

**TEXAS NURSES ASSOCIATION, DISTRICT 3**  
**CONTINUING EDUCATION AUTHOR GUIDELINES**  
(EFFECTIVE 8-09)

Thank you for your interest in writing a continuing education (CE) activity for TNA, District 3.

These CE activities are published on the TNA, District 3 website and will offer one to two contact hours. The goal of TNA, District 3 CE activities is to increase the knowledge and skills of nurses in all aspects of patient care. The primary focus is towards staff nurses who work in a variety of settings.

The following information is to help you with developing CE activities.

**AUTHORS**

- Registered Nurse writers may submit a CE activity, as long as the program meets nursing standards and ANA Credentialing Center criteria.
- Novice writers should seek the help of an experienced author/mentor before submitting a manuscript. Preference is given to a TNA, District 3 members for choice of topics.
- Authors should be limited to three (3) per manuscript.
- One author should be designated as the author to whom correspondence is directed about the CE activity.

**THE MANUSCRIPT**

- Continuing Education activities should focus on the “positive” and be easily translated into professional practice. Avoid theoretical papers.
- Use mentoring principles – i.e. tips, ideas, wisdom, and best practices.
- Use the latest edition of *Publications Manual of the American Psychological Association* for style and references.
- Divide the activity into main sections by inserting subheads into the text. Subheads should be clear, meaningful, and similar in sense and tone.
- Content must be relevant to the educational needs of RNs as defined by the American Nurses Credentialing Center.
- The activity is for the purpose of advancing the nurse’s knowledge, so content must not be basic information or information provided as in service programs.

**A. Style**

- Activities must be on paper 8.5 x 11 inches, double-spaced, with one-inch margins.
- Use 12 point type for text and 14 point type for headings in Times New Roman. Keep other formatting to minimum and do not right hand justify.
- Number pages consecutively beginning with the first page of text.
- Activities for one contact hour must be approximately 3000 words in length, including all content (i.e., text, tables, references, test questions) and those for two contact hours must be approximately 6000 words in length, including all content (i.e., text, tables, references, test questions).
- Tables and graphs should be included at the end of the manuscript in the main document. All tables and graphs should be numbered in proper sequence and should include legends.
- All medications should be referred to by their generic names.
- Avoid using the names of vendors/suppliers.

**B. Format**

Order pages as follows:

- Title page with author information – On the first page of the activity, list all authors’ names, titles, affiliations, mailing addresses, phone numbers, fax numbers, and e-mail addresses.
- Key Words – A list of 3-6 terms that could be used for indexing purposes.
- Text – Include an introduction, purpose/goals of the activity, and a list of 3-6 learning objectives directly related to the most important points of the activity. Learning objectives should be simple and specific and must be measurable (use measurable verbs such as state, list, describe, define, etc.). An example of a measurable objective is “The learner will be able to list 4 symptoms of sleep apnea in adults.”

Summary of Activity.

- Reference List – Try to limit references to 10 and as current as possible. Learners can request your entire reference list, which should not exceed 40 citations.
- Tables, graphs, graphics, photos, videos, etc. – Tables or charts should be typed double-spaced on separate sheet. Supply a brief title for each and type column heads in initial capital letters only. Type explanatory statements or notes below tables.
- Test – There should be 10-16 questions for a one-contact hour CE activity and 20-26 questions for a two-hour contact hour CE activity. For the one-contact hour it is best to have at least 12 questions. Each test question should have four distracters, unless the question is a true or false question. The correct answer cannot be “none of the above” because answers are rotated periodically. Answer Key. This must be included.

### **C. Permissions**

- If authors wish to use special material, authors are responsible for obtaining written permission and paying fees to reproduce any tables, figures, or other graphics (including photos and videos) that were originally published elsewhere. Signed permission forms must accompany the CE activity when submitted.
- Authors will have the right to continue to use their content for teaching purposes.
- Written permission is needed for the use of names of persons or institutions identified in the CE activity.

### **D. Submission of Manuscript**

- Authors will have 3 months to submit their papers starting from the time authors agree to undertake the manuscript writing.
- Submit your CE activity with tables, graphs, and graphics/media electronically or on a computer disk in Microsoft WORD©. Signed permission forms, and transfer of copyright forms, if required. Send the completed work to: Renee James, Administrative Director, Texas Nurses Association, District 3, P.O. Box 16958; Fort Worth, TX 76162. For questions call 817/249-5071 or e-mail to tna3@usapathway.com.
- The TNA, District 3 will need your signature on the CE Form. The activity will then be forwarded by the Administrative Director to the CE committee for TNA District 3 for review/approval.
- Authors will be expected to update their papers/programs at least every 2 years – or sooner if new facts and knowledge require an update. CE activities are approved for four years. If the writer wishes to republish the activity, materials should be updated and the activity re-submitted for approval.

### **E. Peer Review**

- All CE activities are peer-reviewed by nurses selected by the TNA District 3 Continuing Education Committee and must meet ANA Credentialing criteria. Following the review/approval, the “corresponding author” will be notified of activity acceptance and suggested changes if applicable. It is understood that neither the activity nor its essential content has been published elsewhere or is under consideration by other publishers for either written or on-line presentations. The author does retain the right to present the intellectual content at professional meetings or with professional organizations.

### **CONTINUING EDUCATION CREDIT**

- **Nursing Continuing Education** – Activities, written or on-line, must meet the requirements of the current American Nurses Association Credentialing Center’s Commission on Accreditation through the Texas Nurses Association (TNA) and the CE Provider.

Please contact the Administrative Director if you have any questions or suggestions. Thank you.  
[www.tna3.org](http://www.tna3.org)

Reviewed: August 2009