Submission Checklist

- Title page (Appendix A)
- Cover letter
- Manuscript
  - Clinical manuscript sample outline (Appendix B)
  - Management manuscript sample outline (Appendix C)
  - Research manuscript sample outline (Appendix D)
  - Quality Improvement manuscript sample outline (Appendix E)
  - Education manuscript sample outline (Appendix F)
- References
- Tables, figures, photos, or video
- Applicable permission forms
  - Sample permission letter (Appendix G)
  - Sample photographic consent (Appendix H)
- Signed AORN Journal Copyright Transfer/Publishing Agreement (Appendix I)
  - Instructions (Appendix J)

Vision & Mission of the AORN Journal

Vision: The AORN Journal will be an indispensable resource recognized for scholarly, evidence-based, peer-reviewed articles that convey standards of excellence and innovations in the delivery of perioperative nursing.

Mission: The AORN Journal provides professional perioperative registered nurses with evidence-based practice information needed to help meet the physiological, behavioral, safety, and health system needs of a diverse patient population.

Journal content supports the clinical, research/quality improvement, education, and management strategies related to the nurse's role in caring for patients before, during, or after operative and other invasive and interventional procedures in ambulatory and inpatient settings.

Criteria for Manuscripts

Manuscripts should contain timely and accurate information and must not have been previously published in print or electronic format. Manuscripts must conform to the specifications of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, established by the International Committee of Medical Journal Editors (ICMJE) (http://www.icmje.org/).
Acceptable File Formats

Main Manuscript
- Microsoft Word
- Rich Text Format (RTF)
Manuscripts should not be submitted in PDF format. Users of other word processing software should save or convert files into RTF before submission.

Figures
- TIFF
- EPS
- JPG
- PDF
- MS Office files (Word, Excel, PowerPoint)
During the editing process, you may be asked to submit the figure in its original source format.

Videos
- MPEG-1 or MPEG-2 (.mpg)
- MPEG-4 (.mp4)
- Microsoft Audio/Video Interface (.avi)
- Apple QuickTime (.mov)
- CompuServ GIF (.gif)

Basic Style Requirements
- Feature-length articles should not exceed the designated word count, not including figures and tables (see Descriptions of the Five Main Article categories for specific word counts).
- Author name(s) and credentials should be listed according the American Nurses Association’s recommendation
  - Education (highest earned degree first)
    - Optional: if highest degree is not a nursing degree, then the highest nursing degree (not all) can be included
    - If the author has two earned degrees at the same level, the nursing degree is listed first
  - Licensure (state designation or requirement)
  - National certification
  - Awarded and honorary titles
- Manuscript style should follow the American Medical Association (AMA) Manual of Style, 10th edition.
- Text should be double-spaced, left-aligned (unjustified), and in a 12-point font.
- All pages should be numbered and should include a short running head (ie, shortened title of the manuscript) in the header.
- References should be endnotes, not footnotes; any material considered appropriate for a footnote should be referenced.
• In-text citations should be followed by superscript numbers (eg, Smith¹).
• Numbers less than 10 should be spelled out; numerals are used for numbers 10 and higher.
• Standard acronyms should be used consistently throughout the article. All acronyms should be spelled out the first time they appear in text, with the acronym listed afterward in parentheses.
• Generic drug names should be used; however, proprietary names may be inserted in parentheses after the generic name. If equipment must be identified by its proprietary name, the manufacturer name and city/state should be provided.
• Temperatures should be expressed in degrees Celsius and Fahrenheit.
• To ensure anonymity during the peer review process, avoid using any author identifiers (eg, names of individuals, institutions, etc) in the body of the manuscript. You may do this one of two ways:
  o submit one full manuscript with identifiers and one full manuscript without identifiers, or
  o submit one full manuscript without identifiers and a cross-referencing document to indicate the necessary identifiers (eg, “Institution A” is General Hospital).

Please note: If English is not your native language, please seek assistance from someone highly proficient in written English before submitting.

Descriptions of the Five Main Article Categories

Clinical: Clinical articles present new skills or knowledge related to perioperative patient care, provide an empirically or clinically based review of a disease state and surgical procedure, or analyze the current literature related to a topic. Clinical articles may be written in first person or third person as appropriate. The maximum length is 4,000 words. For more information, please review “Suggested Structure for a Clinical Manuscript.” (Appendix A)

Management: Management articles provide concise, up-to-date information that helps readers understand a perioperative management process, policy, procedure, or issue. Management articles may contain information about trends in management and the surgical environment, changing policies and regulations, administrative issues, and developments in clinical practice and technology that affect managers, directors, and supervisors in perioperative settings. Management articles may be written in first person or third person as appropriate. The maximum length is 4,000 words. For more information, please review “Suggested Structure for a Management Manuscript.” (Appendix B)

