MANUSCRIPT SUBMISSION FOR THE DIABETES EDUCATOR
Manuscripts must be submitted electronically at http://mc.manuscriptcentral.com/tde, where authors will be required to set up an online account in the SAGETRACK system powered by ScholarOne.

Questions can be submitted to the editorial office at the following address:
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ARTICLE CATEGORIES

Features
Feature articles provide a detailed presentation of a subject from one of the following categories: original research, literature reviews, or perspectives in practice. All feature articles must include a structured abstract of 150 to 200 words.

Original Research
This type of feature reports original clinical investigations that are relevant to the education and care of people with diabetes. Research papers should be 12 to 14 double-spaced pages, excluding tables, figures, and references. The following elements should be included in reports of original research: (1) structured abstract; (2) introduction with statement of the purpose of the study; (3) complete description of the methods (eg, design, sample, evaluation instruments, procedures, statistical analyses); (4) clear report of the results; (5) conclusions/discussion of the findings; and (6) implications and/recommendations that summarize how the findings can be applied to the practice of diabetes education.

Literature Reviews, Perspectives in Practice
Papers in this category should be 8 to 10 double-spaced pages, excluding tables, figures, and references. Literature reviews should provide a comprehensive summary and critique of information on a relevant topic from a representative collection of resources. The most current findings should be presented along with a history of the literature on the given topic. Controversies, issues, and questions should be addressed as well as standard practices and opinions. Perspectives in practice may take the form of a detailed case study in which clinical situations illustrate distinguishing, unique, or atypical features that provide a lesson to be learned.

Departments
Articles concerning the application of principles and concepts in nutrition, pharmacy, psychosocial aspects of diabetes, research methodology, professional growth and development, and healthcare policy, as well as letters to the editor are published in specific departments. Papers may be submitted to the individual departments within The Diabetes Educator and should be 4 to 8 double-spaced pages, excluding tables, figures, and references.

Nutrition Update
These articles provide essential information about diabetes and nutrition for clinical practice.
Papers might review the current literature on a timely topic and/or make specific recommendations for practice.

**Pharmacy Update**
These articles address information regarding any pharmaceutical used in diabetes care. Papers might review information on new products, pharmacokinetics, preparations, dosages, interactions, precautions, or side effects.

**Professional Development**
These articles provide a forum for sharing ideas, insights, and individual expertise on a broad range of topics related to professional growth as a diabetes educator. Papers might address specific strategies and/or practical approaches concerning the responsibilities of the diabetes healthcare professional.

**Research Update**
These articles provide readers with information about aspects of the research process and/or grant writing as it relates to diabetes care and patient education. Papers might focus on assisting the clinician or educator in planning, designing, implementing, or evaluating research proposals or grants for clinical application.

**Tool Chest**
These articles provide a format for sharing innovative educational strategies or tools that are relevant for use in patient and professional education. Papers might describe a particular teaching technique or tool and its application in practice.

**Letters to the Editor**
These letters provide a forum for commenting on articles published in *The Diabetes Educator* and topics of general interest in diabetes care and education. The length should not exceed 800 words of text with a minimal number of references. One table or figure may be included, if necessary. Any comments regarding a specific article must include the title, author(s), and date of publication. Letters that contain questions or criticisms in response to a previously published paper will be forwarded to the author(s) of that article for a reply. The sharing of ideas, experiences, opinions, and alternative views is encouraged. The editor-in-chief reserves the right to accept, reject, or excerpt letters for clarity and appropriateness of content, and to accommodate space requirements.

**Book Reviews**

Newly published books related to diabetes care and education can be sent to the Editorial office for review in *The Diabetes Educator*. Not all books received will be reviewed. Mail a copy of a newly published book for review to:

*The Diabetes Educator*
University of Massachusetts Dartmouth
College of Nursing
285 Old Westport Road
North Dartmouth, MA 02747-2300

Please note that books sent to the editorial office for review will not be returned.

