

AUTHOR INSTRUCTIONS

AEDR provides a unique opportunity for emergency dispatch, public safety, pre-hospital, and public health research professionals to share their work worldwide. The AEDR journal accepts submissions of high quality original research articles, case reports/studies, editorials, perspectives, concepts, or other emergency dispatch-related research articles. For upcoming submission deadlines, please visit our Home Page.

WHAT AUTHORS CAN EXPECT FROM THE ANNALS OF EMERGENCY DISPATCH AND RESPONSE

- Authors will be sent notification of the receipt of manuscripts and editorial decisions by e-mail.
- Average time to first decision is 24 days for manuscripts sent for external peer review.
- Average turnaround time from submission to publication decision notice is approximately 48 days for all manuscripts.
- Original Research manuscripts undergo a double blinded peer review, both peer reviewer and author identity is anonymized. Peer reviewers provide expert written feedback on content. Please see the "Peer Review Process" page for more information about our peer review process.
- Corrections- Requests to publish corrections should be sent to the editorial office.
- Correction requests are reviewed by editors and authors, published online promptly, and linked to the original article. Corrections section will be listed in the next hard copy issue.
- Reprints/e-prints- Reprints and e-prints are free and available via our website www.aedrjournal.org
- Submissions should fit into one of the defined submission categories.
- Please submit manuscripts via our online manuscript submission tool.

ORIGINAL RESEARCH FORMAT REQUIREMENTS

Original Research Format Requirements: Leave a 1-inch margin on all sides. Acceptable formats are Microsoft Word and Wordperfect. Do not use justified margins. Please use Times New Roman 12 pt. font and set Main Body as double spaced.

Maximum Word Requirements:

Original Research: Abstract- 300 words, Body- 5,000 words

Cite references, figures, and tables in numeric order. Use SI units of measure. A more conventionally used measurement may follow in parentheses. Make all conversions before manuscript submission. For your convenience, the AEDR Original Research Manuscript Template is available to assist in manuscript preparation.

Please assemble original research manuscripts in this order:

1. Cover Letter: The Cover Letter document is an attachment and should not be combined with the main manuscript
2. Manuscript composition order:
 1. Title Page
 2. Abstract
 3. Main Body
 1. Introduction
 2. Methods
 3. Results
 4. Discussion
 5. Conclusion
 4. Acknowledgments
 1. Acknowledge individuals who provided support with manuscript
 2. Conflict of Interest identification
 3. Funding Sources
 5. References
 6. Tables
 7. Figure Legends: A Legend should not exceed 40 words. A list of legends should be consecutively numbered and placed on a separate page following the last table.
 8. Figures: Figures must be in JPEG/JPG, GIFF, TIFF, WMF, or pdf format with a **minimum resolution of 300 DPI**. They must be submitted as separate files (in color or black and white) with titles cited appropriately within the manuscript.

COVER LETTER

Cover Letter: Each submitted manuscript must clearly state author contributions, conflicts of Interest, copyright transfer, and whether an Institutional Review Board (IRB) approval was obtained:

Author Contribution: Authorship credit should be based on substantial contributions to (1) conception and design of the study; (2) data acquisition or analysis and interpretation; (3) drafting the article or revising it critically for important intellectual content and final approval for publication. Additionally, the authors should confirm whether the article has either been presented in a scientific conference

or has been published or is being considered for publication, in part or in whole, in any other journal.

Conflicts of interest: Authors should declare conflict of interest that may exist due to financial or personal relationships that inappropriately influence (bias) their actions or may result in competing interests or competing loyalties.

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TITLE PAGE

Title Page: Each manuscript must be accompanied with a title page, comprising the article title, authors' names and institutional affiliations, the name of the department(s) and institution(s) to which the work should be attributed, disclaimers (if any), contact information for corresponding author (i.e. name, mailing address, telephone and fax numbers, and e-mail), source(s) of any funding support, and a brief running head (40 characters long, including letters and spaces). The title page should also include word counts for the abstract and body (i.e., text only, excluding acknowledgments, figure legends, and references), and the number of figures and tables.

ABSTRACT

Abstract: Each abstract should not exceed 300 words. Abstracts should be structured and adhere closely to conventional structure: introduction or background, hypothesis or objective, methods, results, and conclusions. Abstracts should not include tables, figures, acknowledgments, or references.