Research: Research manuscripts are final reports of completed original clinical, educational, health systems, health policy, or historical investigations. Research produces new information that adds to the body of knowledge about perioperative nursing practice, management, or education. Research results should be generalizable or transferable to settings or populations beyond the setting and sample of the study. Manuscripts should include the research aims or questions, a brief review of relevant literature, theoretical or conceptual framework, research design and methods, results, discussion, and implications for perioperative nursing. The research design
may be quantitative, qualitative, or mixed design. For quantitative methods, justification of the desired sample size and evidence of measurement reliability and validity supporting the investigator’s use of the research instruments in the study being reported are essential. Reports of studies involving human participants must include a description of the level of institutional review board review and approval, and methods used to ensure protection of participants’ rights, including informed consent. All results obtained in the study must be reported in one manuscript. Pilot study results should not be reported in a separate manuscript; they should be included in the report of the main study. Research manuscripts must be written in the first person. The maximum length is 5,000 words. Longer research articles or components of longer articles (eg, tables) may be published online at AORN’s sole discretion. For more information, please review “Suggested Structure for a Research Manuscript.” (Appendix C)

**Quality Improvement (QI):**
Quality improvement manuscripts describe a project that was carried out at the author’s place of employment to determine the best solution to a practice issue. The results of QI projects cannot be generalized beyond the institution in which they are conducted, and therefore are not considered research manuscripts. However, QI project reports should include evidence of institutional review board (IRB) review if human participants were involved and should adhere to accepted scientific standards for data collection, including evidence of measurement reliability and validity. Quality improvement articles should be written in first person. The maximum length is 4,000 words. For more information, please review “Suggested Structure for a Quality Improvement Manuscript.” (Appendix D)

**Education:** Education articles describe perioperative educational practices that are of interest to nurses in academia, staff nurse educators, mentors, or anyone responsible for developing educational materials and disseminating information to nursing students, perioperative nurses, other perioperative team members, and patients. Education articles may be either didactic or clinical in nature. Education articles may be written in first person or third person as appropriate. The maximum length is 4,000 words. For more information, please review “Suggested Structure for an Education Manuscript.” (Appendix E)

**Manuscript Preparation**
The required components of a manuscript are:

**Cover Letter:**
This page introduces your manuscript to the editor and should include any specific information you would like the editor to know.

**Title page:**
This page must include not only the manuscript title, but also each author’s:
- name,
- credentials,
- current professional position(s), and
- contact information (ie, address and phone number, e-mail address). (Appendix A)
The title page also should designate a corresponding author (ie, lead contact) who will work directly with one of AORN’s staff editors throughout the editorial process.

Abstract & Key Words:
Include a 150-word informative abstract that follows the manuscript’s outline and summarizes the research results (if applicable). The abstract should be included in the main manuscript document and indicated as such. Abstracts should identify the main points of the article including who, what, where, when, and why, as well as the final concluding point. Also, identify five (5) key words related to your article. These key words help categorize your article in search engines after it is published. The corresponding author will be prompted to enter the abstract and key words during the submission process in the EES system.

References/Resources:
All references should

- be contextually relevant, pertinent, and supportive of your topic;
- reflect most currently available resources (eg, most current edition);
- be verified and denoted consecutively in the text with superscript numerals;
- be featured in a double-spaced, numbered reference list at the end of the manuscript;
- conform to AMA style;
- conform to the Index Medicus (http://www2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng) for abbreviations of journal titles; and
- name all authors up to and including the sixth author, or if there are more than six authors, list the first three authors followed by “, et al.”

Resources that are pertinent to the article but are not cited in the text can be listed in a Resources section after the References. The resources format also should follow AMA style.

Examples:

Journal article

Book

Chapter in a book

Web site

*Figures and Tables (if applicable):*

All figures, including diagrams, flow charts, line drawings, and photographs, must be cited within the text (eg, Figure 1). Tables should be self-explanatory, include a brief title, and enhance but not duplicate information in the text. Tables and figures should be numbered consecutively according to the order of text citation.

Black and white or color figures should be submitted electronically as separate files at the time of manuscript submission. For detailed information related to artwork, see artwork instructions at [http://www.elsevier.com/framework_authors/Artwork/Artwork_2010.pdf](http://www.elsevier.com/framework_authors/Artwork/Artwork_2010.pdf).

*Image Resolution:*

- line art—minimum 1000 dpi
- halftone art (photos)—minimum 300 dpi
- combination art (line/tone)—minimum 500 dpi
- color figures should be submitted in original size.

In some instances, AORN works with artists to convert an author’s rough sketch or artwork description into a finished illustration to accompany a manuscript. After an author’s manuscript is accepted for publication, the author may be contacted by the editor to discuss possible illustrations.

*Permission must be obtained to reproduce or closely adapt previously published figures, tables, and illustrations.* Credits for the reproduced work are included in the figure caption and must include author(s), title, either publisher and city (and country, if other than the United States) or periodical name, volume, page, and year. Please refer to the “Permissions and Consents” section for further information.

*Videos*

Video clips that are relevant to an article and enhance the information in the text may be submitted with a manuscript. A separate page with concise legends must accompany each video clip. Each clip should be saved in a separate file. If the article is accepted, the video will be permanently archived on the *AORN Journal* web site at [http://www.aornjournal.org](http://www.aornjournal.org).

*If the video includes music or other copyrighted material, the author must obtain permission for its use from the copyright owner(s) and submit a copy of the signed permission form to AORN.*

*If the video includes footage of people, the author must obtain signed video consents from each identifiable individual.*
Video clips should be between one (1) and three (3) minutes in length, and should not exceed five (5) minutes in length or 10 MB in file size.

