Thank you for your interest in writing for Dietitians in Integrative and Functional Medicine (DIFM) newsletter, *The IntegrativeRD*. In order to determine whether the article you are proposing is well-suited for the newsletter, we ask that you provide a letter or email of inquiry that addresses the following:

- Objectives template for the article using the format on the following page; please provide a minimum of three objectives.
- A short abstract of the article being proposed.

Following the objectives template are additional items that may be helpful in preparing your manuscript, once approved as well as the author agreement.

- Guidelines for Authors: Dietitians in Integrative and Functional Medicine
- Reference Style Guidelines

*(Please pay particular attention to how references are to be cited in the body of the article as well as their listing at the conclusion of the article)*

- Author Agreement and Permission to Reprint forms to be completed by authors

If you have any questions on your particular topic, please feel free to contact me at any time. I know you are taking time out of a very busy schedule to write this article and we sincerely appreciate your time and expertise.

**Please e-mail your inquiry to the following address:**
Peaknut70@gmail.com

Sincerely,

Sarah Harding Laidlaw, MS, RD, MPA, CDE Editor
The general objectives of this article are to:

1. 

2. 

3. 

4. To inform nutrition professionals about the potential for utilizing this information in practice.
Guidelines for Authors: Dietitians in Integrative and Functional Medicine

Thank you for agreeing to share your expertise by writing an article for the Dietitians in Integrative and Functional Medicine newsletter, The IntegrativeRD. The goal of the Dietitians in Integrative and Functional Medicine newsletter is to serve DIFM members by providing the latest information regarding trends in integrative and functional medicine nutrition. Guidelines, including the American Medical Association (AMA) Manual of Style, 10th ed. for references, are listed within this document and should prove helpful as you write your newsletter article. These will familiarize you with writing guidelines recommended for the Dietitians in Integrative and Functional Medicine newsletter.

General

Submit your manuscripts to the Newsletter Editor. All articles will be peer reviewed prior to publication. Unless otherwise discussed, the first draft of your manuscript should be approximately 1200-1500 words. Please provide the article in Microsoft Word (.doc) format using Times New Roman with a font-size 12 and double spaced. If you have a Macintosh computer or utilize a different Word Processing Program, please provide the article in text (.txt) format.

Please limit references to 20. Please complete the author information file and submit with your article.

When submitting the final draft of your article, please include or pay particular attention to the following:

1. An electronic copy of your article and abstract of 250 words.
2. Leave only one space after periods and other punctuation.
3. Spell out acronyms the first time they are used in the text. They can be abbreviated thereafter.
4. Any tables, graphs and artwork must be camera-ready or layout-ready.
5. Author(s) name, credentials, title and affiliation (if desired), city and state.
6. A short biographical sketch of 200 words or less including two methods to contact the author(s).
7. Author picture(s) in .jpeg format to accompany the article.
8. Electronically send your initial draft and revised article to the Newsletter Editor. peaknut70@gmail.com. Please attach your article as well as any figures and tables to an e-mail message that briefly defines the number of files that you are sending and what is contained in each. (For example: You will find two files attached. DIFM.doc contains my revised article and DIFM Fig1.doc contains one figure).
9. Complete and sign Author Copyright Agreement document and submit with article.
**Timeline**

Deadlines have been/will be noted in correspondence with the newsletter editor or designee. It is essential that your manuscript and any requested revisions be delivered on time.

**Writing the Article**

The article should include six main components:

1. **Abstract** is a brief summary of the article composed of 250 words or less.

2. **Introductory Paragraph**
   
The manuscript should begin with an introductory paragraph, which includes the background, and the purpose, or hypothesis of the article. This paragraph should include 2-3 general sentences that introduce the information that will be provided in the body of the article. Do tell the reader what they will be getting or what they can expect from the article.

3. **Body**
   
   Include at least three or four generalized points that highlight the body of the article.
   Within each point include related thoughts that provide supporting information. Build each point independently unless there is a clear relationship. Please note that statement of facts, research or other supporting information MUST be referenced. If a statement is the author's opinion, then please state it as such; if opinion is based on fact, please reference the statement.

4. **Tables, Figures, Side Bars**
   
   Tables and illustrations, which make an article easier to read and understand, are encouraged. They should be self-explanatory and enhance the article text. These graphics can summarize important information that otherwise may not fit in your article, such as study summaries, food sources of nutrients, or clinical recommendations. Sidebars may reinforce or complement information in your article. Permission to use existing published graphics will need to be requested for each author. Digital photos and graphic images should be of high resolution (300dpi). File types: .tiff, .eps, or .jpeg are preferred.