**CONTRIBUTORSHIP**

Authorship credit
Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.

When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship/contributorship defined above, and editors will ask these individuals to complete journal-specific author and conflict-of-interest disclosure forms. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name. Other members of the group are listed in the Acknowledgments.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Contributors Listed in Acknowledgments

All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chairperson who provided only general support. Financial and material support should also be acknowledged.

Groups of persons who have contributed materially to the paper but whose contributions do not justify authorship may be listed under such headings as “clinical investigators,” “participating investigators,” and their function or contribution should be described—for example, “served as scientific advisors,” “critically reviewed the study proposal,” “collected data,” or “provided and cared for study patients.” Because readers may infer their endorsement of the data and conclusions, these persons must give written permission to be acknowledged.

Acknowledgement of a Medical Writer

The Diabetes Educator editorial board and American Association of Diabetes Educators recognize the valuable contributions of medical writers to the publication team.

Medical writers who contribute to the writing or editing of a manuscript should be acknowledged with disclosure of any pertinent professional or financial relationships.

REQUIREMENTS FOR SUBMISSION

The Diabetes Educator only accepts manuscripts that have not been published previously in print or electronic media and are not currently under consideration for publication elsewhere.

The Diabetes Educator does not accept manuscripts pertaining to medications or medical devices prior to regulatory approval.

Manuscripts are considered for publication with the understanding that all persons listed as authors have participated sufficiently in the research and writing to take public responsibility for the content (refer to Contributorship policy).

All authors must sign a copyright transfer releasing copyright authority to the American Association of Diabetes Educators. Published manuscripts in The Diabetes Educator and on the AADE Web site at www.diabeteseducator.org become the written property of The Diabetes
Manuscripts must be typed double-spaced throughout (including references). Use margins of at least 1 inch on the top, bottom, and sides of each page. Nothing should be typed in all caps. Number pages consecutively in the upper right-hand corner, beginning with the title page, and provide a running head (not exceeding 50 characters) at the top of each page.

The manuscript should be organized in the following manner:

1. Title page
2. Structured abstract
3. Introduction (no heading)
4. Research design, methodology, results, conclusions (for features)
5. Text divided into logical headings and subheadings as appropriate
6. Implications/relevance for diabetes educators
7. Acknowledgments
8. References
9. Tables, figures, legends, and illustrations/photos on separate pages

**Title Page**
The title page should include (1) title of the manuscript; (2) suggested running head; (3) full name and academic degree(s) for each author; (4) institutional affiliation, including department name and city/state; (5) complete mailing address, with daytime telephone and fax numbers, and email address for corresponding author; and (6) acknowledgment of financial and/or other support. The title page is the only place in the manuscript where the author(s) should be identified by name. The title should be written in a brief, concise manner that accurately reflects the main idea of the paper. The running head is a shortened version of the title that should not contain the names or initials of any authors. Funding sources must be cited on the title page for manuscripts that have resulted from sponsored research and/or educational scholarships for theses or dissertations prepared by the author. Any financial interest in the products mentioned in the article must be disclosed by the author(s) on the title page as well as any compensation for preparing the manuscript.

**Structured Abstract**
All feature articles must include a structured abstract of no more than 250 words using the following headings:

a. Purpose (Begin this section with the sentence: The purpose of this study is to _____. Include the rationale for the study, hypotheses, objectives)
b. Methods (study design, setting, characteristics of the sample, intervention, data collection procedures, evaluation measures)

c. Results (key findings only, no details or statistics)

d. Conclusions (information supported by the data, implications)

In general, the abstract should be written in a brief, concise style that provides an overview of the information in the article and allows the reader to survey the contents. Use simple, concrete words and short sentences that provide factual information rather than describing what information will appear in the article. Abstracts may be published on the AADE Web site at www.diabeteseducator.org.

