

# ***International Journal of Speech-Language Pathology***

## **Instructions for Authors**

### **General guidelines**

*International Journal of Speech-Language Pathology* promotes discussion on a broad range of current clinical and theoretical issues. Submissions may include experimental, review and theoretical discussion papers, with quantitative and/or qualitative methods. Articles may relate to any area of child or adult communication or dysphagia, furthering knowledge on issues related to etiology, assessment, diagnosis, intervention, or theoretical frameworks. Articles can be accompanied by supplementary audio and video files that will be uploaded to the journal's website. The journal also publishes special issues and scientific forums where a topic is debated by invited international experts.

All manuscripts undergo independent blind peer review, typically by two reviewers, with relevant expertise, and the journal Editor. No manuscript that has already been published or is under consideration for publication elsewhere will be considered.

Further information about the journal including links to the online sample copy and contents pages can be found on the journal's homepage at [www.informaworld.com/ijslp](http://www.informaworld.com/ijslp)

Speech Pathology Australia: [www.speechpathologyaustralia.org.au/Content.aspx?p=46](http://www.speechpathologyaustralia.org.au/Content.aspx?p=46)

### **All manuscripts should be submitted online**

All submissions should be made online at the journal's Manuscript Central site:

<http://mc.manuscriptcentral.com/ta-sl>. New users should first create an account. Once a user is logged onto the site, submissions should be made via the Author Centre. If you require assistance submitting your article, please contact the Editor, email: [ijslp@csu.edu.au](mailto:ijslp@csu.edu.au)

### **Submitting a paper to *International Journal of Speech-Language Pathology***

Please read these guidelines with care and attention: failure to follow them may result in your paper being delayed. Note especially the referencing conventions used by *International Journal of Speech-Language Pathology* and the requirement for gender-, race-, and creed-inclusive language, and for adherence to the Ethics of Experimentation.

*International Journal of Speech-Language Pathology* considers all manuscripts at the Editor's discretion; and the Editor's decision is final.

*International Journal of Speech-Language Pathology* considers all manuscripts on condition they are the property (copyright) of the submitting author(s) and that copyright will be transferred to the Speech Pathology Association of Australia if the paper is accepted.

*International Journal of Speech-Language Pathology* considers all manuscripts on the strict condition that they have been submitted only to *International Journal of Speech-Language Pathology*, that they have not been published already, nor are they under consideration for publication, nor in press elsewhere. Authors who fail to adhere to this condition will be charged all costs which *International Journal of Speech-Language Pathology* incurs, and their papers will not be published.

- Manuscripts should be approximately 6,000 to 7,000 words in length including references, tables and appendices.
- Manuscripts should be in English, in 12 point type, double-spaced throughout including the reference section, with 2.5cm margins.
- Page 1 of the submission should include the article title, the author(s) name(s) and affiliation(s), and the complete mailing address of the author to whom all correspondence should be sent. Authors should include telephone and fax numbers as well as e-mail addresses on the cover page of manuscripts.
- Page 2 should contain an abstract of no more than 200 words.
- Manuscripts should be compiled in the following order; title page; abstract; main text; acknowledgments; references; appendices (as appropriate); table with captions (on individual sheets); figure captions (as a list).
- Abstracts are required for all papers submitted, they should not exceed 200 words and should precede the text of a paper: see 'Abstracts'.
- Authors wishing to remain anonymous during the review process should ensure that no clues remain as to the identity of the author(s) following removal of the title page.

- Please write clearly and concisely, stating your objectives clearly and defining your terms. Your arguments should be substantiated with well-reasoned supporting evidence.
- For all manuscripts, gender-, race-, and creed-inclusive language is mandatory.
- *Ethics of Experimentation*: Contributors are required to follow the procedures in force in their countries which govern the ethics of work done with human subjects. The Code of Ethics of the World Medical Association (Declaration of Helsinki) represents a minimal requirement.
- In writing your paper, you are encouraged to review articles in the area you are addressing which have been previously published in the Journal, and where you feel appropriate, to reference them. This will enhance context, coherence, and continuity for our readers.
- Manuscripts should be submitted as electronic files only; see 'Electronic Processing'.

### Abstracts

For papers reporting original research, state the **primary objective** and any hypothesis tested; describe the **research design** and your reasons for adopting that methodology; state the **methods and procedures** employed, including where appropriate tools, hardware, software, the selection and number of study areas/subjects, and the central **experimental interventions**; state the **main outcomes and results**, including relevant data; and state the **conclusions** that might be drawn from these data and results, including their implications for further research or application/practice.

For review essays, state the **primary objective** of the review; the reasoning behind your literature selection; and the way you critically analyse the literature; state the **main outcomes and results** of your review; and state the **conclusions** that might be drawn, including their implications for further research or application/practice.

