



National Lymphedema Network, Inc. (NLN)
LymphLink Editorial Guidelines
(Revised March 2010)

The **National Lymphedema Network, Inc. (NLN)** welcomes articles on a broad range of topics related to the lymphatic system and related disorders, including clinical, research articles, case studies and advocacy. Our direct audience encompasses both new and experienced lymphedema health care professionals and patients, as well as researchers, related industry suppliers, patient advocates and the general public. The topics for *LymphLink* are determined one year in advance; please see the list of upcoming topics below.

- **July/September 2010:** Living with Lymphedema: A Guide for Healthy Living
- **October/December 2010:** Caregivers

Submitting an Outline

Before sending a full-length article, please submit a one-page outline or proposal to the Managing Editor, Saskia R. J. Thiadens, R.N., via email at saskiat@lymphnet.org or fax at (415) 908-3813. The NLN Editorial Committee will review your outline, and suggestions for revisions will be forwarded to you. If you have not previously written for *LymphLink* please submit a sample of a recently published work (if available). Please let us know what topics you are interested in writing on.

Since we are a non referred publication, we invite published authors to submit an expanded abstract or shorter version on a published article on our chosen topic area for upcoming issues; we would seek permission of the journal holding copyright. The NLN Editorial Committee would guide the author(s) in editing of previously refereed work to the length and focus of the issue topic we have selected. This would help bring scientific (peer-reviewed) work to clinicians and lay public which they might otherwise miss.

Article format

Lead articles for *LymphLink* should be no more than 2400 words in length, with a maximum ratio of approximately one graphic element (photos, illustrations, charts or figures) per 400 words of text. Article text should be supplied as a Microsoft Word file (or Rich Text Format, if unable to save as a Word file) with 1" margins on all sides. Font should be 12 point Arial or Times New Roman. Lengthy manuscripts should be interspersed with appropriate subheadings. References should follow a standard format and be listed in the order of appearance in the text.

Authors should include a 50-word biographical brief containing relevant information.

- **Main/Second Article**

The use of a treatment center, clinic, hospital's name and/or therapist, treating professional's name must be used in good faith and is subject to review by the *LymphLink* Editorial Committee. Please obtain the appropriate release or permission form from the treatment center, clinic or hospital. The author may choose to list their affiliation at the end of the article, only if the appropriate approval is obtained. The use of a manufacturer's name (i.e. Jobst, Juzo, Circaid, etc) is not permitted. Please provide the appropriate references for sources cited. The main article should be no more than **2400 words**. The second article should be no more than 1350 words.

- **Case Study**

The use of a treatment center, clinic, hospital's name, manufacturer (i.e. Jobst, Juzo, Circaid, etc), or patient's name is not permitted. The author may choose to list their affiliation at the end of the article (if approval is necessary, the author is responsible for obtaining permission from their institution). The case study should be no more than **1350 words**.

- **Research Perspective**

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- **Patient Perspective**

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Graphic Elements (photos, illustrations, graphs, charts)

Graphic elements should be supplied as separate graphic files (not embedded into text): high quality TIF or JPEG files are acceptable. For line art only, EPS is also acceptable. Graphic elements should have a resolution of at least 300 dots per inch (dpi) and a size of at least 3"x5". Captions should be included.

File Transfer

Files should be given easily identifiable names with the proper 3-character file extension, and submitted via email (5MB or less) or on a CD (if larger than 5MB). For convenience transporting files, the text and graphic files may be archived as WINZIP files (no LZW or Stuffit).

Publishing procedure

Assuming your outline has been approved, you will be asked to submit the entire article. You should submit the article – as a digital file and a hard copy – 60 days prior to the month of publication (for example, an article targeted for the October/December issue should reach the NLN office before August 1).

Following review by the Editorial Committee and *LymphLink* Editor, you may be asked to revise and resubmit the manuscript. After final editing, you will be required to sign and return a copyright transmittal form. By signing this form, you certify that (1) this is your intellectual property; (2) you have given us permission to publish the article that you have written; (3) and that you have not submitted the identical article to any other publication (unless we have specifically arranged to re-print a previously published article). The exact article as it appears in *LymphLink* may not be reprinted without acknowledgement of the *LymphLink* publication, except by the actual author of the article.

Photos provided by the authors may also have copyright retained by the author/photographer, with permission to publish them for the single usage (*LymphLink* issue).

Authors will be emailed and/or faxed a copy of the final version of their article(s), at which time they will be asked to make final changes. For additional questions about the publishing procedure, please contact Roberto Burgos, NLN Editor via email at roberto@lymphnet.org, fax at (415) 908-3813, or telephone at (415) 908-3681.

Don't forget to include:

- The author's full name and credentials;
- Affiliation, if any;
- The author's contact information, including telephone, FAX, and e-mail;
- The author's short biography, including current title and brief job description – a very short byline will appear at the end of the article, including author's email address (and telephone, if desired).

To send an outline/proposal:

By mail:

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