

Manuscript Guidelines for ***Audiology Practices***
(published by the Academy of Doctors of Audiology)

General Information

The Academy of Doctors of Audiology publication, *Audiology Practices*, reflects the academy's goals and objectives to advance practitioner excellence, set high ethical standards, facilitate professional autonomy, advance hearing technology, and implement sound business practices in the provision of quality audiological care.

Read by more than 1,000 Au.D.s and hearing practitioners, *Audiology Practices* is a quarterly, international journal covering issues and trends related to new advances and business management in the audiological practice.

Feature articles should be approximately two-to-three published pages, or 1,500--2,250 words. Longer articles are welcome and may be included as a series in consecutive issues. Short "filler style" articles should be approximately 250-750 words.

Audiologists and hearing practitioners have a broad range of management interests and responsibilities. For this reason, *Audiology Practices* includes both practical articles about audiology and more theoretical management information about running an audiology practice.

Articles should be informative, practical and multi-sourced. Specific examples are helpful. Case studies, how to articles, and the use of checklists, bulleted information, short sidebars and subheads are encouraged.

Once accepted, *Audiology Practices* reserves the right to change article titles and edit text to fit publication guidelines and placement requirements. Rejected articles remain the property of the author. *Audiology Practices* does not pay for articles. Unsolicited manuscripts will be acknowledged only if there is interest to publish them.

General Guidelines for Submissions

Here are some general guidelines that address how to prepare articles for submission and consideration.

- Submitted articles should be original and unpublished. However, published articles may be considered if they appeared in local or regional periodicals. Authors should inform editors where articles have appeared, and provide contact information.
- Authors must sign a "Contributor's Agreement" that permits the academy a non-exclusive license to reprint articles in future publications, such as in article collections and on the Web. The academy liberally grants reprint permission to its authors and members. It also accords reprints to other sources such as vendors and other audiology-related publications. Those requesting reprint permission are encouraged to inform the article's author.
- Authors should follow Associated Press style rules. Articles should be submitted electronically in Microsoft Word format.
- Articles that contain charts or graphic elements must be accompanied by a hard copy of the submission. All graphs, charts and photos must be sent as a separate JPEG file. Do not embed images in the Word document. If supplying digital photographs, please make sure any images are a high resolution (300+dpi). Please supply captions, naming all people pictured and their credentials. Label the photo so that proper credit may be given.
- Articles appear with a short biography of their authors. One-paragraph biographies should be submitted with manuscripts. Articles submitted on behalf of a client should identify the client and the client's products and services. Under certain circumstances, articles may be published under a pen name.

For Feature Articles Only:

Please include a descriptive (Indicative) abstract of your article that is no more than 150 words. This will serve as a description guide for the reader and tells briefly what the article is about, what significant subjects it includes, and what its scope is. The abstract does not apply toward the total word count

References

Provide references as appropriate in the following format:

- all authors of the work, with surnames and initials (not full name), in inverted order;
- the year of publication in parentheses;
- title of article, chapter, or book;
- facts of publication: for journals – journal name in full, volume number, inclusive pages; for books – city of publication and publisher's name; for Web sites, full direct URL. References do not apply to the total word count.

Submitting Your Article to the Editor

Create an email attachment and send your article to Audiology Practices managing editor Stephanie Czuhajewski at sczuhajewski@audiologist.org. Attach all graphs, charts and photos separately. Fax a completed Contributor's Agreement to (859) 271-0607, Attn: Stephanie Czuhajewski.

Please include an updated version of your VITAE along with contact information (your current position, credentials, professional title, mailing and email address where readers can reach you, phone and fax numbers). Also include a professional studio digital color head shot, resolution 300 dpi or more, or a hard copy 4x5 or 4x6 color head shot with your submission. Please send photos as a JPEG full file or mail a hard copy to the managing editor:

Stephanie Czuhajewski
Managing Editor
Audiology Practices
3493 Lansdowne Dr. #2
Lexington, KY 40517
sczuhajewski@audiologist.org

Brian Taylor, Au.D.
Editor-in-Chief
Audiology Practices
info@audiologist.org