

The Australian & New Zealand Journal of Audiology

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AUSTRALIAN AND NEW ZEALAND JOURNAL OF AUDIOLOGY INFORMATION AND INSTRUCTIONS FOR AUTHORS

See also inside cover of each edition of ANZJA from Vol. 27/2, 2005.

(Revised June 2006. Note, there are some changes in format from those specified in earlier "Instructions to Authors".)

Preamble

This document is intended to provide general information for prospective authors and instructions for preparing a manuscript in the form required by this journal. All intending authors are requested to study the following instructions carefully, preferably in conjunction with a recent issue of the journal. In order to minimize production costs, publication, editorial and associated work, and possible publication delays, the journal is obliged to insist that authors prepare manuscripts to meet all the formal requirements stipulated below.

General Information

The Australian and New Zealand Journal of Audiology is published in May and November each year. Two issues comprise a volume of approximately 80 pages. Audiologists and members of related professions are invited to submit original, scientific articles for publication. This journal will accept only articles which have not been previously published and are not currently being considered for publication by any other journal. The basic criterion for acceptance is that an article constitutes an original and useful contribution to knowledge in the field of audiology. In general, preference will be given to articles presenting research data, either clinical or experimental in nature. However, theoretical and review articles are also welcome provided they are sufficiently scholarly and critical to offer a significant, original contribution. Articles which are primarily descriptive are only acceptable if the technique or service described is genuinely novel and, whenever possible, evaluative data should be included. Well documented case studies may be acceptable if they demonstrate points of exceptional interest.

Manuscript Format

Manuscripts should be submitted in electronic form. They should be typed as on A4 size paper with double spacing and generous margins (at least 2.5 cm). Pages should be numbered. Authors should retain a copy for their own reference. On acceptance of a manuscript, authors will be requested to supply a copy on disk clearly marked with the author's/s' name/s and title of the manuscript. The provision of a disk will reduce publication costs, delays and the possibility of printing errors.

The manuscript should be in the following form:-

1. Title Page (containing title of paper; name/s) and address(es) of authors.

The author'(s) name(s) should be in capitals and the address(es) should be in upper and lower case on a separate line or lines. Names may include full first names (but not more than one for each author) or initials only. Titles or degrees should not be included. Institutional addresses should be used whenever possible and addresses outside of Australia should include country. The following are examples of preferred forms of author identification for authors having the same (a) or different addresses (b):-

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2. Abstract of about 150 words. This should summarise the nature of the paper, the main research findings (if any) and conclusions. The abstract should be a single paragraph on a separate page (p2). References should be avoided unless essential. If so the reference should be abbreviated (article title and co-authors omitted) and placed in parenthesis within the body of the abstract.
3. Text beginning on p3 of manuscript. For preference no more than three levels of headings should be used, but if further levels are essential they must be clearly indicated.

Primary headings (e.g. METHODS, RESULTS, DISCUSSION) should be in capitals. Acknowledgements and references should be treated as primary headings.

Secondary headings should be in lower case, left aligned, and on a separate line from the text. They should be in bold.

Tertiary headings should be the same as secondary headings except that they are underlined, followed by a full stop, and are on the same line as the text.

An example of the three levels of headings would be:-

METHODS

Subjects

Normal hearing. 20 normal hearing subjects

Hearing-impaired. In addition, 5 hearing-impaired subjects participated in

If a manuscript uses only one level of headings, then it should be a second level heading.

The approximate positions where tables or figures are to be inserted, should be clearly marked in the text. Normally this would coincide with the first mention of a table or figure but this may not be so if the first mention is only a brief reference to material to be discussed later.

4. Acknowledgements may include thanks to anyone (other than the authors) who has contributed to the article or to the research on which it is based. Other notations may include acknowledgements of funding sources, loans or donations of equipment, or scientific meetings at which the work has been presented. If the work has been presented at more than one meeting, then only the first presentation should be acknowledged. If the address for reprints is not the same as the first author's address, it should be shown at the end of the Acknowledgements section on a separate paragraph.
5. References should include all, and only, publications cited in the text. References and citations should be according to the American Psychological Association's Publication Manual (5th ed. 2001). Journal references should take the following form: author(s) surname(s) and initials, year of publication (in brackets), title of article, journal, volume number, first and last page numbers. Book references should be shown as: author (or editor), year (in brackets), title, publisher, place of publication. If desired to refer to a specific chapter only, book references may be in the form: author (of chapter), year (in brackets), chapter title, book title, editor, publisher, place of publication.

