

5th GUIDELINES FOR CONTRIBUTORS
Guide to Medical Education in the Teaching Hospital
Sixth Edition

LENGTH

Each chapter should be no longer than 9,000 words, including Figures, Tables, Resources, References, Appendices and Acknowledgments. Feel free to use fewer words if your topic lends itself to a shorter chapter. (For the Fifth Edition, the average chapter length was 6,302 words.)

FONT AND TYPE SIZE

Use Times New Roman 12 for the body of your chapter; use Times New Roman 10 for Acknowledgments, Resources and References.

MARGINS

Use standard 1 inch margins.

CHAPTER and PAGE NUMBERING

Since the order of the chapters has not yet been determined, please use π (the symbol for Pi) instead of a specific chapter number (i.e., all submitted chapters are to be labelled Chapter π). Place the Pi symbol and page number at the bottom center of each page (i.e., $\pi.1$, $\pi.2$, $\pi.3$, bottom center of the page). The Pi symbol will be replaced with the correct chapter number during editorial review.

FIGURES AND TABLES

We recommend that each chapter have no more than a total of 8 Figures and Tables. Number the Figures and Tables using the Pi symbol (π) and the order in which they appear (e.g., Figures would be labelled Figure $\pi.1$, Figure $\pi.2$, Figure $\pi.3$... and Tables would be labelled Table $\pi.1$, Table $\pi.2$, Table $\pi.3$, etc.). Provide brief captions for Figures and Tables.

Figures (including photos) and Tables should be black-and-white.

HEADINGS

Keep headings short. Two levels of headings are preferable, but each chapter should have no more than three levels of headings.

An example of a first-level heading appears above (**ALL CAPITAL LETTERS, BOLD TYPE, flush left, Times New Roman 12**).

This is an example of a Second-Level Heading (capitals and lowercase, bold type, flush left, Times New Roman 12).

The text would start on the next line in the usual typeface (Times New Roman 12).

If a third-level heading is required, it should be bold and italic in Times New Roman 12. The text would continue on the same line in the usual typeface, Times New Roman 12.

APPENDICES

Appendices are optional and may appear at the end of a chapter for material that does not fall into the chapter sections noted above. If there is more than one Appendix, the Appendices are labelled alphabetically (e.g., Appendix A, Appendix B). Use Times New Roman 12 for Appendices.

ACKNOWLEDGMENTS

Brief acknowledgments are optional and may be included for the purpose of expressing gratitude or appreciation to individuals not included as co-authors. Use Times New Roman 10 for Acknowledgments.

RESOURCES/REFERENCES

Chapters should conclude with lists of Resources or References or both.

Resources would appear as a general list of sources for more information (e.g., web sites); these would appear in Times New Roman 10.

AMA format should be used for references, with numbered, superscript citations within the text and the references listed in order of their appearance at the end of the chapter. References appear in Times New Roman 10.

We recommend up to 10 Resources (if appropriate) and no more than 15-20 References per chapter.

INTRODUCTIONS/CONCLUSIONS

Each chapter is expected to open with introductory text; it is not necessary to use a heading for this material. Each chapter may, or may not, conclude with a summary paragraph. If a chapter has concluding remarks, this material should appear under the heading **SUMMARY**.

OTHER CHAPTER ELEMENTS

Avoid footnotes, glossaries and boxes. Words that would appear in a glossary should be defined within the chapter the first time they are used. Boxes should be labelled as Tables.

ABBREVIATIONS AND ACRONYMS

Attached to these Guidelines is a separate document entitled “Guide, 6th Edition, Abbreviations and Acronyms.” That document contains a list of frequently used terms that should be shortened (e.g., AHME). If a term is not on this list, it should be spelled out the first time it appears, followed by its abbreviation or acronym in parentheses. The abbreviation or acronym should then be used in the remainder of the chapter.

INDEX

A new feature of the Sixth Edition will be the inclusion of an Index. To aid in the preparation of the Index, include a separate list of (no more than ~ 10) Key Words with the chapter.

PERMISSIONS

Contributors are responsible for obtaining written consent, and paying permissions fees, if they reproduce any copyrighted material in their chapters. Credit for reproducing material should be

noted in the chapter in accordance with the grantors' wishes (e.g., Adapted, with permission, from...). Be aware that it may take months to obtain a response to a permissions request.

FORMS

Contributors are required to complete two documents:

- **Copyright Transfer Agreement**
- **Contact Information Form**
- In addition, if a chapter includes previously published material, a **Permissions Request Form** should be sent by the contributor to the copyright holder. A copy of the signed Permission Request form must accompany the manuscript when it is submitted.

MANUSCRIPT SUBMISSION AND REVIEW

All chapters, in WORD format, are to be submitted as an attachment to an email to 2 people: an Editorial Board member and the Editor (see below).

After the chapters have been submitted, they will undergo review. Expect to receive editorial feedback when the review process is complete.

Each contributor – for a total of up to 3 contributors per chapter - will be sent a complimentary copy of the Sixth Edition upon its publication (projected publication April, 2025).

STYLE MANUAL

Please refer to the *AMA Manual of Style, 11th Edition*, for any information not included in these Guidelines.

FOR FURTHER INFORMATION

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Attachments (4): Copyright Transfer Agreement; Contact Information Form; Permissions Request Form; AHME Guide, 6th Edition, Abbreviations and Acronyms (list)

Note: These Guidelines for Contributors and the attachments are available at www.ahme.org.