

## ***Future Dimensions in Clinical Nutrition Management*** **Guidelines and Information for Authors**

*Future Dimensions in Clinical Nutrition Management* is the official publication of the Clinical Nutrition Management dietetic practice group of the Academy of Nutrition and Dietetics. Its primary purpose is to publish manuscripts that address current aspects of nutrition management practice. Topics of interest include, but are not limited to, leadership, management, innovations in clinical practice, research and outcomes, nutrition legislation and public policy, reimbursement and coding, informatics, and healthcare reform. All published material is copyrighted and may not be reproduced without permission of the editor.

All manuscripts are subject to review for content, originality, clarity, and contribution to clinical nutrition management practice. Submitted manuscripts are accepted at the discretion of the review committee and the editors.

Content of the article is the responsibility of the author. All manuscripts submitted are subject to copy editing before publication. The format and the style in which manuscripts are reproduced for publication are the prerogative of the editor. Although there are no specific requirements regarding maximum or minimum length, articles may be revised for concision by editorial staff or by authors to meet space limitations, if needed.

To submit a manuscript, please email your article (as an MS Word document) to the editor by the agreed upon deadline, if applicable. If you are unable to meet the deadline, please contact the editor as far in advance as possible. Receipt of each manuscript will be acknowledged.

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## Manuscript Format

Future Dimensions accepts manuscripts of all lengths. Submitted manuscripts should be typed, with pages numbered consecutively. Subheadings can be used as appropriate. Review papers, research papers, and case presentations are acceptable. Use of tables, illustrations, and figures are encouraged.

## Author Information

All manuscripts should include the title of the manuscript, each author's name, academic degrees, position, address, telephone number, fax number, and e-mail address. Provide authors' names and degrees exactly as they should appear on the published manuscript.

## References

Follow the *AMA Manual of Style, 10<sup>th</sup> ed.*, for all references. Any information taken from another source must be referenced. References should be numbered consecutively in parentheses in the order in which they are cited in the text. For example:

In 2005 the new *Dietary Guidelines for Americans* was published (1). Shortly after, the U.S. Department of Agriculture launched the new MyPyramid (2). Upon recommendations by the two, the 5 A Day for Better Health program updated its guidelines (3).

If citing multiple references in the text, separate them by a comma, not a hyphen, and do not insert spaces after the commas. *Correct*: (1,2). *Incorrect*: (1, 2). A hyphen is used only for a range of three or more references. *Correct*: (1-5). *Incorrect*: (1,2,3,4,5).

References should be listed at the end of the article in the order in which they appear. For example:

1. U.S. Department of Health and Human Services, U.S. Department of Agriculture. *Dietary Guidelines for Americans 2005*. Health.gov Web site. <http://www.health.gov/dietaryguidelines/dga2005/document/>. Accessed July 25, 2006.
2. U.S. Department of Agriculture. MyPyramid. MyPyramid Web site. <http://www.mypyramid.gov/>. Accessed July 25, 2006.
3. Produce for Better Health Foundation. 5 A Day. <http://www.5aday.org>. Accessed July 25, 2006.

The following are examples of three commonly used references. For more reference types, consult the *AMA Manual of Style, 10<sup>th</sup> ed.*

### Journal Articles

Davis JT, Allen HD, Powers JD, Cohen DM. Population requirements for capitation planning in pediatric cardiac surgery. *Arch Pediatr Adolesc Med*. 1996;150(4):257-259.

- Note that there is no comma between surname and initials. There is only a comma between names.
- If there are six authors or less, list all of the authors in the reference. If there are more than six authors, list the first three followed by et al. For example: Davis JT, Allen HD, Powers JD, et al.
- Note that there is no space between the year (1996), the volume number (150), the issue number (4), or the page numbers (257-259). Complete page numbers are always listed (e.g., "257-259", not "257-59."). If the reference material is a supplement, cite after the issue number, as such: 1996;12(6 suppl):S257-S259. Include supplement number if available: 1996;12(6 suppl 2):S257-S259.
- The title of the article is in sentence case. The title of the publication is in title case and italicized. Journal titles are abbreviated according to PubMed ([ftp://ftp.ncbi.nih.gov/pubmed/J\\_Medline.txt](ftp://ftp.ncbi.nih.gov/pubmed/J_Medline.txt)). One-word journal titles are written in full (e.g., *Pediatrics*, *Cancer*, *Diabetes*).

### Books

Sherlock S, Dooley J. *Diseases of the Liver and Biliary System*. 9th ed. Oxford, UK: Blackwell Scientific Publications; 1993:526-527.

- There is always a colon after the publication site, and there is always a semicolon after the publisher. When specific page numbers are referenced, a colon follows the publication date, with the page numbers following, no space between the colon and the page number. Titles are in title case and italicized.

### Web sites

Board of Directors of the International Confederation of Dietetic Associations. Ethics and standards: the underpinnings of quality professional practice. International Confederation of Dietetic Associations Web site.

<http://www.internationaldietetics.org/upload/document/51CJIAGNLAMMJLAEFMLAJOND3.pdf>. Published 2007. Accessed July 29, 2008.

- Web site references should include: author or author organization, if available; title of article or page (in sentence case); name of Web site; URL; published, updated or posted date, if available; and access date.
- If a Web site is being referenced in general, then it is OK to just give the general Web address. However, if a specific page or document is being referenced, then the URL

should be as detailed as possible and take you directly to the exact page or document, not the Web site's home page.

## Numbers and Abbreviations

Spell out numbers less than 10 unless attached to a unit of measure. Examples: *three times daily, two pens, nine people; 5 grams, 2 feet, 4 hours*. Exception: the use of point scales. Example: *5-point Likert scale, 10-point scale, averaged 6 points*.

Spell out *first* through *ninth* when they indicate sequence in time or location: first base, the First Amendment, he was first in line. Starting with *10th*, use figures.

Spell out a numeral at the beginning of a sentence. If necessary, rewrite the sentence. There is one exception—a numeral that identifies a calendar year.

Correct: *Last year 993 freshmen entered college.*

Incorrect: *993 freshmen entered college last year.*

Correct: *1976 was a very good year.*

## Abbreviations

As a rule of thumb, do not use an abbreviation/acronym unless it appears at least three times in an article. Try to use only commonly accepted abbreviations/acronyms. Avoid author-invented abbreviations/acronyms. Abbreviations/acronyms must be defined uniquely in text, tables, and figures. It is acceptable to start a sentence with an abbreviation/acronym. Abbreviations/acronyms should be spelled out on first use, with the abbreviation/acronym following in parentheses, i.e. Clinical Nutrition Manager (CNM).

## Permissions

AUTHORS ARE RESPONSIBLE FOR OBTAINING PERMISSION to reprint any tables or illustrations from other sources. A copy of the permission letter (or letter of request) should accompany submitted manuscripts.

## Tables

Each table appear at the end of the article or in a separate document. The title should follow the table number on the same line. Tables should be numbered consecutively. Tables may not contain more than 14 columns. Combine all data that can be presented under one set of box headings in one table, using subheadings as necessary within the body of the table.