

AAMI Author Guidelines

EDITORIAL POLICY

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

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

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

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

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

ARTICLE LENGTH

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

READERSHIP AND CIRCULATION

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

SUBMITTING THE ARTICLE

Manuscripts must be submitted via email as Word files, using the .doc or .docx file extension. PDF or other file formats will not be accepted. See specific guidelines below pertaining to the submission of tables, figures, photos, and other supporting images, as well as other guidelines (title, author information, references, etc.).

Upon receipt, manuscripts will undergo a production checklist by the editor. Manuscripts not meeting one or more journal requirement may be sent back to the author, noting the changes needed before production can begin.

Manuscript files and signed copyright forms (see below for the form) should be emailed directly to the editor of each publication:

For *BI&T*

Joe Sheffer
jsheffer@aami.org

For *Horizons*

Gavin Stern
gstern@aami.org

ITEMS FOR SUBMISSION

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

- **Title.** Titles must be no longer than 80 characters and spaces in length. Titles are subject to editing.
 - **Title page.** The title page should include the list of authors (full names). Autobiographical information for each author, describing principal degree abbreviation(s), job title, affiliation, city/state location of affiliation, and email address, also should be included.
 - **Abstract.** Abstracts (of 250 words or less) are required for research articles. Authors submitting other types of manuscripts may include an abstract, though it is left to their discretion.
 - **Text.** For specific guidance, see STYLE GUIDE section below.
 - **References.** Authors should use superscripts to mark specific reference citations within the text of a manuscript. In-text reference citations should be consecutively numbered and reflect the order appearing in the reference list. Reference citations must be "actual numbers," rather than inserted using the footnotes or endnotes feature in Microsoft Word. (The footnotes feature is allowed but should only be used sparingly, when regular or in-text citations are not feasible.) The reference list should appear immediately following the main text. See STYLE GUIDE section below for specific guidance on styling of references.
 - **Tables, figures, photos, and other supporting images.** For specific guidance, see STYLE GUIDE section below.
 - Signed **copyright transfer form.** See final page of this document.
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ASSIGNMENT OF COPYRIGHT

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

The copyright transfer form can be found on the final page of this document and should be submitted by the author with the article.

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

MANUSCRIPT PRODUCTION PROCESS

Peer review. Submissions will undergo peer review to determine whether they will be accepted for publication. The time from submission to initial peer review decision typically is 6 to 8 weeks. Based on input from peer reviewers and at the discretion of AAMI, manuscripts may be accepted immediately, may undergo one or more minor or major revisions, may be rejected with the option for resubmitting, or may be rejected.

Editing. Articles that are accepted for publication are subject to editing for clarity, flow, length, style, and formatting by AAMI editors.

Publication queue. Accepted manuscripts enter the publication queue and will appear, based on chronological order of acceptance and editorial discretion, in the next issue in which space is available.

Author review. Authors will have an opportunity to review an edited Word file of their article, as well as review a typeset PDF after the article is formatted using journal layout software.

STYLE GUIDE

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

Tables, figures, photos, and other supporting images. The editor reserves the right to limit number of tables and figures due to space constraints. Although consideration will be given on a case-by-case basis, generally no more than five tables and/or figures per submission is recommended. Tables and figures should be numbered consecutively and cited in sequence in the text.

Tables. Each table should be submitted in a separate file with the title and legend displayed beneath it. Tables should be constructed using the Insert > Table function in Microsoft Word; "static"/"noneditable" images are not allowed for tables.

Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Only the most important data or highlights should be provided in table format. Also, each table, in itself, should contain all the information needed to convey the intended meaning without need for the reader to refer to the text. This should include careful consideration that all acronyms and/or abbreviations used within the table are defined in a footnote below the table.

If a table does not consist entirely of original material, its source should be listed in a note. A table that duplicates copyrighted material must be accompanied by a written statement from the source giving permission for reproduction.

Figures. Each figure should be submitted in a separate file (rather than embedded in a Word file). Explanatory titles (and, if necessary, legends) for each figure should appear at the end of the Word file containing the main text for the manuscript. Titles/legends for figures should elaborate on rather than duplicate information in the main body of the manuscript. For figures that are not the original work of the authors, a written statement from the source granting permission for use must also be provided.

Whenever possible, the native, editable versions of figures (i.e., directly from the program[s] in which they were created [such as Excel or PowerPoint]) should be provided, as this allows

AAMI staff editors to make minor house style edits (e.g., to spacing, fonts, and font sizes). If providing the native figure files is not possible, or if the figure is a screenshots or other infographic-type image, these "static"/"noneditable" figures must be provided as separate, high-resolution/print-quality (300 dpi or greater) files.

