

# Journal of the American Academy of Audiology

## Author Instructions.

The *Journal of the American Academy of Audiology* publishes original research (articles and case studies) in all areas of audiology, including audiological assessment, amplification, aural habilitation and rehabilitation, auditory electrophysiology, vestibular assessment, and hearing science.

### Manuscript Submission.

Manuscripts must be submitted online at <http://mc.manuscriptcentral.com/jaaa/>.

Submission of a manuscript is taken as evidence that no portion of the text or figures has been previously copyrighted, published, or submitted for publication elsewhere, unless information regarding previous publication is explicitly cited and permission is obtained.

JAAA is a participant in CrossCheck, a multi-publisher initiative to screen published and submitted content for originality. JAAA uses iThenticate software to detect instances of overlapping and similar text in submitted manuscripts. More information about CrossCheck is available at [www.crossref.org/crosscheck.html](http://www.crossref.org/crosscheck.html).

To ensure that your submission does not pose an antitrust violation, review the Academy's Antitrust Policy and Guidelines at [www.audiology.org/about/networking/listservs/Pages/AntitrustPolicyandGuidelines.aspx](http://www.audiology.org/about/networking/listservs/Pages/AntitrustPolicyandGuidelines.aspx).

### Manuscript Format.

The article word-count limit is 4,000 words for all content, including abstract, references, figure legends, etc. Articles must be submitted in Microsoft Word. The manuscript pages should have one-inch margins. All text, including abstracts, references, figure legends, etc., must be double spaced. Authors are encouraged to use Times New Roman font at 12 point. Never use boldface or italics unless the content requires it. Headings must be used to designate major divisions of the paper. Up to three levels of subheadings may be used.

### Title Page.

Page one should include the date of submission, the title, and the names of all authors as they will appear in print, without degrees. The list of authors is limited to 10 names. This should be followed by a listing of the institutional affiliations of each author. This page should also include the name, address, telephone and fax numbers, and the email address of the author who will receive editorial correspondence.

Also on page one, the author should cite if the paper was previously presented orally at a professional meeting, with the meeting name, date, and location.

Acknowledgments of support should be listed on this page, along with grant numbers if the study was supported by an agency.

If your article has more than 10 authors, contact [editor@audiology.org](mailto:editor@audiology.org).

### Structured Abstract.

Abstracts must be 350 words or fewer.

When applicable, abstracts should use all eight of the following subheads:

- Background: Describe the context of the study or the problem it addresses.

- Purpose: State the objective or question addressed by the research.
- Research Design: Describe the basic experimental design of the study.
- Study Sample: State the number of subjects, relevant demographic variables, and how they were selected.
- Intervention: Describe any intervention(s) studied.
- Data Collection and Analysis: Describe how and when outcomes were measured, including any instruments employed and the statistical methods used to analyze data.
- Results: State the main results and, if intervention was studied, the intervention's effects on measurable outcomes for the study sample and for subgroups.
- Conclusions: State the conclusions that are directly supported by the data, and any more general conclusions, along with their clinical implications.

For more information on the structured abstract, go to:

<https://www.audiology.org/sites/default/files/publications/resources/InformationontheStructuredAbstract.pdf>

### Key Words.

Following the abstract, supply a short list of key words (preferably from MeSH, the National Library of Medicine *Medical Subject Headings Thesaurus*) that reflect the content of the article.

### Abbreviations.

Following the key words, provide a list of all abbreviations and acronyms used more than once in the manuscript, along with the fully spelled-out versions of each of these abbreviations and acronyms.

### Tables.

There is a limit of 10 tables per article. All tables must be submitted in files separate from the article text file.

Two file formats are acceptable for tables: Microsoft Word and Microsoft Excel. Up to six tables may be included, numbered consecutively using Arabic numerals. Each table should have a title that succinctly describes the contents of the table (e.g., Table 3. Mean Recognition Scores (and SDs) for the Conditions and Signal-to-Noise Ratios of Experiment 3). Be sure that all tables are cited in the text. Do not place vertical lines in any table.

### Figures.

*General:* There is a limit of 10 figures per article. All figures must be submitted in files separate from the article text file.

Before creating figures, become familiar with the various options available in your graphics program, especially the way font size is increased or decreased and how line thickness is increased or decreased.

Be sure that all lettering and symbols (e.g., circles, squares, triangles) are large enough to be easily readable after the figure has been reduced to one-column width (2 ¾ inches or 7 cm). Be sure that lines defining waveforms and trends are thick enough to be easily readable after reduction to one-column width.

If you are not sure about the size of the content, reduce the figure to 2 ¾ inches (7 cm) width on a copying machine with reduction capability. At this size, the lettering should be about the same size as the ordinary text on a journal page. Avoid the use of closely spaced gridlines.

## ii Instructions for Authors

Figures should be numbered consecutively in the order in which they appear in the manuscript, using Arabic numerals. A list of figure legends should be prepared on a separate page following the body of the manuscript. The figure legend should explain each figure in detail.

Do not send figures in color, unless color is absolutely essential to convey the message of the figure, as authors are required to cover the cost of printing in color. Be sure that all figures submitted are cited in the text; figures will be placed just after the first citation.

