

## *Seminars in Speech and Language* - Instructions for Authors

Thank you for agreeing to contribute to *Seminars in Speech and Language*. Please read these instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article.

Please indicate the article title, your (and your contributor's) full name, degree, title, academic affiliation, department, and current mailing address (with e-mail address, telephone and fax numbers) on the cover page of your article.

### **Journal**

#### **Objectives**

The purpose of *Seminars in Speech and Language* is to provide professionals and students with cutting-edge information that will enhance their clinical and teaching skills. Subscribers can receive ASHA continuing education units (CEUs) through *Seminars*, and many institutions subscribe to this journal.

#### **Manuscripts**

*Please use a computer to prepare your article.* The manuscript should be double-spaced using a 12-point font with 1-inch (2.5 cm) margins. Double-spacing must be used for all material, including legends and references. Pages should be numbered clearly and consecutively, with the title page as page 1.

Please use the following process for submitting manuscripts:

1. The authors email the Guest Editor the manuscript.
2. The Guest Editor edits each submission and returns it to the author(s) for any needed changes and/or approval of suggested edits.
3. The Author(s) then send(s) the Guest Editor the final document by email.

Note: all figures and permissions must be included at this time.

4. Once the Guest Editor has received all of the "final" manuscripts, he/she emails each of them to the Editor-in-Chief working with this issue (Adult focus: Audrey Holland; Child Focus: Nan Bernstein Ratner. All permissions should be forwarded to the Editor-in-Chief.
5. The Editor-in-Chief will edit the final manuscripts and consult with the authors directly if there are any final changes to be made.
6. The final manuscripts are sent to the publisher by the Editor-in-Chief. The authors and Guest Editor receive proofs prior to publication.

#### **Length**

*It is important that contributions are as close to the length stipulated as possible.* The length should average 25 typed pages. The length allocated to each article is inclusive of references, illustrations and tables. (An illustration or table is equivalent to about one-half page of manuscript.)

#### **Abstract**

*Included with each article should be an abstract of 150-200 words.* The abstract should briefly outline the content of the article and any conclusions it may reach.

#### **Learning Objectives**

You **must** include learning objectives following your abstract. Please be sure to use verbs in your learning objectives that can be measured, such as *explain, summarize, apply, discuss*; avoid mental verbs such as *know*,

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*understand, appreciate, etc.* (e.g., After reading this article, the learner will (1) be able to discuss the difference between implicit and explicit memory, and (2) explain which memory system is impaired when a patient displays post-traumatic amnesia; the learner will (1) be able to compare and contrast two methods of tinnitus therapy; (2) evaluate patient responses to adjust therapy, etc.).

### **Key Words**

A list of several key words that would help investigators search and identify your article should be included after the learning objectives

### **Abbreviations**

Please include a list of ALL abbreviations that have been used in your manuscript after the key words.

### **CEU Questions**

Please submit **five** multiple-choice questions with **five** possible answers for the Continuing Education Self-Study Program as below. Do **not** use True/False questions. The questions should not be “tricky,” but rather should underscore the clinical import of your article. For example, in an article on A-FROM in Action at the Aphasia Institute, the following question was included:

“What A-FROM domain(s) is/are potentially relevant for measuring outcome and impact?

- A. Communication and language environment
- B. Language and related impairments.
- C. Participation in life situations
- D. Personal, identity, attitudes and feelings
- E. All four domains

***Please make sure you indicate the correct answer to each question on the manuscript.***

***PLEASE DO NOT INDICATE MORE THAN ONE RIGHT ANSWER TO A QUESTION; THIS COMPLICATES MARKING. For example, do not make the correct answer A & B; if appropriate, answers such as E (all of the above, or A&B) can be used.***

### **Disclosures**

In order to qualify for CEUs granted by ASHA, each author of an article **MUST** complete a disclosure form. We cannot publish your article without it. In it, you are asked to identify any financial interests relevant to the article (source of compensation, financial bonuses for publishing, patents, copyrights, etc.) as well as any relevant non-financial interests (intellectual rights to a treatment approach, etc.) The form provides examples. Contact Nan Bernstein Ratner if you or your co-authors have any questions. The form is available at the SSL website, and can be provided by one of the Editors.