Videos should be recorded at the highest possible quality setting. The Journal can accept only video submissions that meet the Journal’s formatting and image quality requirements.

For additional information related to videos, please contact the editorial office by e-mail, aornjournal@aorn.org, or by phone, 303-755-6304 x283.

Permission and Consents
What requires permission?

- Direct quotations from copyrighted material.
  - Direct quotes should be cited in the text with a reference number and page number (eg, Smith (p345))
- Tables, illustrations, photographs, or videos from copyrighted material
- Any photo that includes a recognizable individual, including authors
- Any facility or institution documentation (eg, form, table, figure, checklist, documented process)

If your manuscript contains any of the aforementioned items, you must obtain written permission for their use from the copyright owner(s) and original author, including complete source information. The credit line should appear in the figure caption and should be worded according to the copyright holder’s specifications. Subject or guardian consent must accompany any photograph that shows a recognizable likeness of a person.

To assist you in obtaining permission to use others’ works/likenesses in your article, please review the following:

   Sample Request for Permission Letter (Appendix G)
   Sample Photographic Consent (Appendix H)

For additional assistance to determine whether you need permission, or to get clarification on how to obtain permission, please contact the editorial office by email, aornjournal@aorn.org, or by phone 303-755-6304 x283.

Required Author Paperwork
All authors (ie, the corresponding author and each coauthor) must complete and submit the AORN Journal Copyright Transfer/Publishing Agreement (Appendix I). On page 1 of the form, authors are required to identify their contributions to the work described in the manuscript and provide signed statements on Authorship Responsibility, Criteria, and Contributions; Financial Disclosure and Funding/Support; and either Copyright Transfer/Publishing Agreement or Federal Employment. The corresponding author must sign
the Acknowledgement statement, if an acknowledgment is included in the manuscript. Each author is required to provide specific information related to Conflicts of Interest and Financial Disclosures identified in section 3 of page 1. Guidelines for completing the tables on page 2 of the AORN Journal Copyright Transfer/Publishing Agreement can be found in Appendix J.

The signed AORN Journal Copyright Transfer/Publishing Agreement should be e-mailed to the editorial office at aornjournal@aorn.org (preferred) or faxed to 1-303-750-3441.

All permission and consent forms, including required author paperwork, must be submitted to the editorial office at the time of manuscript submission.

Manuscript Submission & Review Process

1. **Submit the manuscript.** All manuscripts must be submitted through the AORN Journal online submission and review web site, also known as EES (http://ees.elsevier.com/aorn/). To access online tutorials that address some frequently asked questions about the manuscript submission process via EES, visit http://esupport.elsevier.com and select “EES Training Resources” then “Interactive Tutorials.” Authors should save each component of the manuscript as a separate document (eg, title page in Word, cover page in Word, photograph in TIFF format). The EES system uses these files to create a PDF of the entire manuscript submission. Corresponding authors who are unable to provide the files in this format or who have other circumstances that prevent online submission should contact the editorial office at aornjournal@aorn.org or (800) 755-2676 x283 to discuss alternate options.

2. **Review process.** After manuscripts are submitted electronically, the Editor-in-Chief and members of the AORN Journal Review Panel evaluate the article based on accuracy, content, organization, style, contribution to the nursing literature, and originality. Publishing and editorial decisions are then based on reviewer’s evaluations and the Editor-in-Chief’s judgment of the quality of writing, scientific accuracy, timeliness of the topic, and potential interest to readers of the Journal. The corresponding author will be notified of the editor’s decision approximately six to eight weeks after submitting the manuscript. Authors may be asked to revise and resubmit the manuscript.

3. **Editing process.** In consultation with the author(s), the AORN Journal reserves the right to edit all manuscripts with regard to length, timeliness, and readability consistent with Journal style. An AORN staff editor will confirm that reviewers’ comments have been addressed, verify references, and make changes to address Journal style issues. Before publication, the corresponding author will receive an edited copy of the manuscript highlighting any questions that arose during the editing process. These questions may include requests for additional references or clarification and expansion of the ideas presented in the article. The corresponding author will then be asked to answer any outstanding questions and approve the content.

4. **Layout process.** After the corresponding author has approved the content, the edited manuscript is sent to our publishing partner, Elsevier, for layout. Copyeditors at Elsevier will copyedit the manuscript to ensure that no grammar errors inadvertently occurred during the layout process but will not change the content of your manuscript. The corresponding author
will then receive an author proof of the final layout of the article.

**Editorial Policies for Authors**

**Authorship Responsibility, Criteria, and Contributions**

The *AORN Journal* adheres to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals set by the International Committee of Medical Journal Editors (www.icmje.org). All persons designated as authors should qualify for authorship, and all those who qualify should be so credited. Persons designated as authors must meet all of the following criteria:

- Authors make substantial contributions to conception and design and/or acquisition of data and/or analysis and interpretation of data.
- Authors participate in drafting the article or revising it critically for important intellectual content.
- Authors give final approval of the version to be submitted and any revised version to be published.

