AEDR | Annals *of* Emergency Dispatch & Response

AUTHOR INSTRUCTIONS

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- Authors will be sent notification of the receipt of manuscripts and editorial decisions by e-mail.
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Original Research Format Requirements: Leave a 1-inch margin on all sides. Acceptable formats are Microsoft Word and Wordperfect. Do not use justified margins. Please use Times New Roman 12 pt. font and set Main Body as double spaced.

Maximum Word Requirements:
Original Research: Abstract- 300 words, Body- 5,000 words

Cite references, figures, and tables in numeric order. Use SI units of measure. A more conventionally used measurement may follow in parentheses. Make all conversions before manuscript submission. For your convenience, the AEDR Original Research Manuscript Template is available to assist in manuscript preparation.

Please assemble original research manuscripts in this order:

1. Cover Letter: The Cover Letter document is an attachment and should not be combined with the main manuscript

2. Manuscript composition order:
   1. Title Page
   2. Abstract
   3. Main Body
      1. Introduction
      2. Methods
      3. Results
      4. Discussion
      5. Conclusion
   4. Acknowledgments
      1. Acknowledge individuals who provided support with manuscript
      2. Conflict of Interest identification
      3. Funding Sources
   5. References
   6. Tables
   7. Figure Legends: A Legend should not exceed 40 words. A list of legends should be consecutively numbered and placed on a separate page following the last table.
   8. Figures: Figures must be in JPEG/JPG, GIFF, TIFF, WMF, or pdf format with a **minimum resolution of 300 DPI.** They must be submitted as separate files (in color or black and white) with titles cited appropriately within the manuscript.

COVER LETTER

Cover Letter: Each submitted manuscript must clearly state author contributions, conflicts of Interest, copyright transfer, and whether an Institutional Review Board (IRB) approval was obtained:

Author Contribution: Authorship credit should be based on substantial contributions to (1) conception and design of the study; (2) data acquisition or analysis and interpretation; (3) drafting the article or revising it critically for important intellectual content and final approval for publication. Additionally, the authors should confirm whether the article has either been presented in a scientific conference or has been published or is being considered for publication, in part or in whole, in any other journal.

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Abstract: Each abstract should not exceed 300 words. Abstracts should be structured and adhere closely to conventional structure: introduction or background, hypothesis or objective, methods, results, and conclusions. Abstracts should not include tables, figures, acknowledgments, or references.

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Main body: Each manuscript should not exceed 5,000 words (excluding abstract, acknowledgments, figure legends, and references) and should be submitted as a Microsoft Word document. The main body should include

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REFERENCES

References: References should not exceed 30. Only the most current and/or relevant research should be utilized. Authors are solely responsible to ensure the accuracy and legitimacy of cited references. References should be cited in the body of the manuscript numerically with superscript Arabic numbers. The bibliography should be formatted using the _American Medical Association (AMA) Manual of Style_ (11th edition). DO NOT use footnotes, automatic numbering, and/or any formatting linking references to citations in the text.

Citations in the text should be placed after punctuation such as periods or commas. The following formats for references must be used:

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Titles of journals referenced are annotated using US NLM abbreviations http://www.ncbi.nlm.nih.gov/nlmcatalog and must be italicized (see an example below). If there is no US National Library of Medicine abbreviation, please do not abbreviate the journal title. Include volume and issue numbers when possible.

Garza A, Gratton M, McElroy J, Lindholm D, Glass E. The Association of Dispatch Prioritization and Patient Acuity. _Prehosp Emerg Care_. 2008;12(1):24-29.

Books:

Schwartz GR, Safar P, Stone JH, et al, eds. Principles and Practice of Emergency Medicine. 2nd ed. Philadelphia, PA, USA: WB Saunders Co.; 1985:1198-1202.

Chapters:

Structure and Function of Priority Dispatch; Understanding Determinant Terminology. In: Clawson JJ, Dernocoeur K, Murray C, eds, Principles of Emergency Medical Dispatch. 5th ed. Salt Lake City, UT, USA: Priority Press; 2014:3.25.

Online government or organization reports:

World Health Organization. World Health Statistics 2011. http://www.who.int/gho/publications/world_health_statistics/EN_WHS2011_Full.pdf. Published 2011. Accessed February 6, 2012.

Manuals, Courses, Protocols:

The International Academies of Emergency Dispatch. Fire Priority Dispatch System: v 5.0; 2009 release. Salt Lake City, UT: Priority Dispatch Corp.

Wheeler S, Ness S.M. (2014). Telephone Triage: Roles, Tools, and Rules. http://www.nursingceu.com/courses/465/index_nceu.html. Accessed 02/20/2015.

Websites:

The importance of behavior in cancer prevention and early detection. American Cancer Society Web site. http://www.cancer.org/Research/ResearchProgramsFunding/BehavioralResearchCenter/TheImportanceof BehaviorinCancer-PreventionandEarlyDetection/the-importance-of-behavior-in-cancer-prevention-and-early-detection. Accessed January 1, 2012.

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Figures, Legends (Illustrations) and Tables: Each manuscript should not exceed a total number of six tables and figures. Authors must reference the tables and figures in a sequential order in the text.

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A Legend should not exceed 40 words. A list of legends should be consecutively numbered and placed on a separate page following the last table.

Tables must be prepared in MS Word and listed at the end of the manuscript. **If a table is not created in MS Word, please submit as a separate JPEG image with a minimum resolution of 300 DPI.**

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- Use same font size type as in text. (Times New Roman 12 pt.)
- Supply a brief heading for each column.
- Abbreviations used in the table must be defined in a footnote to the table.
- Use horizontal lines above and below the column headings and at the bottom of the table only. Use extra space to delineate sections within the table.
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