Author Guidelines

EDITORIAL POLICY

The Association for the Advancement of Medical Instrumentation (AAMI) accepts articles and research papers that are original and have not been published previously. Articles submitted to AAMI for review must not be under consideration for publication in other magazines and journals.

Articles should focus on technology, and not refer to specific products or companies. If mention of a specific product is important in the context of the article, it should be accompanied by the generic term and identification of the manufacturer. Marketing pitches will not be printed. See Vendor Policy, below.

Please note that AAMI reserves the right to edit, augment, modify, or otherwise revise any submission after it has been accepted.

Please keep in mind that articles should provide in-depth, practical advice to AAMI members—those who use, manage, maintain, and manufacture medical devices—and the broader healthcare technology community. Where appropriate, articles should include practical tips and specific examples.

Submissions may be published in AAMI’s bimonthly, peer-reviewed journal, BI&T (Biomedical Instrumentation & Technology), in AAMI’s peer-reviewed Horizons, a running series of single-topic magazines, or in other AAMI publications.

ARTICLE LENGTH

Confer with the editor on appropriate length for submission as it varies by topic and space considerations. In general, submissions should not exceed 3,000 words, and a shorter article is often appropriate. All submissions are subject to editing for space, style, and clarity.

READERSHIP AND CIRCULATION

AAMI publications are read by approximately 13,000 healthcare technology professionals, including clinical engineers, biomedical equipment technicians, department managers, consultants, C-Suite executives, manufacturers, sterile processing professionals, academics, researchers, and quality assurance and regulatory affairs experts.

ITEMS FOR SUBMISSION

Articles (including footnotes, references, figure legends, and tables) should be typed double-spaced, and should include in sequence the following sections:

- Title page, including a list of the authors with first and last names
- Text
- References (see References guide below)
- Tables*
Figures and figure legends, including photos and illustrations*

*Editor reserves the right to limit number of tables and figures due to space constraints. Please note that figures and photos must be the work of the author or the author must secure written permission from the source for their use.

Authors are also asked to submit the following items with their articles:

- Signed copyright transfer form (see final page of this document)
- Author photos (full color headshots, 300 dpi or higher resolution)
- One sentence of autobiographical information about each author, describing current title/affiliation and principal degrees.
- E-mail addresses for each author, to be printed with the article. The corresponding author should also provide his or her phone number and address.

ASSIGNMENT OF COPYRIGHT

All articles published in BI&T, Horizons and other AAMI publications are copyrighted by AAMI and may not be published elsewhere without written permission from AAMI. Each author must sign a copyright transfer form upon acceptance of a manuscript for publication. Authors, their employers or schools shall have the right to post their AAMI-copyrighted material on their internal servers or intranet without permission, provided that they include a prominent notice at the top of the article that acknowledges where the article was originally published and states: **Posted with permission from the Association for the Advancement of Medical Instrumentation, www.aami.org.** Any other distribution of AAMI-copyrighted material requires written permission from AAMI.

Copyright transfer forms can be found on the final page of this document and should be submitted by the author with the article.

Authors are responsible for ensuring that the documents they submit for publication to AAMI are original works and do not violate copyright laws. Documents, figures, and photos that duplicate copyrighted material must be accompanied by a written statement from the source granting permission for use.

STYLE GUIDE

**Abbreviations and Acronyms.** Only commonly used terms and units of measurement should be abbreviated. With acronyms, include the full name (with the acronym itself in parentheses) on first reference. Use the acronym alone in subsequent references. Example: The U.S. Food and Drug Administration (FDA) issued a report. In it, the FDA included new guidance on the development of mobile medical apps.

**Tables and figures.** Each table should be submitted on a separate sheet and titled at the top. If a table does not consist entirely of original material, its source should be listed in a note. A table that duplicates copyrighted material must be accompanied by a written statement from the source giving permission for reproduction.

Line drawings, photographs, and other forms of illustration are considered to be figures. High-resolution 300 dpi photos are preferred. If a photograph depicts an identifiable individual, written permission for use must be obtained. A figure that duplicates copyrighted material
must be accompanied by a written statement from the source granting permission for use. Explanatory legends describing the content of figures should be submitted on a separate sheet, and should elaborate on rather than duplicate the text.

Both tables and figures should be numbered consecutively and cited in sequence in the text.

Line drawings must be at least 1200 dpi. Photographs and other types of graphics must be at least 300 dpi, and submitted in either a .tif, .eps or .jpg format. Color graphics are encouraged. We also accept camera-ready prints of photographs and other types of graphics.

If graphics along with the text exceed 6MB, the file must be compressed in a zip file.

**Formulas and equations.** Each equation should be placed on a separate line, and numbered only when referred to elsewhere in the text. Fractions should be shown with a solidus (/) whenever possible. Decimal fractions should include an appropriate zero (0.75, not .75).

**Headings and subheadings.** Headings, and, if necessary, subheadings, should be used throughout the text to delineate key topics and enhance article readability.

**References.** Authors should use superscripts to mark specific references within the text of a paper or article. The reference list at the end of the paper should be numbered in order of citation. If there are no specific citations within the paper itself and there is only a general reference list at the end, that list should be alphabetical.

The following formats should be used:

- **Journal articles.**

- **Books.**


- **Article in book.**

- **Dissertation.**
  Youssef NM. *School Adjustment of Children with Congenital Heart Disease* [dissertation].

- **Government publications.**

- **URLs.**

- **Conference proceedings.**
Paper presentation.

STATEMENT OF FINANCIAL INTEREST
Each author must identify any financial affiliation with any company, product, or service discussed in the article.

VENDOR POLICY
As highlighted in the Editorial Policy (see above), articles should focus on technology, and not refer to specific products or companies. If mention of a specific product is important in the context of the article, it should be accompanied by the generic term and identification of the manufacturer.

- Articles must be non-promotional and non-commercial in nature. “Commercial or promotional” refers to any content with a focus on the writer’s or a specific company’s product, technology, or service.
- AAMI reserves the right to refuse to publish an article if the article is deemed commercial or promotional. The editor may or may not ask for a revised submission.
- Articles may focus on the technology behind particular products/services or the development/research process. Such articles should include discussion of the range of such products/services that are available, rather than focus on a particular company’s product/service.
- An “about the author” statement will appear with the article that will include one form of author contact information. The company’s website will not be included in the statement, nor will specific information describing the company’s products, services, or status in the marketplace.
- Vendors are welcome to submit an outline or rough draft of the article for feedback. Pre-approval of such an outline or rough draft does not guarantee that an article will be accepted for publication.

REVIEW, EDITING, AND PRODUCTION
Articles are acknowledged upon receipt. They are reviewed by peers, who may have questions or comments for the author. Authors usually are notified of their status promptly. Publication of any submission hinges on completion of the peer-review process. Articles are edited. Authors must respond to editorial queries and review comments within a specific time period. PDF proofs are provided for final review.

REPRINTS
Each author receives one complimentary copy of the publication. Commercial reprint sales are handled by the publisher, Allen Press Inc. The contact is Lindsey Givens at lgivens@allenpress.com or 1-800-627-0326, ext. 226.

SUBMITTING THE ARTICLE
Send via e-mail or regular mail one copy of your typed, double-spaced article along with tables/figures, references, author photos/bios/e-mail addresses, and signed copyright forms to the appropriate editor for each publication.

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