



PearlsReview Writers Guidelines

PearlsReview offers more than 50+ certification review courses to help nurses prepare for certification in their specialty. PearlsReview's computer-based review courses are designed to help nurses apply the concepts they have learned to pass their certification exams.

We are looking for RNs certified in a specific nursing specialty to create new material based on certification exam outlines and to edit and update our existing certification review content.

Writing a Certification Module

A module for PearlsReview must be authored/co-authored or reviewed by an RN who is certified in a relevant nursing field. The module must include the following items:

- A one-sentence goal statement for the module, separate from the narrative.
- For example: The goal of this module is to provide nurses with information about the incidence, etiology, identification and treatment of abdominal trauma.
- At least three objectives, using action verbs that require readers to demonstrate their understanding of the topic.
For example:
 - Identify three factors that ...
 - Discuss four nursing interventions ...
 - Describe two ways patients ...
- An original, researched, referenced PowerPoint presentation of 60 to 80 slides written in a bullet-point style. A sample presentation will be sent to you. Presentations must follow the slide format and font style shown in the master slide sent to you. More specifically:
 - Slides should consist of a heading and three or four bullet points pertaining to the heading.
 - When creating bulleted or numbered lists, you should be consistent in your use of either verbs or nouns for the individual lists. For example,
Mr. Smith has the following symptoms:
 - Headaches
 - Blurry vision
 - Dizziness

- Tremors
- Unsteady gait

The treatment plan for Mr. Smith included the following:

- Order lab work
 - Refer to a neurologist
 - Review his medications
- If your PearlsReview module includes information about an off-label use of a product (the use of a product for a purpose other than that for which the FDA approved it), a statement in writing informing us of that fact.
 - A complete reference list, including book or journal titles, dates and page numbers, with footnoted citations in AMA style. Generally, references should not be more than 3 years old. Do not use reference material available only online and only by subscription; most readers will not be able to access it without paying a fee. If you use an article that appears in a subscription journal that is available both online and in print, include both the URL and the print reference information, i.e., volume and issue numbers and page numbers. That way, readers without a subscription can access the article without cost at a library. Each reference should correspond to the numeric order of the reference list.
 - An exam in a separate Word file that includes a total of ten multiple-choice style questions with four distinct answer options. Please do not include any true/false questions. Identify the answers and write a rationale for the correct answers on all questions.
 - A résumé or curriculum vitae for each author.
 - A signed author's agreement.
 - A current W-9
 - A signed vested interest self-disclosure form.

Note: Authors must guard against plagiarism. The dictionary defines plagiarism this way: "To take and pass off (ideas or words of another) as one's own; to use (another's production) without crediting the source." To avoid plagiarizing, you must credit the journal articles, books and websites you drew information from by citing them in the reference list. If you use someone else's exact words, put quotation marks around them and list the source in your reference list.*

**Plagiarize. Merriam-Webster.com Web site. <http://www.merriam-webster.com/dictionary/plagiarized>. Accessed May 12, 2011.*

The Submission Process

- If you have questions about working with us or about the above guidelines, contact Nadine Salmon, Editorial Director of PearlsReview, at 912-509-6157 or at: nsalmon@oncourselearning.com
- After you and Nadine discuss and agree on an assignment, review the PowerPoint template Nadine will send you if you are developing a new module. Use the same design and fonts as in the template.
- If you have recommendations on art to include, make a note on the slide in a different color font; we will try to find an appropriate image.
- Upon completing your presentation, please e-mail it to Nadine as an attachment, or upload the PowerPoints to Drop Box.
- Honoraria are awarded on an individual basis.

For More Information:

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References

- Use AMA style. (Refer to *AMA Manual of Style*, 10th edition.)
- List footnoted citations under a “Reference” heading. Number citations consecutively in the text. Once a citation has a number, it keeps it throughout the narrative.
- List general references not cited in the text under a “Bibliography” heading.
- Abbreviate journal names according to AMA style (i.e., according to the National Library of Medicine abbreviations. For more information go to <http://nlm.nih.gov/pubs/factsheets/constructitle.html>).

Examples of References

Up to six authors, list them all

Hron G, Kollars M, Binder BR, Eichinger S, Kyrle PA. Identification of patients at low risk for recurrent venous thromboembolism by measuring thrombin generation. *JAMA*. 2006;296(4):397-402.

More than six authors, list first three, et al.

Carpenter CC, Fischl MA, Hammer SM, et al. Antiretroviral therapy for HIV infection in 1997. Updated recommendations of the International AIDS Society-USA panel. *JAMA*. 1997;277(24):1962-1969.

Books (entire book)

Weedon D. *Weedon's Skin Pathology*. 3rd ed. London, England: Churchill Livingstone Elsevier; 2010.

