**JPEN Author Guidelines**

**General Information**
*The Journal of Parenteral and Enteral Nutrition (JPEN)* is the premier scientific journal of clinical nutrition and metabolic support. It publishes original peer-reviewed studies that define the cutting edge of basic and clinical research in the field. It explores the science of optimizing the care of patients receiving enteral or IV therapies. *JPEN* is an official journal of the American Society for Parenteral and Enteral Nutrition (ASPxEN).

*JPEN* accepts contributions on a wide range of issues within the field of clinical nutrition covering topics such as:

- High-quality evidence supporting best clinical practices in human populations
- Translational research investigating novel strategies that optimize nutrition support therapy
- Basic research enhancing understanding of cellular and molecular nutrient utilization, metabolism, and pathophysiology
- Critical reviews of current knowledge in nutrition and metabolism
- Educational and training strategies establishing best learning outcomes and fostering a robust community of nutrition support practitioners
- Innovative techniques, materials, and devices demonstrating improved outcomes
- Case reports/series informing novel hypothesis generation and clinical insight.

**Manuscript Categories**
Manuscripts may be submitted in any of the following categories: Original Communication, Brief Communication, Case Report/Series, Letter to the Editor, Tutorial, Review, Clinical Guidelines*, and Book Review.

*Please note: Submission of Clinical Guidelines is restricted to ASPEN’s Clinical Guidelines Editorial Board. To submit suggestions for future topics, please email the Clinical Guidelines Editor in Chief Dr. Carol Braunschweig at braunch@uic.edu.*

**Original Communication**
Original Communications are comprehensive, fully documented reports of original research. They should present complete results with a detailed Methods section. They should also include a structured abstract (200–250 words) and a Clinical Relevancy Statement, which is a brief statement allowing the reader to quickly identify the clinical applicability of the research presented in the article. Please see an example [here](#).

Original Communications should include no more than 5,000 words of text and no more than 50 references. The word count includes the title page, abstract, Clinical Relevancy Statement, and references. Original Communications may also include up to 7 tables and figures (combined).

**Brief Communication**
Brief Communications are preliminary reports of original, significant research results. They should include a structured abstract (≤250 words) and a Clinical Relevancy Statement, which is a brief statement allowing the reader to quickly identify the clinical applicability of the research presented in the article. Please see an example [here](#).
Brief Communications should include no more than 1,500 words of text and no more than 20 references. The word count includes the title page, abstract, Clinical Relevancy Statement, and references. Figures and tables may also be added.

Review
Reviews are complete, critical evaluations of the current state of knowledge in a particular subject area. In addition to presenting and discussing research accomplishments, reviews also highlight remaining challenges and possible future research developments in a particular field. Although reviews are generally commissioned by the Journal, unsolicited submissions are also welcome.

Reviews should consist of a maximum of 6,000 words, 100 references, and a combined total of up to 7 tables and figures. The word count includes the title page, abstract, and references. An unstructured abstract of 200–250 words is required. An unstructured abstract of 200–250 words is required and should address the relevance of the subject matter, methods of the review, major findings, and conclusions.

Letter to the Editor
Letters to the Editor provide substantive comments on papers published in the Journal or on topics of broad interest to the clinical nutrition and metabolic support community. Letters should be submitted no later than six weeks after publication of the paper discussed in the Letter. Letters to the Editor are generally no more than 500 words. All letters accepted for publication are edited, and the edited versions are reviewed by authors for approval prior to publication.

Tutorial
Tutorials are aimed at providing background knowledge to an audience unfamiliar with the topic covered in the article. Tutorials foster the cross-fertilization of knowledge among interdisciplinary teams of professionals involved in nutrition support; they may be used as educational tools for dietitians and clinical nutritionists working in collaboration with physicians and other medical practitioners.

Tutorials may have up to 6,000 words and may contain historical or biographical information. The word count includes the title page, abstract, and references. Tutorials should have an unstructured abstract (≤ 250 words).

