

Medical Nutrition Matters

OFFICIAL NEWSLETTER OF THE DIETITIANS IN MEDICAL NUTRITION THERAPY DPG

A Dietetic Practice Group of the Academy of Nutrition and Dietetics

CPE Article Author Guidelines & Submission Checklist

Updated August 2026

About Medical Nutrition Matters

Medical Nutrition Matters is the official publication of the Dietitians in Medical Nutrition Therapy Dietetic Practice Group (DMNT DPG) of The Academy of Nutrition and Dietetics. Its primary mission is to support the educational needs of Registered Dietitian Nutritionists (RDNs) and Nutrition and Dietetic Technicians, Registered (NDTRs) practicing medical nutrition therapy (MNT). Topics of interest include gastrointestinal disorders, physical medicine and rehabilitation, immunocompromised and transplant nutrition, and cystic fibrosis. We also encourage submissions on a wide variety of timely and emerging nutrition topics relevant to clinical practice, research, quality improvement, education, and interdisciplinary care.

The newsletter is published quarterly. Content must be nutrition and dietetics related, evidence-based, free of commercial bias, and consistent with the Academy of Nutrition and Dietetics Evidence Analysis Library and position papers where applicable. All published material is copyrighted and may not be reproduced without the written permission of the editor.

Questions about topic selection, article types, or submission should be directed to:

Sara Hendrix, Newsletter Editor | sarajhendrix@gmail.com

Section A: Article Guidelines and Author Responsibilities

CPE articles are the newsletter's flagship educational feature and provide members with continuing professional education.

Content Expectations

- Content must reflect the integration of nutrition science and dietetics practice, as defined by the [Essential Practice Competencies](#).
- Information must be accurate, current, and relevant, and it must comply with the Academy's [Scientific Integrity Principles](#).
- Articles should strengthen professional nutrition and dietetics practice by updating or enhancing knowledge, skills, and attitudes.

Required Components

- Include at least 3 learning objectives relevant to professional or interprofessional nutrition and dietetics practice.
- Include an abstract or brief description of the article (~200 words).
- Target a word count based on the desired CPEU credit level: ~6,000 words for 1.0 CPEU, ~4,500 words for 0.75 CPEU, or ~3,000 word for 0.5 CPEU. This count includes tables and figures but excludes references.
- Provide at least 5 multiple-choice learner assessment questions, each with 4 answer options, aligned with the learning objectives and marked with the correct answer.

Accepted Formats

Accepted article types include research papers, review articles, case studies, professional observations, and question-and-answer formats.

Author Qualifications and Review

- Authors must have academic training, certification, and/or demonstrated expertise relevant to the content. Multiple authors are permitted. Foreign degrees are accepted if they have been verified by an approved Independent Foreign Degree Evaluation Agency.
- Authors must be RDNs or NDTRs. Dietetic students and interns, as well as other clinicians and researchers must have an RDN coauthor.
- All CPEU articles undergo peer review.
- Authors are offered an honorarium upon publication based on the CPEU credit level of the published article: \$1,000 per author (up to \$2,000 maximum per article) for 1.0 CPEU, \$750 per

author (up to \$1,500 maximum per article) for 0.75 CPEU, or \$500 per author (up to \$1,000 maximum per article) for 0.5 CPEU.

Section B: Originality, Copyright & Disclosures

Originality

All submissions must meet both of the following originality requirements:

- Original works not previously published in whole or in part (including tables, figures, and graphics) in print or electronic form.
- Submitted solely to Medical Nutrition Matters — manuscripts may not be under consideration elsewhere.

Copyright

The DMNT DPG holds copyright to all material published in Medical Nutrition Matters. Authors acknowledge this by signing the independent contractor contributor agreement at the time of submission. Key points are outlined below.

- Authors who transfer copyright retain the right to reprint material from their articles with proper acknowledgment of the DMNT DPG and the Academy of Nutrition and Dietetics
- Any material previously published in whole or in part — including direct quotations, tables, figures, graphics, or charts — must be accompanied by written permission from both the copyright owner and the original author, along with full source information. The permission must specify 'permission to publish in the online version of the newsletter.'
- Authors warrant they have obtained all necessary permissions to use content (photos, graphics, tables) within their article and have the right to grant the Academy a license to use such work.

Disclosure

Each author must include a financial disclosure statement. Financial interests include employment, board or advisory roles, consultancies, honoraria, stock ownership or options, expert testimony, grants, patents, royalties, and other support from any organization with a financial interest in the subject matter. If a product or service is mentioned, it must be presented fairly and in context with competing options.

Use of Artificial Intelligence (AI)

Authors who use AI or AI-assisted tools during the writing process must follow the requirements below.

- Use AI only to improve readability and language — not to replace interpretation of data or scientific conclusions
- Apply AI tools with human oversight and carefully review and edit all AI-generated content

- Not list AI tools as an author or co-author
- Disclose AI use at the end of the article using the following format:

AI Disclosure example: *During the preparation of this work, the author(s) used [NAME OF TOOL] in order to [REASON]. After using this tool, the author(s) reviewed and edited the content as needed and take full responsibility for the content of the publication.*

This declaration is not required for basic grammar or spelling tools.