MAIN BODY

Main body: Each manuscript should not exceed 5,000 words (excluding abstract, acknowledgments, figure legends, and references) and should be submitted as a Microsoft Word document. The main body should include

appropriate headings and subheadings that adhere closely to conventional structure: introduction or background, hypothesis or objective, methods, results, discussions, conclusions, acknowledgments, and references, tables, and figure legends.

REFERENCES

References: References should not exceed 30. Only the most current and/or relevant research should be utilized. Authors are solely responsible to ensure the accuracy and legitimacy of cited references. References should be cited in the body of the manuscript numerically with superscript Arabic numbers. The bibliography should be formatted using the National Library of Medicine's Uniform Requirements http://www.nlm.nih.gov/bsd/uniform_requirements.html. DO NOT use footnotes, automatic numbering, and/or any formatting linking references to citations in the text.

Citations in the text should be placed after punctuation such as periods or commas. The following formats for references must be used:

Journals:

Titles of journals referenced are annotated using US NLM abbreviations <http://www.ncbi.nlm.nih.gov/nlmcatalog> and must be italicized. If there is no US National Library of Medicine abbreviation, please do not abbreviate the journal title. Include volume and issue numbers when possible.

Garza, A, Gratton, M, McElroy, J, Lindholm, D, Glass, E. The Association of Dispatch Prioritization and Patient Acuity. *Prehospital Emergency Care*. 2008;12(1):24-29.

Books:

Schwartz GR, Safar P, Stone JH, et al, eds. *Principles and Practice of Emergency Medicine*. 2nd ed. Philadelphia, PA, USA: WB Saunders Co.; 1985:1198-1202.

Chapters:

Structure and Function of Priority Dispatch; Understanding Determinant Terminology. In: Clawson JJ, Dernocoeur K, Murray C, eds, *Principles of Emergency Medical Dispatch*. 5th ed. Salt Lake City, UT, USA: Priority Press; 2014:3.25.

Online government or organization reports:

World Health Organization. *World Health Statistics 2011*. http://www.who.int/gho/publications/world_health_statistics/EN_WHS2011_Full.pdf. Published 2011. Accessed February 6, 2012.

Manuals, Courses, Protocols:

The International Academies of Emergency Dispatch. *Fire Priority Dispatch System: v 5.0; 2009 release*. Salt Lake City, UT: Priority Dispatch Corp.

Wheeler S, Ness S.M. (2014). *Telephone Triage: Roles, Tools, and Rules*. http://www.nursingceu.com/courses/465/index_nceu.html. Accessed 02/20/2015.

Websites:

The importance of behavior in cancer prevention and early detection. American Cancer Society Web site. <http://www.cancer.org/Research/ResearchProgramsFunding/BehavioralResearchCenter/TheImportanceofBehaviorinCancerPreventionandEarlyDetection/the-importance-of-behavior-in-cancer-prevention-and-early-detection>. Accessed January 1, 2012.

FIGURES AND TABLES

Figures, Legends (Illustrations) and Tables: Each manuscript should not exceed a total number of six tables and figures. Authors must reference the tables and figures in a sequential order in the text.

Figures must be in JPEG/JPG, GIFF, TIFF, WMF, or pdf format with a **minimum resolution of 300 DPI**. They must be submitted as separate files (in color or black and white) with titles cited appropriately within the manuscript.

A Legend should not exceed 40 words. A list of legends should be consecutively numbered and placed on a separate page following the last table.

Tables must be prepared in MS Word and listed at the end of the manuscript. **If a table is not created in MS Word, please submit as a separate JPEG image with a minimum resolution of 300 DPI.**

- Begin each table on a separate page, double-spaced.
Note: Tables prepared with Excel are not accepted unless embedded within your text document.
- The table number should be Arabic, followed by a period and brief title.
- Use same font size type as in text. (Times New Roman 12 pt.)
- Supply a brief heading for each column.
- Abbreviations used in the table must be defined in a footnote to the table.
- Use horizontal lines above and below the column headings and at the bottom of the table only. Use extra space to delineate sections within the table.
- Abbreviations used in the table must be defined in a footnote to the table.

INSTITUTIONAL REVIEW BOARD (IRB)

Institutional Review Board (IRB): The AEDR requires an IRB approval or exemption for original research manuscripts submitted for publication consideration. Therefore, authors MUST indicate under the "Acknowledgement" section of their manuscript that an IRB approval or exemption was obtained for the study. The name of the approving or exempting IRB should also be indicated.

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