Authors of tutorial articles are required to provide:
- A glossary of technical words or concepts specific to the subject matter covered in the tutorial
- A Further Reading list (e.g., books, online courses)
- A minimum of 2 color images to be used for the online version of the article (black and white versions will appear in the print version unless authors choose to pay color printing fee).

Commentary
Commentaries are short, narrowly focused articles usually commissioned by the Journal. They provide critical or alternative viewpoints on key issues and generally consist of a discussion of an article recently published in the Journal. Commentaries should not contain an abstract. Although commentaries are generally commissioned by the Journal, unsolicited submissions are also welcome.
Case Report/Case Series
Case Reports (either a single case or a case series) focus on nutrition management with a detailed description of diagnosis, nutrition intervention, findings, and outcome. They should offer new insight into the diagnosis or treatment of a disease. All case reports will be evaluated based on clinical interest and educational value.

Case Reports generally are a maximum of 1,500 words. They include a concise review of literature, with a number of references generally ranging from 6 to 10. An unstructured abstract is welcome but not required. The word count includes the title page, abstract (if provided), and references.

Book Review
Book Reviews are generally commissioned. Nevertheless, suggestions for books to review are welcome. Additionally, if you wish to review a book, please contact the editorial office at jpen@nutritioncare.org.

Manuscript Submission
Manuscripts must be submitted online at http://mc.manuscriptcentral.com/jpen. There is no submission fee. Author instructions and forms are available at this site. Manuscripts that do not follow these guidelines will be unsubmitted, and the author will be asked to meet the guidelines and resubmit. Please note that your author account will be the same for JPEN as well as Nutrition in Clinical Practice (NCP), because authors submitting manuscripts for publication in JPEN are submitting their manuscript to the ASPEN journals’ office database, accessible to the Editors of both ASPEN journals.

Manuscripts are considered with the understanding that they have not been published previously except in abstract form or as preliminary observations and are not under consideration by another publication. Each submission is given unbiased consideration and evaluated without regard to the race, gender, ethnic origin, or citizenship of the author(s). We treat all articles as confidential until they are published in the Journal.

When reporting studies on human subjects (whether prospective or retrospective), indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation. All authors should report any real or potential conflict of interest that may influence the readers’ perception of the work. Articles will be subject to peer review and revision and to the rules governing the Copyright Act of 1978.

Author Responsibilities
Corresponding Author
One corresponding author should be designated for each manuscript. Please provide complete contact information for the corresponding author on the title page. This person will be responsible for submitting the Transfer of Copyright form on behalf of all other authors (in cases where no authors are employees of the federal government). This person will also be responsible for all correspondence with the editorial office and will also be responsible for responding to inquiries from readers after the publication of the manuscript. Please be mindful that contact information should include a permanent address so that readers can easily be in touch with the corresponding author after publication as needed.
To select a different corresponding author after the acceptance of the manuscript, a written request from both the new and previous corresponding author must be submitted to the editorial office at jpen@nutritioncare.org.

Cover Letter
Authors must include a cover letter with their submission that includes complete contact information for one corresponding author.

Conflict of Interest
When a paper is submitted to JPEN, all authors must disclose any personal or financial conflicts of interest within the online submission system. A conflict of interest may exist when an author (or his or her institution or employer) has financial or personal relationships or affiliations that could influence (or bias) the decisions, work, or manuscript of the author(s). All authors are required to disclose all potential conflicts of interest, including specific financial interests and relationships and affiliations (other than those affiliations listed in the author page of the manuscript) relevant to the subject of their manuscript. Authors should make full disclosures as appropriate.

Authors are expected to provide detailed information about all relevant financial interests and relationships or financial conflicts within the past 5 years and for the foreseeable future. Examples include employment/affiliation, grants or funding source, consultancies, honoraria, speakers' bureaus, stock ownership or options, expert testimony, and royalties. Also included are patents filed, received, pending, or in preparation, particularly those present at the time the research was conducted and through publication, as well as other financial interests that represent potential future financial gain. Authors with questions should contact the editorial office at jpen@nutritioncare.org.

