Editorial Review Policy

Responsible Administrator: Patricia Adams
Sponsoring Unit: Office of Communications and Public Relations
Effective Date: 12/9/08
Last Reviewed: 4/27/10
Next Scheduled Review: 4/27/14
Inactivated Date: NA

POLICY STATEMENT

Non-scholarly and non-instructional information materials produced by faculty members and staff in their capacity as UMSON employees are proprietary to UMSON. All such materials that are destined for the UMSON community, the general public, or specific audiences outside UMSON must be submitted for editorial review and finalization prior to publication.

RATIONALE

The purpose of the editorial review process is to ensure the quality and stylistic consistency of information materials issued by UMSON. Specifically, the process focuses on style, grammar and usage, factual accuracy, and whether the writing accurately expresses the intention of the author. UMSON follows Associated Press style as modified by official University of Maryland, Baltimore style; American Psychological Association style is used for citations. The policy herein aims to institutionalize an effective, efficient mechanism for editorial review that eliminates the disruption and expense of last minute recourse to editing assistance. This service is intended to benefit the faculty and staff by improving the clarity and effectiveness of their writing. It is also intended to enhance the image and reputation of UMSON.

SCOPE

In general, editorial review applies to non-scholarly and non-instructional print or Web-based material. When in doubt over whether a given text requires editorial review, one should contact the Responsible Administrator or editor. The following list should serve as a general guide:

- Advertisements
- Alumni and development material
- Student and Academic Services letters, forms, posters, announcements
- Booklets
- Brochures
- Continuing/professional education conference material
- Course descriptions
Fact sheets
- Fliers
- Handbooks
- Recruitment materials, including e-mails
- Reports to outside agencies (except for grant reporting)/accreditation authorities
- Special events materials
- Non-pedagogical Web-site content

WEB SITE / SERVER ADDRESS FOR THIS POLICY

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RELATED POLICIES, PROCEDURES, STATUTES, AND REGULATIONS

<table>
<thead>
<tr>
<th>School of Nursing Policies and Procedures</th>
<th>USM, UMB, or Other External Policies, Statutes, and Regulations</th>
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CONTACTS

Questions regarding the general policy, applicability, and procedural issues should be addressed to the Responsible Administrator.

DEFINITIONS

Author
The author is the person who originates the content of the material. This will be the writer in most, but not all, cases. Where conference materials or course descriptions are involved, it may be a committee, in which case a member of the committee should be designated as the contact person for editorial review.

Editor
An individual or team assigned by the Office of Communications and Public Relations to review a text and prepare it for publication by correcting errors and ensuring conformity with UMSON style, clarity, and factual accuracy. A single editor will assume primary responsibility for a given text.

Factual accuracy
A “fact” is a word or concept that can be objectively verified through the application of scientific method. Fact must not be confused with opinion, which is a subjective conclusion that may or may not interpret a fact. “Accuracy” means correctness. Factual accuracy is the precision with which words or concepts are correctly characterized. Some examples of factual accuracy are the following:
The University of Maryland, Baltimore (UMB) School of Nursing is one of seven professional schools that comprise the UMB campus: dentistry, law, medicine, nursing, pharmacy, public health, and social work.

Wrong on two counts. The official name of our school is University of Maryland School of Nursing (no Baltimore in the title). And currently there are only six UMB schools: the School of Public Health was accredited in 2009 as a master’s program within the School of Medicine, the first step in a process aimed ultimately at achieving independent status as a school.

The Center for Pain Studies is UMSON’s newest center of excellence.

Wrong. The name of UMSON’s center of excellence is the Center of Excellence for Disorders of Neuroregulatory Function (DNF). The Center for Pain Studies is an interdisciplinary collaboration involving the School of Medicine, School of Nursing, and Greenebaum Cancer Center in which the DNF participates.

There is no room for opinion in either of the above examples. The name or organizational status of an entity is not debatable or open to interpretation; likewise, the subject of a report cannot be disputed.

Graphic presentation
The communication of information using visual design components such as typography, photographs, drawings, color, symbols, and layout. This includes logos, headers, posters announcing events (including conferences and lectures), fliers, and print or electronic advertisements, among other types of communication materials.

RESPONSIBILITIES

Author
• Submit material in best form possible to editor, including all text that will be presented graphically, before finalized for production.
• Respect the time parameters specified in the policy
• Communicate directly with the editor regarding editorial changes
• Ensure that the material disseminated has been submitted to editorial review and received final approval. This is necessary because designers can make errors such as mistaking a comma for a period or guessing at proper style, such as capitalization of words.