Supporting the manuscript or collecting data alone does not constitute authorship. Declaring authorship based solely on position (e.g., research supervisor, department head) is not permitted.

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Allowing one’s name to appear as an author without having contributed significantly to the study or adding the name of an individual who has not contributed or who has not agreed to the work in its current form is considered a breach of appropriate authorship.

**Role of the Corresponding Author.** The corresponding author (or coauthor designee) will serve on behalf of all coauthors as the primary correspondent with the editorial office during the submission and review process. If the manuscript is accepted, the corresponding author will review an edited typescript and proof.

The corresponding author is responsible for ensuring that the Acknowledgment section of the manuscript is complete. The corresponding author must sign the Acknowledgment statement part of the *AORN Journal* Copyright Transfer/Publishing Agreement (Appendix I) confirming that all persons who have contributed substantially but who are not authors are identified in the Acknowledgment section and that written permission from each person acknowledged has been obtained. The corresponding author must be willing to provide the editors with copies of these permissions if asked to do so.

**Contributors Listed in Acknowledgment Section.** “Acknowledgment” is the general term for the list of contributions, credits, and other information included at the end of the text of a manuscript but before the references. All contributors who do not meet the criteria for authorship should be listed in the Acknowledgment section. Examples of those who might be acknowledged include an individual who allowed his or her clinical experience (e.g., cases) to be included, a person who provided purely technical help or writing assistance, or a department chair who provided general support.
Copyright Transfer/Publishing Agreement. Authors submitting a manuscript do so with the understanding that if it is accepted for publication, copyright of the article will be assigned exclusively to AORN. This copyright release gives AORN, Inc, permanent publication rights for all print and electronic media (including all alternative media currently in existence [eg, Internet, CD-ROM] or that may be developed in the future) and international publication rights (including translations). AORN will not refuse any reasonable request by the author for permission to reproduce any of his or her contributions to the Journal.

A manuscript is submitted with the understanding that

- it has not been published previously in either print or electronic media;
- it is being submitted exclusively to the AORN Journal;
- the content is not fraudulent
- any investigation involving human participants received appropriate institutional approval, and evidence of such approval will be provided upon request;
- the material does not infringe on or violate any copyright agreements or any other personal or proprietary rights; and
- all financial support for the work described in the article and any potential conflicts of interest are declared.

Federal Employment (includes Military personnel). A work prepared by a government employee as part of his or her official duties is called a “work of the US Government” and is not subject to copyright. If it is not prepared as part of the employee’s official duties, it may be subject to copyright.

Author-Retained Rights. The author(s) understands that he or she retains or is hereby granted (without the need to obtain further permission) rights to use certain versions of the article for certain scholarly purposes, including the right to use the Pre-print or Accepted Author’s Manuscript for Personal Use, Internal Institutional Use, and for Scholarly Posting; and the Published Journal Article for Personal Use and Internal Institutional Use.

The following definitions are related to using certain versions of the article for certain scholarly purposes:

- **Pre-print.** Author’s own write-up of research results and analysis that has not been refereed, nor had any other value added to it by a publisher (ie, formatting, copyediting).
- **Accepted Author’s Manuscript (AAM).** Author’s version of the manuscript of a paper that has been accepted for publication and which may include any author-incorporated changes suggested through the peer review process. AAMs should not include other publisher value-added contributions, however, such as formatting, pagination, and copyediting.
• **Internal Institutional Use.** Use by the author’s institution for classroom teaching at the institution including distribution of copies, paper or electronic, and use in coursepacks and courseware programs, and posting on secure Intranet sites for scholarly purposes.

• **Personal Use.** Use by an author in the author’s classroom teaching (ie, distribution of paper or electronic copies), distribution of copies to research colleagues for their personal use, use in a subsequent compilation of the author’s works, inclusion in a thesis or dissertation, preparation of other derivative works such as extending the article to book-length form, or otherwise using or re-using portions or excerpts in other works with full acknowledgment of the original publication of the article.

• **Published Journal Article (PJA).** The definitive final published record that appears or will appear in the *AORN Journal* and embodies all value-adding publisher activities including formatting, pagination, editing, and copyediting.

• **Scholarly Posting.** Postings on open web sites operated by the author or the author’s institution for scholarly purposes, or (in connection with pre-prints) pre-print servers, provided there is no commercial purpose involved. Deposit in or posting to special subject repositories (eg, PubMed® Central) is permitted only under specific agreements and only consistent with Elsevier’s policies concerning such repositories.

To reproduce any text, figures, tables, or illustrations from the manuscript in future works of their own, the author(s) must obtain written permission from AORN by contacting the Elsevier Rights Department at healthpermissions@elsevier.com; telephone: 1-215-239-3804; fax: 1-215-239-3805. Requests also may be completed online via the Elsevier homepage at http://www.elsevier.com/locate/permissions. Such permission cannot unreasonably be withheld by AORN.

**Excluded Rights.** The author(s) understands that she/he may not use or post articles for commercial gain. This restriction includes, but is not limited to, the posting by companies of their employee-authored works for use by their customers (eg, pharmaceutical companies and physician-prescribers); the commercial exploitation of the article (such as directly associating advertising with such posting); the charging of fees for document delivery or access; and/or the systematic distribution to others via e-mail lists or list servs to parties other than known colleagues, whether for a fee or for free.