For published manuscripts, each author's disclosure of conflicts of interest and relevant financial interests and affiliations and declarations of no such interests will be published.

Academic Conduct
ASPEN Policy on Academic Misconduct. The Society takes seriously its role in safeguarding the research record and ensuring the reliability of our publications. ASPEN’s approach to academic misconduct is primarily preventive, asking authors to provide information about prior submission of their work and to use citations to traceable sources as well as conducting our internal refereeing and single-blind peer review processes. For more information, read the ASPEN Policy on Academic Misconduct.

Statement of Authorship. You must construct a brief statement for inclusion in your manuscript that lists the role(s) of each author using the criteria below [defined by the International Committee for Medical Journal Editors (ICMJE)] and upload into the appropriate text box in Manuscript Central. Please DO NOT add this statement directly to your manuscript.

The submitting author affirms that all individuals listed as authors have met the criteria of authorship, as listed below. In order to meet the requirements of authorship, each author must have contributed to at least one aspect of each of the four criteria. Please note that for Criteria 1 and 2, authors need only to meet one of the two items listed. Any individuals not meeting the criteria should be mentioned in the Acknowledgements section of the manuscript.
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<th>Criteria 1</th>
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<th>Criteria 3</th>
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<td>(authors need only to meet one of the criteria items listed below)</td>
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<tr>
<td>contributed to conception or design</td>
<td>contributed to acquisition, analysis, or interpretation</td>
<td>drafted the manuscript</td>
<td>critically revised the manuscript</td>
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<td></td>
<td>gave final approval</td>
<td>agrees to be accountable for all aspects of work ensuring integrity and accuracy</td>
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Please construct an authorship statement using the above criteria in the following format.

**Example**

**Authors of Manuscript:** Jane M. Doe, John Smith, and Richard E. Roe

**Statement of Authorship:** J. M. Doe and R. E. Roe equally contributed to the conception and design of the research; J. Smith contributed to the design of the research; J. M. Doe contributed to the acquisition and analysis of the data; J. Smith and R. E. Roe contributed to the interpretation of the data; and J. M. Doe and R. E. Roe drafted the manuscript. All authors critically revised the manuscript, agree to be fully accountable for ensuring the integrity and accuracy of the work, and read and approved the final manuscript.

**Ethical Board Approval.** All studies that involve human subjects must be approved or deemed exempt by an official institutional review board (IRB), ethical board, or equivalent in accordance with local regulations; this should be noted in the Methods section of the manuscript. Also see the *Informed Consent* section below. If the IRB waived the requirement for ethical approval/informed consent, please provide this documentation.

Animal experiments require full compliance with local, national, ethical, and regulatory principles, and local licensing arrangements.

**Plagiarism.** *JPEN* takes a firm stance against plagiarism and other forms of academic misconduct. Submitted manuscripts will be subject to plagiarism screening through the use of a plagiarism detection software. Any manuscripts that are found to be plagiarized, in whole or in part (including self-plagiarism), will be subject to immediate rejection, and the author’s institution may be contacted for further action. For more information about what constitutes plagiarism, please see the *ASPEN Policy on Academic Misconduct.*

**How to Prepare Your Manuscript**

**Format**

Manuscripts should be submitted in Microsoft Word (.doc/.docx) format. Please use double spacing throughout and do not add line numbering. Standard 10- or 12-point type and spacing are preferred to proportional spacing. Use generic names of drugs, unless the specific trade name of a drug is directly relevant to the discussion; when using the trade name, please provide the manufacturer and location. Limit the use of abbreviations in the title or abstract, and in the text, citing the term in full at its first use. When reporting experiments on human subjects, indicate that the procedures followed were in accordance with the ethical standards of the responsible
institutional committee on human experimentation (see below). Protect the identities of all patients. When reporting experiments on animals, indicate approval by the institution’s animal care and use committee.

**Title Page**

On the title page, list each author’s full name, licensures, highest academic degrees, and affiliation.

If an author’s affiliation has changed since the work was done, list the new affiliation as well. Also state the name and affiliation of any statistical reviewer consulted.

