

Welcome and thank you for working with us to share clinically relevant information for healthcare professionals and to enhance the care of patients around the globe. For publications distributed by Passy-Muir, Inc. or shared on our website, a multi-level review process is conducted to ensure writings from both internal and external contributors are consistent with requirements. Since the Passy Muir® Valve is a medical device, we are required to ensure that our products are represented accurately in terms of design, function, and trademarks. We also work to produce a high quality publication that may be a resource to healthcare professionals. To confirm compliance and quality, the editor(s) are required to review all articles prior to publication.



Editorial Responsibilities

This review process typically includes:

- Evaluating submissions of topic ideas from writers to decide what to publish and reserving the right to decline publishing an article
- Reading content and correcting spelling, punctuation, and grammatical errors
- Rewriting text to make it easier for readers to understand (rewrites are limited to a word or phrase choice for clarity)
- Reorganizing some content, if needed, to increase readability
- Verifying facts cited in material for publication
- Verifying references listed for both information and correct formatting
- Working with writers to help their ideas and articles succeed
- Developing article and content ideas according to the publication's style and editorial policy
- Allocating space for the text, photos, and illustrations that make up an article or content
- Approving final versions submitted by staff and contributing authors

Editors plan, coordinate, and revise material for publication in books, newspapers, periodicals, or on websites. Editors review article ideas and decide what material will appeal most to readers. During the review process, editors may offer comments to improve the product and suggest titles and headlines to the author and ask for rewrites. For most article submissions, a single editor may do all the editorial duties or may share them with a few other people in the corporate office.

Submissions from authors are well-respected and appreciated with an emphasis placed on maintaining the integrity of the original submission; however, in addressing the needs of the end-user (readers), the editor may identify a need for edits to improve the readability of an article, including a need for changes to word choice, phrasing, and organization.

If major revisions or rewrites of sections are needed, the editor will contact the author to discuss the work to be done. If the revisions are minor and do not affect the content or intended meaning that is being presented, the editor reserves the right to make appropriate editorial corrections or changes without rewrite from the submitting author.

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**WRITING A PAPER or BIBLIOGRAPHY for Passy-Muir, Inc.****Hints for manuscripts/articles**

- 1) Select a topic and have it approved by the Vice President of Clinical Education and Research prior to initiating any research or writing
- 2) Paper format
 - a. All papers follow APA format
 1. Title page
 2. 50-word abstract
 3. Sections of the paper: introduction, body, conclusion, references
 4. Go to this link to format references: <http://www.citationmachine.net/apa>
- 3) Length: 2500 words or longer
- 4) Photos and images: release/consent for use required (see attached consent form) – be aware and avoid copyright issues. We cannot publish images, tables, etc for which you do not have permission of use.
- 5) Captions: All photos, images, tables and graphs should have a caption, including names of persons shown (unless names need to be redacted)
 - a) in the body of the paper, note location of photo, image, graph or table by doing the following:
[place image here]
 - b) Figures must be provided as a standard image format (e.g., JPEG, TIFF, PNG) and have a resolution of at least 300 DPI.
 - c) All photos and images should be a minimum of 300 dpi in JPEG format, if possible (print quality); otherwise, please check with the editor
- 6) When using terms (such as Passy Muir Valve, etc) they should be marked by ® - this should only be used the first time the term occurs in the paper (see more details below under “Approved wording and formatting...”)
- 7) To check grammar and for copyright violations, you may put your paper into this link (you may have to setup an account but it is free): <https://www.citationmachine.net/grammar-and-plagiarism/>
Your paper will be put through this checker by the editor prior to review. You will be notified of copyright issues or concerns.

General Manuscript Formatting

All manuscripts submitted should adhere to the following general formatting guidelines:

- Manuscripts must be provided as a standard document format (e.g., .doc, .docx).
- Tables must be provided as either an editable Microsoft Word document (i.e., .doc, .docx), or as an editable Microsoft Excel spreadsheet (i.e., .xls, .xlsx) containing only text and no formulas.
- Manuscripts should be double spaced.
- Single spaces after periods

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Approved Wording and Formatting Considerations for Passy-Muir, Inc.