### *Electronic Format:*

Figures that include text should, preferably, be submitted as vector .eps files. Figures that do not contain text and are, therefore, less likely to require editing, can be submitted as .eps, .tif, .pdf, or .jpg files of at least 300 dpi (a figure must be 5 ¾ inches wide at this resolution).

Resolution of at least 300 dpi is crucial to producing illustrations that are clear in print; figures of insufficient resolution (less than 300 dpi) may appear clear on a computer screen, but may be indecipherable when reproduced on paper.

### **References.**

There is a limit of 35 references for an article. If your article has more than 35 references, contact editor@audiology.org.

The journal uses the AMA/Vancouver numbered superscript style for references, within the text and in the references list that follows the article.

Complete information for references can be found online in the following locations: the National Library of Medicine ([www.nlm.nih.gov](http://www.nlm.nih.gov)), Books in Print ([www.booksinprint.com](http://www.booksinprint.com)); PubMed ([www.ncbi.nlm.nih.gov/pubmed/](http://www.ncbi.nlm.nih.gov/pubmed/)), and individual publisher web sites.

### *References within the text of the article:*

The references must be noted sequentially in the text, using superscript numbers with the author identification. For example: (NIDCD<sup>1</sup>) or (Phillips et al<sup>2</sup>; Henderson et al<sup>3</sup>; Bhatt and Guthrie<sup>6</sup>).

### *Reference list at the end of the article:*

A list of the references indicated within the text must follow the body of the article. The list should be double-spaced and the references should be listed in numerical order (not alphabetical order), with the reference number included at the start of each entry in the list.

- The references must be listed in AMA style, using Index Medicus journal title abbreviations.
- The references list follows the article text. Insert a page break between the end of text and the start of the references.
- Some exceptions to AMA style are used: Do not italicize book titles or journal title abbreviations and do not put a period at the end of a reference.
- List all author names, up to and including six names. For more than six authors, list the first three followed by et al.

The examples below indicate the way the references should be styled:

#### 1. Citing a journal article:

Newburger JW, Takahashi M, Burns JC, et al. The treatment of Kawasaki syndrome with intravenous gamma-globulin. *N Engl J Med* 1986;315:341–347

#### 2. Citing a chapter in a book:

Toma H. Takayasu's arteritis. In: Novick A, Scoble J, Hamilton G, eds. *Renal Vascular Disease*. Philadelphia: WB Saunders; 1995:47–62

#### 3. Citing a book:

Stryer L. *Biochemistry*. 2nd ed. San Francisco: WH Freeman; 1981:559–596

#### 4. Citing a thesis:

Stern I. *Hemorrhagic Complications of Anticoagulant Therapy* [Ph.D. dissertation]. Evanston, IL: Northwestern University; 1994

#### 5. Citing a government publication:

Food and Drug Administration. *Jin Bu Huan Herbal Tablets*. Rockville, MD: National Press Office; April 15, 1994. Talk Paper T94-22

#### 6. Citing an online article:

Rosenthal S, Chen R, Hadler S. The safety of acellular pertussis vaccine vs whole-cell pertussis vaccine [abstract]. *Arch Pediatr Adolesc Med* [serial online]. 1996;150:457–460. Available at: [http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol\\_150/no\\_5/abstract/htm](http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol_150/no_5/abstract/htm). Accessed November 10, 1996

#### 7. Citing a symposium article:

Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC

### **NIH Public Access Policy.**

The National Institutes of Health (NIH) Public Access Policy mandates that all articles by NIH-funded researchers must be submitted to PubMed Central ([www.pubmedcentral.nih.gov](http://www.pubmedcentral.nih.gov)) within 12 months of publication. NIH-funded authors who are published in JAAA are responsible for submitting their own articles. For more information, go to: <http://publicaccess.nih.gov/>.

### **General Data Protection Regulation (GDPR).**

The personal rights of people who are recognizable on images must be protected. Please provide a written consent form for publication signed by every recognizable person. For persons under 18 years of age / persons supervised, please provide the signature of both parents / the legal guardian / supervisor. A suitable declaration of consent form can be obtained in our authors' lounge. We cannot accept or store illustrations in which personal data of third parties are included. Please submit images in completely anonymous form, free of personal data only! Such data may not only be directly visible in the image (e.g., a patient name or a date of birth in an X-ray image); they can also be included in the metadata of the image, which is accessible with the appropriate software. They may also be obscured by a cropping feature (such as Powerpoint or Word) but can be made visible underneath. If you have questions about data protection regulations, please contact us before submitting your manuscript.

### **Protecting the Rights of Human and Animal Subjects.**

If human subjects have participated in the study, authors must state that the study was approved by the local Ethics Committee or Institutional Review Board. This statement is typically included in the Methods section of the manuscript. In addition, if the study involved human subjects, the manuscript must be accompanied by a statement that the investigation was conducted with the understanding and full informed consent of the subjects.

If the investigation involved animal subjects, the manuscript must state that measures were taken to minimize pain or discomfort. We will reserve the right to reject manuscripts where doubt exists that appropriate procedures were followed.

Reference: Garf C, Wager E, Bowman A, Flack S, Scott-Lichter D, Robinson A. Guidelines. Best practice guidelines on publication ethics. *Int J Clin Pract* 2006;61(Suppl. 152):6