



Author Guidelines

Live Event or Recorded Event Continuing Nursing Education

Continuing Nursing Education at Sigma Theta Tau International

Continuing Nursing Education (CNE)

One CNE should take the learner one hour to complete. A CNE activity is a learning activity “intended to build upon the educational and experiential bases of the professional RN for the enhancement of practice, education, administration, research, or theory development, to the end of improving the health of the public and RNs’ pursuit of their professional career goals” (ANCC, 2011, p.20).

CNE credit is calculated in a combination of ways depending on how the material is being presented by the author.

- For provider-paced materials (a CNE activity where the provider of the educational content controls the content and amount of time taken to complete the objectives of the educational activity) the number of minutes in the organized activity will be added together and divide by sixty (60) and rounded down to the nearest 1/100th.

Images/Illustrations and Copyrights

We encourage you to include images and illustrations in your presentations. If you want to use a previously published photo or illustration, you are responsible for contacting the publisher and obtaining written permission to reprint the image. **STTI cannot print an already published image without written permission from the copyright owner.**

American Nurses Credentialing Center

The American Nurses Credentialing Center (ANCC) is the accrediting body for STTI's continuing nursing education or CNE.

Sigma Theta Tau International is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

As an accredited organization, STTI must avoid any bias or conflicts of interest in order to provide CNE for the content that STTI presents.

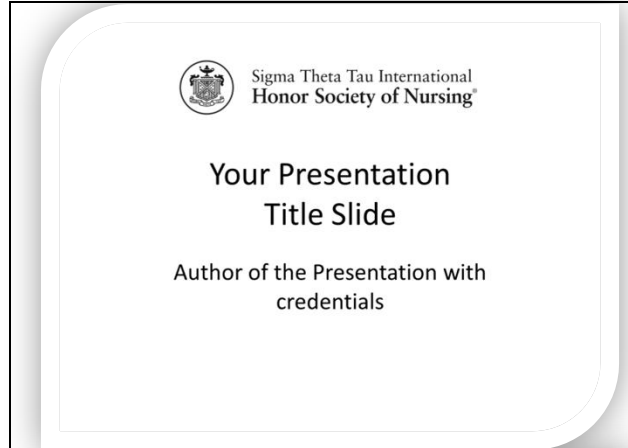
Bias

Bias is a tendency to cause favoritism toward something or someone or to influence the actions or thoughts of others. In this case, to bias someone toward a specific commercial product or image.

Conflict of Interest


The potential for conflicts of interest exists when an individual has the ability to control or influence the content of an educational activity and has a financial relationship with a commercial interest, the products, or services of which are pertinent to the content of the educational activity. Meaning, if an individual speaks about a specific product and receives any monetary benefit from its sale or usage, then that act constitutes a conflict of interest.

In the interest of uniformity and full disclosure to participants, please follow the following guidelines for your presentation at an STTI event or recorded event. The first three slides should have similar information as the generic slides below.

The image shows a template for a presentation title slide. At the top left is the Sigma Theta Tau International Honor Society of Nursing logo. Below the logo, the text reads "Your Presentation Title Slide" in a large, bold font. Underneath that, it says "Author of the Presentation with credentials".

Slide 1:
Slide one should have the presentation title and author name with credentials



The image shows a template for a faculty disclosure slide. The title is "Faculty Disclosure". Below the title are three identical tables, one for each faculty member. Each table has four rows: Faculty Name, Conflicts of Interest, Employer, and Sponsorship / Commercial Support. The example text in the tables is: Faculty #1 Name, Credentials; None; Whatever University and Facility; None.

Slide 2:
Slide two should have the title of "Faculty Disclosure". This lists all presenting authors' faculty disclosure. Note it may take more than one slide to note all authors.

The following information should be listed regarding each presenter:

- Faculty name and credentials
- Any known or potentially perceived conflicts of interest
- The faculty's employer(s)
- Any known sponsorship or commercial support the faculty may have received regarding the information to be presented



The image shows a template for a slide titled "Goals and Objectives". It contains two main bullet points: "Session Goal:" followed by a sub-bullet "Describe the overall session goal here", and "Session Objectives:" followed by two sub-bullets: "Objective #1 from your presentation" and "Objective #2 from your presentation".