5. **Conclusion or Take Home Message**
   
   Review, in one or two short sentences, what the reader learned from the article and then state a practical application, either current or real life, that the reader may be able to use in their practice. If there is no application at this time, state or define what the next step may be. For example, the topic may need more research to prove viable or applicable.

6. **References**
   
   Include at least 3 references – but limit to 20 (additional references are permitted in certain situations. Please contact the newsletter editor in this case). References should be cited consecutively in the numerical order in which they first appear. In the text, list the citation as superscript. Refer to the attached guidelines for appropriate reference style and journal abbreviations. Authors are responsible for the accuracy of all references. Use the primary reference whenever possible. Personal communication may be cited, but not referenced.

**Note:** To cite a DIFM article—author; title of article.
**Editing:**

Writing an article for a special interest group (i.e. DIFM) offers a great learning experience to you as the author. Once you have submitted your initial draft, the DIFM Editorial Review Board will review it for content, length and style. The editor will forward constructive feedback from the Board, including suggestions for content or reference clarification, to you via e-mail (or mark them on a hard copy and fax or scan and email them to you). Generally, the review board reviews the draft article within one week of receiving it. The due date for the final copy is usually expected within two weeks from the date that you receive the comments/recommendations from the editor.

**Please note that reference to specific products is generally unacceptable according to the Academy of Nutrition and Dietetics guidelines and that if reference to a particular test, product, or company is used, this may be edited by the Academy.**

**Reference Style**

DIFM follows the American Medical Association (AMA) Manual of Style, 10th ed. for references. Any information taken from another source must be referenced.

1. References should be listed at the end of the article in the order they appear in the article and numbered sequentially.
2. **There is no comma between the surname and initials. There is only a comma, no and or & between names**
3. If there are five authors or less, list all of the authors in the references. If there are more than five authors, list the first five followed by et al.
4. **Do not use the footnote or endnote function in Microsoft Word to create references, only use it to create footnotes where applicable**
5. Do not list unpublished material in the references. References to unpublished material are always to be cited in the text.

- **Article from a supplement to a periodical:** Hynak-Hankinson MT, Martin S. Wirth J. Research competencies in the dietetics curricula. *J Am Diet Assoc.* 1997;97: S102-S106.

- **Government bulletin:** The following information should be provided, in this order: (1) name of author (if given); (2) title of bulletin; (3) place of publication; (4) name of issuing bureau, agency, department, or other governmental division; (5) date of publication; (6) page numbers, if specified; (7) publication number, if any; and (8) series number, if given. For example:


**Citing Web sites and Internet material**

- Web site references should include: author or author organization, if available; title of article or page (in sentence case); name of Web site; URL: published, updated or posted date, if available; and access date. Access dates must be consistent in format (July 29, 2008 or 7/29/08).

- If a Web site is being referenced in general, then it is acceptable to give the general Web address. However if a specific page or document is being referenced, then the URL should be as detailed as possible and take the reader directly to the exact page or document, not the Web site home page.

DIETITIANS IN INTEGRATIVE AND FUNCTIONAL MEDICINE - AUTHOR AGREEMENT

In consideration of the review and publication of the work entitled ________________________________________________________________ (the “Work”) by the Dietitians in Integrative and Functional Medicine (DIFM) a dietetic practice group/member interest group of the Academy of Nutrition and Dietetics, the undersigned (individually or collectively, “Writer”) agrees to the following:

1. The Writer(s) warrants that all parts of the Work are Writer’s original work, except that the authorship of any items or portions owned or authored by anyone other than the Writer shall be properly referenced or attributed and, that such items, except where permissible under the doctrine of fair use, shall be included only with the permission of the owner.

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3. Writer further warrants that the Work does not violate the rights of any third party, including any existing copyright, and that it contains no defamatory matter. Writer agrees to hold harmless and indemnify DPG/MIG and ADA, their members and staff from and against all liability, costs and expenses, including attorney’s fees, arising from breach of this warranty.

4. Please mark one of the following items

☐ I have no financial affiliations or interests that might be perceived as influencing the subject matter of this Work.

☐ All financial and material support for this work is clearly identified in the Work.

☐ All my affiliations with or financial involvement with any organization or entity with a financial interest in or conflict with the subject matter or materials discussed in the Work are disclosed in a separate attachment and may, to the extent deemed advisable by DPG/MIG, be disclosed in connection with the publication of the Work. (Such conflicts would include employment, grants/research support, expert testimony, consultancy, stock holding, an honorarium, membership, or other financial/material support.)

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the ________day of _____________________, 20______ .

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Name ______________________________ date _______________________

______________________________________________________________

Name ______________________________ date _______________________

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**DIETITIANS IN INTEGRATIVE AND FUNCTIONAL MEDICINE-PERMISSION REQUEST**

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