

AADE in Practice Journal

Author Guidelines

Editorial Voice and Style

AADE in Practice is practical. The focus is on topics that inform, support, and motivate CDEs in their day-to-day work. Articles feature experience, translation, and application rather than strictly research. The writing is conversational and accessible—personal even. It's a journal to pick up on your lunch hour for an interesting read.

Here are some style pointers and requirements:

- Do not use in-text numerical annotations to cite references. Rather, include narrative mentions of references within the text as appropriate. For example:
 - According to an article by researchers at Harvard Medical School...
 - The study, led by researchers from the Centers for Disease Control and Prevention...
 - In a 2006 US Endocrine Disease report, "Investigating Inhaled Insulin," Virginia Zamudio says...
- List references and resources at the end of your article. See Reference List Preparation below.
- Use subheadings to guide readers through your article. Some people skim before they read. Subheads help tell readers what they'll get if they decide to go deeper.
- If your article includes figures (charts, graphs, maps, photos, illustrations, line art), indicate the placement in parentheses (e.g., Figure 1) following the relevant content.
- Treat tables, if any, similar to figures using the appropriate designations (e.g., Table 1).
- Number figures and tables separately and consecutively in the order they appear in the article (e.g., Figure 1, Figure 2, Table 1, Table 2, etc.).

Manuscript Preparation

Manuscripts must be in Microsoft Word format. *AADE in Practice* will not accept scanned documents, PDFs or hard-copy manuscripts.

Manuscript elements must be in separate document files. At minimum, a complete manuscript includes a title page and a main document. Figures and tables, if any, must also be in separate files.

Here is a rundown of manuscript elements and what each contains.

- 1) Title page:
 - a. Article title
 - b. Author names and credentials exactly as you want them to appear in print
 - c. Author affiliations including city and state
 - d. Complete mailing address, email, and daytime telephone for corresponding author
 - e. Article keywords
- 2) Main document:
 - a. Body of article
 - b. Reference list (see Reference List Preparation below)
 - c. List of figures/tables with captions, if any

- d. Acknowledgment of financial or other support, if any
- 3) Figures:
- a. One figure per file; use author and figure number in file name (e.g., Smith_Figure_1)
 - b. Images must be at least 300 dpi (dots per inch)
 - c. TIF, EPS, JPG or Microsoft PowerPoint figure file formats
- 4) Tables:
- a. One table per file; use author and table number in file name (e.g., Smith_Table_1)
 - b. Word format may be used for simple tables
 - c. TIF, EPS, JPG or Microsoft PowerPoint formats may be used for complex tables

Reference List Preparation

A list of up to 10 references may be included with each article. Data, statistics and information that are not common knowledge should be referenced. References should be no more than 4 years old.

Authors are responsible for the accuracy and completeness of the reference list. Follow these examples when formatting your references.

- Journal article Crews DW, Gartska WR, Meyer B, et al. The physiology of the garter snake: An analysis. *Sci Am.* 1981;245:158-159.
- Blackburn TA. Updating autologous chondrocyte implantation knee rehabilitation. [serial online]. 2003;5:30-33.
<http://www.orthopedictechreview.com/issues/julaug03/pg30.htm>. Accessed January 7, 2005.
- Book Voet D, Voet JG. *The Science of Biochemistry*. 3rd ed. New York, NY: J Wiley; 1990.
- Book chapter Kuret JA, Murad F. Adenohypophyseal hormones. In: Gilman AG, Taylor P, eds. *The Pharmacological Basis of Therapeutics*. 8th ed. Orlando, Fla: Grune & Stratton; 1976: 1334-1360.
- Conference paper/poster Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC.
- Website FDA resources page. Food and Drug Administration web site.
<http://vm.cfsan.fda.gov/sodium.txt>. Accessed June 23, 2000.

Thank you. We look forward to your submission!