

# Information for Authors

The *Journal of the Academy of Rehabilitative Audiology (JARA)* is a peer-reviewed journal published annually. *JARA* publishes original manuscripts from authors who work with adults and children in a variety of settings. The primary purpose of the *Journal* is to provide a forum to share research and clinical expertise that supports the Academy's mission to promote excellence in hearing care through the provision of rehabilitative and habilitative services. We invite authors from early intervention programs, educational settings, medical centers, and private practice. *JARA* is the only multidisciplinary journal dedicated to rehabilitative and habilitative services for individuals with hearing loss. Contributed manuscripts may take the following form:

- *Article*: a report of scholarly research or study
- *Tutorial*: an in-depth article on a specific topic
- *Clinical Report*: a description of practices in aural rehabilitation, such as models of service delivery, therapy techniques, or case studies
- *Client's Perspective*: personal accounts from individual with hearing loss

Manuscripts should be submitted electronically to the Editor, Sheila R. Pratt, at [spratt@pitt.edu](mailto:spratt@pitt.edu).

## *Specific author guidelines:*

1. Authors should submit manuscripts in APA format.
2. All submissions should include a cover letter. This cover letter should include general information about the manuscript including contact information for the author(s) and whether it has been presented at a scientific meeting. Author contact information should include: telephone number, fax number, e-mail address, and mailing address. The letter should also include verification that participants were treated in accordance with the ethical standards of the American Psychological Association (APA).
3. Margins and Spacing: Leave uniform margins of at least 1 in. (2.54 cm) at the top, bottom, right, and left of every page. Use double spacing between all lines, including lines in references and tables.
4. A short title (generally two words) should be typed in the upper right hand corner just above the page number for each page.
5. Begin each of the following parts of the manuscript on a new page in the order indicated below:
  - A. Title Page (numbered as page 1) with the title, authors' names and affiliation(s), and running head to be included on each page of manuscript if accepted for publication.
  - B. Abstract: An abstract of 75-100 words typed in block form should be prepared. The abstract should be numbered as page 2, and the word "Abstract" should be centered on the top line of the page but it should not be underlined.
  - C. Text: The first page of the text should be numbered as page 3 and should begin with the title as shown on the cover page (authors should not be included).
  - D. References: In alphabetical order (references should not be numbered).

- E. Appendices: Each beginning on a new page and identified with a letter (i.e., Appendix A, Appendix B, etc.) if more than one appendix.
- F. Footnotes: Numbered with a suprascript in the same order as referred to in text.
- G. Tables: Each on a separate page.
- H. Figure Captions: All figure captions should be typed on a figure captions page(s). Figure captions should not be included on the publication-ready figures (see “I” below).
- I. Figures: All figures should be submitted electronically in publication-ready form and numbered for identification.

The above guidelines are consistent with the current edition of the *Publication Manual of the American Psychological Association (APA)*, and authors should refer to this manual for further information relative to preparation of manuscripts. Copies of this manual may be ordered online at [www.apastyle.org](http://www.apastyle.org) or by calling (800) 374-2721. It is assumed that manuscripts constitute unpublished material and have not been submitted for publication elsewhere. Following a check for consistency with APA style, the *JARA* Editor sends each manuscript for blind review to three members of the *JARA* Editorial Board. For manuscripts accepted for publication, authors have the opportunity to do a final proofing after the typesetter has completed preparation of the galleys.