Section C: Submission Process

How to Submit

Submit articles by email to the Newsletter Editor at: sarajhendrix@gmail.com

Include the following materials with your submission:

- CPE article info sheet (includes title, abstract/description, learning objectives, performance indicators)
- Author info sheet (includes name, credentials, contact info, bio, disclosures)
- Article (MS Word format)
- References
- At least 5 multiple-choice quiz questions with answer key
- Author photo (JPEG or PNG format, preferably high resolution)
- Author resume/CV
- Signed contributor agreement

Timeline

Use the timeline below to identify the submission deadline for the issue you are targeting. Authors should also account for peer review and revision time when planning a manuscript submission.

Issue	Summer	Fall	Winter	Spring
Submission Deadline	May 1	August 1	November 1	February 1
Target Publication Date	August 20	November 20	February 20	May 20

Peer Review Timeline

CPE articles require additional time for peer review. Authors should expect 1-3 months between submission and notification of the review decision.

Issue Scheduling and Honoraria

Author honoraria are capped at \$2,000 per issue. Depending on the selected CPEU level, this cap may support one full-length 1.0 CPEU article or several shorter articles. If a manuscript would exceed the honorarium cap for the targeted issue, publication may be scheduled for a later issue.

Revision Timeline

After conditional acceptance, authors are expected to submit revisions within 6 weeks. Late revisions may delay publication and move the article to a subsequent volume.

Peer Review

All CPE articles undergo peer review to maintain the quality, credibility, and integrity of content published in this newsletter. Reviewers assess submissions for relevance to nutrition and dietetics practice, educational value, ethical considerations, clarity and logical organization, and compliance with CDR continuing professional education (CPE) provider policies.

Based on reviewer recommendations, a submission may receive one of the following decisions:

- Accepted — The article is suitable for publication as submitted.
- Accepted with Revisions — Minor changes are required before publication.
- Major Revision — Substantial revisions are needed and the article must be re-reviewed.
- Rejected — The article contains critical concerns that cannot be resolved within a reasonable revision cycle.

Common grounds for rejection include fatal methodological flaws, insufficient novelty or significance, ethical violations, unsupported conclusions, scope misalignment, or failure to engage with prior reviewer feedback.

In addition to peer reviewer feedback, authors may receive editorial requests from the newsletter editor, copy editor, and Academy reviewer, coordinated through the associate newsletter editor and editor.

Section D: Formatting Requirements

General Formatting

- File format: Microsoft Word (docx)
- Font: 12-point Times New Roman or Arial
- Spacing: double-spaced for peer review
- Margins: 1 to 1½ inch on all sides
- Pages: numbered consecutively
- Minimal formatting preferred — final layout will be completed by the layout editor
- Use subheadings to organize content and aid readability

First Page

The first page of the article should include the following:

- Article title — concise and informative
- Learning objectives

Tables and Figures

If your manuscript includes tables or figures, follow the requirements below:

- Each table or figure should be mentioned (called out) in the body of the manuscript
- Place tables and figures at the end of the manuscript, after the references
- Each table should be typed on a separate page with a descriptive title on the same line as the table number (no ending period)
- Number tables and figures consecutively
- Include a brief caption for each illustration that makes it self-explanatory
- Provide written permission to reproduce any tables or figures from other sources

Photos and Illustrations

- Submit photos and illustrations as electronic files in JPEG or PNG format.
- If you submit your own images, confirm that you have the rights to use them.
- Copyrighted images cannot be accepted without written permission.
- Images are optional. If you would like to include a copyrighted image but do not have permission to use it, you may provide the image for reference only or submit a brief description. The layout editor may be able to identify a similar alternative from the image gallery.
- If no images are submitted, the layout editor will select relevant photographs for the final issue when appropriate.

Section E: References

Reference Style

Medical Nutrition Matters follows the [Journal of the Academy of Nutrition and Dietetics](#) style and the AMA Manual of Style, 11th edition.

Use the following reference guidelines when preparing your manuscript:

- References should be numbered consecutively with Arabic numerals (superscript outside of punctuation) in the order in which they are cited.
- Except for the first word and proper nouns, each word in a citation is lowercase.
- List references at the end of the paper (before tables/figures)

- Do not use the Microsoft Word footnote function for references

Acceptable References

Authors should support statements with current, credible sources and prioritize peer-reviewed literature, systematic reviews, clinical practice guidelines, and authoritative reports whenever available.

Consumer-facing websites and books should be used sparingly and only when they represent the most appropriate source for the information being cited.

Reference Formatting Examples

Journal Articles

Format: Author AA, Author BB. Title of article. *Journal Abbrev.* Year;volume(issue):pages. doi:xxxxx

Example: Moloney L, Rozga M, Steiber A, Handu D. The effectiveness of medical nutrition therapy in prevention and treatment of chronic disease: a position paper of the Academy of Nutrition and Dietetics. *J Acad Nutr Diet.* 2026;126(2):156219. doi:10.1016/j.jand.2025.10.010

Books

Format: Author AA, Author BB. *Title of Book: Subtitle.* Edition. Publisher; Year.

