

## **Submission Guidelines: AUA Update**

Association of University Anesthesiologists (AUA) requests the cooperation of authors to submit articles that comply with the following guidelines. Any questions may be directed to Dr. Shahzad Shaefi, MD, MPH, [sshaefi@bidmc.harvard.edu](mailto:sshaefi@bidmc.harvard.edu).

Submission should be provided in MS Word (or a similar word processing program) and submitted electronically to Dr. Shahzad Shaefi, MD, MPH, [sshaefi@bidmc.harvard.edu](mailto:sshaefi@bidmc.harvard.edu). Submissions in PDF format will not be accepted. All submissions should include a Title Page, including:

**First & Last name:**

**Credentials:**

**Title:**

**Hospital/Institution affiliation:**

**City, State, Country:**

**Email address:**

**Current AUA Board or Committee involvement:**

**Manuscript word count:**

### **Articles**

Articles should be between 500 and 1,500 words. They should be double-spaced, written in Times New Roman font at 12 pt. All manuscripts should be written in a clear and concise manner and the body of the article should avoid excessive formatting. Any Website links included within the article should be reviewed to determine whether the links work to ensure that the content has not significantly changed prior to submission.

### **Announcements**

Announcements of interest to readers (upcoming educational seminars, requests for abstract submissions, etc.) should include a brief description, as well as any pertinent dates, Website addresses, and contact information.

### **Advertising requests**

Any advertising requests should be directed toward to Dr. Shahzad Shaefi, MD, MPH, [sshaefi@bidmc.harvard.edu](mailto:sshaefi@bidmc.harvard.edu).

### **Photo(s) to accompany article**

Authors should email a recent photograph of themselves along with their submission. Clear, color photographs are required. Photos should depict a head-and-shoulders portrait of the subject with sufficient uncluttered background around the head. If you are including additional photos to accompany your article, please provide identifying captions for each image.

## **Editorial Policies**

**Editorial Review:** All articles, whether solicited or unsolicited, are subject to editorial review. All material will be reviewed by the editor, the editorial staff and/or the editorial board as needed. Articles will be edited to ensure clarity, good grammar and appropriate language, and to conform to style, format and space restrictions.

**Authorship:** An article submitted by an individual will carry the byline of that individual. An article prepared, reviewed and submitted by a committee will carry the byline of the chair of that committee. A committee chair may submit an article that is not necessarily based on committee review or consensus; in that instance, the author's designation as chair of that committee may not be included in the byline.

The views expressed are those of the authors and do not necessarily represent or reflect the views, policies or actions of AUA.

**Disclosure:** Authors are expected to disclose, voluntarily, any institutional or commercial affiliations or associations that might pose a conflict of interest in connection with the submitted material. All funding sources supporting the work should be acknowledged in a footnote. Institutional or corporate affiliations of the authors that might constitute a conflict of interest should be brought to the attention of the editor.

**Graphics, Tables and Figures:** If the submission will include graphics (e.g., tables, illustrations, photographs, charts, graphs, etc.) we request advance notification. Do not embed graphics in the electronic manuscript; please submit as separate files or scans. Please make sure you have proper permissions in place if you use outside figures, tables or graphics prior to submitting your manuscript.

Illustrative material must be identified by its reference number in the text and must be accompanied by a short caption, legend or summary statement. Tables should be self explanatory and should supplement—not duplicate—the text. Photographs should be color and should also include a suitable caption.

**Abbreviations:** Define all abbreviations and acronyms except those that have been approved by the International System of Units for length, mass, time, electric current, temperature, luminous intensity and amount of substance. Do not create new abbreviations for drugs, procedures or substrates.

**Drug Names and Endorsements:** Use generic names for all drugs, products and commercial services whenever possible. If any product or brand name(s) must be included for accuracy or clarity, notify the editor or editorial staff.

## **References:**

References and Bibliographies should be submitted with the article. References should be numbered in the order cited in the text; reference numbers in the text should be typed as superscripts. Bibliographical entries should be listed in alphabetical order by last name of the lead author. Authors are responsible for the accuracy and completeness of all references. Authors should follow guidelines as outlined in the AMA Manual of Style (Lippincott Williams & Wilkins). Abbreviations of journal names must follow those in Index Medicus.

### *Example References:*

#### **JOURNAL**

1. Author IN, Author IN. Title title title title. *J Title*. year; volume(issue):page-page.
2. Boutros AR, Lee C. Value of continuous monitoring of mixed venous blood oxygen saturation in the management of critically ill patients. *Crit Care Med*. 1986;14(2):132-134.

#### **JOURNAL WITH SUPPLEMENT**

1. Author IN, Author IN. Title title title title. *J Title*. year; volume (suppl #):page-page.
2. Coleman TG, Grander HJ, Guyton AC. Whole-body circulatory autoregulation and hypertension. *Circ Res*. 1971;8(suppl 2):76-87.

#### **BOOK**

1. Author IN, Author IN. Editor IN, ed. *Title Title Title: Title Title Title Title*. Xth ed. Place: Publisher; year: page-page.
2. Vanstrum GS, ed. *Anesthesia in Emergency Medicine*. Boston, MA: Little, Brown and Co; 1989:111-112.

#### **BOOK CHAPTER**

1. Chapter Author IN. Chapter title. In: Editor IN, ed. *Book Title*. Place: Publisher; year:pagepage.
2. Winnie AP. Regional anesthesia for surgery on the extremities. In: Zauder HL, ed. *Anesthesia for Orthopedic Surgery*. Philadelphia, PA: FA Davis Co.; 1980:89-117.

#### **WEBPAGE (samples)**

1. Author IN. Name of webpage. Name of entire website, end in "website" if nature of format is not clear. URL. Specific published date. Specific updated date. Specific date last accessed.
2. ASA sends multisociety comment letter to FDA on safety and effectiveness of epidural steroid injections. American Society of Anesthesiologists website. <https://www.asahq.org/For-Members/Advocacy/Washington-Alerts/ASA-Sends-Multisociety-Comment-Letter-to-FDA.aspx>. Published November 11, 2014. Accessed November 12, 2014.

**Questions?**

Please direct any questions or comments to Dr. Shahzad Shaefi, MD, MPH,  
[sshaefi@bidmc.harvard.edu](mailto:sshaefi@bidmc.harvard.edu).

**Before you submit your entry, please ensure you have included the following:**

1. An up-to-date title page with the most recent information for yourself
2. A high-resolution professional photograph of yourself
3. Appropriately formatted references and bibliography