



American Academy of  
Hospice and Palliative Medicine

## ***AAHPM Quarterly* Author Guidelines**

### **Mission Statement**

The *AAHPM Quarterly* will be a source of timely, accurate, and practical information relevant to the field of hospice and palliative medicine, with the goal of promoting the art and science of high-quality palliative care and the professional development of our AAHPM membership.

### **Audience**

*AAHPM Quarterly* is the official newsletter of the American Academy of Hospice and Palliative Medicine (AAHPM). Its audience is made up primarily of physicians from all medical specialties who work in the field of hospice and palliative medicine, along with nurses, social workers, spiritual advisors, and other interdisciplinary team members.

### **Content**

*AAHPM Quarterly* welcomes articles written by professionals involved in all areas of hospice and palliative care. Regular columns appearing in each issue include the president's message, advocacy update, staying soulful, strategic progress report, and billing and coding column.

### **Feature Article**

Each issue includes one or, if space permits, two feature articles. *AAHPM Quarterly* publishes features that provide succinct, practical guidance and information that healthcare professionals can use in everyday practice with patients receiving hospice and palliative care, with the goals of helping members (a) improve the quality of care they provide to patients, (b) learn innovative approaches to the administrative and regulatory aspects of the work they do, or (c) read timely, newsworthy articles about current events that impact the work of hospice and palliative medicine professionals. Of particular value to the *Quarterly's* readers are practical articles that address issues that AAHPM members face in their day-to-day work with patients and families, colleagues, administrators, and/or the community at large. Especially sought are timely, topical articles such as

- compelling and informative case studies (these should include a case history, pertinent examination, test results, and discussion)
- new and innovative programs and methods of delivering hospice and palliative care
- discussion of how to handle one aspect of the patient care (eg, communication, medication management, etc)
- overview of issues encountered in particular area of care (eg, pediatric), including the perspectives of other medical specialists who may have specialty-specific experience and knowledge that can help hospice and palliative medicine care providers improve their work with patients and families

- vignettes describing the author's personal experience, challenges, successes, or methods for providing care or otherwise doing the work they do

Some articles, such as original research studies, are better suited for publication in related journals such as the *Journal of Pain and Symptom Management*, the official journal of AAHPM.

## **Manuscript Guidelines**

*Manuscript Preparation.* AAHPM primarily publishes original manuscripts that have not been previously published. Manuscripts should be between 1,200 and 2,000 words and should include a short author bio providing the author's credentials, title, affiliation(s), and contact information (optional). Footnotes should be avoided and should not be used in place of references.

All graphics, such as figures and tables, should be typed in plain text. Please do not embed tables or other graphics in the text of the manuscript.

### **Tips for Writing Manuscripts**

- Present the information in a manner that is easy to read and understand.
- Be clear and concise.
- Use subheads within the text whenever possible. Subheads should be succinct and meaningful.
- The inclusion of visual devices such as bullets, lists of information, tables and figures, and sidebar information is recommended, where appropriate.
- Acronyms should be spelled out at first appearance, as not all readers may be familiar with them.

## **Graphics**

The inclusion of graphics (tables and figures) is strongly encouraged. Graphics should enhance the content of the article and add meaningful information. Please be sure to send graphics as a separate document. Also, if the graphic is not a Word document, please identify the format (eg, tif, PDF, jpeg).

The author is responsible for ensuring that all graphics are accurate and match references made to them in the text. If graphics are from a previously published source or are the property of a person or agency other than the author, you must submit complete credit information (ie, the name of the source and the publication, volume, date and page number) and written permission from the copyright holder for reproduction.

### **Tips for Using Graphics**

- Be sure the graphics are relevant to the article's major points.
- Select a graphic that can help tell the story and is self-explanatory. All elements should be included; the reader should not be confused about what the graphic represents.

## **References**

1. You must use references in the text, if applicable. All references cited in the text of the article must be included on the reference list, and every reference on the list must be mentioned in the text. Otherwise, the reference must be removed or, if appropriate, moved to a list of additional resources.

2. Please refer to the *American Medical Association Manual of Style*, 10th edition, for guidelines on formatting references. References to *journals* must include authors' last names and initials, title of article and subtitle (if any), abbreviated name of journal, year, volume number, part or supplement number (when pertinent), issue month or number (when pagination is not consecutive throughout a volume), and inclusive page numbers.
3. References to *books* must include authors' last names and initials, last names and initials of editor (if any), title of book and subtitle (if any), number of edition (if more than one edition), place of publication, name of publisher, year of publication, volume number (if more than one volume), and page numbers if specific pages are cited.

*For example:*

1. Stryer L. *Biochemistry*. 2nd ed. San Francisco, CA: WH Freeman Co; 1981:559-596.
2. Kavet J. Trends in the utilization of influenza vaccine: an examination of the implementation of public policy in the United States. In: Selby P, ed. *Influenza: Virus, Vaccines, and Strategy*. Orlando, FL: Academic Press Inc; 1976:297-308.

## **Editing**

AAHPM reserves the right to edit all manuscripts according to style and space requirements, to clarify content, and to make suggestions for rewriting by the author.

## **Manuscript Submission**

Manuscripts should be sent by e-mail to *AAHPM Quarterly* Editor Paul Rousseau at **PalliativeDoctor@aol.com** and to *AAHPM Quarterly* Managing Editor Katie Macaluso at **kmacaluso@connect2amc.com**.

The *AAHPM Quarterly* Editorial Board reviews manuscripts for appropriate content and makes the final decision on whether a manuscript is chosen for publication. The author will be notified of the status of their manuscript once the manuscript has been reviewed. Articles submitted may be held for future use if no space is immediately available.

## **Publication**

Publication and/or publication dates are not guaranteed. Articles are slated for publication based on the order in which a final draft is received. If a manuscript is scheduled for publication, a proof of the article in layout will be e-mailed to the author for review before publication. The Copyright Transfer Agreement form, signed by the author and all coauthors, must be received by the managing editor prior to publication of the article.

## **Reprints**

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