Approved Company Terms

- Passy-Muir, Inc. (Official corporate name, to be used when providing legal compliance terms such as financial disclosures, trademarks, or copyright is referenced, such as © Passy-Muir, Inc.)
- Passy Muir (when used in text should be two words, reduced space (kerning) between “Passy” and “Muir”)
- Passy Muir® the ® only need appear the first time used in the article. It is okay to note “Passy Muir” is the registered trademark of Passy-Muir, Inc.
- Passy Muir® Valve or Passy Muir Valve – when used in text, two words, reduced space between “Passy” and “Muir”. Also, the term “Valve” should be title case.
- Valve (when referencing the PMV, Valve should be capitalized)
- Passy Muir Clinical Specialist (title case is correct)
- Passy Muir University (title case)
- PMI or PM should be Passy Muir or Passy-Muir, Inc.
- TRACHTOOLS™ (all caps, with ™)
- Millions of Voices, ONE VALVE™ (as indicated here)

Clinical Terms

- airflow (one word, no hyphen)
- airway is “airway” with no title case, unless the first word of a sentence
- back pressure (two words, no hyphen)
- breakout (one word, no hyphen, not break out or break-out)
- closed system (no quotation marks no hyphen)
- FAQs (lower case “s”)
- hands-on is correct (not hands on)
- in-line is correct (not inline nor in line)
- nurse (lower case)
- online (one word, no hyphen)
- one-way is correct (not one way)
- speech-language pathologist (not speech language pathologist)
- speech and language development (lower case is correct)
- Trach – should be “tracheostomy” (or “tracheotomy” when referring to the procedure). (Trache and trached are not correct)
- ventilator dependent (no hyphen)
- CEUs (lower case “s”)

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**Approved Wording and Formatting Considerations for Passy-Muir, Inc.** *(continued)***Approved product terms:**

- Passy Muir® Tracheostomy & Ventilator Swallowing and Speaking Valve is the correct full name for our company product (plural when appropriate is okay).
- Passy Muir® Valve or Passy Muir Valve – when used in text, two words, reduced space between “Passy” and “Muir”. Also, the term “Valve” should be title case. The ® only need appear the first time used in the article.
- Valve (when referencing the PMV, Valve should be capitalized)
- no-leak (no quotation mark, lower case, use hyphen) (In a capitalized title No-Leak)
- bias-closed position (hyphen between bias-closed is correct) (biased is NOT correct)
- PMV is correct if at first use it is defined as “Passy-Muir® Valve (“PMV”)”
- PMV® is correct. The ® may be dropped after first use in the article.
- PMV®007 (Aqua Color™)
- PMV®005 (white)
- PMV®2001 (Purple Color™)
- PMV®2000 (clear)
- PMV®2020 (clear)
- PMA®2000 Oxygen Adapter
- PMV® Secure-It®
- PMV®2020-S Adapter
- PMV®AD1522 Step-down Adapter
- PMV®AD22 Silicone Adapter
- Tracheostomy T.O.M.®
- Pocket T.O.M.®
- Toby Tracheasaurus™
- Tammy Tracheasaurus™

Style issues:

- He/She – should be replaced by making sentence plural and using “they” or “their”. For example change “The patient must have his/her cuff deflated” to “Patients must have their cuff deflated.”
- And/or - should not be used – pick one.
- Try to avoid use of the / symbol.
- Use of the Oxford or serial comma:
 - o USE: We sell books, videos, and magazines.
 - o NOT: We sell books, videos and magazines.
 - o USE: These items are available in black and white, red and yellow, and blue and green.
 - o NOT: These items are available in black and white, red and yellow and blue and green.

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Approved Wording and Formatting Considerations for Passy-Muir, Inc. *(continued)*

APA Formatting of Citations Within a Document:

• Number of authors:	• First text citation (either parenthetical or narrative)	• Subsequeny text citations (all)
• One or two	• Palmer & Roy, 2008	• Palmer & Roy, 2008
• Three, four, or five	• Sharp, Aarons, Wlittenberg, & Gittens, 2007	• Sharp et al., 2007
• Six or more	• Mendelsohn et al., 2010	• Mendelsohn et al., 2010

APA Writing or Numbers:

- Write our #1-9 (i.e., one, two...)
- Use numeral for #s 10 and over (i.e., 10, 11...)



Quick Resource Links for Formatting:

- [ASHA's Clinical Research Education \(CREd\) Library](#)
- [Bates College: How to Write a Paper in Scientific Journal Style and Format](#)
- [Phonetic symbols unicode for Microsoft Word](#)
- [APA Style Blog](#)
- [Purdue Online Writing Lab APA Formatting and Style Guide–Reference List Rules](#)