undergone a long turn-around time for review and/or revision. No matter how well known a book or source material (eg, Dietary Reference Intakes, Dietary Guidelines for Americans, MyPlate), it must be included in the list of references if it is mentioned in the manuscript. Avoid using abstracts or presentations as references; full reports, either published or in press, are preferred. Personal communications may not be cited as references but may be noted parenthetically in the text. All personal communications should be dated, and authors must secure the approval of the person quoted. Unpublished data, such as an article submitted for publication but not yet accepted, should be cited parenthetically in the text with the names of the authors, date, and the notation "unpublished data." Articles accepted for publication but not yet published can be included in the list of references with the notation "In press." Inclusive page numbers must be provided for all periodical articles cited. Page numbers are not required when an entire book is cited, but specific page numbers are needed when only a chapter or section of a book is cited. Provide a page number for all material quoted directly from any source. Authors are responsible for the accuracy and adequacy of all references cited in their manuscript.

### Data References

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. This identifier will not appear in your published article.

### Software Citations

Software, including nutrient databases, should be cited and included in the reference list according to the *AMA Manual of Style*.

## **G. Other Editing Tips:**

**Acronyms:** Always spell out the complete form of the acronym in its entirety the first time it is mentioned in the text, followed in parentheses by the acronym or abbreviation. Use periods after non-Academy-related abbreviations. For example: e.g., i.e., U.S.

**Numbers:** Spell out numbers from one to nine except for units of measure, time or statistical data (e.g., nine men, 9 years, 9 g, four hours, three times daily).

For sample sizes smaller than 100, frequency should be listed, not percentage (e.g. 2 of 7, not 29%). Use the % symbol with all number figures. For example, 3% not 3 percent.

**Dietetics Terminology.** The general term “dietetics professional” should no longer be used in the WM DPG Newsletter. Use the following terms as appropriate:

- **Registered Dietitian Nutritionist (RDN)** – promoted as the food and nutrition expert and the preferred name by the Academy of Nutrition and Dietetics. Used in communications relating to the food, nutrition and health of both individuals and entire populations, focusing on the RDN’s education and experience. Use RDN when composing an article, and change RD to RDN. The only reason not to change this is if it is following someone’s name if they have not yet transferred their title from RD to RDN.
- **Nutrition and Dietetic Technician, Registered (NDTR)** – promoted as technical support personnel working under the supervision of an RDN.
- **Academy members** – used when the focus is specifically on their status as members of the Academy.
- **Food and nutrition professionals** – used occasionally to collectively address the Academy’s professional-level membership at large (RDs, PhDs, etc.) and non-member credentialed professionals (RDs, PhDs, etc.).
- **The Academy of Nutrition and Dietetics** – the preferred abbreviation for this organization is “the Academy” and please use accordingly.

**Hyphens:** Use hyphens to avoid ambiguity or to form a single idea from two or more words. For example: health-care plan, full-time job, he re-covered the leftover lasagna, body-weight regulation, low-calorie diet.

**Capitalization:** Capitalize proper nouns and lowercase all other nouns that are not the first

word of a sentence or acronym. For example, the group is working on the winter issue (season names are not proper names). Our group's Editorial Committee will meet today (Editorial Committee is the formal name of the group).

- Capitalize a title when it precedes a person's name. Lowercase a title when it does not directly modify before the person's name.

**For example:** Jane Johnson, RD is the director of the Nutrition Center. President Susan Laramée spoke at last year's conference.

**Subheadings:** For ease of reading, use subheadings to break up the article or column so that the reader can navigate through the manuscript readily.

**Preferred names:**

- Use electronic mailing list (EML) instead of listserv
- Use website instead of Web site
- Use kcal only when preceded by a number, e.g. 2000 kcal/day
- Bariatrics refers to the branch of medicine concerned with the management (prevention and control) of obesity and allied diseases. (It is derived from the Greek words "baros" = weight and "iatreia" = medical treatment.
- Bariatric surgery – surgery to induce weight loss
- Bariatric nutrition – nutrition appropriate for the management of obesity, i.e. not specific to bariatric surgery.
- Bariatric Surgery Subunit – a subunit of the WM DPG.

## **G. Editorial Processing and Production**

Article content is the author's' responsibility. Accepted articles are copyedited to WM DPG Newsletter style and to meet space limitations. Minor changes made by editors for style, grammar, and readability will not be sent to the corresponding author for approval. If major edits are made, the corresponding author will receive an electronic proof of the article and will have an opportunity to review editorial changes and double-check the accuracy of content.