



MANUSCRIPT SUBMISSION CHECKLIST  
NGNA SECTION of *Geriatric Nursing*

**Overall:**

- Clinically relevant
- Modified Vancouver/AMA style
- Pages are double-spaced, *including references, tables and figure legends*
- Pages numbered consecutively in the upper right hand corner, beginning with the title page
- 8-10 pages in length
- Abbreviations and acronyms spelled out when first mentioned in the text
- Standard scientific vocabulary and active voice, when possible
- Spell-checked

**Title Page:**

- Concise, informative manuscript title
- Full names of authors, highest academic degrees, institutional affiliations
- Name, address, phone, fax and e-mail for the corresponding author
- Disclaimers, if any
- Financial support or other acknowledgments in a separate note at bottom of page

**Abstract:**

- 100-150 words
- Typed on a separate page
- Summarizes problem, intervention, design, sample, analysis, outcomes (as applicable)

**Body of the Paper:**

- Introduction and purpose
- Literature review that establishes significance of project and paper
  - Statement of the problem
  - Claims followed by evidence
  - What was done to address the problem
  - Conceptual framework, if applicable
- Conclusions and implications for practice/research
- Limitations, if applicable
- Ties together all the assumptions, speculations, and facts laid out in the paper
- Confined to what has been substantiated in the paper

*Research papers also contain:*

- Methods: design, sample, setting, procedures or data collection
- Data analysis
- Results (findings, if qualitative; may be combined with discussion)
- Discussion that interprets and explains results/findings
  - Makes claims backed up by evidence
  - Relates results/findings to conceptual framework

*Project papers also contain:*

- Relevant concepts
- Project design
- Implementation
- Specific examples
- Evaluation

**References:**

- \_\_\_ Current and relevant
- \_\_\_ Conform to correct journal format
- \_\_\_ Cited consecutively as they appear in the text, as superscript numbers
- \_\_\_ Same superscript number used if reference mentioned more than once
- \_\_\_ Personal communications in text but not in reference list
- \_\_\_ Web site citations *contain accurate URLs; accessible to the reader with full citation provided*
- \_\_\_ Multi-authored articles include up to the first 3 authors, followed by "et al."
- \_\_\_ Book citations include up to the first 3 authors, title, edition/volume, city of publication, publisher, and year

**Figures and Tables:**

- \_\_\_ Abbreviations or acronyms spelled out
- \_\_\_ Tables numbered consecutively in the order of mention
- \_\_\_ Tables/figures cited in the text but placed at the end of the article on separate pages
- \_\_\_ If previously published, credit to original source with written permission to reproduce
- \_\_\_ Patient or guardian consents accompany photographs with a recognizable likeness
- \_\_\_ Camera-ready photographs, line drawings such as graphs or illustrations, and combination art-combining line and photographic images submitted as a CMYK 4 color EPS or TIFF file
- \_\_\_ Hardware and software information, in addition to the file names, with the disk of camera-ready figures