### **References**

These should represent the most recent and pertinent literature available. It is essential that references are thoroughly checked because inaccuracies cannot be detected by the publisher. Please do not reference unpublished materials unless approved by the Editor.

References should be cited **within the text using superscript numbers** and must be cited sequentially (starting with 1, 2, 3, etc.), double-spaced, and at the end of the article in order of citation, using the AMA style, if you are using reference software. ***The reference list should not be alphabetized, but should appear in the same sequence as the numbers in the text.*** For articles having up to six authors, list all. For more than six

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authors, list three, followed by *et al.* Please note, as in the following examples, we will not be italicizing book or journal titles (journal titles should be abbreviated as in *Index Medicus*). Use the following style:

### **Journals**

Bernard-Optiz V. Pragmatic analysis of the communicative behavior of an autistic child. *J Speech Hear Disord* 1982;47:99-109

### **Books**

Taylor B, McDonough K. Selecting teaching programs. In: Maurice C, Green G, Luce S, eds. *Behavior Interventions for Young Children with Autism*. Austin, TX: Pro-Ed; 1996:63-177

### **Tables and Figure Legends**

Data given in tables may be commented upon but should not be repeated in the text. Tables should be placed on a separate sheet, appended to the article and given a brief, self-explanatory caption. Figure legends should also be typed, double-spaced in a listing and appended to the text.

### **Illustrations**

*Figures should be submitted electronically.* Captions for the figures should be printed on a separate page and should not be presented on the illustration. All line figures must be black on white background for optimal results. We also require signed patient permission forms for all patient photographs used. If we do not receive signed permission forms, the identity of the patient will be obscured by the Publisher.

When submitting figures or illustrations with arrows, asterisks or arrowheads, the arrows identifying structures should be *light* on dark background figures. On light background figures, the identifiers should be *dark and large*. Because figures will be reduced for publication, the identifiers will be reduced and the entire figure will become slightly darker.

### **Color**

Color illustrations are expensive to reproduce and cannot be accepted unless the author is willing to cover the additional production costs incurred. Please check with the Editor-in-Chief for details.

### **Proofs**

One set of page proofs will be sent to you electronically. This affords the opportunity to check the typeset text for typographic and related errors. Elective alterations are difficult to accommodate owing to the associated time and expense of introducing them. Therefore, please ensure that when you submit your manuscript, it is accurate and complete. *Please correct and return proofs within 48 hours of receipt.*

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Details and prices will be sent to you along with the page proofs. Orders should be sent to the Publisher at the same time proofs are returned.

### **Files for submission**

*Your manuscript should be saved as one file. Figures and tables should be saved in separate files.* Do not embed tables or figures within the manuscript text file. These require special handling by the typesetter. Ideally, each table should be in a separate file.

### **Miscellaneous**

*Keep the layout as simple as possible. We will set your manuscript according to our style—do not try to “present” the document.*

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- Use the numeral one key where you intend the number, not the lowercase letter “l”. Also, use the zero key, not the letter “O” key.
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Please ensure that the following has been included when submitting your manuscript to the guest editor.

- Full contact and affiliation information for all contributors, including address, telephone and fax numbers, and **e-mail address**
- Electronic version of your manuscript, including an abstract of 150 to 200 words
- List of 3-5 key words
- References numbered with superscripts in the text and listed numerically in the reference list
- Five CEU questions and answers (5 answers each with one correct answer indicated)
- Abstract, two learning objectives, and list of abbreviations
- All figures, tables and illustrations with figure legends and captions presented according to guidelines
- All necessary letters of permission and patient release forms
- An electronic version (emailed document) containing the manuscript as one file and figures as separate files
- A completed disclosure form for EACH author on the article. We cannot publish your work without a full disclosure of any relevant financial and/or non-financial interest in the content of your article.

**NOTE: When completed, the manuscript should be emailed to the guest editor unless otherwise instructed.**

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If you have questions that cannot be answered by the guest editor or by looking at previous issues of the journal, contact the Editor-in-Chief or the publisher:

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