



HOME HEALTHCARE NURSE

Author guidelines

Home Healthcare Nurse welcomes manuscripts about all aspects of home care and hospice practice and operations, including original articles, case studies, letters, descriptions of clinical care and best practices, research, and other information that is useful to clinicians and managers working in those specialties. Although not required, authors are encouraged to email or write the editor. The editor can assist with clarifying topics or other aspects of manuscript design and delivery.

HHN is peer reviewed. All manuscripts undergo review by the editor and blind reviews by the review panel and/or editorial board. Each article is evaluated on its timeliness, importance, accuracy, clarity, and applicability. Acquiring permission to reprint previously published material is the responsibility of the author. Manuscripts accepted are subject to copyediting. The author will receive proofs that reflect all editing prior to publication.

Manuscript Preparation

Manuscripts must be double-spaced, using 2-inch margins and a 12-point font. Number pages consecutively in the upper right corner starting with the title/author page. Do **not** justify the right margin or use running headers and footers. Graphics should be placed in a separate file. All figures and tables are placed at the end of the manuscript after references. Headers and subheads that are succinct, meaningful, and similar in sense and tone should clearly divide the content. The maximum manuscript length is 3600 words, including figures, tables, and references.

If submitting art electronically, high-resolution scans must be at 300 dpi or greater; 300-dpi images

range in size from 400k to several megabytes. Images can be color or grayscale. Images obtained from the Internet, with very few exceptions, are not useable. Figures include line drawings, photographs, diagrams, and graphs. Each figure must be numbered, with that number corresponding to a statement in the text directing the reader to see that figure. The author must obtain permission for figures borrowed from another source.

Style should follow the sixth edition of the *Publication Manual of the American Psychological Association* (APA). All references must be cited in the text and listed in alphabetical order at the end, per APA style. Please use the author-date method of citation within the text: "(Doe, 2004)" or "Doe (2004) states..." With multiple authors, the first citation must list all authors; in subsequent citations, list only the name of the first author and et al.

Examples follow:

Journal Article: Turkoski, B. B. (2000). Home care and hospice ethics: Using the code for nurses as a guide. *Home Healthcare Nurse*, 18(5), 308-317.

Book: Baranoski, S., & Ayello, E. (2004). *Wound care essentials: Practice principles*. Philadelphia: Lippincott Williams & Wilkins.

Internet: Follow guidelines found at <http://www.apastyle.org/electref.html>.

Conflicts of Interest

Authors must state all possible conflicts of interest in the manuscript, including financial, consultant, institutional and other relationships that might lead to bias or a conflict of interest. If there is no conflict of interest, this should also be explicitly stated as none declared. All sources of funding should be acknowledged in the

manuscript. All relevant conflicts of interest and sources of funding should be included on the title page of the manuscript with the heading "Conflicts of Interest and Source of Funding":

For example:

Conflicts of Interest and Source of Funding: A has received honoraria from Company Z. B is currently receiving a grant (#12345) from Organization Y, and is on the speaker's bureau for Organization X – the CME organizers for Company A. For the remaining authors, none were declared.

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Manuscript Submission

Manuscripts should be submitted via e-mail to the editor, Tina M. Marrelli, at news@marrelli.com. Attached manuscripts should be saved as MS Word from Office 2000 or a later version of MS Word.

For a complete author packet, go to *HHN's* Web site: homehealthcareonline.com or contact the editor.