**Conflicts of Interest, Financial Disclosures, and Funding Support**

The *AORN Journal* complies with the position of the International Committee of Medical Journal Editors on “Conflict of Interest.” Conflict of interest for authors is defined as “financial and other conflicts of interest that might bias their work” (http://www.icmje.org). Authors are responsible for making certain that their final, accepted manuscript and page proofs provide full disclosure of all potential conflicts of interest (financial or non-financial) and any other pertinent information.

**Conflicts of interest.** A conflict of interest exists when a professional judgment concerning a primary interest (such as patients’ welfare or the validity or interpretation of research) may be influenced by a secondary interest (such as a financial gain or personal rivalry). If conflicts of
interest are revealed after an article is published, a reasonable reader may feel misled or deceived. The simplest remedy for conflict of interest is disclosure. In the AORN Journal, disclosure will be achieved by the inclusion of a short footnote with each published article.

Using the tables on page 2 of the AORN Journal Copyright Transfer/Publishing Agreement (Appendix I), all authors must disclose if they or any immediate family member have within the last three years had any affiliations that they consider to be relevant and important with any organization that to any author’s knowledge has a direct interest, particularly a financial interest, in the subject matter or materials discussed (instructions are available in Appendix J). Such affiliations include, but are not limited to,

- employment by an industrial concern,
- ownership of stock,
- membership on a standing committee or board of directors, and
- consultancies, or being publicly associated with a company or its products.

Other areas of real or perceived conflict of interest include the receipt of honoraria, consulting fees, grants, or funds from such corporations or individuals representing such corporations. Not all relationships represent true conflict of interest. Conflict of interest can exist whether or not an individual believes that the relationship affects his or her scientific judgment.

AORN will consider publishing articles written by experts who declare relationships with companies (eg, accepting research grants, honoraria, or serving as consultants). Such relationships should be disclosed upon submission of the manuscript—using the tables on page 2 of the AORN Journal Copyright Transfer/Publishing Agreement—and will be noted in the resulting published article.

AORN will not reject manuscripts simply because of conflict of interest, but these conflicts will be declared to the readership. AORN reserves the right to refuse to consider for publication manuscripts which in its sole judgment may be perceived as biased.

Financial Relationships. Financial benefits are usually associated with roles such as employment, management positions, independent contractor relationships (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which a fee is received or expected.

AORN defines financial relationships as those relationships in which the individual or family member benefits by receiving a salary, royalty, intellectual property rights, consulting fees, honoraria, ownership interest (eg, stocks; stock options; or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial relationships also can include contracted research where the institution receives a grant and manages the funds and an individual is the principal or named investigator on the grant.
**Research Sponsorship.** AORN requires that the author(s) disclose any research sponsorship that he or she received to conduct a study or prepare the manuscript for review. This information will be published together with the author affiliation information. Examples of acceptable statements are

- “The study was carried out with support of an unrestricted educational grant from X” or “This study was funded in whole/in part by a grant from Y.”
- The role of the funding organization or sponsor, if any, in each of the following should be specified: design and conduct of the study; collection, management, analysis, and interpretation of the data; and preparation, review, or approval of the manuscript.

**Sources**


*Reviewed January 2013*
APPENDIX A

Title Page Sample

Article Title:

Corresponding author:

Name and full credentials
Job title
Company name, city, state
Full preferred mailing address
Contact telephone
Contact e-mail

All author name(s) and contact information:

Name and full credentials
Job title
Company name, city, state
Full preferred mailing address
Contact telephone
Contact e-mail

Include Contact information for EACH author in the order they should appear in the article byline. The person designated as the corresponding author (ie, lead author) will work directly with one of AORN’s staff editors throughout the editorial process.

Reviewed January 2013
Suggested Structure for a Clinical Manuscript

Following is a sample outline of the content for a clinical manuscript. Topics included here are suggested, not mandatory. The format and order of a clinical manuscript may vary. Clinical manuscripts may be written in first person or third person, as appropriate.

- Abstract (150 words or less)
- Description of disease or condition associated with the procedure
- Presenting symptoms and incidence
- Normal and abnormal anatomy and pathophysiology
- Overview of surgical procedure, other options, risks, complications, and outcomes
- Preoperative phase
- Diagnostic procedures (e.g., MRI, CT scan, chest x-ray)
- Patient needs and issues (e.g., physical, psychosocial)
- Patient preparation immediately before hospitalization or after admission (e.g., enema, preoperative shower, NPO status, preoperative medications)
- Patient admission (what happens and when)
- Preoperative care
- Preoperative nurse assessment, chart review for lab work
- Patient teaching (e.g., pain management, IVs, surgical drains, incision, catheterization, types of dressings, postoperative routines)
- Signing of consent
- Verification of correct site
- Preoperative orders (e.g., prophylactic antibiotics, use of sequential compression stockings, hair removal)
- Intraoperative phase
- Supplies and equipment (special set-up procedures)
- OR preparation and check of equipment function (e.g., lights, suction, electrosurgical unit, laser, microscope, video equipment)
- Patient assessment and chart review
- Surgical site marking (if appropriate)
- Nursing diagnosis
- Care plan (organized information related to diagnosis, planning, interventions, and outcomes [refer to the Perioperative Nursing Data Set for wording and format])
- Transfer of patient to OR, induction, positioning, and prepping
- Description of surgical procedure
- Transfer of patient from OR
- Postoperative phase
• PACU and postoperative care
• Discharge planning, teaching, special instructions, expected outcomes, and home care needs
• Adjunct treatment, rehabilitation, follow-up, and outcomes
• Case study. You may want to include a brief case study that provides an informative summary emphasizing the roles and responsibilities of a perioperative nurse, illustrating application of the nursing process, and presenting unusual or unexpected patient care opportunities and nursing actions by describing the patient’s condition, nursing interventions, and surgical procedure. Do not make it a perfect situation; instead, add complicating factors to demonstrate critical thinking.
• Conclusion

