

Information for Authors

AANA Journal welcomes original manuscripts that are not under consideration by another journal. The article topics must be pertinent to the specialty of anesthesia and those that relate to the broad professional domain of the practicing nurse anesthetist. Manuscripts published in the *Journal* become the sole property of the American Association of Nurse Anesthetists. All manuscripts should be submitted online to Editorial Manager at www.editorialmanager.com/aana.

- Manuscripts must be submitted in AMA Style.
- Please do not use EndNote to format your reference list.
- Include DOI numbers with references, if they exist. (See References section below for proper AMA Style formatting.)

Peer Review

Submitted articles undergo blinded review by members of the *AANA Journal* reviewer corps. A double-blinded process is used for objectivity. If accepted for publication, the manuscript will be edited using the *AMA Manual of Style* to improve presentation and clarity without altering the meaning of the text. In most cases, edited copy will be submitted to authors for final approval as a PDF received by email. Authors are responsible for all statements made in their work including changes made by the copy editor.

Consent

Signed consent forms are required and must be submitted with the submission for all use of photographs of identifiable individuals. Photographs of minors must be submitted with a consent form signed by a parent or legal guardian.

Permissions

When employing material previously published, written permission from the original author and publisher is required for the printed, as well as the AANA website (ie, digital) version. Include all permissions with the submitted article. (Note: Copyright Clearance Center is a reliable source for obtaining permissions.)

Disclosure

Authors must disclose ALL commercial associations, perceived or otherwise, that might pose a conflict of interest in connection with submitted work. Such associations include consultancies,

speaking on behalf of a vendor, equity interests, or patent licensing arrangements. Such disclosure will be noted on the published article.

Manuscript Preparation

To avoid delays in the review process, manuscripts should be carefully prepared according to these guidelines and proofread thoroughly for errors in grammar and spelling. The manuscript should be read for clarity and accuracy by colleagues and/or mentors before submission to the *Journal*. Please write simply and clearly, avoiding jargon and unfamiliar abbreviations; spell out all acronyms at first mention. Manuscripts should be set in 12-point type and **not exceed 20 double-spaced pages, including references, figures, and tables**. Number the pages from the first page of the text to the end of the references. Authors are invited to submit articles in the following categories and formats described below:

- *Research* – A report of an original investigation. The article should include a title page (including primary author information, short biographical statements and, if needed, an acknowledgments section), abstract (200 words maximum), 3 to 5 keywords, text (subdivided into Introduction, Materials and Methods, Results, and Discussion), and references including DOIs. If applicable, figures (with legends) and tables should be provided. Manuscripts describing investigations carried out in humans or animals must include a statement indicating that the study was approved by the authors' institutional investigation committee, (ie, signed IRB approval) and that written permission (ie, signed approval) was obtained from human subjects.

- *Survey/Review* – Collates, describes, and critically evaluates previously published material to aid in evaluating new concepts. The article should include a title page (including primary author information, short biographical statements, and an optional acknowledgments section), abstract (200 words maximum), 3 to 5 keywords, text (subdivided into Introduction, History and Review of Literature, Discussion of State of the Art, and Summary), and references including DOIs. If applicable, figures (with legends) and tables should be provided.

- *Case Report* – A report of a clinical case that is uncommon or of exceptional educational value. This category may constitute a brief description of a clinical episode or an in-depth case presentation. The authors must have been personally associated with the case. The article should include a title page (including primary author information, short biographical statements, and an optional acknowledgment section), abstract (200 words maximum), 3 to 5 keywords, text (subdivided into Introduction, Case Summary, and Discussion), and references. If applicable, figures (with legends) and tables should be provided.

- *Other* – Evidence-based projects, including integrative and systematic reviews of the literature, interventions, and syntheses. This category includes work that advances the clinical, educational, and administrative domains that define the practice of anesthesia. Because of the broad and diverse nature of evidence-based practice, submissions may not necessarily be held to a rigid template, like other categories of submissions, but an abstract (200 words maximum), 3 to 5 keywords, and a systematic presentation that minimally includes an Introduction, Description of the project, and Discussion section must be included. Any such project involving human or animal subjects must also include signed IRB approval.

- *Letters to the Editor* – Include brief constructive comments concerning previously published articles or brief notations of general interest. Length should not exceed 350 words. Abstract and keywords are not needed.