Example: Beto JA, Holli BB; Nutrition and Dietetic Educators and Preceptors. *Nutrition Counseling and Education Skills: A Practical Guide.* 8th ed. Jones & Bartlett Learning; 2023.

Websites

Format: Author AA. Title of webpage. Website Name. Month Day, Year published or updated.

Accessed Month Day, Year. URL

Example: Cleveland Clinic. Medical nutrition therapy. Cleveland Clinic website. Last updated February 29, 2024. Accessed May 16, 2026. <https://my.clevelandclinic.org/health/treatments/medical-nutrition-therapy-mnt>

Section F: Writing Style & Editing Guidelines

Terminology

- Use Registered Dietitian Nutritionist (RDN), the Academy's preferred term for the food and nutrition expert. Spell out in full on first use, then use RDN. Do not change a named person's credentials if they have not transferred from RD to RDN.
- Use Nutrition and Dietetic Technician, Registered (NDTR) for technical support personnel.
- Use 'the Academy' as the preferred abbreviation for the Academy of Nutrition and Dietetics.
- Use 'Academy members' when referring specifically to membership status.

- Use 'food and nutrition practitioners' or 'food and nutrition professionals' to collectively address professional-level membership.

Numbers

- Numerals should be used to express numbers in most circumstances (eg, 5 not five). Exceptions include numbers that begin a sentence, title, subtitle, or heading; common fractions.
- Use the % symbol with figures (e.g., 3%, not 3 percent).

Acronyms & Abbreviations

- Spell out the full term on first use, followed by the abbreviation in parentheses.
- Abbreviate units of measure when used with figures: 5 g, 6 kg.

Hyphens & Capitalization

- Use hyphens to avoid ambiguity or form compound modifiers: e.g., health-care plan, low-calorie diet, body-weight regulation.
- Capitalize proper nouns and formal names; lowercase seasons, general nouns.
- Capitalize a title preceding a person's name; lowercase when it follows: Director Jane Smith vs. Jane Smith, director.

Brand Names

Use generic names whenever possible. If you include a brand name, add ® or ™ as appropriate and identify the manufacturer and headquarters city in parentheses. Branded products must be presented in a balanced manner alongside appropriate alternatives.

Political & Religious Content

Content should remain balanced, neutral, and educational rather than persuasive. Strong political advocacy, partisan messaging, and religious advocacy are not permitted.

Section G: Editorial Process

Authors are responsible for the accuracy and completeness of article content. After acceptance, articles are copyedited to align with Medical Nutrition Matters style and available space. Minor edits for style, grammar, and readability are not typically returned to the author. If substantial edits are needed, the corresponding author will receive electronic proof to review changes and verify accuracy. The editors reserve the right to refine topics and edit grammar, content, and length as needed. The editor also maintains records of article edits for the CPE process and applies for CPEUs on behalf of the newsletter.

Author Submission Checklists

Complete the appropriate checklist before submitting your manuscript.

CONTENT & STRUCTURE	Status
Article topic and format confirmed with editor prior to writing	☐ Completed
Content is nutrition/dietetics-related, evidence-based, free of commercial bias	☐ Completed
Article info sheet included	☐ Completed
Manuscript word count matches the target CPEU level selected (~6,000 / ~4,500 / ~3,000 words; references not included in count)	☐ Completed
At least 5 multiple-choice quiz questions (4 options each) aligned to learning objectives	☐ Completed

FORMATTING	Status
Microsoft Word (.docx) file	☐ Completed
12-point Times New Roman or Arial font	☐ Completed
Double-spaced	☐ Completed
1 to 1½ -inch margins on all sides	☐ Completed
Pages numbered consecutively	☐ Completed
First page includes title and learning objectives	☐ Completed

REFERENCES	Status
References are AMA Manual of Style / Journal of the Academy style	☐ Completed
References numbered consecutively in order of citation, and cited in text formatted as superscript numbers outside of punctuation	☐ Completed
References listed at end of manuscript (before tables/figures)	☐ Completed
Microsoft Word footnote function NOT used for references	☐ Completed
Access dates included for all website citations	☐ Completed

TABLES & FIGURES	Status
Each table/figure called out in the body of the manuscript	☐ Completed
Tables/figures placed at end of document, after references	☐ Completed
Written permission obtained and included for any reproduced tables/figures	☐ Completed

AUTHOR MATERIALS		Status
Author info sheet included	☐	Completed
Author photo (JPEG/PNG)	☐	Completed
Author resume/CV including all credentials	☐	Completed

REQUIRED FORMS		Status
Signed contributor agreement	☐	Completed

Thank you for contributing to Medical Nutrition Matters and advancing MNT practice.

Questions? Contact: sarajhendrix@gmail.com