

Article Submission Guidelines for *The Spectrum*

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Overview

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

About The Spectrum

➤ *What kinds of articles do you print?*

The Spectrum publishes evidence-based articles. All articles are peer-reviewed before publication.

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

We publish literature-review articles as well as original-research articles. Please note that if your article is a literature-review article, that you will need to create a table that summarizes your source articles. Although the manuscript you submit to us does not have to contain this table, the final version of your manuscript must contain the table. Samples are available upon request.

➤ *Do you reprint already published articles?*

Most of the articles in our newsletter have not been published elsewhere. Some of our articles are reprinted (with permission) from peer-reviewed journals and other sources.

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

Here is an overview of the entire process:

1. *Request a topic.* Author chooses an article topic and receives approval from editor. We maintain a [list \(http://www.hadpg.org/page/newsletter-author-opportunities\)](http://www.hadpg.org/page/newsletter-author-opportunities) of potential article topics. We welcome suggestions for new topics. After you choose one or two topics of interest, send [Robin Dahm \(dahmRD@gmail.com\)](mailto:dahmRD@gmail.com), editor in chief of *The Spectrum*, an email containing your chosen topic(s). After topic approval, you can start to write your outline.
2. *Submit an outline.*
3. *Receive feedback about the outline.* You will receive peer-reviewer comments and suggestions about your outline.
4. *Submit the manuscript.*
5. *Review first-pass edit requests.* These comments will come from the editor in chief.
6. *Submit an updated manuscript.*
7. *Review second-pass edit requests.* This markup comes from the peer reviewers.
8. *Submit a final manuscript.*
9. *Take a last look.* You will see the article one last time, after it is part of the poured newsletter (.PDF document).

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.

Getting Started with *The Spectrum*

➤ *I'm an uncredentialed nutrition student. Would you consider publishing my article?*

We accept articles from nutrition students as well as from seasoned nutrition professionals. Being an RDN, RD, or DTR 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.

➤ *Would you like me to send you my CV/résumé?*

Yes, if you have a CV, please submit it. If you are a student, submitting your résumé is optional.

➤ *If I send you my article, will you definitely publish it?*

All article submissions are peer-reviewed by our review board and given one of three statuses:

- **Accepted.** The article has been accepted for publication. The author 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.
- **Accepted pending revisions.** The author must review and respond to the reviewers' content-based edit requests before the article can be accepted for publication.
- **Rejected.** The article will not be published.

➤ *Do I need to sign an author release form?*

Before we can publish the article, you will need to sign our [author release form](http://www.hadpg.org/page/newsletter-author-opportunities) (<http://www.hadpg.org/page/newsletter-author-opportunities>). Please review this release form so you will be ready to complete it when the editor in chief sends you a form specific to your article.

Developing Your Outline

➤ *Should I submit an outline before I start to work on my manuscript?*

Yes, definitely. We request that if you are developing an article from scratch, that the first thing you send us is an outline. Your outline should be as detailed as possible. It should also contain a references section.

The peer reviewers will review your outline and provide comments and suggestions relating the manuscript you will eventually create based on your outline. You may need to update your outline once or twice, based on reviewer requests, before you submit your manuscript to us. Feel free to include questions for the reviewers inside your outline (use the Comment feature if possible); asking for help during this phase of the project will help you develop your manuscript and increase the chance that the reviewers will accept your manuscript for publication.

Developing Your Manuscript

➤ *Do you have a list of article topics?*

We maintain a [list](http://www.hadpg.org/page/newsletter-author-opportunities) (<http://www.hadpg.org/page/newsletter-author-opportunities>) of potential article topics. We welcome suggestions for new topics.

After you choose one or two topics of interest, send [Robin Dahm](mailto:dahmRD@gmail.com) (dahmRD@gmail.com), editor in chief of *The Spectrum*, an email containing your topic(s).

➤ *Who is my target audience?*

The Spectrum is the newsletter of the Healthy Aging Dietetic Practice Group. The newsletter is read by our DPG's members. Members consist of RDNs, RDs, DTRs, and nutrition students. Please use the term *dietetics practitioners* whenever possible, as this term encompasses all three types of credentialed nutrition practitioners.

