**October 20, 2021**

**AUTHOR GUIDELINES**

**Dear Authors,**

**We want to give you the potential timeline and responsibility list in order**

**to keep things organized and on schedule. If you have any questions**

**please do not hesitate to email Nancy or Thora. We know that things will come**

**up and slow the process at times but the goal is to have the book completed in 9**

**months from October 1 so we are looking at July 1, 2022 for completion.**

**Each chapter has the following sections**:

* **Name of Authors’ and affiliations/email plus photographs**
* **Title**: specific, descriptive and unique reflecting the content of chapter (try to have a short title and to the point, creative, unique)
* **Subheadings**: may be used
* **Quote:** pertaining to chapter **or** Thora/Nancy can find one
* **Key Words:** (4-5 keywords) pertaining to chapter content
* **Objectives/ Goals:** pertaining to chapter (2-4 goals)
* **The Mentor and Mentee Narrative:** This is the largest protion of the chapter as it is the dialog/narrative/story behind the journey that you and your mentee took to get where you are today. \*Connect to the literature on mentoring (or the content/topic) and if you can also theory and evidence-based practice.
* **Self-reflection:** You may want to use the reflection framework attached to support the narrative/description (see reference for explanation and example) or one that you have used in the past
* **Best-practice, Evidence-based practice example**(s): Use of the concept of best practice in the nursing literature may be categorized into four distinct domains: educational, administrative, clinical and theoretical/conceptual. Specific best practices in nursing are significant because they serve to direct nurses regarding solutions to identified problems/needs. E**videnced-based practice (EBP) is applying or translating research findings in our daily patient care practices and clinical decision-making.**Using EBP means abandoning outdated care delivery practices and choosing effective, scientifically validated methods to meet individual patient needs or the needs of staff/each other. Health care providers who use EBP must be skilled at discerning the value of research for their specific patient population. And we know that you ALL know this!
* **References:** at least 4
* **Resources**: at least 2
* **Graphics may be used (no more than three)**
* **Chapter to be no longer than a total for 10 pages unless approved by Nancy and Thora**

**Timeline for Book:**

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsibility** | **Date** |
| All letter of intent/bios to Thora and Nancy | Potential authors | **October 6, 2021** |
| First draft of chapter to Thora and Nancy | Authors | **January 1-31, 2022** |
| First draft back to author for additions/corrections | Thora/Nancy | **January 1-31, 2022** |
| Second draft of chapter to Thora and Nancy | Authors | **March 1-31, 2022** |
| Any corrections on 2nd draft back to author | Thora/Nancy | **March 1-31, 2022** |
| Final copy to Thora and Nancy | Authors | **May 1-31, 2022** |
| Send final copy to Springer | Thora/Nancy | **TBD** |
| Revisions from Editor | Springer | **TBD** |
| All final chapters to Editor | Springer | **July 1, 2022** |

Most sincerely,

Nancy and Thora

**Reflection toolkit references (FYI):**

<https://www.ed.ac.uk/reflection/reflectors-toolkit>

<https://www.libguides.hull.ac.uk/reflectivewriting/reflection3>