

## **PENS MANUAL CHAPTER AUTHOR GUIDELINES**

The *Pediatric Endocrinology Nursing Resource Manual* is a publication of the Pediatric Endocrinology Nursing Society (PENS). Members of PENS are invited to submit chapter topics to be considered for publication. Clinical topics must apply directly to the care of pediatric endocrine patients and their families, with case presentations, clinical tips and tools welcome.

Address inquiries regarding topic selection or interest in co-authoring a chapter to the PENS Manual Editor.

The *Pediatric Endocrinology Nursing Resource Manual* accepts no responsibility for lost or mislaid materials. Authors are advised to keep copies in their possession. All chapters are subject to peer review and copy editing.

### **COVER LETTER**

Please include a cover letter with the name, address and telephone number(s), fax number, and e-mail address (if available) of the Author to whom all correspondence should be addressed.

### **COPYRIGHT TRANSFER**

Please enclose two signed and dated copies of the attached copyright transfer statement.

### **CHAPTER CONTENT**

**Title page** should contain the following:

- \* Title of chapter. This should be to the point and reflect the substance of the chapter.
- \* Authors' full names, professional credentials, institutional affiliation(s), and city and state of all authors in the order intended for publication.

**Chapters** should generally not exceed 8-10 pages, excluding references, tables and figures. This is flexible depending on the topic.

#### **Chapter Outline:**

Endocrine Condition

- I. Brief explanation of condition
  - A. Pathophysiology of endocrine disorder involved
  - B. Etiology
  - C. Incidence
  
- II. Medical diagnosis and treatment

- A. Clinical presentation
  - B. Diagnostic assessment
    - 1. Significant medical history
    - 2. Tests involved, lab values and normal values
  - C. Current medical treatment
    - 1. Medical management
    - 2. Surgical management, if applicable
    - 3. Prognosis
- III. Nursing and therapeutic management
- A. Nursing Assessment (See Gordon's *Functional Health Patterns* as a guide.)
  - B. Identify issues for nursing care, include action plans and expected outcomes
    - 1. Nursing management of parent/child learning
    - 2. Nursing assistance of families and children in coping with implications of health care.
    - 3. Nursing assistance of families in the process of obtaining resources: financial, equipment, direct care and ongoing needs both when hospitalized and at home.
    - 4. Include management issues in both acute and chronic phase, if applicable.
    - 5. Include management issues related to age and developmental level of the child.
    - 6. Address psychosocial issues of diagnosis and treatment
- IV. References
- A. Bibliography
  - B. Resources available for nurse
  - C. Resources available for child/parent
    - Refer to PENS *Educational Materials List* for booklets, support groups, etc.
- V. Parent/child education guides
- A. Single sheets that can be copied and sent home with child and family. Use to explain diagnosis, tests and testing procedure, medical treatment and home management.
    - Refer to PENS *Partners in Education Sheets* (PEDS) binder.

**Headings, Tables, and References** should follow the *Publication Manual of the American Psychological Association (APA)*, 4th edition, 1994 for format and punctuation.

**Figures**--Simple illustrations will be considered. Include signed consent/release forms from all identifiable individuals. If permission from subjects is not obtained, illustrations will be cropped appropriately. Include the name of the illustrator for credit line. Include signed consent/release form from the artist if different from Author.

**Releases**--If any material in the chapter is from a prior copyrighted publication, include 2 letters of permission to reproduce the material from both the Author and the copyright holder.

**Editing**--All accepted chapters are subject to editing to conform to the format and style of the *Pediatric Endocrinology Nursing Resource Manual*, as well as journalistic standards for clarity

and grammar.

## CHAPTER PREPARATION

All material must be double-spaced, on white paper, with margins of **at least 1 inch** on all sides. Number all pages sequentially, including references, tables, and figures. Submit **four** complete copies.

**Drug Names**--Use generic names only. The trade name of a particular drug may be cited in parentheses the first time the generic name appears.

**Units of Measurement**--Use metric units or decimal multiples for length, height, weight, and volume.

**Abbreviations and Symbols**--Avoid nonstandard abbreviations. Use the full term for an abbreviation or symbol on first reference, unless it is a standard unit of measure.

**Electronic Submissions**--If the manuscript is accepted for publication, the Author will be required to send the chapter on disk in either Microsoft Word (preferred) or Word Perfect 5.1 format.

## AUTHOR CHECKLIST

Arrange materials in the following order:

- Cover letter
- Copyright transfer statements

Submit **four** complete sets of manuscript components:

- Title page (separate sheet, numbered as page 1; double-spaced)
- Text of chapter (begin numbering as page 2; double-spaced)
- References (include as numbered pages)
- Acknowledgments, disclaimers, sources of financial support (double-spaced)
- Tables (double-spaced, one per page; numbered consecutively; include title for each)
- Illustrations (one per page; number and label back); originals and three copies enclosed in protective envelope
- Legends for figures (separate sheet; double-spaced)
- Permissions to publish identifiable persons in photographs, copyrighted materials and any material not belonging to Author (two copies)

**PEDIATRIC ENDOCRINOLOGY NURSING SOCIETY**

**Pediatric Endocrinology Nursing Resource Manual**

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previously published. I sign for and accept responsibility for releasing this material on behalf of  
any and all co-authors.

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