Editor
• Communicate directly with the author regarding editorial changes
• Ensure the clarity, accuracy, correct grammar and usage, and conformity with UMSON style of all material submitted for editorial review
• Ensure that the author’s intent is clearly communicated in the final copy
• Respect the time parameters specified in the policy
• Approve the final text for dissemination
PROCEDURES

A. The procedure to be followed for editorial review is as follows:

1. Texts of 10 pages or less: submit draft of text to editorial team at least two weeks (10 work days) before the date it must go to the graphic designer, printer, webmaster, or be sent out as a Web-based e-mail.

2. Texts that exceed 10 pages: submit draft to editorial team at least three weeks (15 work days) before the date it must go to the graphic designer, printer, webmaster, or be sent out as a Web-based e-mail.

3. Texts should be submitted to editor@son.umaryland.edu as a Word attachment to a cover e-mail. The text does not need to be in final layout nor include graphics or photos.

4. Within one week of submission to the editorial team, or within 10 days for a text exceeding 10 pages, the material will be returned to the author with proposed edits and comments indicated in “track changes.”

5. The author has two days to review the changes and respond to the editor’s comments. If necessary, the author and editor may discuss proposals for revision that would improve clarity. The author has final say over content, intent, and tone, but not over editorial style, grammar and usage, or factual accuracy.

6. The editorial review schedule may be modified if necessitated by exceptional circumstances.

7. No document covered by this policy may be disseminated unless it has gone through the editorial review process and met with final editorial approval.

B. Other considerations

1. Certain high-profile texts may be referred out for professional editorial services to the Office of External Affairs (OEA). OEA charges a fee for professional editing services ($65/hour as of December 2009), which would be charged to the author’s department. If the editorial team believes that it is preferable for a document to be reviewed by OEA rather than in-house, this will be discussed with the author prior to any action being taken to determine whether this is necessary and, if so, to minimize potential cost. The relevant unit head must authorize submission of a document to outside editors.

2. Discretionary requests for editorial assistance may also be made (e.g., grant proposals, scholarly documents) and will be honored as workload permits.
FORMS AND TOOLS

Authors should consult the Editorial Cheat Sheet (see Appendix A) and the UMB Editorial Style Guide (available at http://www.oea.umaryland.edu/communications/pubs/styleguide.html) when drafting material to minimize the need for editorial revisions.

APPENDIX

Appendix A. UMSON Editorial Cheat Sheet

DATE AND SIGNATURE

Date: April 27, 2010

Approved by the Dean:

[Signature]
University of Maryland School of Nursing
Editorial Cheat Sheet

This cheat sheet was developed in response to mistakes commonly encountered in UMSON documents. It is not a comprehensive reference: for that you must consult the UMB Style Guide, the AP Stylebook, or the APA Style Manual, which are the basis for UMSON style and usage rules. Instead, what follows below is a simple, concise tool that will help you avoid errors—a “quick fix,” if you will, that you can grab whenever you are preparing a printed material for external or widespread internal distribution. As a general rule, UMSON follows UMB style, which is based on AP style with a few exceptions created by campus to suit our particular usage needs.

Official Name
University of Maryland School of Nursing (No “Baltimore” in our name)

University of Maryland, Baltimore (note comma before Baltimore)

Shady Grove is NOT our campus. Acceptable choices:

- University of Maryland School of Nursing (or UMSON) programs at the Universities at Shady Grove
- University of Maryland School of Nursing (or UMSON) Shady Grove site (or location)
- Our (meaning UMSON) Shady Grove location

Logo Two choices only (you can copy them from here into your document):

Note: NEVER change the size of the logo by grabbing it at the side because this distorts the dimensions. Instead, if you want to make the logo bigger or smaller, grab it by a corner to retain the original proportions.

Abbreviations Some common abbreviations:

UMSON  (University of Maryland School of Nursing)
UMB  (University of Maryland, Baltimore)
USG  (the Universities at Shady Grove)
USM  (University System of Maryland)
UMMC  (University of Maryland Medical Center)
UMMS  (University of Maryland Medical System)
Md., Calif., Pa., Va.  (when denoting a state)
MD, CA, PA, VA  (when used in an address)
Alumni “Alumnus” = man, “alumna” = woman (alumnae pl.), “alumni” = group of men and women. Here’s how UMSON alumni are denoted:

Jocelyn Farrar, DNP ’08, MS ’87, BSN ’74, ACNP, CCRN
(note: direction of apostrophe must be ’ and not ‘)

Among, between Use “between” for two entities, “among” when more than two.

Ex: Negotiations between labor and management broke down.
Discussions among AACN, NLN, ANA, and RWJF are continuing.