Only 1 corresponding author should be identified; complete contact information for this person should be listed on title page.

**Abstract**

Include an abstract of no more than 250 words. Abstracts for Original and Brief Communications should be structured, consisting of the following sections: (1) *Background*, state the problem or purpose of the study; (2) *Methods*, briefly describe the study design and variables; (3) *Results*, describe the main findings; and (4) *Conclusion*, emphasize new or important aspects of the study or observations. Abstracts for review articles do not need to be explicitly structured, but should address the relevance of the subject matter, methods of the review, major findings, and conclusions.

**References**

Please number references in the order they are mentioned in the text; do not alphabetize. In text, tables, and legends, identify references with superscript Arabic numerals. In listing references, follow AMA style, abbreviating names of journals according to Index Medicus. Please list all authors up to 6 names; if there are more than 6 authors, use “et al.” following the third author’s name.

Examples:


**Tables**

- Tables can be added to the end of the manuscript or submitted as a separate file(s).
- If tables are submitted as separate files, they should be submitted as Microsoft Word (.doc/.docx) or Microsoft Excel (.xls or .xlsx) files.
- Check that all tables are presented as true tables (i.e., can be read both across and down and are not simply lists).
- Tables should not contain parts. For example, Table 1a, 1b should be renumbered as Table 1 and Table 2.
- Each table column should have its own unique header.
• Every table must have a callout in the text. Please number illustrations in order of their citation in text.

• Abbreviations used in tables should be defined in a list after the table and formatted as follows (in alphabetical order): BMI, body mass index; ICU, intensive care unit…

**Figures and Illustrations**

• Figures should be submitted as separate files and should not be embedded in the main document.

• Figure captions should be listed in order at the end of the main document; figure numbers/captions should not be included on the actual figure files. Legends for Illustrations: Double-space captions and be brief (maximum 40 words). Indicate magnification and stain used for photomicrographs.

• Please submit figures in the accepted file formats: .eps, .jpg, .tiff, .pdf, .ppt, or .xls. Note that .doc files can be submitted only if the figure was actually created in Microsoft Word. Pictures (containing no text or graphs) typically look best in .tiff, .jpg, and .pdf formats, and graphs/line art with text typically look best in .eps, .pdf, .ppt, or .xls formats.

• Images should be submitted in high resolution. All figures need to be at least 300 dpi to ensure quality on printing.

*Tip:* If you have a two-button mouse, simply right-click on the closed file—a drop-down list should appear. Choose the Properties option in the context menu, and then go to the Details tab to view the resolution.

• The size of the text must be large enough to be clearly visible when the figures are resized to fit the column width (~3.5 in. wide) or page width (~7 in. wide) of the journal page.

• Every figure must have a callout in the text. Please number illustrations in order of their citation in text.

• Abbreviations used in figures should be defined in a list after the table and formatted as follows (in alphabetical order): BMI, body mass index; ICU, intensive care unit…

• Please note that any color figures will be published online in color (for no extra fee) but in black and white in print unless the author has agreed to pay the color printing fees. Color fees start at $700 USD for the first figure, and $250 USD for each subsequent figure. If you wish to print figures in color, please specify the figure numbers when prompted by the online submission system. Color printing surcharges will be invoiced at a later date.

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Supplementary materials will not be copy edited or composited. It is the responsibility of the author(s) to ensure that supplementary materials are complete and free of errors. All supplementary materials must be referred to in the text where appropriate.

All supplementary materials should be labeled using Arabic numerals as below.
Table S1, Table S2, etc.
Figure S1, Figure S2, etc.
Video S1, Video S2, etc.

Add a section named “Supplementary Material” before your references to instruct readers to access the material online. Sample language is below.

Figures S1–S5 are available online at http://pen.sagepub.com.

English Language
Appropriate use of the English language is a requirement for publication in the Journal. Authors who have difficulty writing in English may seek assistance with grammar and style to improve the clarity of their manuscript. Many companies provide substantive editing via the Web, including ScienceDocs, American Journal Experts, Bioscience Editing Solutions, BioScience Writers, Boston BioEdit, Editage, International Science Editing, SPI Professional Editing, and Write Science Right. Please note that neither ASPEN nor JPEN takes responsibility for or endorses these services. Their use does not guarantee acceptance of a manuscript for publication.