All non-feature articles must include a structured abstract of no more than 250 works using the following headings:

a. Purpose

b. Conclusions

Text Style
Manuscripts should be prepared in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” (Ann Intern Med. 1997;126:36-47 or American Medical Association Manual of Style: A Guide for Authors and Editors, 10th edition (New York, NY: Oxford University Press, 2007). and/or at the following Web address for the American College of Physicians: http://www.acponline.org/journals/resource/unifreqr.htm). All accepted manuscripts will be edited according to the American Medical Association Manual of Style. In consultation with the author(s), the journal reserves the right to edit manuscripts for clarity, length, readability, and consistency with the style of the journal.

For spelling of medical terms, use the most recent print or electronic version of either Dorland’s Illustrated Medical Dictionary (Philadelphia: WB Saunders) or Stedman’s Medical Dictionary (Baltimore, Md: Williams & Wilkins). For spelling and hyphenation of nonmedical terms, use Merriam Webster’s Collegiate Dictionary, 11th edition (Springfield, Mass: Merriam-Webster; 2003).

Guidelines

- Throughout the manuscript, avoid using the personal pronouns I or we.
- Employ nonsexist language.
- Spell out abbreviations and acronyms on first mention followed by the abbreviation in parentheses. Limit the overall use of abbreviations in the text.
- Avoid jargon. For example, instead of the patient was on insulin use the patient was taking insulin.
- In general, authors should use the active voice. If the subject is mentioned in the sentence, the active voice is preferred over the passive voice. For example, Passive voice: The definition of target blood glucose range used in the survey was taken from previous studies. Active voice: The authors used previous definitions of the target blood glucose range in the survey.
- Throughout the text, use generic, nonproprietary names for medications and devices. At the first mention, state the generic name followed in parentheses by the trade name with the register® or trademark™ symbol and the manufacturer’s name and city/state: generic name (trade manufacturer name, city, state).
Use brief headings and subheadings to divide the text into logical sections and enhance readability. Indicate placement of tables, figures, illustrations, and photos in the text by referring to the graphic with the appropriate designation in parentheses (eg, Table 1, Figure 1) following the referent sentence.

**Terminology**

- Avoid the use of the term diabetic. Use patient/individual with diabetes or complications of diabetes.
- Use type 1 (Arabic numeral) diabetes and type 2 diabetes, not IDDM or NIDDM.
- Use blood glucose monitoring (not blood sugar monitoring), blood glucose check not test and blood glucose not blood sugar.
- A1C (not A1c) should be used
- Unless describing research subjects, avoid the use of the term non-compliant.

**Laboratory Data**

All clinical laboratory data should be given in traditional units followed in parentheses by units in the metric system according to the Système International d'Unités (SI units). For example, a blood glucose level should be stated in the following manner: 80 mg/dL (4.44 mmol/L). Abbreviate units of measure in the text only when accompanied by numbers; units of measure should be abbreviated in tables and figures.

**References**

Authors are responsible for the accuracy and completeness of all reference citations. Format the reference list according to the style shown in the *American Medical Association Manual of Style*. Reference numbers should be typed in arabic superscript numerals in the text, outside periods and commas and inside colons and semicolons. A hyphen should be used to join a series of references.

As supported by previous research,\(^1,5-8,23\)

The data were analyzed in the following manner\(^9-11\):

The reference list should be typed double-spaced and start on a separate sheet immediately following the end of the text. Number references consecutively in the order they appear in the text, including references cited in tables, figures, and other graphics. All references included on the reference list must be cited at least once in the text. Abbreviate journal names and italicize according to US National Library of Medicine’s (NLM) current Fact Sheet (http://www.nlm.nih.gov/pubs/factsheets/constructitle.html). Search www.ncbi.nlm.nih.gov/nlmcatalog/journals for journal title abbreviations. Inclusive page numbers must be provided (eg, 88-104) for all print references.

