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**NOVEL: Guidelines for Authors**

**Guidelines for Authors:** NOVEL welcomes submissions to the collections. In order to add an item to NOVEL, it must be reviewed and approved by our Editorial Board. When submitting an item for consideration, please consider this checklist for your submission:

1. For PPT or video, please include a title slide with the names and credentials or professional titles of all authors, as well as current institutional affiliations
2. When submitting images, consider containing them in a PPT slide set with adequate descriptive information about each image
3. Remove all Patient Health Information (PHI) as mandated by HIPPA, or obtain permissions from patient for online educational use. Author is responsible for obtaining patient permission and retaining signed patient permission forms.
4. Try not to use copyrighted material within a PPT, and provide attribution when using the work of another.
5. Note date of information to assist us in keeping the collections current.
6. Your submission will be assigned to a reviewer by the Chair of the NANOS-NOVEL Editorial Board. Reviewers may:
   1. Approve for addition to NOVEL
   2. Approve based on suggested changes or additional information
   3. Reject
7. If approved (or approved with change suggestions and changes made) Author will be notified and provided with a citation for inclusion in a CV as a publication.

**Minimum Submission Information:** The minimum information required for a submission is listed below. Please provide this information with any materials submitted to NOVEL for consideration.

**Author Information**

Name

Title, credentials

Affiliation

Address

Email

**Co-author information**

Name

Title, credentials

Affiliation

Address

Email

**Financial disclosure**

None

**Submission information**

Title:

Suggested location in educational curriculum outline: (Ex: VC3; aneurysm)

Description: Brief paragraph (or more) describing item:

Subject Terms: Primary subjects of the item, or main keywords:

Number of Figures and legend for each:

Number of Videos and legend for each:

Copyright : Retained by Authors or Transferred to NOVEL/NANOS

Send submissions to the NOVEL Team at: [novel-submissions@lists.utah.edu](mailto:novel-submissions@lists.utah.edu)