Dear:

Thank you for agreeing to write an article for the XXXX issue of The Integrative RD, the newsletter of the Dietitians in Integrative and Functional Medicine (DIFM) Dietetic Practice Group (DPG) of the Academy of Nutrition and Dietetics (Academy). Reprints of past issues are available to all members of DIFM.

Please send your 1500-2000 word article to me electronically on or before XXXXX. Our target publication date for the newsletter is XXXXX.

Enclosed you will find:

- Objectives template for the article ARTICLE TITLE, to be returned to me by XXX DATE
- 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.
• Author Checklist – please review this tool to be sure you have met all guidelines before submitting

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 article 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. To inform nutrition professionals on opportunities 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 goal of the Dietitians in Integrative and Functional Medicine newsletter is to serve DIFM DPG members by providing the latest information regarding trends in integrative and functional nutrition practices. The following guidelines should prove helpful as you write your newsletter article. Attached is a copy of The Academy of Nutrition and Dietetics style guidelines for practice group newsletter authors. These will familiarize you with writing guidelines recommended for the Dietitians in Integrative and Functional Medicine newsletter.

General

Submit your manuscripts to the Publication Editor. All articles will be peer reviewed prior to publication. Unless otherwise discussed, the first draft of your manuscript should be approximately 1500-2000 words. Please provide the article in Microsoft Word (.doc) format using a font-size 10. 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:

1. An electronic copy of your article and abstract. Please leave only one space after periods and other punctuation. When using an em dash—they can help to explain or emphasize—do not include a space before or after the em dash. Use the em dash (—), not an en dash (–) or hyphen (-) for such instances of explaining or emphasizing. The hyphen remains appropriate for hyphenating compound words, expressing numerical ranges, etc. Please spell out acronyms the first time they are used in the text. They can be abbreviated thereafter. Please submit camera-ready tables, graphs and artwork.

2. Author(s) name, credentials, RD registration number (if applicable), title and affiliation (if desired), city and state.

3. A short biographical sketch of 250 words or less including two methods to contact the authors.

4. A picture in .jpg format to accompany the article. Author must gain permission to use and reprinted images, figures, tables, etc.

5. Electronically send your initial draft and revised article to the Publications Editor. 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. OTCE.doc contains my revised article and OTCE Fig1.doc contains one figure).

6. Complete and sign Author Copyright Agreement document and submit with article.

Timeline

Deadlines have been previously noted in this correspondence, page 1. 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 100 words or less.

2. **Introductory Paragraph**
   The manuscript should begin with an introductory paragraph, which includes the background, purpose, or hypothesis of the article. It should be two to three sentences that do not provide detail—that will be provided in the body of the article. Do tell the reader what they will be getting or can expect from the article.

3. **Body**
   At least three or four generalized points that will be the highlights of 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 (300 dpi). File types .tiff, .eps, or .jpeg are preferred.

5. **Conclusion**
   In one or two sentences, review and/or summarize the article’s take-home message. Then state a practical application, either current and/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**
   Please have at least 3 references—but limit to 20 (additional references are permitted in certain situations). References should be cited consecutively in the numerical order in which they first appear. In the text, list the citation as superscripted. 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 an OTCE article—author; title of article.
Editing:

Writing an article for a special interest group (i.e. DIFM DPG) 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. 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 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.

The following guidelines and examples should be applied to reference style. If reference software is used, please manually check references for adherence to style.

1. References should be listed at the end of the article in the order they appear in the article.
2. There is no comma between the surname and initials. There is only a comma, no “and” or “&”, between names.
3. If there are six authors or less, list all of the authors in the references. If there are more than six authors, list the first three 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.


- 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.

- 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.

AUTHOR AGREEMENT

In consideration of the review and publication of the work entitled __________________________ (the “Work”) by 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 or 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.

2. Writer acknowledges that DPG/MIG shall own all right, title and interest in and to the Work, and that Writer therefore assigns to DPG/MIG all right, title and interest in and to the Work, all revisions thereto, including the copyright, except as provided below. This includes without limitation, book editions, electronic versions, general publication, transcription, translations, sound version, video, or any other version or media now existing and/or later to be created for the full term of copyright, all renewals and extensions thereof throughout the world to DPG/MIG. Writer agrees to execute any documents necessary as requested by DPG/MIG to protect DPG/MIG and convey these rights. Notwithstanding the foregoing, Writer retains any and all rights to any ideas, concepts, theories, or subject matter contained or described in the Work, as well as to any text, charts or similar materials previously authored or published by Writer and licensed hereunder to DPG/MIG for use and publication as part of the Work.

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 the Academy, 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 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____.

______________________________  ____________________________
(Name)  (Date)

______________________________  ____________________________
(Name)  (Date)

______________________________  ____________________________
(Name)  (Date)

AFTER AUTHOR(S) HAVE SIGNED,
PLEASE RETURN TO: SARAH HARDING LAIDLAW peaknut70@gmail.com
We request your permission to include the material described below in an issue of *Dietitians in Integrative and Functional Medicine* newsletter published by Dietitians in Integrative and Functional Medicine, a practice group of The Academy of Nutrition and Dietetics.

Author: __________________________

Publication title: __________________________

Article title: __________________________

Table, figure, or selection: __________________________

Volume and page number: __________________________

Publisher: __________________________ Year: ______

Please indicate your approval by signing and returning this form. Unless otherwise specified, references will be acknowledged in conventional form including author, title, publication, and date of publication. Please provide any additional information or an exact credit line below. We appreciate your cooperation.

Granted by: __________________________ Date: __________________________

Please return with your final manuscript.
DIFM Author Checklist

This Checklist serves as a tool to aid the author in ensuring that all guidelines for submission have been met.

- Work contains 5 required components:
  - Introduction;
  - Body:
    - Three or four highlights;
  - Tables, figures and sidebars;
  - Conclusion or take home message;
  - References.
- Proper spacing is followed around periods (single) and dashes (none).
- Short (250 word maximum) biographical sketch is included.
- Picture is included, if requested.
- **Author has permission to use any images, figures, or tables that are not owned by the author.**
- If applicable, article abstract and/or objectives are included.
- Author Agreement form is signed and submitted to Editor.
- Author copyright form is submitted to the Editor.

- All statements of fact, research or supporting information is referenced:
  - Author’s opinions or personal communications are stated as such. Personal communications are referenced as noted in the style guidelines;
  - **AMA reference and citation style is followed. Refer to page 6.** If reference software is used, references should be checked manually for adherence to AMA style.
  - References are a continuation of the article and are not to be as endnotes or footnotes;
  - References are noted by superscript numerals after the punctuation (not in parentheses);
  - References are not restated in the reference list. For example, if an article is referred to as reference 1 and it is used later in the article, it remains as reference 1;
  - Statements with more than one reference that are sequential should be listed as such. Example.\(^{1-5}\)
  - At least three references for a general article and ten for a CPE article are included. More are encouraged.
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.

- 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.