References

A maximum of 50 references (only those sources cited in the text) are allowed. Cite references in the numerical, sequential order that they appear in the text. References cited in the article should be of previously published articles or texts. Cite written or oral personal communications in parentheses in the text. Carefully check/validate all references to ensure that they are cited accurately, completely, and in AMA Style. Include DOI numbers, if they exist, for all references. Cite up to 6 authors. If there are more than 6, cite the first 3 only and add “et al.” Consult *AMA Manual of Style*, 10th edition, for complete rules on references. Here are a few examples:

Journal

Hussain R, Wark S, Müller A, Ryan P, Parmenter T. Personal relationships during end-of-life care: support staff views of issues for individuals with intellectual disability. *Res Dev Disabil*. 2019;87:21-30. doi: 10.1016/j.ridd.2019.01.005.

Book Chapter

Tunajek SK. Standards of care in anesthesia practice. In: Foster SD, Faut Callahan M, eds. *A Professional Study and Resource Guide for the CRNA*. 2nd ed. Park Ridge, IL: American Association of Nurse Anesthetists; 2011:149-174.

Website

US Department of Veterans Affairs. National Center for PTSD Website. PTSD Overview. <http://www.ptsd.va.gov/public/pages/fslist-PTSD-overview.asp>. Accessed September 17, 2012.

Internet references should be kept to a minimum, and those cited must be from established, peer-reviewed sources with stable archived information. In rare instances when non-peer-reviewed Internet sources need to be referenced, websites of long-standing, national stature, such as the Malignant Hyperthermia Association of the United States or the National Patient Safety Foundation, may be appropriate.

Required Formatting

- *Title Page* – Submitted as a separate file, include manuscript title, authors’ names and credentials, professional position, current employer, city, and state or country. Furnish a correspondence address, email address, telephone number, fax number, source of grant or financial support, and an acknowledgment section, if needed. Author identification should appear *only* on the title page of the manuscript because we use a blinded review process.

- *Author Information* – A short biographical sketch of each coauthor, with principal author indicated, must accompany the title page of the manuscript. Please include an email address that can be published for the principal author. *Example:* James R. Johnson, PhD, CRNA, is program director of ABC School of Anesthesia, Mountain View, Montana. Email: jrjohnson@mountainview.com.

- *Keywords* – Provide 3 to 5 keywords or phrases for indexing purposes.

- *Abstract* – The abstract (maximum of 200 words) will appear as the italicized lead-in portion of the published manuscript. The abstract of the article should include 1 to 3 sentences describing the purpose, hypothesis, or theoretical orientation of the article, followed by 2 to 3

sentences describing the method of the study or the nature of the review. For a research article, include how the data were analyzed. Continue with 2 to 3 sentences devoted to the major points or results noted in the article and conclude with 1 to 2 sentences giving the conclusion or take-home message. An abstract of a case report should provide a summary of the case and a discussion. When abstracting a review article, provide a concise summary of the salient points addressed in the review.

- *Figure Legends* – A legend should be provided for each figure. Initial cap each word in the legend.

- *Figures* – Clearly reproducible photographs, diagrams, and graphs should be labeled as “Figure 1,” “Figure 2,” etc., depending on their sequence in the manuscript, and on separate pages. Resolution of digital figures or photographs must be at least 300 dpi at 100% of image size (about 4 × 5 inches). Internet images are typically low resolution and are not reproducible. Submit JPG or TIFF files and not PNG files at a minimum of 300 dpi.

- *Tables* – Tables should be double-spaced and submitted separately from figures. Tables should be numbered as “Table 1,” “Table 2,” etc., depending on their sequence in the manuscript, on separate pages, and descriptively titled. Initial cap table titles.

Checklist

1. Cover letter of submission (optional)
2. Title page, includes article title, author(s) name, credentials, affiliations, short biographical information, telephone number, email address, grant support, and any acknowledgments. Disclosure of any commercial affiliations, perceived or otherwise, and grant funding.
3. Three to 5 keywords or phrases
4. Abstract (maximum of 200 words)
5. Text, double-spaced throughout, pages numbered
6. References (maximum of 50, double-spaced, including DOI numbers)
7. Good quality, reproducible figures (ie, at least 300 dpi)
8. Tables, figures, and legends, properly labeled
9. Permissions from original copyright holder to reproduce any previously published material and/or signed consent forms for any photographs of identifiable individuals for printed and digital versions. Consent forms for any minors pictured must be signed by parent or legal guardian.
10. Copy of signed institutional investigation committee/IRB approval (for all research articles)

Note: *AANA Journal* complies with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals developed by the International Committee of Medical Journal Editors, as well as all ethics, consent, and disclosure guidelines of the American Medical Association. In addition, all research published in *AANA Journal* requires institutional review board approval. Authors must disclose any conflict of interest, perceived or otherwise, at the point of submission. These relationships, commercial or otherwise, if they exist, will be disclosed in the published article.