Slide 3:

Session goal(s)

- Note the overall session goal
- This is typically a single sentence per goal

Session objectives

- List each educational objective for the session



References: Using APA Style

STTI uses the *Publication Manual of the American Psychological Association (APA)*, 6th Edition. If you are not sure how to properly format your references, please refer to APA's website (<http://apastyle.apa.org/>), which offers answers to frequently asked questions (FAQ) and other online support. Please make sure you're using the current edition – 6th edition – of the APA Style Guide.

The publication manual is available for purchase from your favorite bookseller, and you may find answers to many questions online at <http://www.apastyle.org/>.

Important:

Each reference cited in the text **must appear** in the reference list.

Insert the surname of the author and year of publication in the appropriate part of the text.

Smith (2009) compared two pain medications.
In a recent study (Smith, 2009) of pain medications ...
In 2009, Smith compared two pain medications.

When a work has two authors, always cite both names, using ampersand if within parentheses.

In a recent study (Smith & Jones, 2009) of pain medications ...
Smith and Jones (2009) compared ...

When a work has three, four, or five authors, cite all authors the first time; in subsequent citations, include only the surname of first author followed by et al.

First citation: Smith, Jones, Saver, and Hall (2009) found ...
Subsequent citations: Smith et al. (2009) found ...

When a work has six or more authors, cite only the surname of the first author followed by et al. and the year for the first and subsequent citations.

First and subsequent citations: Jones et al. (2010) found ...

NOTE: Order citations of two or more works within the same parentheses alphabetically.

Studies have shown a likable personality is a great tool for negotiation (Jones, 2008; Smith, 1994; Tungsten et al., 2010).

General Forms

1. Periodical (Journal Articles)

Periodicals include items published on a regular basis: journals, magazines, scholarly newsletters, etc.

- a. Author, A. A., Author, B. B., & Author, C. C. (2009). Title of article. *Title of Periodical*, volume number, page numbers.
 - i. Wilmeth, R. A., Hatch, E. M., & Hall, C. M. (2009). Honor society books earn high marks for evidence-based nursing. *Fictional Journal of Nursing Scholarship*, 44(3), 60-90.



References: Using APA Style (continued)

2. Non-periodicals (Book)

Non-periodicals include items published separately: books, reports, brochures, certain monographs, manuals, AV media.

- a. Author, A. A. (2009). *Title of work*. Location: Publisher
 - i. Palmer, C. J. (2009). *The importance of reference formatting in scholarly books*. Indianapolis, IN: Sigma Theta Tau International

3. Book Chapter or Reference Book Entry

Author, A. A., & Author, B. B. (2010). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xx-xx). Location: Publisher.

4. Electronic Sources (Internet)

Electronic sources include aggregated databases, online journals, Web sites or Web pages, newsgroups, Web-based discussion groups, Web-based newsletters.

- a. Online periodical:
 - i. Author, A. A., Author, B. B., & Author, C. C. (2009, day and month if known). Title of article. *Title of Periodical*, volume number, page numbers if applicable. Retrieved from source (no period after URL)
 1. Mattson, J. E. (2009, 23 July). Nursing on ice. *Reflections on Nursing Leadership*, 35(3). Retrieved from <http://www.reflectionsonnursingleadership.org/default.aspx>
- b. Online document:
 - i. Author, A. A. (2009, day and month if known). *Title of work*. Retrieved from source (no period after URL) **NOTE: The 6th edition of the APA Manual does not include the date the Internet URL was accessed.**
 1. Research America. (2006, 22 March). *Linda Aiken receives Research! America advocacy award*. Retrieved from http://www.researchamerica.org/release_06mar22_advocacyawards_aiken

A tutorial, frequently asked questions, and other resources are available at <http://apastyle.apa.org/>

References

- A. American Nurses Credentialing Center. (2011). *2013 ANCC Primary Accreditation Application Manual*. Silver Springs, MD: Author.