Comprehensive manuscripts will be considered for CE articles.
Following is a sample outline of the content for a management manuscript. Management manuscripts may be written in first or third person, as appropriate. Bulleted items below are suggested, not mandatory.

- Abstract (150 words or less)
- Identification of benefits and/or problems of the issue being presented
- Step-by-step description of processes and explanations
- Financial considerations, if any
- Impact on staffing structure, if any
- A risk-benefit analysis
- Educational components
- Solutions to an identified problem
- Results of process changes
- Conclusion

Comprehensive manuscripts will be considered for CE articles.
AORN Journal
Suggested Structure for a Research Manuscript

Original manuscripts reporting basic, clinical, or historic research should include objective(s), methods, results, clinical implications, and conclusions. Reports of research involving human participants must state that informed consent was obtained and institutional review board approval was obtained or was not required. Research articles should be written in first person. Following is a sample content outline for a research manuscript:

- Abstract (150 words or less)
- Introduction
- Statement of purpose
- Research questions/hypotheses
- Statement of significance to nursing
- Literature review
- Theoretical/conceptual framework
- Operational definitions
- Description of study design, setting, sample, sampling technique
- Description of procedures for protection of participants’ rights
- Description of study procedures/methods
- Description of instruments, including measurement reliability and validity evidence
- Results/findings
- Discussion
- Limitations of the study
- Recommendations for clinical practice
- Recommendations for education
- Recommendations for future research
- Conclusion

Comprehensive manuscripts will be considered for CE articles.
Original articles reporting quality improvement (QI), quality assurance, or process improvement projects should focus on methods of planning and implementing a specific change process and the resulting outcomes. The results of these projects cannot be generalized beyond the author’s institution but may be of interest to AORN Journal readers who have similar needs for change at comparable institutions. Reports of projects involving human participants must include a statement explaining that institutional review board approval of the protocol was obtained, including the level of approval (exempt, expedited, or full board review). Quality improvement manuscripts should be written in first person. Following is the content outline for a QI manuscript:

- Abstract (150 words or less)
- Introduction
- Description of the problem
  - Description of the original process or procedure
  - Rationale for the desired improvement or driving force for change
- Description of the setting of the project
- Statement of goals or intended outcomes
- Brief, focused review of relevant evidence supporting the need for a process change, including guidelines and regulations
- Project methods
  - Description of overall design of the project or approach to improvement
  - Description of sample and sampling technique
  - Procedures for protection of participants’ rights, including IRB approval level (if necessary)
  - Description of measurement techniques used, including evidence of measurement reliability and validity
  - Data collection methods
  - Data analysis methods
- Implementation, including how barriers to change were overcome and facilitators for change were optimized
- Results or outcomes
- Discussion, including lessons learned
- Conclusions, including ultimate decision about whether or not to implement a permanent change in the process or procedure

Comprehensive manuscripts will be considered for CE articles.
AORN Journal
Suggested Structure for an Education Manuscript

Education manuscripts might focus on an innovative program to introduce nursing students to the perioperative environment, a novel way to ensure that nurses achieve a relevant competency, a successful in-service or chapter education program, a review of different teaching methods for adult learners, or new resources for patient education. The format and order of an education manuscript will vary. Education manuscripts may be written in first or third person, as appropriate. Bulleted items below are suggested, not mandatory:

- Abstract (150 words or less)
- Overview of an educational program
- Identification of benefits and/or problems of the program being presented
- Financial considerations, if any
- A cost-benefit analysis
- Step-by-step processes and explanations
- Student needs and issues (eg, physical, psychosocial)
- Educator requirements (eg, educational preparation)
- Equipment requirements
- Learning environment
- Learning outcomes
- Program evaluation
- Conclusion

Comprehensive manuscripts will be considered for CE articles.
APPENDIX G

AORN Publications
Obtaining Permission to Reprint or Adapt Previously Published Material

AORN strongly encourages the use of original artwork and tables in your manuscript. Any previously published material will be evaluated by the editor for its importance to the overall comprehension of the manuscript. If, however, you feel it is necessary to include previously published material (eg, graphs, tables, photographs, drawings) in your manuscript, you must contact the holder of the copyright (eg, the publisher) for permission to use the material.

