



***AORN Journal* Author Guidelines**

Submission Checklist

- Title page
- Cover letter
- Manuscript
- References
- Tables, figures, photos, and/or video
- Applicable permission forms
- Signed *AORN Journal* Copyright Transfer/Publishing Agreement

Aims & Scope of the *AORN Journal*

As an official publication of AORN (the Association of periOperative Registered Nurses), the *AORN Journal* provides perioperative nurses and other health care professionals with practical and theoretical information that can help them improve patient care and standards of perioperative nursing. The *AORN Journal* is an award-winning, peer-reviewed journal that publishes clinical, management, research, quality improvement, and education articles that are relevant for perioperative professionals.

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. 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. For more information, please review “Suggested Structure for a Management Manuscript” (Appendix B).

Research: Research articles report basic, clinical, or historical research. Research articles should be written in first person. For more information, please review “Suggested Structure for a Research Manuscript” (Appendix C). Longer research articles may be published online at AORN’s sole discretion.



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. 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. 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). *Contact information will be used to send copies of the finished article upon publication.*

The title page also should designate a corresponding author (ie, lead contact) who will work directly with one of AORN's editorial staff members 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 via the EES system.*

Plain Language Summary—Research Articles Only

The plain language summary is used to summarize your research study in simple, easily understood language. It should be a brief paragraph of approximately 100 words or less that states what you did, why you did it, the results, and the implications for perioperative practice. This summary should not be a duplication of the abstract, rather it should be a simple explanation written in layman's terms, if possible. It should be located in the main manuscript document after the abstract and key words and be labeled accordingly.

Manuscript

Articles should be no more than 20 pages in length not including figures and tables, 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/>).

- 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.
- Manuscript style should follow the *American Medical Association (AMA) Manual of Style, 10th edition*.
- 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:
 - submit one full manuscript with identifiers and one full manuscript without identifiers, or
 - 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.

Acceptable File Formats

- 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.

References/Resources:

All references should

- be contextually relevant, pertinent, and supportive of your topic;
- reflect most currently available resources (eg, most current edition of textbooks);
- be verified and denoted consecutively in the text with superscript numerals (eg, Smith¹);
- be featured in a double-spaced, numbered reference list on a separate page appearing 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. Resources also should follow AMA style.

Examples:

Journal article

Mellinger E, Skinker L, Sears D, Gardner D, Shult P. Safe handling of chemotherapy in the perioperative setting. *AORN J*. 2010;91(4):435-453.

Book

Winkler I. *Contemporary Leadership Theories: Enhancing the Understanding of the Complexity, Subjectivity, and Dynamic of Leadership*. Heidelberg, Germany: Physica-Verlag; 2010.

Chapter in a book

Bipolar disorders. In: Preston JD, O'Neal JH, Talaga MC. *Handbook of Clinical Psychopharmacology for Therapists*. 6th ed. Oakland, CA: New Harbinger Publications; 2010:89-100.

Website

OSHA fact sheet: carbon monoxide poisoning. United States Occupational Safety and Health Administration. http://www.osha.gov/OshDoc/data_General_Facts/carbonmonoxide-factsheet.pdf. Accessed November 19, 2010.

Figures and Tables (if applicable):

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

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.

File formats—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.

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.

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 (if applicable)

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. When submitting multiple videos, 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>.

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.

File Formats—Videos

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

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 ^{1(p345)})
 - To determine whether the quotation requires permission, please visit <http://www.copyright.com/viewPage.do?pageCode=cr10-n> or <http://www.copyright.gov/fls/f1102.html>.
- 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. 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)
Obtaining Photographic Consent (Appendix H)

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) at the time of manuscript submission. On page 1 of the form, authors are required to identify their contributions to the

work described in the manuscript and provide all necessary signatures, including the acknowledgement statement, if applicable. 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.

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/>). Following are instructions for submitting a manuscript.

Please print these instructions and use them to walk through the submissions process:

- Log in to the EES system (<http://ees.elsevier.com/aorn/>) using your EES username and password. If you do not have an EES username and password, select “register” from the top menu bar and follow the prompts to register in the EES system. After registering, you will receive a confirmation email with your username and password
- After you have logged into the system, select “Submit New Manuscript” under “New Submissions”
- Select “Article Type” from the drop down menu (eg, clinical, column) and select “Next”
- Enter the “Full Title of Your Submission” and select “Next”
- Complete the Author Information fields for ALL authors on the “Add/Edit/Remove Authors Screen”
 - By beginning the manuscript submission process, **YOU** are automatically designated as the Corresponding Author, meaning that you will be the primary contact for all correspondence related to your manuscript, and your personal information is automatically entered; therefore, you do not need to reenter your information. If there are additional authors, enter each author’s information in the order you would like to see them on the manuscript. Select “Add Author” after each entry
 - Verify that all authors are listed in the correct order and select “Next”
- Copy and Paste or manually enter your Abstract into “Submit Abstract” Screen (if prompted). Select “Next”
- Enter keywords for your manuscript (if prompted). Select “Next”
- Select Classifications (ie, general topics) for your manuscript (if prompted) by clicking the “Select Classifications” box at the bottom of the page
 - Select “Expand All” to view all options, choose as many as apply to your manuscript, and click “Select” to add the designated classifications. Select “Next” to continue
 - If your list is accurate, select “Next”
- Enter any comments you have for the editorial staff (optional). Select “Next”



