

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 one or more AAMI publications, including (but not limited to) the bimonthly, peer-reviewed journal, *Biomedical Instrumentation & Technology (BI&T)*; *Horizons*, a running series of single-topic magazines that is also peer reviewed; or our *Leading Practices* series.

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 medical 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.

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.
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COPYRIGHT

All articles published in *BI&T* and *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. Only commonly used terms and units of measurement should be abbreviated. With acronyms, include the full name in parentheses on first reference, and abbreviate thereafter.

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. High-resolution photographs and other types of graphics must be at least 300 dpi, and submitted in either a .jpg, .tif, or .eps format. Color graphics are encouraged. Figures and graphics may be included in the manuscript Word document, but each graphic element must also be submitted as a separate high-resolution file for layout purposes. If graphics along with the text exceed 6MB, the file must be compressed in a zip file.

Formulae 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. The order of cited references should be the order of citation.

The following formats should be used:

- **Journal articles.**
You CH, Lee KY, Chey WY, Menguy R. Electrogastrographic Study of Patients. *Gastroenterology*. 1980;79:311-4.
- **Books.**
Eisen HN. *Immunology: an Introduction to Molecular and Cellular Principles of the Immune Response*. 5th ed. New York: Harper and Row, 1994;406.

Weinstein I, Swartz MN. Pathogenic Properties of Invading Microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. *Pathologic Physiology: Mechanisms of Disease*. Philadelphia: W. B. Saunders, 1994;457-72.

o **Article in book.**

Matthay RA. Chronic Airway Disease. In: Wyngaarden JB, Smith LH, eds. *Cecil Textbook of Medicine*. 18th ed. Philadelphia, PA: WB Saunders; 1988:410-419.

o **Dissertation.**

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

o **Government publications.**

US Bureau of the Census. *Statistical Abstract of the United States*: 1993. 113th ed. Washington, DC: US Bureau of the Census; 1993.

o **URLs.**

Health Care Financing Administration. 1996 Statistics at a Glance. Available at: <http://www.hcfa.gov/stats>. Accessed December 2, 1996.

o **Conference proceedings.**

Vivian VL, ed. Child Abuse and Neglect: A Medical Community Response. *Proceedings of the First AMA National Conference on Child Abuse and Neglect*. March 30-31, 1984; Chicago, IL. Chicago, IL: American Medical Association; 1985.

o **Paper presentation.**

Eisenberg J. Market Forces and Physical Workforce Reform: Why They May Not Work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC.

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.

- o 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.
- o 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.
- o 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.
- o 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.
- o 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 a successful peer review. Articles are edited for clarity, space, and style. 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 Kristy Ramirez at kramirez@allenpress.com or 1-800-627-0326, ext. 264.

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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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