Informed Consent
If the manuscript reports the results of an experimental investigation of human subjects, state formally that an appropriate IRB approved the project and/or that informed consent was obtained from subjects after the nature of the procedure(s) had been explained. Protect the identities of all patients.

Include a signed statement of consent from the patient (or, if the patient is a minor, from one or both parents or the legal guardian) with all identifiable photographs. Consent forms must contain a statement that photographs and information about a case may be published separately or together and that the patient’s name will not be disclosed. If the IRB waived the requirement for informed consent, please provide this documentation.
**Editing**
Accepted manuscripts will be copy edited according to *JPN* style; authors may consult the American Medical Association Manual of Style 10th edition (2007) for general style guidelines. Galley proofs are sent to the corresponding author for approval. Authors are responsible for all statements made in their work, including changes made by the copy editor and authorized by the corresponding author.

**Transfer of Copyright**
All accepted manuscripts become the property of ASPEN and may not be published elsewhere without written permission from ASPEN Copyright will be transferred to ASPEN on behalf of all coauthors by the submitting author through Manuscript Central. Copyright will revert to authors for any manuscripts that are rejected.

**Submission Checklist**
- Current and valid email address for each author listed on the manuscript.
- Cover letter
- Title page
- References in proper *JPN* format and in numerical order, with each cited in the text
- Tables and Figures formatted per *JPN* guidelines
- Ethical board approval
- Consent forms for patient photographs
- Permission grants for previously published materials
- Additional requirements are outlined in the following table.
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<tr>
<th>Manuscript Type</th>
<th>Abstract Type Required</th>
<th>Additional Requirements</th>
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<td>Original Communication</td>
<td>Structured</td>
<td>• Clinical Relevancy Statement required.</td>
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<td>• Statement of Authorship required.</td>
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<td>• ≤5,000 words; ≤50 refs; ≤7 tables/figures (combined)</td>
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<td>Brief Communication</td>
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<td>• ≤1,500 words; ≤20 references</td>
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<td>Review</td>
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<td>• ≤6,000 words; ≤100 refs; ≤7 tables/figures (combined)</td>
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<td>Letter to the Editor</td>
<td>None</td>
<td>• Typically ≤500 words</td>
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<td>Tutorial</td>
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<td>• Statement of Authorship required.</td>
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<td>• A glossary of technical words or concepts specific to the subject matter covered in the tutorial is required.</td>
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<td>• Further Reading list (e.g., books, online courses) is required.</td>
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<td>• Recommended to include a minimum of 2 color images to be used for the online version of the article (black and white versions will appear in the print version unless authors choose to pay color printing fee).</td>
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<td>• ≤6,000 words</td>
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<td>Commentary</td>
<td>None</td>
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<tr>
<td>Case Report/Case Series</td>
<td>An unstructured abstract is welcome, but not required.</td>
<td>• Statement of Authorship required.</td>
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<td>• ≤1,500 words; 6 to 10 references.</td>
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<td>Book Review</td>
<td>None</td>
<td>• Book Reviews are generally commissioned. Nevertheless, suggestions for books to review are welcome. Additionally, if you wish to review a book, please contact the editorial office at <a href="mailto:jpen@nutritioncare.org">jpen@nutritioncare.org</a>.</td>
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<tr>
<td>Clinical Guidelines</td>
<td>Structured</td>
<td>• Restricted manuscript type; not open to general public.</td>
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aStructured abstracts should consist of the following sections: (1) **Background**, state the problem or purpose of the study; (2) **Methods**, briefly describe the study design and variables; (3) **Results**, describe the main findings; and (4) **Conclusion**, emphasize new or important aspects of the study or observations.

Abstracts for **review articles** do not need to be explicitly structured, but should address the relevance of the subject matter, methods of the review, major findings, and conclusions.