

## INFORMATION FOR AUTHORS CHECKLIST

**All requirements must be checked off before submitting a manuscript. Please include the completed checklist when submitting a manuscript.**

Is manuscript in APA (6 <sup>th</sup> ed.) format?	
Is there a cover page with the author's name (s), title (s), affiliation (s), and complete address?	
Is there a signed Kentucky Nurse transfer of copyright form?	
Is the manuscript less than or equal to five (5) typewritten pages, including any references, tables or figures but excluding the title page, double-spaced on 8 ½ x 11 inch white paper and typed in 12 count Times New Roman font.	
Is there a statement of IRB or Ethical Board approval included within the text of the manuscript if the manuscript is a quality improvement project, evidence-based project or research study?	
<p><b>Please indicate the type of manuscript by putting the corresponding letter in column to the right:</b></p> <ul style="list-style-type: none"> <li>A. Personal opinion/experience, anecdotal</li> <li>B. Research/scholarship/clinical/professional issue</li> <li>C. Accent on Research</li> <li>D. Cultural Diversity</li> <li>E. Health Matters (health promotion and wellness)</li> <li>F. Student Spotlight</li> </ul>	