Photos. If submitting photos, it is crucial that they are original (i.e., not copyrighted elsewhere) and that they meet our quality standards. High-resolution/print-quality (300 dpi or greater) photos are required. Each photo should be submitted as a separate file (rather than embedded in a Word file). If a photograph depicts an identifiable individual, written permission for use must be obtained. Explanatory titles (and, if necessary, legends) for each photo should appear at the end of the Word file containing the main text for the manuscript. For figures that are not the original work of the authors, a written statement from the source granting permission for use must also be provided.

Additional notes on file resolution for figures and photos. Line drawings must be at least 1,200 dpi. Photographs and other types of graphics must be at least 300 dpi, and submitted in either a .tif, .eps or .jpg format. Color graphics are encouraged. We also accept camera-ready prints of photographs and other types of graphics.

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

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

Headings and subheadings. Headings, and, if necessary, subheadings, should be used throughout the text to delineate key topics and enhance article readability. These should be clearly marked as first-, second-, or third-level heads.

Style for references. The following formats should be used:

- **Journal articles.**
You CH, Lee KY, Chey WY, Menguy R. Electrogastrographic Study of Patients. *Gastroenterology*. 1980; 79(4): 311-4.
- **Books.**
Eisen HN. *Immunology: An Introduction to Molecular and Cellular Principles of the Immune Response*. 5th ed. New York: Harper and Row, 1994; 406.
Weinstein I, Swartz MN. Pathogenic Properties of Invading Microorganisms. In: Sodeman WA Jr, Sodeman WA, Eds. *Pathologic Physiology: Mechanisms of Disease*. Philadelphia: W.B. Saunders, 1994; 457-72.
- **Article in book.**
Matthay RA. Chronic Airway Disease. In: Wyngaarden JB, Smith LH, Eds. *Cecil Textbook of Medicine*. 18th ed. Philadelphia: W.B. Saunders; 1988: 410-9.
- **Dissertation.**
Youssef NM. *School Adjustment of Children with Congenital Heart Disease* [dissertation].
- **Government publications.**
U.S. Bureau of the Census. *Statistical Abstract of the United States*: 1993. 113th ed. Washington, DC: US Bureau of the Census; 1993.
- **URLs.**
Health Care Financing Administration. 1996 Statistics at a Glance. Available at: www.hcfa.gov/stats. Accessed Dec. 2, 1996.
- **Standards.**
AAMI ST79:2010/A2:2011. *Comprehensive guide to steam sterilization and sterility*

assurance in health care facilities. Arlington, VA: Association for the Advancement of Medical Instrumentation.

- **Conference proceedings.**
Vivian VL (Ed.). Child Abuse and Neglect: A Medical Community Response. *Proceedings of the First AMA National Conference on Child Abuse and Neglect*. March 30-31, 1984, Chicago. Chicago: American Medical Association; 1985.
- **Paper presentation.**
Eisenberg J. Market Forces and Physical Workforce Reform: Why They May Not Work. Paper presented at the Annual Meeting of the Association of American Medical Colleges; October 28, 1995, Washington, DC.

DISCLOSURES AND STATEMENT OF FINANCIAL INTEREST

On the title page of the manuscript, authors must include information about all relevant financial interests, activities, relationships, affiliations, and other potential conflicts of interest. Relevant financial interests can include, but are not limited to, employment, affiliation, funding and grants (received or pending), consultancies, honoraria or payment, speakers' bureaus, stock ownership or options, expert testimony, royalties, donation of medical equipment, or patents (planned, pending, or issued). AAMI also ask authors to disclose public stands they have taken that are identified with an advocacy position relevant to the manuscript and whether their organization at the time of the writing is aligned with such an advocacy position. Authors with no potential conflicts or disclosures must affirm that in writing on the title page.

VENDOR POLICY

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

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

REPRINTS

Each author is welcome to one complimentary copy of the publication (upon request). Commercial reprint sales are handled by the printer, Allen Press, Inc. (1-800-627-0326).

AAMI COPYRIGHT TRANSFER AGREEMENT

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

The undersigned author(s) affirms by his/her signature to this agreement that he/she: (1) is the sole owner of the work, which does not contain defamatory or unlawful material, does not infringe any existing copyrights or violate the rights of others, and has not been previously published; and (2) has obtained written permission from owners of any copyrighted material included in the above-name work and has provided such permission to AAMI. If an author is a U.S. federal government employee, whose work falls within the public domain, and this work was created in that capacity, the copyright transfer applies only to the extent allowed by U.S. law and the author should sign this form. Please confirm by checking the box following the signature line. Any other author who is not a federal employee must also sign the copyright transfer form.

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

_____	_____	_____	<input type="checkbox"/> Federal Employee
Print Name	Signature	Date	
_____	_____	_____	<input type="checkbox"/> Federal Employee
Print Name	Signature	Date	
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