References should be alphabetical order of authors and in chronological order for each author. Citations in the text should take the form of Dillon and Ching (1999) when in the body of the manuscript and (Dillon & Ching, 1999) when in brackets. The first mention of articles in the text with five authors or less must contain all authors' names, but from that point on can be mentioned as Author et al. (year). Articles with six authors or more can be written as Author et al. (year) from the first mention. When listing two or more references for the same author and the same year, they should be distinguished by attaching a, b, c... etc. to the year of publication. Citations in the text should take the form Brooks (1973a) or (Brooks, 1973a) .

REFERENCES

Journal Article:

Dillon, H. (1983). The effect of test difficulty on the sensitivity of speech discrimination tests. *Journal of the Acoustical Society of America*, 73(1), 336-344.

Erber, N. P., & Heine, C. (1996). Screening receptive communication of older adults in residential care. *American Journal of Audiology*, 5(3), 38-46.

Lutman, M. E., Brown, E. J., & Coles, R. R. (1987). Self-reported disability and handicap in the population in relation to pure-tone threshold, age, sex and type of hearing loss. *British Journal of Audiology*, 21(1), 45-58.

Journal article in press:

Morgan, A., Hickson, L., & Worrall, L. (in press). The impact of hearing impairment on quality of life of older people. *Asia Pacific Journal of Speech, Language and Hearing*.

Book:

Luterman, D., & Ross, M. (1991). *When your child is deaf : a guide for parents*. Parkton, Md.: York Press.

Book Chapter:

Worrall, L., & Hickson, L. (2001). International Alliances. In R. Lubinski & C. Frattali (Eds.), *Professional issues in speech-language pathology and audiology* (2nd ed., pp. 77-94). San Diego, CA: Singular/Thomson Learning.

Report:

Forster, S., Towers, E., & Buttner, A. (1999). *Access for people who are deaf or who have hearing impairments*. Brisbane, Qld, Australia: Princess

United Nations. (1999). *Plan of action on ageing for Asia and the Pacific*. Geneva: United Nations.

- 6. Tables identified by Arabic numerals. Each table should be on a separate page with a heading. Whenever possible the heading should fully explain the contents of the table but there may be occasions when it is necessary to refer the reader to the text by including, in parenthesis, a note such as (see text for definitions of 'Highly Motivated', 'Moderately Motivated', and 'Poorly Motivated' hearing aid users).

Tables should have horizontal lines at the top and bottom and, usually, in one or more other places. They should **not** contain any vertical lines. Tables may be printed in single or double column width or anything in between. In general, the full (i.e. double column) page width of the journal can accommodate tables with up to 10 columns but this will vary depending on the width of the column headings and entries. Larger tables can be printed sideways (running the length of the page) but the need to do this should be avoided whenever possible. An example of a table is shown below:-

Table 1: Total births, aid fittings and rubella cases for birth periods 1955-57 to 1973-75.

Birth Period	Total Births '000	Total Fitted By March 1978	Fittings Per 1000 births	Total Rubella Cases	Rubella cases Per 1000 Births
1955-57	639	1427	2.233	104	0.163
1958-60	678	1535	2.264	169	0.250
1961-63	711	1734	2.439	124	0.174
1964-66	674	2281	3.384	432	0.641
1967-69	719	1815	2.524	275	0.382
1970-72	797	1328	1.666	212	0.266
1973-75	725	685	0.945	119	0.164
Total	4943	10805		1435	

To preserve a uniform appearance, the journal prefers, as a general rule, that tables be printed from the author's disk or typeset by the printer. However, there are some circumstances where it may be preferable for the author to supply tables in a form that can be reproduced photographically (i.e., by the same process used for figures). This procedure should be adopted for tables containing special symbols (e.g. phonetic, mathematical). Any tables intended for photographic reproduction must contain letters and symbols of the required size and quality (see instructions for 'figures').

7. Legends for Figures should be on a separate page. Figures identified by Arabic numerals.
8. Appendices should only be used when necessary. They are appropriate for some types of material (e.g. particulars of a questionnaire) and are often preferable to presenting the material as a long and unwieldy 'table'. Footnotes are not acceptable.
9. Figures must be presented clearly in black ink on white paper, with professional quality lettering. Original drawings, computer generated figures or good quality laser jet printouts may be submitted. Unnecessary figures should be avoided.

Detailed instructions on preparing figures are provided in separate documents on the website: ANZJA Author Instructions – Figures – General examples; and ANZJA Image Guidelines – Australian Academic Press.

