



Spreading knowledge.
Preventing infection.®

Information for Authors: *Prevention Strategist*

Editorial Policy

No prior publication

Prevention Strategist expects that the articles it publishes will not have been published or released elsewhere before they are published in the magazine. Most journals and magazines have similar rules in place.

Copyrights/permissions

Material published in *Prevention Strategist* is covered by copyright. All rights are reserved under United States and international copyright and other laws and conventions. APIC will hold the copyright on the manuscript. Contributors represent and warrant all existing work they are using or providing for the manuscript is their original work and that they are the sole owners of the copyright of any such existing work they may use in the development of the manuscript.

Industry/conflict of interest

Prevention Strategist is committed to publishing the highest quality infection prevention implementation science articles that are free from commercial influence. We will not accept articles from industry representatives or people writing on behalf of industry. We will not accept articles that mention names of brand-name products. In other words, an article in *Prevention Strategist* is not a sales pitch or a direct-marketing device; articles submitted as such will not be published.

Peer review/publication process

Prevention Strategist employs a peer-review process to evaluate manuscripts for scientific accuracy, novelty, and significance. The editing process often requires revisions and assures detailed checking for accuracy. The *Prevention Strategist* editorial panel has the final say in approving or denying manuscripts.

All manuscripts submitted to *Prevention Strategist* are subject to rigorous review. This review consists of the following steps:

1. Initial submissions are reviewed by managing editor for review of writing and grammatical quality and adherence to editorial policy and guidelines. Submission shared with other internal APIC staff, as appropriate.

2. APIC internal staff determines if the manuscript is acceptable to send to *Prevention Strategist* editorial panel for further review. If not, managing editor will contact author to let them know why the manuscript isn't going to be passed along (e.g., if clearly plagiarized, if promotional in nature, off-topic, etc.).
3. If manuscript meets quality control criteria, it will be sent to the *Prevention Strategist* editorial panel for review. The panel rates the manuscript based on specific criteria.
4. The panel advises the managing editor as to whether or not the manuscript has been accepted for publication. After evaluation, the panel chooses between the following decisions:
 - Accept
 - Minor Revision
 - Major Revision
 - Reject
5. The managing editor will communicate the panel's decision, along with comments, questions, edits, and/or suggestions for improvement on behalf of the panel.
6. If the decision is Minor Revision or Major Revision, the author(s) may edit and resubmit the revised manuscript within a period of time set forth by the managing editor.
7. When the managing editor receives the revised manuscript, it is reviewed once again to ensure that the appropriate revisions were made. Depending on the extent of the revisions, it may or may not need to be re-reviewed by the panel.
8. Managing editor works with the author(s) to obtain photos and graphics as appropriate for inclusion with the manuscript.

Article Proposals and Ideas

Do you have an idea for an article? **Email a brief summary of your idea to Rickey Dana, managing editor, editor@apic.org and she will follow up with you.** Be sure to include accompanying documents with data or statistics to back up the information or idea (as appropriate).

Sharing an article idea with APIC and the *Prevention Strategist* editorial panel *before* you write will help you make the article more effective, increase the likelihood that it will be published, and save you time in the end.

Share your wisdom

- Let us know about interesting stories that you've heard from colleagues or speakers.
- Tell us how you or other infection preventionists you know solved a problem using evidence-based research, created an initiative, applied an idea, or streamlined a process.

- Keep us informed of the topics that are most important to you as an infection preventionist.
- Tell us who would serve as an expert we could interview or ask to write the article.

Writing Guidelines and Tips

Write from your experience

- Your colleagues will benefit most from learning about how you solved a problem that they also face.
- Choose a topic you feel comfortable talking about. Think about recent challenges you have faced and science-based solutions you've applied.
- Note the highlights: the people/departments involved, the science involved, the time and resources available for a solution, and the tools or measures used to evaluate success.
- Include the barriers you faced in overcoming an infection prevention problem and the lessons learned along the way.
- Every healthcare organization is different, but many of their infection prevention challenges are the same. How does your story offer lessons that can be applied at other health settings?

Think Practical

- Make your article as practical as possible. Include sufficient how-to information and examples to enable readers to apply your expertise to their situations in their healthcare organizations.
- Write (talk) to the infection preventionist, but write informally.
- Keep sentences short and simple. Use active verbs when possible.
- Be brief and to the point. Stick with the basics of what readers need to know to follow in your footsteps.

Style Points

Approach the writing of the article to communicate translating the **science to practice**. Don't make the assumption that the reader knows about the subject or the acronyms you use. Take on a teaching approach when writing the article.

Give the reader information, tools and knowledge that they can take back to their practice setting and put to use. Your first step should be determining the purpose of your article and narrowing the focus.

- **Title of the Article** – Make the title as catchy as possible. The reader will see the title first and then decide whether or not to read the article. Be creative, yet clearly state what the article is about. You may also use a subtitle with your title.
- **Introduction** – Introduce the subject/problem in the first paragraph. You may want to consider including some interesting statistics in the overview to grab the reader’s attention. Always include an introduction. When writing your introduction, think to yourself, “How can I make the reader care about the subject?”
- **Body** – Discuss all the supporting evidence/information to support the subject in your introduction. Try to break up each point/idea into separate paragraphs and keep them to about 4-5 lines.

Consider using subheads to break up text. List out tips/other supporting information, if applicable. Always make reference to your sources. When writing your body, always keep “science to practice” in mind.

- **Conclusion** – Make the conclusion a brief summary of your article and insert a “call to action.”
- Include one to three sentences of **biographical information** for yourself **at the end of the article**: full name, designations, title, affiliation.

