How to avoid the most common formatting errors

Simplified formatting guidelines for CANCER NURSING

For detailed guidance on any of these topics, please refer to their corresponding sections within the complete Author Guidelines.

- **The abstract** must properly use all 6 subheadings.
- **Title Page:**

  **Manuscript title**

  **Author names** (with academic rank) should be separated by semicolons; no "and" between final two names. No footnotes are to be used on the title page.
  
  Example:
  Harry A. Smith, MD; Jennifer B. Gross, PhD; David. E. Craig, RN

  **Author Affiliations**
  Prefaced by "Author Affiliations:" authors' institutions and their locations provided; authors' last names presented parenthetically following their respective institutions; if all authors are at the same institution, no last names in parentheses needed.
  
  Example:
  Author Affiliations: Department of Health Policy and Management, Johns Hopkins University, Baltimore, Maryland (Drs Smith and Gross); and Department of Dermatology, University Hospital, Ghent, Belgium (Mr Craig).

  **Corresponding Author**
  Set after author affiliations; prefaced by "Correspondence:"
  
  Example:
  Correspondence: Harry A. Smith, MD, Department of Health Policy and Management, Johns Hopkins University, PO Box 123, Baltimore, MD 12222 (hsmith@jhopkins.edu).

  **Conflicts of Interest:** Please state any conflicts of interests for each author. If there are none, please include the following statement: "The authors have no funding or conflicts of interest to disclose." Otherwise, please disclose the funding and include the statement: "The authors have no conflicts of interest to disclose."

- **The text** of all files must be formatted as standard letter size paper (8.50 x 11 inches), double-spaced, one inch margins on each side, font Times New Roman, and font size 12. Manuscript length (excluding references, tables, and figures) is not to exceed 20 pages.

- All manuscript **pages must be numbered** consecutively in the upper right-hand corner (text and references).

- **Legends** for tables and figures must be provided with the manuscript; include these at the end of manuscript after the list of references.

- All **citations and references** must be formatted as AMA Style, 10th Edition. Months should not be used unless providing the date a Web site reference was accessed. The reference list is not to exceed 50 entries. All references must be in English. Please provide translations where necessary. References with more than 6 authors must list the first 3 author names followed by "et al."
• Tables:

**Table titles** should be set in title case (the first letter of each major word in the titles should be capitalized).

**Column headings** should be set in title case.

**Footnotes:** Superscript letters should be used for specific footnotes (rather than symbols or numbers).

All **abbreviations** should be spelled out in alphabetical order and prefaced by "Abbreviations:" and separated by semicolons.

Example:
Abbreviations: HR, heart rate; VE, minute ventilation; VO2, oxygen uptake.

No zero should be used before the decimal in **P values**, neither in the tables nor in the text of the manuscript body.

Example:
P = .05

Tables should be attached to your submission as a **separate document**. Tables should be submitted as Word files (suffix = .doc). Group all tables in a separate file. Each table should appear on a separate page and should include the table title, appropriate column heads, and explanatory legends (including definitions of any abbreviations used).

"**Table 1**" should be re-named to "Table" both in the table and in the manuscript text.

• **Figures** must be submitted as DOC, TIF, EPS, or PPT files.

• "**Figure 1**" should be re-named to "Figure" both in the figure and in the manuscript text.

• The **abstract, tables and figures should not be embedded** in the text of the manuscript body.