Dooley JS, Lok AS, Burroughs AK, Heathcote EJ, eds. *Sherlock's Diseases of the Liver and Biliary System*. 12th ed. Hoboken, NJ: Wiley-Blackwell; 2011.

Books (chapter in edited book)

Schenk EA. Management of persons with neurological problems. In: Phipps WJ, Manahan Donovan F, Sands JK, Marek JF, Neighbors M, eds. *Medical-Surgical Nursing: Health and Illness Perspectives*. 7th ed. St. Louis, MO: Mosby; 2002:1787-1865.

CDs, DVDs, audiotapes, videotapes: (list author first if provided)

Wound Healing. [videotape]. Irvine, CA: Concept Media; 2006.

Online material

In citing data from a website, include the following elements (if available) in the order shown: Author(s), if given (often no authors are given). Title of the specific item cited (if none is given, use the name of the organization responsible for the site). Name of the website site. URL [provide URL and verify that the link still works as close as possible to publication]. Published [date]. Updated [date]. Accessed [date].

Examples of online material

Online journals

Burt RK, Loh Y, Pearce W, et al. Clinical applications of blood-derived and marrow-derived stem cells for nonmalignant diseases. *JAMA*. 2008;299(8):925-936. <http://jama.ama-assn.org/content/299/8/925.full>. Published February 27, 2008. Accessed May 27, 2014.

Websites

Guidelines and recommendations: interim guidance about avian influenza (H5N1) for U.S. citizens living abroad. Centers for Disease Control and Prevention Web site. <http://wwwnc.cdc.gov/travel/page/avian-flu-americans-abroad.htm>. Published March 24, 2005. Updated January 13, 2011. Accessed May 27, 2014.

Dissertation or master's thesis

Caruso E. *An Examination of Organizational Mentoring: The Case of Motorola* [dissertation]. London, England: University of London; 1990.

Newspapers

Name of author (if given), title of article, name of the newspaper, date of the newspaper, section (if applicable) and page numbers.

Steinmetz G. Kafka is a symbol of Prague today; also, he's a T-shirt. *Wall Street Journal*. October 10, 1996:A2, A6.

Poster/paper/abstract presented at a meeting or conference (not yet published)*

Greenspan A, Eerdeken M, Mahmoud R. Is there an increased rate of cerebrovascular events among dementia patients? Poster presented at: 24th Congress of the Collegium Internationale Neuro-Psychopharmacologicum (CINP); June 20-24, 2004; Paris, France.

Khuri FR, Lee JJ, Lippman SM, et al. Isotretinoin effects on head and neck cancer recurrence and second primary tumors. In: Proceedings from the American Society of Clinical Oncology; May 31-June 3, 2003; Chicago, IL. Abstract 359.

Package insert

Cialis [package insert]. Indianapolis, IN: Eli Lilly & Co; 2012.

* Once these presentations are published, they take the form of a reference to a journal, book or other medium in which they are published.

Tips for Writing Test Questions

- Keep the questions and answers brief: a maximum of 350 words total.
- Make all questions multiple choice with four possible options, “A,” “B,” “C” and “D.”
- Remember that test questions should measure mastery of the objectives. After you have written the test, check that it includes questions relating to each objective.
- Make sure the correct option is derived from the narrative and defensible as the best answer.
- Be certain that the three incorrect options are plausible.
- Do not write “multiple-multiple” questions, that is, those that present a list of options, then ask the test taker to choose “a and b,” “a, b and c,” etc.
- **Avoid** the options “None of the above” and “All of the above.” Also, do not phrase questions in the negative, for example, using “all of the following EXCEPT.”
- Limit yourself to **one** question that involves statistics, number of cases or the like. Examples: “What percentage of ventilated patients develops ventilator-associated pneumonia?” “How many cases of HIV/AIDS were recorded in the U.S. in 2008?” “What is the prevalence of migraine among U.S. women?”
- Use the same terminology in the test as in the narrative. (For example, if the narrative refers only to “hypertension,” use “hypertension,” not “high blood pressure,” in the test.)
- Be sure the order of questions matches the sequence of information in the narrative, e.g., question No. 1 should correspond to the information appearing in the narrative first.
- Avoid using words in the correct option that are also found in the stem (the first part of the question). Doing so provides “clues” to the correct answer.
- Make sure options are not mutually exclusive. For example, if option “A” reads, “Slows the heart rate,” and option “B” reads, “Increases the heart rate,” these two options are mutually exclusive. The test taker can be reasonably certain that “C” and “D” are extraneous, and that either “A” or “B” is the correct answer.
- Be sure that one or more of your options are not included in another option. For example, if option “A” reads, “Affects the heart rate,” and option “B” reads, “Slows the heart rate,” option “B” is actually included in option “A.” Thus, if “B” is a correct response, “A” is also correct.
- Include an answer key, with rationale taken from the presentation.