

# Invitation to Membership

The Academy of Rehabilitative Audiology (ARA) extends an invitation to membership in the organization to persons who are interested in education, research, and/or clinical practice relative to hearing impairment and intervention. Interested persons can view materials on the ARA website that describe membership benefits, privileges, and responsibilities, as well as links for applying for and renewing membership (<http://www.audrehab.org/membership.htm>). Questions about the application process can be referred to:

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## Information for Authors

The *Journal of the Academy of Rehabilitative Audiology* (JARA) is a peer-reviewed journal published annually. The 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 providing rehabilitative and habilitative services. We invite authors from early intervention programs, educational settings, medical centers, and private practice. The 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. The cover letter should include general information about the manuscript including whether it has been presented at a scientific meeting, and contact information for the author(s). 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): Including the title, authors' names and affiliation(s), and a running head to be included on each page of manuscript if accepted for publication.
  - B. Abstract (numbered as page 2): 75 - 100 words typed in block form, and the word "Abstract" should be centered on the top line of the page but it should not be underlined.
  - C. Text (numbered as page 3): The first page of the text should begin with the title as shown on the cover page (authors should not be included).
  - D. References (should not be numbered): In alphabetical order.
  - 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 superscript 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 on preparing 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 have not been previously published or 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. Authors whose manuscripts are accepted for publication will have an opportunity to do a final proofing after the typesetter prepared the galleys.