Editorial Review Policy

Responsible Administrator: Executive Director of Communications
Sponsoring Unit: Office of Communications
Effective Date: 12/9/08
Last Reviewed: 4/15/14
Next Scheduled Review: 1/15/17

Inactivated Date: NA

POLICY STATEMENT

Non-scholarly and non-instructional information materials produced by faculty and staff in their capacity as University of Maryland School of Nursing (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. This policy does not apply to Institutional Review Board-approved materials such as recruitment items and flyers.

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 of their writing and 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 of this policy or a member of the editing team. 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
- Fact sheets
- Fliers
- Handbooks
- Recruitment materials, including emails
- Reports to outside agencies (except for grant reporting)/accreditation authorities
- Special events materials
- Non-pedagogical website content

**INTRANET ADDRESS FOR THIS POLICY**

http://nursing.umaryland.edu/intranet/faculty-staff-handbook/policies-procedures-guidelines

**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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<tr>
<td>UMB Office of Communications and Public Affairs</td>
<td>UMSON Editorial Style Guide</td>
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<td>UMB Branding and Style Guides</td>
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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 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 to review a text and prepare it for publication by correcting errors and ensuring conformity with UMSON style, clarity, and 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 though 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 three counts. The official name of our school is University of Maryland School of Nursing (no Baltimore in the title). The campus does not include a School of Public Health, and the graduate school should be included when naming the seven schools.

BSN students can complete their program at our Shady Grove campus.

Wrong. Shady Grove is not our campus. The Universities at Shady Grove is a regional higher education center composed of nine universities within the University System of Maryland. Use “site” or “location” instead of “campus.”

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.

**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. Usage and placement of the UMSON logo on internal and external promotional pieces, including program covers, fliers, Web-based emails, postcards, etc., must be reviewed and approved by the director of UMB branding. The UMSON Office of Communications serves as the conduit for this process and a 24-48 hour turnaround is guaranteed. If in doubt as to whether your material falls under this guideline, please contact the Office of Communications.

**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 10 work days before the date it must go to the graphic designer, printer, website content manager, or be sent out as a Web-based email. Every effort will be made to edit short documents (1-2 pages) in less than 10 days.

2. Texts that exceed 10 pages: submit draft to editorial team at least 15 work days before the date it must go to the graphic designer, printer, web content manager, or be sent out as a Web-based email.

3. Texts should be submitted to editor@son.umaryland.edu as a Word attachment to a cover email. 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 work 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 five 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 UMB Office of Communications and Public Affairs (CPA). CPA charges a fee for professional editing services ($65/hour), 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 CPA 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 department chair 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.umaryland.edu/branding/styleguides/editorial.html) when drafting material, to minimize the need for editorial revisions.

APPENDIX

Appendix A. UMSON Editorial Cheat Sheet

DATE AND SIGNATURE

Date: April 15, 2014
Approved by the Dean:

[Signature]
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 UM 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 UM 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)

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 (download them from [http://www.umaryland.edu/branding/downloads](http://www.umaryland.edu/branding/downloads)):

![UMSON Logo](image1)

![UMSON Logo](image2)

*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.

*Note:* Usage and placement of the UMSON logo on internal and external promotional pieces, including program covers, fliers, Web-based emails, postcards, etc., must be reviewed and approved by the director of UMB branding. The UMSON Office of Communications serves as the conduit for this process and a 24-48 hour turnaround is guaranteed. If in doubt as to whether your material falls under this guideline, please contact the Office of Communications.

**Abbreviations**

Some common abbreviations:

- UMSON (University of Maryland School of Nursing)
- UM (University of Maryland)
- USG (the Universities at Shady Grove)
- USM (University System of Maryland)
Alumni

“Alumnus” = man, “alumna” = woman (alumnae pl.), “alumni” = group of men and women. Here’s how UMSON alumni are denoted:

Bimbola Akintade, PhD ’11, MS ’05, MBA, BSN ’03, ACNP-BC
(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 are 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.


Commas
We use the serial comma (apples, pears, and oranges).

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 in abbreviations.

Ex: BSN, MS, DNP, PhD
Jane M. Kirschling, 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, 2014 (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.

Email (no hyphen)

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.

Ex: Students use simulation labs to develop skills and competencies.

Internet-related terms
Internet (capitalized)
Web (capitalized)
Web-based (capitalized, hyphen)
website (one word)
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.”

RSVP     No periods. Never use “please” before RSVP (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 website.

Titles     Capitalize before name, lowercase after name.

Ex: Associate Dean for Research Susan Dorsey, PhD, RN, FAAN
     Susan Dorsey, PhD, RN, FAAN, associate dean for research

Titles of assistant deans:

Assistant Dean for the BSN Program
Assistant Dean for the DNP and MS Programs
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)