➤ *How should my article focus on the older adult population?*

Our newsletter focuses on the nutritional and physical-activity needs of older adults (loosely defined as age 55 and older). You can discuss your article topics in a general way, but *you must also discuss them as they pertain to older adults. Here is an example:*

According to the World Health Organization, cardiovascular disease (CVD) was the leading cause of death worldwide in 2011.¹ Traditionally, CVD has been considered a male-predominant disease, but recent evidence shows that more women (as well as men) die from CVD each year than from any other disease.¹ Findings from the Framingham Heart Study have led to the identification of six main modifiable risk factors for developing CVD:¹

- High blood pressure
- High blood cholesterol
- Smoking
- Diabetes
- A BMI (body-mass index) of 30 kg/m² or higher
- Physical inactivity

The Framingham Heart Study found that major CVD develops 10 years later in females compared to males.¹ After the age of 65, the risk for developing heart disease is about the same for both men and women, when other risk factors are similar.

The opening info was general about CVD, followed by a statistic about older adults and CVD.

Some of your source studies should be older-adult studies and facts about older adults. Here are some more examples:

- The joint diseases of osteoarthritis (OA) and rheumatoid arthritis (RA) are common among older adults, as approximately 52.5 million adults in the United States have a type of arthritis.⁴
- OA is the most common type of joint disease among older adults, affecting approximately 12.1% of the American population 25 years of age and older.⁷
- The risk of OA increases as age increases, due to reduced activity, lack of weight management, and decreased muscle mass.¹⁵
- In a study of 2,339 older participants between the ages of 70 and 90,³² 11 European countries associated the Mediterranean diet with a 23% reduction in overall mortality rate.

➤ *What other targets should I hit inside my manuscript?*

There is a chance that your manuscript, once it has passed our regular peer review, will be sent to a separate set of (expert) reviewers to see if we can publish it for continuing professional education (CPE) for our DPG's

members. Not all manuscripts will become CPE pieces. If it does pass CPE review, at least 1 CPE unit will be associated with it. This makes for a nicer article for your portfolio and a more valuable article for our readership.

Our goal is to publish as many CPE articles as possible. With this in mind, here is the CPE form that the CPE reviewers will follow. Targeting your manuscript to fulfill these questions increases the likelihood that your article will be approved as a CPE article.

The Spectrum Self-Study Material - Subject Matter Expert Review Form

Dear expert reviewer,

Thank you for reviewing this article for *The Spectrum*. Please complete this form and email all components to the associate editor who sent you this form.

We will need a short bio or résumé/CV from you:

You already have my info on file.

I will e-mail my info to you as an attachment.

I've inserted my info here:
[[Your info goes here]]

Note: As of 5/11/14, literature-review articles as well as original-research articles are candidates for CPE status.

CPE Product Title:	Associate editor: Insert info here.
Provider:	<i>The Spectrum</i>
Publication Date:	Associate editor: Insert info here.
Review Date:	
Reviewer Name:	
Demonstrated expertise in the content area:	

What	Evaluation (Complete Appropriate Boxes)	Notes/Comments, if Any
CPE level (please choose one):	Introductory (Level 1)	
	General knowledge (Level 2)	
	Synthesis level (Level 3)	
Terminology clearly defined:	Yes	
	No	
Are references used (please choose all that apply):	Primary	
	Appropriate	
	Current	
	Accurate	
	Secondary	
	Comprehensive	
Course objectives (please choose all that apply):	Cited properly	
	Clearly stated	
Is information presented accurate and up to date?	Met	
	Yes	
Are there editing problems (typos, capitalization errors,	No	
	Yes	

The Spectrum Self-Study Material - Subject Matter Expert Review Form

punctuation errors, spacing problems)?	No	
Is material presented objectively? Are all sides of controversial issues presented fairly?	Yes	
	No	
Are the contents of this product evidence-based and if not, why?	Yes	
	No	
Would you recommend this product for RDNs?	Yes	
	No	
Would you recommend this product for DTRs?	Yes	
	No	
Your estimate of the amount of time (in ½-hour increments) an average dietetics practitioner would take to complete this self-assessment product.		

Reviewer Comments	
Confidential comments (for CDR review only):*	
Comments/recommendations for author:*	

*Attach additional comments as needed

Reviewer Signature

Date

➤ **How should I disclose my affiliations and/or conflicts of interest?**

You must disclose all affiliations and/or conflicts of interest concerning your article’s content. Please use the author bio 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:
_____.

Additionally, the [author release form \(http://www.hadpg.org/page/newsletter-author-opportunities\)](http://www.hadpg.org/page/newsletter-author-opportunities) you will sign before we publish your article will request these disclosures.

➤ **I haven’t written my article yet. Can you help me develop it?**

We are happy to help you at any stage of the article-development process, from concept to final manuscript.