Length of article

The article should be 850-1,200 words in length. If it’s a cover/feature article, it should be 1,500-1,800 words long.

References

Place the reference list after the article body (at the end). References should be listed in the order in which they appear in the body copy.

Number references consecutively **in order of their mention in the text**; all references must be cited in the text.

- Key in the reference list at the end of the text.
- Do not use your word processor's footnote or endnote feature to create references.
- Do NOT cut-and-paste references from websites, PDFs, etc.
- Be sure to include “access date” in web citations.
- Use **superscript** when referencing a source/note number. The superscript note number should be placed at the end of the sentence after the period.
 - **(Example: In nursing homes, Dysphasia is reported in 50 to 75 percent of residents, where half will aspirate and one-third will develop pneumonia.²)**

Personal communications and unpublished data should be cited in the text in parentheses; they should not appear in the reference list. **The following are examples of references (if 3 or fewer authors, list all; if 4 or more, list first 3 and et al.):**

Examples of References (List all authors and/or editors up to 6; if more than 6, list the first 3 followed by “et al.” Note: Journal references should include the issue number in parentheses after the volume number.):

Format for Journal Articles:

Steed C, Kelly JW, Blackhurst D, et al. Hospital hand hygiene opportunities: Where and when (HOW2)? The HOW2 Benchmark Study. *Am J Infect Control* 2011;39:19-26.

Format for Books:

World Health Organization. World Alliance for Patient Safety. WHO Guidelines on Hand Hygiene in Health Care 2009. Geneva [Switzerland]: WHO Press; 2009.

Format for Chapters:

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, editors. *Pathologic physiology: mechanisms of disease*.

Philadelphia: WB Saunders; 1974. p. 457-72.

Format for Website:

Centers for Medicare & Medicaid Services. CMS proposals to implement certain disclosure provisions of the Affordable Care Act.

<http://www.cms.gov/apps/media/press/factsheet.asp?Counter=4221>.

Accessed January 30, 2012.

When referencing documents on U.S. agency websites, spell out the agency name, include the acronym in parentheses, and use the acronym if/ when identifying the website. (e.g., Agency for Healthcare Research and Quality (AHRQ). *Making Health Care Safer II: An Updated Critical Analysis of the Evidence for Patient Safety Practices*. AHRQ website. 2013. Available at: www.ahrq.gov/research/findings/evidence-based-reports/ptsafetyuptp.html.)

Journal abbreviations source

Journal names should be abbreviated according to the list of title word abbreviations: <http://www.issn.org/2-22661-LTWA-online.php>.

Abbreviations for frequently referenced journals (not exhaustive)

Am J Crit Care

Am J Emerg Med

Am J Infect Control

Am J Med

Am J Public Health

Am J Surg

Ann Intern Med

AORN J

Bone Marrow Transplant

Clin Infect Dis

Crit Care Nurs Clin North Am

Emerg Infect Dis

Geriatr Nurs

Infect Control Hosp Epidemiol

Infect Dis Clin North Am

JAMA

J Am Coll Surg

J Am Med Dir Assoc

J Clin Microbiol
J Gen Intern Med
J Infect Dis
J Intern Med
J Wound Ostomy Continence Nurs
Lancet

Lancet Infect Dis
Mayo Clin Proc
MMWR Morb Mortal Wkly Rep
MMWR Recomm Rep
N Engl J Med

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Formatting

- Font: Calibri or Arial
- **Do NOT cut-and-paste from pdfs, websites, PowerPoint presentations, Excel sheets, etc. Cut-and-paste should only be used with text from Word documents.** Cut-and-pasting from other types of documents creates major formatting problems.
- Use a “hard return” only to end a paragraph or for titles, headings, separate items in a list, etc. Rely on the word processor's word wrap (“soft return”) for all other line endings. A hard return results from tapping the “Enter” key on the keyboard.
- Do not right justify or center text or heads.
- Be sure to key the letter O, the number 0, the letter l, and the number 1 correctly.
- Use only one space after colons and periods.
- Use the default hyphenation of your word processor. Use 2 hyphens for long dashes.
- **Key in the reference list at the end of the text. Do not use your word processor's footnote or endnote feature to create references. Do NOT cut-and-paste references from websites, PDFs, etc.**
- Use the table format or use only tables, not spaces, to align columns in preparing tables. Submit tables as separate files.
- Save the text of the article, along with references and figure legends, as one file. Save each table as a separate file.

Graphics

All graphics should be submitted in electronic format. Images should be provided in EPS or TIF format. Graphics software (such as Photoshop and Illustrator), **not** presentation software (such as PowerPoint, CorelDraw, or Harvard Graphics), should be used in the creation of the art.

- Color images need to be CMYK, 300 DPI (70 KB) or higher.
- Gray scale images should be at least 300 DPI. Combinations of gray scale and line art images should be at least 1200 DPI. Gray scale line art should be at least 1200 DPI. Include hardware and software information, in addition to file names.
- Line art (black and white) should be at least 1200 DPI.
- If figures, images, or tables (or data therein) are taken from previously copyrighted material, the legends must give full credit to the original source.
- Please note that when submitting images, a caption identifying the contents of the image should be included with your article. All persons in a photo should be identified with their full names and credentials whenever possible.
- Legends should be typed on a separate page of the main manuscript file, be labeled “figure legends,” and include enough information to allow figures to be interpreted without reference to the text.
- If a figure has more than 1 part, label as A, B, C, etc. using uppercase letters; in the legend, present as "Fig 1. A... B..." If either figures or tables (or data therein) are taken from previously copyrighted material, the legends must give full credit to the original source.