When contacting the copyright holder, you should clearly describe the material you are asking permission to use. For example: “I am requesting permission to reprint or adapt Table/Figure X, which appears on page XX of your publication, in an article that will appear in an upcoming issue of the AORN Journal.” Permissions must grant electronic rights as well as print rights. Specific language should affirm that: “This permission is valid for all publication rights for print and electronic media (including all alternate media currently in existence [eg, Internet, CD-ROM] or that may be developed in the future) and international publication rights (including translations, derivative works, and adaptations).”

Signed permission forms should be submitted at the time of manuscript submission. Even if you are not certain that you will use the previously published material, you should contact the copyright holder to request permission. Some copyright holders will require a fee to reprint material. AORN will not pay permission fees. Contact the editor to determine whether the figure will be used before paying any fees to the copyright holder.
I/We hereby grant AORN, Inc. permission to reprint and/or adapt

______________________________________________________________

for publication in the *AORN Journal*.

This permission is valid for all reprint rights for print and electronic media (including all alternative media currently in existence [eg, Internet, CD-ROM] or that may be developed in the future) and international publication rights (including translation).

______________________________________________________________

Name (Please Print)

______________________________________________________________

Title

______________________________________________________________

Company/Organization

______________________________________________________________

Signature
APPENDIX H

Photographs

If you are using photographs of people, you need written consent from any identifiable person in the photo (even staff members). You can use the sample below, which includes the specific language needed for consent. A parent or guardian must sign the consent for a minor child. If it is not possible to obtain consent, instruct the editors to block out any identifying features (eyes, mouth).

I ___________________________ authorize the AORN Journal
(print name)

to include a photograph, in which I am (or my child is) pictured, in an upcoming issue. This permission is valid for all reprint rights for print and electronic media (including all alternative media currently in existence [eg, Internet, CD-ROM] or that may be developed in the future) and international publication rights (including translation). I certify that I am at least 18 years of age.

________________________________________
Signature
Manuscript Number: _________________________________

Note: After submitting your manuscript online via the Elsevier Editorial System (EES), you will receive a manuscript number that you must enter in the space provided above.

Your Name (Print) _________________________________

Telephone __________________ Fax ________________
e-Mail __________________

Corresponding Author

1. Authorship Responsibility, Criteria, and Contributions. Each author should meet all criteria below (A, B, and C) and should indicate general and specific contributions by reading criteria A, B, and C and checking the appropriate boxes.

A. I certify that
• the manuscript represents original and valid work and does not infringe or violate any copyright agreements or any other personal or proprietary rights and neither this manuscript nor one with substantially similar content under my authorship has been published or is being considered for publication elsewhere; copies of closely related manuscripts are provided; and
• if requested, I will provide the data or will cooperate fully in obtaining and providing the data on which the manuscript is based for examination by the editors or their assigns; and
• for papers with more than one author, I agree to allow the corresponding author to serve as the primary correspondent with the editorial office, to review the edited typescript and proof, and to make decisions regarding release of information in the manuscript to the media, federal agencies, or both; or, if I am the only author, I will be the corresponding author to serve as the primary correspondent with the editorial office, to review the edited typescript and proof, and to make decisions regarding release of information in the manuscript to the media, federal agencies, or both.

B. I have participated sufficiently in the work to take public responsibility for (check 1 of 2 below)

☐ part of the content.
☐ the whole content.

C. To qualify for authorship, you must check at least 1 box for each of the 3 categories of contributions listed below. I have made substantial contributions to the intellectual content of the paper as described below.

1. (check at least 1 of the 3 below)
   ☐ conception and design
   ☐ acquisition of data
   ☐ analysis and interpretation of data

2. (check at least 1 of 2 below)
   ☐ drafting of the manuscript
   ☐ critical revision of the manuscript for important intellectual content

3. (the box below must be checked to satisfy author contribution)
   ☐ final approval of the submitted manuscript

2nd SIGNATURE __________________ DATE SIGNED

3rd SIGNATURE __________________ DATE SIGNED

4. Acknowledgment Statement. Authors should obtain written permission from all individuals named in an acknowledgment, since readers may infer their endorsement of data and conclusions. If there is an acknowledgment, the corresponding author must sign the following statement:

• I certify that all persons who have made substantial contributions to the work reported in this manuscript (eg, data collection, analysis, writing or editing assistance) but who do not fulfill the authorship criteria are named with their specific contributions in an acknowledgment in the manuscript.

• I certify that all persons named in the acknowledgment have provided me with written permission to be named.

Corresponding Author Signature __________________ DATE SIGNED

Copyright Transfer/Publishing Agreement. In consideration of the action of the Association of periOperative Registered Nurses (AORN) in reviewing and editing this submission (manuscript, tables, figures, video, audio, and other supplemental files for publication), I hereby transfer, assign, or otherwise convey all copyright ownership, including any and all rights incidental thereto, exclusively to AORN, in the event that such work is published by AORN.

or

Federal Employment. I was an employee of the US federal government when this work was conducted and prepared for publication; therefore, it is not protected by the Copyright Act, and copyright ownership cannot be transferred.

Return signed forms to the AORN Journal Editorial Office by e-mail (aornjournal@aorn.org) or by fax (1-303-750-3441).