References to personal communication (including e-mail) may be cited parenthetically in the text but not in the reference list; include the name of the person, the e-mail address, and the date of the communication. Material that has been accepted for publication but not yet published may be cited in the reference list with the journal name followed by “In press.” Unpublished material may not be cited. Electronic forms of documents may be included in the reference list and should be cited according to the style for each type of electronic source. Following are some examples of correct forms of references:
Journal Article
List all authors if six or less; for more than six, list only first three authors followed by “et al.”

Entire Book

Book With Editor(s)

Chapter in a Book

Government Publications

Electronic Citations
Software

Online Journals

World Wide Web

CD-ROMs

Tables, Figures, Illustrations, Photos
The first author is responsible for obtaining permission to publish tables, figures, and illustrations from previously published works and for sending copies of permission letters with the manuscript submission. The author also must obtain permission from photographers to use unpublished photos; permission letters must accompany copyrighted photos or the photos will not be published.

All graphic elements should be prepared one per page on separate pages following the references. They should be referred to in the text but be self-explanatory and not duplicate the text. Art must be included with the original manuscript. Figures and illustrations should be
professionally drawn and submitted as camera-ready copy. Photographs are welcome if they complement the text. They must be clear black-and-white glossy prints. Photos of identifiable persons must be accompanied by each person’s written permission to use her or his likeness for publication. Illustrations and photos should be labeled on the back with the orientation (eg, arrow pointing up, if applicable) and the name of the first author. Captions should be provided.

Tables should be typed double-spaced without internal rules. Number tables consecutively with an arabic numeral in the order of their citation in the text (eg, Table 1, Table 2, etc). The title should follow the table number. Units of measure should be confined to column headings when possible to avoid needless repetition in the body of the table. Symbols and abbreviations should be defined in footnotes. For figures, all data points should be clearly identified and lines in graphs should be bold enough to be easily read after reduction. Use definitive labels for the x and y axes and abbreviations for units of measure. Provide a boxed key in any available white space in the figure, otherwise place the information in the legend. Legends should be typed double-spaced on a separate page.

**REVIEW PROCESS AND ACTION**

*The Diabetes Educator* is a peer-reviewed journal. The editor-in-chief reviews manuscripts that have been submitted and assigns them to selected peers for additional review. Authors are usually notified in about 6 to 10 weeks regarding acceptance of their manuscript. The review decision is sent to the corresponding author; additional information and/or clarification may be required before a manuscript is accepted for publication. Manuscripts that have been accepted are scheduled for publication; all accepted manuscripts are subject to editing and copyediting. *The Diabetes Educator* offers OnlineFirst, where forthcoming articles are published online before they are scheduled to appear in print.

Galley proofs are e-mailed as a .pdf attachment to the corresponding author for approval. The galleys also are reviewed by a proofreader for typographical and grammatical errors. Galley proofs should be checked for factual errors and queries should be addressed. No major changes may be made at this time. Reprints may be ordered directly through the publisher.

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**MANUSCRIPT CHECKLIST - prior to submission**

- Review and follow TDE author guidelines
- Review manuscript submission guidelines on our web-based submission and review system ([http://mc.manuscriptcentral.com/tde](http://mc.manuscriptcentral.com/tde))
- Designate a corresponding author. Please note TDE contributorship policy
- Provide an abstract for all manuscripts. For non-research manuscripts, divide abstract into two sections labeled Purpose and Conclusions.
- Double-space manuscript and references
- Check all references for accuracy and completeness.Italicize journal names.
- Include a title for each table and figure and explanatory legend as needed.
- Upload the title page, main document including references, and each table and figure separately
- Include research or project support/funding on the title page and in the Acknowledgment.
- Include permission agreements for use of third party material requiring permission.
- If appropriate, include information on institutional review board/ethics committee approval or waiver and informed consent.
- For clinical trials, add the clinical trial identification number and the URL of the registration site.