

# The Journal of Continuing Education in the Health Professions

## INSTRUCTIONS TO AUTHORS

The *Journal of Continuing Education in the Health Professions* invites manuscripts addressing continuing education and continuing professional development in the health sciences. The *Journal* serves those who design, implement, or evaluate programs for learning and behavior change, and those who develop policy involving continuing education. Topics of special interest include:

- continuous quality improvement
- health policy and performance
- competency assessment
- knowledge translation
- team learning
- disease management
- patient safety
- simulation
- self-assessment

**Manuscripts.** All manuscripts should be sent electronically, as a *Microsoft Word* file, to paul.mazmanian@vcu.edu. Manuscripts will be reviewed with the understanding that their content is unpublished and not being submitted for publication elsewhere. A manuscript will be judged on the basis of style as well as content. Clarity, conciseness, and careful attention to syntax and grammar will be considered virtues. All parts of the manuscript, including the title page, abstract, tables, and legends should be typewritten in English and double-spaced. Allow margins of at least one inch (3 cm) on all sides of the typed pages. Number manuscript pages consecutively throughout the paper. Excluding references, tables, and figures, articles should not exceed 2,400 words (12 text pages); under exceptional consideration, longer articles may be published. Translations of papers previously published in languages other than English can be considered, but this information must be provided by the author at the time of submission.

**Title.** All titles must be fewer than 12 words. Authors should supply a short version of the title, suitable for the running head and not exceeding 50 character spaces.

**Affiliation.** On a title page, include full names of authors; academic and/or other professional affiliations, as well as academic or professional titles; and the complete mailing address, e-mail address, telephone and fax number for the author to whom proofs and correspondence should be sent.

**Abstract.** Each paper should be summarized in a structured abstract of not more than 250 words. The abstract should include four components: 1) the introduction, including a literature review and problem statement, 2) a statement of methods, describing how data were collected and managed, 3) a synopsis of results, and 4) a short discussion of the findings, including implications for practice.

**Key Words.** Authors must supply from three to ten key words or phrases that identify the most important subjects covered by the paper.

**References.** All references are to be numbered consecutively in the order of first mention and listed at the end of every paper. In the text, references should be cited consecutively by the corresponding superscript number. All papers that are published, in press, personal communications, and unpublished observations must be included. Abbreviations for journal titles should conform to those used in Index

Medicus. Up to eight author names with initials should be provided in the reference listing.

### **Journal articles:**

1. Fox RD. Using theory and research to shape the practice of continuing professional development. *J Contin Educ Health Prof* 2000; 20(4):238-246.

### **Books:**

2. Dennett DC. Freedom evolves. New York: Penguin Group; 2003.

**Figures.** All figures must be discussed or mentioned in the text and numbered in order of mention. Each figure must be provided with a brief, descriptive legend. Explanatory material for abbreviations in the figure should be provided in the legend for the figure. Every figure should be fully understandable even without narrative in the text. Microsoft PowerPoint files must be avoided. Figures that are line art should be saved as .tif or .eps files at a minimum width of 3 inches (height will then vary) or 100% of size desired, with a resolution of 1200 dots per inch. Halftone photograph-type images should be saved as .tif or .eps files at a minimum width of 3 inches (height will then vary) or 100% of size desired, with a resolution of 300 dots per inch. The *Journal* is black and white; however, quotes for authors to bear the additional costs of printing the issue with their figure in color can be provided upon request.

**Tables.** All tables must be discussed or mentioned in the text and numbered in order of mention. Each table should have a brief descriptive title. Do not include explanatory material in the title: use footnotes, keyed to the table with superior lower-case letters. Place all footnotes to a table at the end of the table. Define all data in the column heads. Per AMA style, provide numbers to accompany percentages where sample size is less than 100. Every table should be fully understandable even without references to the text. All tables must appear on separate pages at the end of the article; do not include them within the text.

**Lessons for Practice.** Every manuscript must include a separate page of lessons learned for planning, evaluation, or policy development. Each lesson is a single-sentence report of a finding. At publication, all lessons appear in a text box within the printed article.

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