INSTRUCTIONS FOR AUTHORS

Aims and Scope

Augmentative and Alternative Communication (AAC) is the official journal of the International Society for Augmentative and Alternative Communication (ISAAC). *AAC* publishes scientific articles that are related to the field of augmentative and alternative communication (AAC) that report research concerning assessment, treatment, rehabilitation, and education of people who use or have the potential to use AAC systems; or that discuss theory, technology, and systems development relevant to AAC. The broad range of topics included in the Journal reflects the development of this field internationally. *AAC* publishes research and synthesis articles; forum notes; case studies; research, technical, and intervention notes; book reviews; and articles related to ISAAC governance.

- **Research articles (full peer review):** Research articles report the results of empirical research, including studies using qualitative and quantitative methodologies, group, small-*n* and single case research designs, and systematic reviews.

- **Tutorials and synthesis articles (full peer review):** This type of manuscript synthesizes an area of knowledge. Tutorials are designed to summarize ideas and concepts that are important to AAC researchers and practitioners (e.g., Venkatagiri & Ramabadran1995). Synthesis articles integrate and interpret an existing body of literature (e.g., Mirenda, 1997).

- **Forum notes (abbreviated or full peer review):** Forum notes include brief letters to the editor, comments or discussions about articles published in the Journal, requests for research, or personal insights about issues relevant to the field of AAC (e.g. Fox & Fried-Oken, 1996). Brief letters to the editor may be assigned an abbreviated peer review; however, more extensive manuscripts are assigned a full peer review.

- **Case studies (full peer review):** Case studies report the results of innovative AAC applications that were not conducted within the confines of a rigorous research design but which provide a clear description of all aspects of the intervention process. The case study should provide for program development and/or intervention (e.g. Odom & Upthegrove, 1997; see also McEwan & Karlan, 1990 for case study guidelines).

- **Research notes (full peer review):** Research notes are brief manuscripts that address methodological, statistical, or other research-related issues that are of interest to the AAC community (e.g. Beukelman & Ansel, 1995; Creak, 1996).

- **Technical notes (full peer review):** Technical notes are brief manuscripts that discuss a technical aspect of the field that is of particular interest to the AAC community or that contain a request for the research community to address specific technical issues (e.g. Ferrier, Fell, Mooraj, Delta, & Moscoe, 1996; Salamo & Jakobs, 1996).

- **Intervention notes (full peer review):** Intervention notes are brief manuscripts that present AAC intervention information coupled with a request for the research community to address an issue or to investigate some aspect of clinical practice (e.g. Robinson & Owens, 1995). Typically, intervention notes either address new clinical practices that

require research attention or attempt to bring the research community's attention to areas that have been poorly or minimally researched in the past.

- **Book reviews (abbreviated review):** Books of either broad relevance or relevance to a specialized topic of interest to some readers of *Augmentative and Alternative Communication* may be reviewed for the Journal. Authors or publishers wishing to submit a book review must first submit a synopsis of the book and demonstrate its relevance to the readership.

MANUSCRIPT PREPARATION AND SUBMISSION

Manuscripts should be written in English and prepared as Word files. Please **DO NOT** submit any component of the manuscript in PDF, JPEG, TIFF, or PNG format. Manuscripts should be submitted via the Scholar One site (http://mc.manuscriptcentral.com/taac). At the site you will be given a user number and password and instructions for submitting your paper. Author information should be entered directly on the site. A title page that includes author notes and acknowledgements should be submitted as a separate document (not for review) in order to ensure the manuscript is blinded for the review process (See *AAC's* **Style Requirements**, also available via the Scholar One site, regarding formatting and submission of the title page).

Authors must submit **a cover letter** with the submission, using the appropriate template on the site. This letter should have at least the following information:

1. A request that the manuscript be considered for publication;
2. A statement that the manuscript has not been published elsewhere and is not currently submitted elsewhere; and
3. A statement that the ethics procedures have been followed and the standards governing research involving human participants in force in the country in which the research has been conducted have been met (note that The Code of Ethics of the World Medical Association (Declaration of Helsinki) represents a minimal requirement).

Style Requirements

Prior to the start of the peer review process, all submissions **MUST** conform to requirements of the 6th edition of the Publication Manual of the American Psychological Association (APA), including but not limited to headers, running heads, headings, page numbers, margins, type font, spacing, expression of numbers, hyphenation, use of italics and quotation marks, tables, figures, appendices, citations, references, presentation of statistical data, placement of punctuation, etc. The elements of the manuscript should be organized and presented as outlined in Chapter 2 of the manual, Manuscript Structure and Content, which includes descriptions and examples of various table and figure types. Refer to *AAC*'s **Style Requirements** for specific instructions.

All figures must be in camera-ready format and self-explanatory. Graphs must include axis labels and a legend. A signed release form must accompany identifiable photographs of people. Color figures will appear in color in the online version of the Journal and black and white in the print version

Submissions must also conform to style requirements **specific to** the *Augmentative and Alternative Communication* journal, including for length of submission, use of terminology and conventions for examples of communications with and by people who use AAC, endnotes, and

recognition of software/hardware manufacturers. Refer to the document ***Style Requirements*** for specific instructions.

It is the author's responsibility to ensure submissions meet both APA and AAC-specific requirements. The Editorial Office checks submissions for conformity. Manuscripts that do not conform **will be returned** to the author for revisions prior to the review process getting underway. Authors are therefore strongly encouraged to refer to both the **6th edition of the APA manual** and the Journal's ***Style Requirements*** as they prepare their submissions. If you have any questions, please contact Editorial Assistant Jackie Brown at rbutus@shaw.ca.

REVIEW AND PROCESSING

Manuscripts are assigned to an Associate Editor (AE) and are reviewed by three reviewers for relevance and contribution to the field, logic, design, and scientific merit. Reviewers forward their comments to the AE, who synthesizes the reviewer comments and includes comments resulting from his or her own reading of the manuscript, and makes a recommendation to the Editor. The Editor informs the author of the final decision.

The review process requires 2 to 3 months from date of submission on the Manuscript Central site. Reviewers' comments (blinded) will be returned to the author.

Revisions/Editing

Following the initial review, the author may be asked to revise the manuscript. Authors have 30 days following receipt of the initial recommendation to make the revisions; otherwise, the submission may be considered withdrawn.

Once accepted for publication, the manuscript goes through an internal final editing process. The Editorial Office reserves the right to make editorial changes for clarity, consistency, and style that do not notably affect the meaning of the text.

Finalized manuscripts are moved from the Editorial Office to the Production Centre of Informa Healthcare for addition of printers' instructions, final grammatical and style consistency, and technical editing. Prior to publication, the publisher will send a PDF proof (via CATS -- Central Article Tracking System), along with instructions and guidelines, to the corresponding author. Proofs are typically sent to the author within 2 to 3 weeks after acceptance. It is very important that authors review the proofs carefully. Corrections should be returned to the production editor by email within 48 hours of receipt. Authors are responsible for monitoring their email for notification that proofs have been sent. Authors are also responsible for the accuracy of references and statistical computations.

Note: If, during the proofing phase, authors notice problems that are beyond typographical and similar minor errors (e.g., a table or figure is missing), they should contact Jackie Brown at the Editorial Office immediately. She will work with the publisher to correct the problem. Only in exceptional circumstances will a second proof be issued.

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