

# Horizons Author Guidelines

## EDITORIAL POLICY

AAMI accepts articles 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).

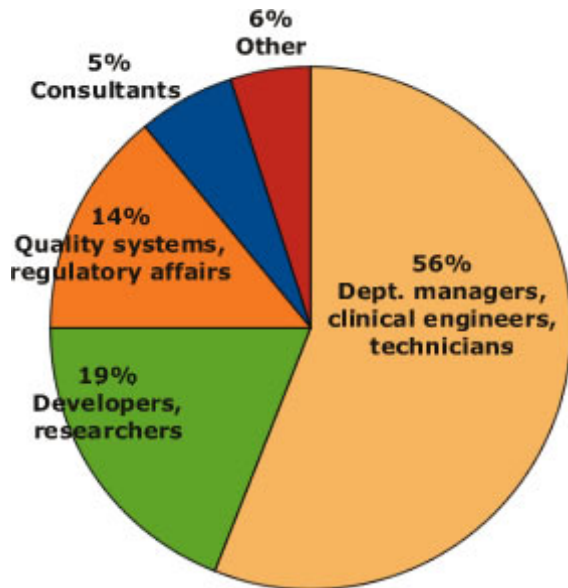
Please note that AAMI reserves the right to edit, augment, modify, or otherwise revise the article after it has been accepted.

## ARTICLE LENGTH

*Horizons* articles typically range from 1,500 to 3,000 words. Articles may be longer or shorter depending on what is necessary to adequately address the topic under discussion.

## READERSHIP AND CIRCULATION

*Horizons* is read by more than 14,000 medical technology professionals in all areas of the industry:



## 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; their principal degrees, certifications, affiliations, addresses, phone numbers, and e-mail addresses; and name of one author who will respond to reprint requests
- 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)
- Two sentences of autobiographical information about each author describing current title/affiliation and expertise relative to the article topic, such as education, employment, professional interests, achievements, and affiliations.
- E-mail addresses for each author, to be printed with the article.

## ASSIGNMENT OF COPYRIGHT

All articles published in *Horizons* are copyrighted by the Association for the Advancement of Medical Instrumentation (AAMI) and may not be published elsewhere without written permission from AAMI or the publisher, Allen Press, Inc. Each author must sign a copyright transfer form upon acceptance of an article for publication. Authors retain the right to reuse all or portions of the published article in other works.

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

## STYLE GUIDE

**Abbreviations.** Only commonly used terms and units of measurement should be abbreviated. If possible, they should be spelled out at first mention, followed by the abbreviation in parentheses, and abbreviated 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. Photographs and other types of graphics must be at least 300 dpi, and submitted in either a .tif or .eps 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.** The order of cited references should be the order of citation, numbered consecutively.

Bibliographic reference lists should be arranged alphabetically by author. 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.
- **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.
- **Dissertation.**  
Youssef NM. *School Adjustment of Children with Congenital Heart Disease* [dissertation].
- **Government publications.**  
US Bureau of the Census. *Statistical Abstract of the United States*: 1993. 113th ed. Washington, DC: US Bureau of the Census; 1993.
- **URLs.**  
Health Care Financing Administration. 1996 statistics at a glance. Available at: <http://www.hcfa.gov/stats>. Accessed December 2, 1996.
- **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.
- **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.

- 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, and authors usually are notified of their status promptly. 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.

## **SUBMITTING THE ARTICLE**

Send via e-mail or regular mail one copy of your typed, double-spaced article along with tables/figures, author photos/bios/email addresses, and signed copyright forms to:

Jill Williams  
Managing Editor, *Horizons* Series  
Association for the Advancement of Medical Instrumentation  
4301 North Fairfax Drive, Suite 301  
Arlington, VA 22203-1633  
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## **HORIZONS COPYRIGHT TRANSFER AGREEMENT**

*Horizons* issues are copyrighted in the name of the Association for the Advancement of Medical Instrumentation ('AAMI'), which reserves all rights in copyright. Because the copyright law (P.L. 94-533) states that an author holds the copyright to his or her work, a written agreement is required for the publisher to obtain exclusive rights to a work. The author(s) must affirm by signing this agreement that all copyright ownership is transferred to AAMI. In return, specific rights are returned to the author(s) for reuse of all or portions of his/her work in other published works, providing appropriate acknowledgement of the previous work is given. This signed and dated agreement must be returned to AAMI.

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The undersigned author(s) transfer to AAMI all copyright ownership of the work entitled:

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The undersigned author(s) affirms by his/her signature to this agreement that he/she: (1) is the sole owner of the work, which does not contain defamatory or unlawful material, does not infringe any existing copyrights or violate the rights of others, and has not been previously published; and (2) has obtained written permission from owners of any copyrighted material included in the above-name work and has provided such permission to AAMI. In return for these rights, AAMI grants permission to the undersigned author(s) to reuse with appropriate acknowledgement all or portions of the above-mentioned work in other works.

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