

The Massachusetts Report on Nursing - The Official Publication of the American Nurses Association Massachusetts

Submission Guidelines

Distribution: All licensed professional and registered nurses in MA.

Published 3rd week of February, May, August, November by Nursing Network

Submissions Deadlines: Manuscripts are due on the 1st day of January, April, July, and October for consideration of publication in the following issue.

Submission process: Email a word-processed document as an attachment to newsletter@anamass.org. Must be accompanied by current [contributor agreement](#).

- 1) Submission must include: **Suggested title, authors, author affiliation, ANA/ANAMASS membership status, and appropriate references pertaining to the content of the article.**
- 2) File submissions must be in **.doc** or **.docx** format. **PDF files will not be accepted.**
- 3) Photographs/images should be of clear quality and attached separately in a digital format (.jpeg or .png) with an appropriate resolution. Original source must be cited and photographer (if available). Author responsible for obtaining permission to use photographs/images.
- 4) Label images with the correct name(s), place/event, date, and descriptions.
- 5) Images are not guaranteed to be run even if submitted.
- 6) Sub-headings are expected where indicated and tables/illustrations are encouraged to summarize key points as appropriate.
- 7) **AI-Generated Content:** All newsletter content/submissions must be written by the author and may not be generated, drafted, or substantially revised using artificial intelligence tools. Any AI use must be referenced as such. Submission constitutes confirmation that the content is original and authored solely by the contributor(s).

General categories of topics and article lengths – all subject to editorial review

While ANAMASS will make every effort to publish articles in their entirety, we reserve the right to edit all material for accuracy, clarity, and length. If extensive editing is performed every effort will be made to give the primary author at least 24 hours to review a final draft and respond within 48 hours prior to the edition being sent to the publisher. However, ANAMASS reserves all editing rights prior to publication.

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1. Guest Writers/Articles/Manuscripts

ANAMASS thanks you in advance for your contributions to our official quarterly publication. As per our agreement with Nursing Network, Inc. ANAMASS retains the copyright to original articles and images. If you have any questions, please contact us via email newsletter@anamass.org.

Suggested Topics

- New and innovative approaches to clinical practice.
- Articles related to legislation and regulations, nurse management, disease prevention and management, health care delivery systems, and professional development.
- Nursing specialty areas: Articles specific to any nursing specialty area, such as critical and perioperative care, behavioral health, geriatrics, case management, med/surg, pediatrics, advanced practice nursing, rehabilitation, and public health,
- Nurses' experiences expressed through poetry, prose, essay, photos, and drawings.
- Viewpoints relevant to nursing in Massachusetts. Ideas must be supported with sound rationale and adequate documentation.
- Manuscripts describing research papers, quality initiatives, or organizational change should adhere to appropriate methods and protect confidentiality.

Standards:

- Suggested Length for submissions by guest writers: 500-750 words, exceptions may be made by editors.
- Suggested Length for regular columns (including President's Roundtable and other professional nursing organizations): 350-500 words.

Citations:

All submitted content must include complete source attribution for any external information used. Authors are required to provide:

- Full source name and title
- Direct hyperlink to the original source
- Author name (if available)
- Publication or organization name
- Publication date (if available)

Submissions with missing or incomplete citations may require revision before publication. Accurate sourcing is essential to uphold the integrity and credibility of our newsletter.

This is a useful link for formatting citations: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

Resources:

Creative Commons: <https://creativecommons.org/share-your-work/cclicenses/>

Copyright Clearance Center: <https://www.copyright.com/resource-library/insights/explore-the-scientific-publishing-ecosystem/>

Purdue Writing Laboratory:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html.

2. ANAMASS Organizational Copy suggested length:

- a. President's Message: 500-750
- b. Executive Director: 500-750
- c. Editor: 500-750
- d. Reports on ANAMASS Events: 750-1000
- e. Letter to the Editor- 250
- f. Award Recipients: 350 per award for bio
- g. New members of Board of Directors: 500 per member for bio
- h. Regular Columns (including organizational affiliates): 350-500
- i. Committee Reports: 350-700

FORMAT:

List committee chair and report author

Describe Committee purpose relevant to specific newsletter edition

Describe actions, upcoming events, etc.

- Accredited Approver Unit
- Awards and Living Legends
- Bylaws
- Health Policy
- Membership Engagement
- Newsletter
- Next Gen Task Force
- Nominations
- Professional Development

3. ANA Articles and policy statements:

ANAMASS Editors may review and correct the copy for grammar and cite source.

4. Bulletin Board/Upcoming Events

This is a complimentary listing of an upcoming continuing nursing professional development events for paid advertisers, approved cnpd providers, and organizational affiliates to the

[“Calendar of Upcoming Events”](http://www.anamass.org) on our website (www.anamass.org) and in our digital newsletter free of charge! Please note that this is NOT advertising and the following format must be utilized.

Required Elements for an NCPD activity/program listing

1. Title of offering
2. A brief (<50 word) description of the event. You can also provide a hyperlink to your website (ie for more information, please visit www.anamass.org) in the description
3. Number of contact hours (Please make sure to include the appropriate continuing nursing professional development approval statement. The approval statement is not included in the 50-word limit.)
4. Location, Date, Time, Fees/Cost
5. Registration information/link

5. Letters to the Editor Submission Guidelines

Short, concise letters are always more likely to be published than long ones. Be timely; try to respond within two or three days of the article's publication and before the publication deadline to give the authors and/or editors time to write a response or your letter may not be published until the subsequent issue.

- 1) A letter to the editor should be organized as follows: First, a brief reference to the news story or current trend or development to which you are reacting. Next, a quick recitation of the argument you are opposing or correcting, followed by a statement of your own position. It is good to include an article title and date if you are responding to something specific. Then present your evidence. Close with a short restatement of your position or a pithy comment.
- 2) Stick to a single subject. Deal with one issue per letter.
- 3) Be kind. Editors tend to discard letters containing personal attacks on individuals.
- 4) Use facts, figures and expert testimony whenever possible to support your opinion.
- 5) Proofread carefully for errors in spelling, punctuation and grammar. Newspapers will usually edit, but your piece is more likely to be published if it needs very little editing. When you think you are done, put the letter aside for a while. Rereading your letter with fresh eyes often helps spot errors.
- 6) Try to view the letter from the reader's perspective. Will the arguments make sense to someone without a special background on this issue? Did you use technical terms not familiar to the average reader?
- 7) The letter should be typed, double spaced, and addressed to the Editor. Look at the standard format in the paper to which you are writing if you are unsure of structure. Letters should be no longer than 250 words. Letters are edited for accuracy, clarity and length. Submissions of 200 words or fewer have the best chance of being published.
- 8) Letters must include a name, address, phone number and signature; the publication will use it to verify that you wrote the letter.