2170 South Parker Road, Suite 400, Denver, CO 80231-5711
Phone: 1-800-755-2676 or 1-303-755-6304, ext. 283 • www.aornjournal.org

AORN Journal Copyright Transfer/Publishing Agreement (last reviewed December 2012)
The work under consideration for publication: Did you or your institution at any time receive payment or services from a third party for any aspect of the submitted work? Complete each row by checking “No” or providing the requested information.

<table>
<thead>
<tr>
<th>Type</th>
<th>No</th>
<th>Money Paid to You</th>
<th>Money Paid to Your Institution*</th>
<th>Funding Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consulting fee or honorarium</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support for travel to meetings related to the manuscript or other purposes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees for participation in review activities such as data monitoring boards, statistical analysis, end point committees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment for writing or reviewing the manuscript</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provision of writing assistance, medicines, equipment, or administrative support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (err on the side of full disclosure)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Relevant financial activities outside the submitted work: This section asks about your financial relationships with entities in the biomedical arena that could be perceived to influence, or that give the appearance of potentially influencing, what you wrote in the submitted work. Do you or did you have financial relationships (regardless of compensation) within the last 36 months, as described in the Required Author Paperwork section of the AORN Journal Author Guidelines? Existence and disclosure of a financial relationship do not necessarily constitute a conflict of interest that would prevent publication.

<table>
<thead>
<tr>
<th>Type of Relationship</th>
<th>No</th>
<th>Money Paid to You</th>
<th>Money Paid to Your Institution*</th>
<th>Funding Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Membership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultancy and/or/Employment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expert testimony and/or payment for lectures including service on speakers bureaus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants/grants pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment for manuscript preparation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patents (ie, planned, pending, issued)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Royalties and/or stock(stock options)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment for development of educational presentations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel/accommodations/meeting expenses unrelated to activities listed in this section**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (err on the side of full disclosure)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* This means money that your institution received for your efforts related to this manuscript.

** If you report a consultancy above, there is no need to report travel related to consultancy on this line.

Other relationships

Are there other relationships or activities that readers could perceive to have influenced, or that give the appearance of potentially influencing, what you wrote in the submitted work?

☐ Yes; the following relationships/conditions/circumstances are present (explain on a separate sheet of paper)

☐ No; no other relationships/conditions/circumstances present a potential conflict of interest

At the time of manuscript acceptance, AORN Journal staff members will ask authors to confirm and, if necessary, update their disclosure statements. On occasion, AORN Journal staff members may ask authors to disclose further information about reported relationships.

The tables on this page have been adapted with permission from the ICMJE Form for Disclosure of Potential Conflicts of Interest. Instructions have been abridged. For full instructions, see the Required Author Paperwork section of the AORN Journal author guidelines.
APPENDIX J

Instructions for AORN Journal Copyright Transfer/Publishing Agreement

Use the following instructions as guidelines for completing the tables on page 2 of the AORN Journal Copyright Transfer/Publishing Agreement.

The work under consideration for publication. This section asks for information about the work that you have submitted for publication. The time frame for this reporting is that of the work itself, from the initial conception and planning to the present. The requested information is about resources that you received, either directly or indirectly (eg, via your institution), to enable you to complete the work. Checking “No” means that you did the work without receiving any financial support from any third party— that is, the work was supported by funds from the same institution that pays your salary and that institution did not receive third-party funds with which to pay you.

If you or your institution received funds from a third party to support the work, such as a government granting agency, charitable foundation, or commercial sponsor, check “Yes.” Then complete the appropriate boxes to indicate the type of support and whether the payment went to you, or to your institution, or both.

Relevant financial activities outside the submitted work. This section asks about your financial relationships with entities in the bio-medical arena that could be perceived to influence, or that give the appearance of potentially influencing, what you wrote in the submitted work. You should disclose interactions with ANY entity that could be considered broadly relevant to the work. For example, if your article is about testing an epidermal growth factor receptor (EGFR) antagonist in lung cancer, you should report all associations with entities pursuing diagnostic or therapeutic strategies in cancer in general, not just in the area of EGFR or lung cancer.

Report all sources of revenue paid (or promised to be paid) directly to you or your institution on your behalf over the 36 months prior to submission of the work. This should include all monies from sources with relevance to the submitted work, not just monies from the entity that sponsored the research. Please note that your interactions with the work's sponsor that are outside the submitted work should also be listed here. If there is any question, it is usually better to disclose a relationship than not to do so.

For grants that you have received for work outside the submitted work, you should disclose support ONLY from entities that could be perceived to be affected financially by the published work, such as drug companies or foundations supported by entities that could be perceived to have a financial stake in the outcome. Public funding sources, such as government agencies, charitable foundations, or academic institutions, need not be disclosed. For example, if a

Reviewed January 2013
government agency sponsored a study in which you have been involved and drugs were provided by a pharmaceutical company, you need only list the pharmaceutical company.

*Other relationships.* Use this section to report other relationships or activities that readers could perceive to have influenced, or that give the appearance of potentially influencing, what you wrote in the submitted work.

*Instructions adapted with permission from the ICMJE form for Disclosure of Potential Conflicts of Interest.*

*Source:*