- Attach your manuscript files. (* indicates required attachments). You should save each component of your manuscript as a separate document in Word files (eg, Cover letter, Title page, Manuscript without author identifiers, Forms, Tables). Photographs should be high-resolution images saved in TIFF or JPEG format and entered as “Figures” from the drop-down options.
 - Corresponding authors who are unable to provide images or figures 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
- Select “Next” when all files have been uploaded
- Select “Build pdf for my approval”. **Do not select the “back” button or you will have to start over**
- Select “Submissions Waiting for Author’s Approval”. The page will continue to refresh until links appear under the “Action” menu column
- When the menu appears, select “View Submission”
 - View the pdf document by selecting “open” to ensure that all files loaded properly
- When you are satisfied with your submission, you may close your submission
- Read the “Ethics in Publishing” and check the box under that heading
- Select “Approve Submission” from the “Action” menu to complete the submission process. **Your manuscript will not be submitted unless you complete this step**
- When you have approved your submission, you will be returned to the main menu. You have successfully completed the submission process! You will receive a confirmation email and should expect to hear from the editorial staff during various stages of the review and editing process

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 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*. Corresponding authors will be notified of the editor’s decision approximately six to eight weeks after submitting the manuscript. Based on the above criteria, 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, corresponding authors will receive an edited copy of the manuscript highlighting any questions that arise 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.

4. **Layout process.** After the corresponding author has reviewed the content, the edited manuscript is sent to our publishing partner, Elsevier, for layout. Editors at Elsevier will copyedit the manuscript to ensure that no grammar errors inadvertently occurred during the layout process; these editors 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 (eg, 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 requested 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 (eg, cases) to be included, a person who provided purely technical help or writing assistance, or a department chair who provided general support.

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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 and that any investigation involving human participants received appropriate institutional approval, and that evidence of such approval will be provided upon request;
- the material does not infringe 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 in an acknowledgment.

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 she/he 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, 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.

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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) (Instructions are available in Appendix J), 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. 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 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 conflicting 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 believes 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/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

Uniform Requirements for Manuscripts Submitted to Biomedical Journals. International Committee of Medical Journal Editors. Updated April 2010. <http://www.icmje.org>. Accessed October 15, 2010.

ICMJE Form for Disclosure of Potential Conflicts of Interest. International Committee of Medical Journal Editors. http://www.icmje.org/coi_disclosure.pdf. Accessed October 15, 2010.

Iverson C, Christiansen S, Flanagan A, et al. *AMA Manual of Style: A Guide for Authors and Editors*. 10th ed. New York, NY: Oxford University Press; 2007.

Reviewed October 2011

APPENDIX A



Title Page Sample

Manuscript/Column Title

Author Name

Full Credentials

Job Title

Company Name, City, and State

Contact E-mail

Mailing Address

Contact Phone

Include Contact information for EACH author and designate one person as the corresponding author (ie, lead author) who will work directly with one of AORN's editorial staff members throughout the editorial process.

AORN Journal
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
- 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 (eg, MRI, CT scan, chest x-ray)
- Patient needs and issues (eg, physical, psychosocial)
- Patient preparation immediately before hospitalization or after admission (eg, 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 (eg, pain management, IVs, surgical drains, incision, catheterization, types of dressings, postoperative routines)
- Signing of consent
- Verification of correct site
- Preoperative orders (eg, prophylactic antibiotics, use of sequential compression stockings, hair removal)
- Intraoperative phase
- Supplies and equipment (what, special set-up procedures)
- OR preparation and check of equipment function (eg, 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.



AORN Journal
Suggested Structure for a Management Manuscript

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

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 the content outline for a research manuscript:

- Abstract (150 words or less)
- Plain language summary (100 words or less)
 - This is used to summarize your research study in simple, easily understood language. It should be a brief paragraph that states what you did, why you did it, the results, and the implications for perioperative practice. This summary should not be a duplication of the abstract; rather it should be a simple explanation written in layman's terms. It should be located in the main manuscript document after the abstract and be labeled accordingly.
- 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 study
- Recommendations for clinical practice
- Recommendations for education
- Recommendations for future research

Comprehensive manuscripts will be considered for CE articles.

AORN Journal

Suggested Structure for a Quality Improvement (QI) Manuscript

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
- Theoretical and conceptual background for teaching-learning-pedagogy topics
- 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

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