Please note that although the journal publishes some figures in double (or one and a half) column width, this will only be done when the informational content of the figure makes it essential. All other figures should be prepared for single column (i.e. 6.5 cm width) reproduction. Photographs are not encouraged unless essential and the author may be asked to meet the additional cost of publication.

Style and Organisation

The journal does not wish to impose any specific style on authors. However, all writing must be clear, concise, unambiguous and free from jargon. Non-standard terminology and abbreviations should be avoided as far as possible and otherwise must be defined. The major sections of an article should be indicated by appropriate headings. Authors should demonstrate a knowledge of other relevant research and, where appropriate, relate this to their own findings. There is no fixed limit on the length of articles but authors should appreciate that particularly long manuscripts (exceeding about 25 typed pages of text) may be difficult to accommodate and may need to be outstanding to justify acceptance. No manuscript (i.e. not even brief ones) should be longer than necessary for effective presentation of the material. However, research should be reported in sufficient detail that it could be replicated by other researchers and that readers can assess its significance. Papers which summarise, rather than report, a research study are not acceptable.

Authors should follow the generally accepted conventions for writing and organizing a scientific article (see Day, R.A. 1979 How to write and publish a scientific paper ISI Press, Philadelphia). The material should be organised to facilitate reading and easy location of particular information (e.g. details of subjects). Research

reports should follow the conventional form of organisation namely, Introduction, Methods, Results, and Discussion. The Methods section should have appropriate sub-sections arranged in a logical order (e.g. Subjects, Equipment, Procedures, Data Analysis). The Results section will often have sub-sections and the Discussion section may do so. Be careful to keep each type of material in the right section, e.g. don't mix up the methods, the results and the discussion within the same section. (This is often the main problem with articles that are difficult to read and, therefore, need to be rewritten.) Keep the "Methods" and (especially) the "Results" sections as succinct as possible (i.e. don't clutter them up by interspersing bits of discussion). Occasionally it is appropriate to use a combined "Results and Discussion" section. However, that format should be used only when unavoidable. Numbering of sections of an article is seldom necessary and is, as a general rule, not encouraged.

Avoid duplication in presenting data (in text, tables or figures) although it may be (and often is) appropriate to summarise major findings and conclusions in more than one place (e.g. in the Introduction and Discussion as well as the Abstract). Do not use tables or figures to present information which can be readily described in the text. Avoid breaking up data into separate groups which do not differ significantly or which are too small to permit any conclusions about possible differences.

Avoid the use of informal 'tables' or the listing of items one under another. If a list is required, include it in the text in the form "... the conditions were: a) audition alone, b) audition plus lipreading, c) ...". Do not break up the text into more paragraphs than are strictly necessary.

As far as possible, avoid the use of symbols not available on a standard keyboard (e.g. write 'less than' or 'ohms' rather than their symbols). Also, wherever possible, write everything on the one line (e.g. $\frac{1}{200}$ rather than $\frac{1}{200}$).

When it is not possible to follow these rules, ensure that the symbols or formulae concerned are written very clearly in case they have to be reproduced photographically.

Overall, the organization of the article, the style of writing and the presentation of data (in tables, figures or appendices, as well as in the text) should be as simple (i.e. easy to read) as possible, consistent with adequate and accurate reporting of the material.

Letters to the Editor

The journal will publish letters which contribute to scientific discussion. Especially welcome are letters which elaborate or take issue with points raised in journal articles. Authors of books, which have been reviewed in the journal, may submit a reply and, as a general (but not invariant) rule, such replies will be published provided they are no more than two-thirds of the length of the review and are received within four months after publication of the review. Letters submitted for publication should be clearly identified as such in a cover note.

Submission of Manuscripts

All manuscripts should be submitted to the Editor, preferably in electronic form. However, prospective authors are welcome to discuss possible contributions with any member of the Editorial Board or any of the

journal's Associate Editors or Editorial Consultants. Manuscripts must be in the form specified above and any which fail to meet these formal requirements may be returned for correction before being reviewed.

Reviewing of Articles

All articles will be reviewed by at least two reviewers usually including one or more of the Associate Editors or Editorial Consultants. Authors will be advised promptly (usually within 6 weeks) of the acceptability of articles, the need for revisions and the likely publication date.

Finally

Please check your manuscript, including any figures, tables or appendices, very carefully before submitting it, to ensure that it meets the above requirements and that it is free from typing or other errors. Also, please ensure that all questions of authorship, acknowledgements or permissions have been settled.