Assure To comfort: I can assure you that we will meet the deadline.

Ensure Guarantee: Our program ensures that highly competent nurses at the bedside

Insure Indemnify: We do not insure damages caused by your own negligence.

Before, prior to Use “before,” never “prior to.”

Citations Use APA style.


Country, nation Use “nation,” not “country” in “across the nation” or “nationwide.”

Course titles NURS 320, NDNP 805

Coursework (one word)

Credentials Correct order is always 1) academic, 2) professional, 3) honorary. No periods.

Ex: BSN, MS, DNP, PhD
Janet D. Allan, PhD, RN, FAAN

Date and Time 10 a.m. (no colon or “00” when on the hour; note format of “a.m.”)
10:30 a.m.
noon (never 12:00 or 12 p.m.)
10:30-11 a.m.
10:30 a.m.-2:30 p.m.
Tuesday, October 20
10 a.m. Monday, Sept. 7, 2009 (never Sept. 7th)

Faculty, faculty members “Faculty” is a collective noun used in the singular. “Faculty members” is for individuals alone or in a group.

Ex: The DNP faculty is responsible for the curriculum.
UMSON faculty members are leaders in their fields.

E-mail (hyphenated)

Entitled, titled “Entitled” = allowed or permitted
Use “titled” before the title of a publication, etc.
Fiscal year  

fiscal year 2009, fy 2009, fy 09 (all lowercase)

Health care (always two words)

Hyphens  

General rule: use hyphen when prefix ends in a vowel and next word starts with a vowel

campuswide (no hyphen)  
RN-to-BSN  
co-author (hyphen because occupation or status)  
corequisite  
doctoral-prepared faculty (hyphen because modifies faculty; note: use “doctoral-prepared” not “doctorally prepared”)  
internationally recognized scholar (don’t use hyphen with “ly” word)  
mid-Atlantic (hyphen because followed by capitalized word)  
midterm  
nonprofit  
part-time/full-time work; she works part time (hyphen only when used as a modifier)  
postmaster’s, postgraduate  
prerequisite  
work-study  

Do not use a hyphen to set off a phrase. Do use an em dash “—”:

As a leading researcher—with awards from NIH, HRSA, and RWJF—she is contributing greatly to the advancement of the nursing profession.

Includes  

Avoid using if you are following it with an all-inclusive list limited to the elements named. Use it if you are listing only some members of a group.

In order to  

Don’t use it. Use “to” instead.

Internet-related terms  

Internet (capitalized)  
Web (capitalized)  
Web-based (capitalized, hyphen)  
Web site, Web page (capitalized, two words)  
webcam, webcast, webmaster (no capitalization, no hyphen)  
online (no hyphen)  
logon (one word)  
logoff (one word)  

It’s, its  

It’s = it is; its = possessive form of “it”

Life span (two words)

Master’s  

master’s degree, master’s-level course, master’s-prepared nurse

Numbers  

Spell out single-digit numbers, use numerals for 10 and above

Ex:  
This course is worth three credits  
You need 59 undergraduate credits to enter the program

Nurse, nursing  

“Nurse shortage,” but “nursing faculty shortage”
Over, more than Use “more than,” never “over.”
Under, less than Use “less than,” never “under.”
Percent One word, always spelled out; use “%” only in a chart.
Perspective, prospective “perspective” = point of view; “prospective” = future
Program Capitalize only when part of a name or title. e.g., “The Governor’s Wellmobile Program,” but “The BSN program curriculum was updated.”
R.S.V.P. Always use periods. Never use please before R.S.V.P. (it means “please respond.”)
Semesters fall, spring (always lowercase); winter and summer are “terms” or “sessions”
Telephone numbers 410-706-7253 (hyphens, not periods)
That, which Comma before “which” and no comma before “that”
Ex: The prerequisites, which are listed on page 5, cannot be substituted.
The prerequisites that we mentioned at the information session can be found on our Web site.
Titles Capitalize before name, lowercase after name.
Ex: Associate Dean Patricia G. Morton, PhD, RN, CRNP, FAAN
Patricia G. Morton, PhD, RN, CRNP, FAAN, associate dean for academic affairs
Titles of assistant deans:
Assistant Dean for the Baccalaureate Program
Assistant Dean for the Master’s Program
Assistant Dean for the DNP Program
Assistant Dean for the PhD Program
U.S. News & World Report (no space between U.S. and News)
Verbally, orally “Orally” means spoken, “verbally” means expressed in words, regardless of whether spoken or in writing.
Via, through Use “through,” never “via.”
Work force (two words)
ZIP code (ZIP is all caps)