



GUIDELINES FOR CONTRIBUTORS

General Policies

If you specialize in a particular management skill, are using an innovative approach or clinical technique, have recently implemented new technology at your facility or have an important story to share with your respiratory and sleep colleagues, *ADVANCE for Respiratory Care & Sleep Medicine* would like to hear from you.

ADVANCE accepts original articles by members of the pulmonary medicine, respiratory care and sleep medicine professions. All submissions are reviewed by an editorial consultant prior to acceptance. Once accepted, manuscripts become the property of *ADVANCE for Respiratory Care & Sleep Medicine* and cannot be reproduced elsewhere without permission from the editor.

Submitting the Manuscript

Articles should be approximately 1,000 words in length. Longer articles must be approved by the editor. The article should follow the writing guidelines set forth in the *Associated Press (AP) Stylebook*. Email is the preferred method of submitting the manuscript. When emailing an article, it can be sent attached as a Microsoft Word document or included in the body of the message.

On a cover page, list the authors' credentials, professional titles and current positions. Also include the mailing address, phone number and fax number for the lead author. Give the article a title, which the editor will use as a guide in writing the headline. Include subheadings throughout the article to improve readability and retention.

All statements based on published findings or data should be referenced appropriately using the *AMA Manual of Style*. References should be listed in numerical order in the text and at the end of the article.

References should be formatted as shown in the following examples:

FOR A JOURNAL REFERENCE: Gerrish CW, Donnelly JM, Onik GM. *Automated percutaneous discectomy: The role of the physical therapist. J Orthop & Sports Phys Ther.* 1992;15(1):2-3.

FOR A BOOK REFERENCE: Rowell LB. *Human Circulation: Regulation During Physical Stress.* New York: Oxford University Press; 1986.

The most appropriate use of information from the Internet is as a suggestion for further reading — not a direct citation.

We encourage illustrations, photographs and charts that strengthen the article. We prefer electronic TIF, JPEG, EPS or PSD files. Please give appropriate credit to the owner or creator. The author is responsible for obtaining copyright permission for adapting previously published material. Suggested captions naming all people in the photos, including their credentials and titles, are required.

Editing

ADVANCE reserves the right to edit any material as necessary. All submissions are edited for clarity, style and conciseness in accordance with *ADVANCE* format. Please note that our editorial policy prohibits us from promoting brand names or manufacturers. The final version of the article will be emailed to the author prior to publication.

SEND SUBMISSIONS TO:

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