➤ **Should I include an abstract?**

Yes. Please include an abstract.

➤ *I would like to include a graphic from a published article. What do I need to do?*

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

Submitting Your Manuscript

➤ *My manuscript is very rough. Do I need to finalize my citation numbers and references section before submitting them to you?*

Because you may need to create, remove, and reorder sentences during the review process, you may temporarily list sources by last name inside parentheses instead of using superscripted numerals. Once your manuscript has been reviewed, though, you will need to convert them to numbered items and use numbered citations inside the body of your manuscript.

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.

➤ *I've already written my manuscript. What should I do?*

If you have already created a manuscript¹, please follow these steps:

1. Check your manuscript for grammar, syntax, and typos.
2. Scan your manuscript for viruses before submitting it.
3. Ensure your article's format matches that in the section, "Article Attributes."
4. Submit your manuscript to [Robin Dahm \(dahmRD@gmail.com\)](mailto:dahmRD@gmail.com), editor in chief of *The Spectrum*.

➤ *Do you have a checklist I can use before submitting my manuscript?*

Please use the checklist in Appendix 1 before submitting your raw manuscript (if you are writing a brand-new article) or your final manuscript (if you are submitting an already written article).

After Your Manuscript Is Published

➤ *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 \(http://www.hadpg.org/page/newsletter-author-opportunities\)](http://www.hadpg.org/page/newsletter-author-opportunities) that you will sign before we publish the article. If you would like permission to reprint your piece, you may contact Barb Pyper at hadpg@quidnunc.net.

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

The Healthy Aging DPG owns the article copyright, as specified in the [author release form \(http://www.hadpg.org/page/newsletter-author-opportunities\)](http://www.hadpg.org/page/newsletter-author-opportunities) that you will sign before we publish the article. If you would like permission to reprint your piece, please contact Barb Pyper at hadpg@quidnunc.net.

¹ Please submit your manuscript as a Microsoft Word file.

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

If you haven't found the answer to your question in this document, please contact [Robin Dahm](#) (dahmRD@gmail.com), editor in chief of *The Spectrum*.

Article Attributes

Whether you are writing an article from scratch or are ready to submit your raw manuscript, please follow the specifications below.

Length

We accept articles of any length.

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.** Citations should be in numerical order, as superscripted numerals.
5. **Summary/close.**
6. **References section.** List your references in the same order as they are used in the article body. Do not use Microsoft Word's Numbering feature to assign numbers automatically to your references. Type actual reference numbers.

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.

7. **Biography.** Include your email address if you would like readers to be able to contact you.
8. **Resource list for more information** (optional).
9. **Author bio.** Please include the name, credentials, and HA DPG position (if applicable) of each author. For two or more authors, please list authors in the order they should be published.

Important: You *must* disclose inside your bio any affiliations you have concerning your article topics.

10. **Head shots.** Please include a camera-ready, clean, crisp, 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.

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.

- Place the appropriate label in front of each heading, subheading, and sub-subheading. Use double square brackets and boldfacing.

Graphics (Tables, Illustrations, Diagrams, Charts, Figures, Etc.)

Graphics are defined as images, photos, figures, illustrations, diagrams, tables, charts, and so on.

Setting Up Your Graphics

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 ____.”

Setting Up Your Tables

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.)

Sentences that Introduce Graphics

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

Examples

Figure 1 shows....

As shown in Table 1,....

..., as shown in Figure 2.

Citations in Text

Follow these rules when inserting in-text citations:

- Use superscript Arabic numerals.²
- 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 findings¹ show that....

The data were as follows:²

As reported previously,^{3,5-7} the data.... [Do not use a space after the comma.]

... in the absence of depression.⁴

References Section

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.

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.

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.

² If you are at the early-manuscript phase, the review process will likely require you to add, remove, and reorder one or more of your cited sentences. We strongly suggest you use this strategy while your manuscript is being edited and developed: Put your sources in parentheses 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.³
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:

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

³ 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.

➤ **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.

Appendix 1: Author Checklist

Overview

If you are writing a **brand-new article**, 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.

If you are submitting **an already written article**, please use this checklist 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 10.
- All graphics are camera-ready, including your head shot(s). See the section “Graphics (Tables, Illustrations, Diagrams, Charts, Figures, Etc.)” on page 11.
- All non-headshot graphics have sentences introducing them. See the section “Sentences that Introduce Graphics” on page 12.
- The references section is properly formatted. See the section “References Section” on page 13.