The abstract should not exceed 200 words.

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Contributors are required to follow the procedures in force in their countries which govern the ethics of work done with human or animal subjects. The Code of Ethics of the World Medical Association (Declaration of Helsinki) represents a minimal requirement.

When experimental animals are used, state the species, strain, number used, and other pertinent descriptive characteristics. For human subjects or patients, describe their characteristics. For human participants in a research survey, secure the consent for data and other material—verbatim quotations from interviews, etc.—to be used.

When describing surgical procedures on animals, identify the pre-anaesthetic and anaesthetic agents used and state the amount of concentration and the route and frequency of administration for each. The use of paralytic agents, such as curare or succinylcholine, is not an acceptable substitute for anaesthetics. For other invasive procedures on animals, report the analgesic or tranquilizing drugs used; if none were used, provide justification for such exclusion.

When reporting studies on unanaesthetized animals or on humans, indicate that the procedures followed were in accordance with institutional guidelines. Specific permission for facial photographs of patients is required. A letter of consent must accompany the photographs of patients in which a possibility of identification exists. It is not sufficient to cover the eyes to mask identity.

### Mathematics

Special care should be taken with mathematical scripts, especially subscripts and superscripts and differentiation between the letter 'ell' and the figure one, and the letter 'oh' and the figure zero. If your keyboard does not have the characters you need, it is preferable to use longhand, in which case it is important to differentiate between capital and small letters, K, k and x and other similar groups of letters.

Special symbols should be highlighted in the text and explained in the margin. In some cases it is helpful to supply annotated lists of symbols for the guidance of the sub-editor and the typesetter, and/or a 'Nomenclature' section preceding the 'Introduction'.

For simple fractions in the text, the solidus / should be used instead of a horizontal line, care being taken to insert parentheses where necessary to avoid ambiguity, for example,  $1/(n-1)$ . Exceptions are the proper fractions available as single type on a keyboard.

Full formulae or equations should be displayed, that is, written on a separate line. Horizontal lines are preferable to solidi.

The solidus is not generally used for units:  $\text{ms}^{-1}$  not m/s, but note electrons/s, counts/channel, etc.

Displayed equations referred to in the text should be numbered serially (1, 2, etc.) on the right hand side of the page. Short expressions not referred to by any number will usually be incorporated in the text.

Symbols should not be underlined to indicate fonts except for tensors, vectors and matrices, which are indicated with a wavy line in the manuscript (not with a straight arrow or arrow above) and rendered in heavy type in print: upright sans serif  $\mathbf{r}$  (tensor), sloping serif  $\mathbf{r}$  (vector) upright serif  $\mathbf{r}$  (matrix).

Typographical requirements must be clearly indicated at their first occurrence, e.g., Greek, Roman, script, sans serif, bold, italic. Authors will be charged for corrections at proof stage resulting from a failure to do so. Braces, brackets and parentheses are used in the order  $\{[( )]\}$ , except where mathematical convention dictates otherwise (i.e. square brackets for commutators and anticommutators)

#### Notes on style

All authors are asked to take account of the diverse audience of *International Journal of Speech-Language Pathology*. Clearly explain or avoid the use of terms that might be meaningful only to a local or national audience.

Some specific points of style for the text of articles, research reports, case studies, reports, essay reviews, and reviews follow:

1. *International Journal of Speech-Language Pathology* prefers US to 'American', USA to 'United States', and UK to 'United Kingdom'.
2. *International Journal of Speech-Language Pathology* uses conservative British, not US, spelling, i.e. colour not color; behaviour (behavioural) not behavior; [he] practises not practices; centre not center; organization not organisation; analyse not analyze, etc.
3. Single 'quotes' are used for quotations rather than double "quotes", unless the 'quote is "within" another quote'.
4. Punctuation should follow the British style, e.g., 'quotes precede punctuation'.
5. Punctuation of common abbreviations should follow the following conventions: e.g., i.e. cf. Note that such abbreviations are not followed by a comma or a (double) point/period.
6. Dashes: M-dash should be clearly indicated in manuscripts by way of either a clear dash (—) or a triple hyphen (---), N-dash should be indicated by a clear dash (–) or a double hyphen (--).
7. Apostrophes should be used sparingly. Thus, decades should be referred to as follows: 'The 1980s [not the 1980's] saw ...'. Possessives associated with acronyms (e.g., APU), should be written as follows: 'The APU's findings that ...', but, NB, the plural is APUs.
8. All acronyms for national agencies, examinations, etc., should be spelled out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g., 'The work of the Assessment of Performance Unit (APU) in the early 1980s ...'. Subsequently, 'The APU studies of achievement ...', in a reference ... (Department of Education and Science [DES] 1989a).
9. Brief biographical details of significant national figures should be outlined in the text unless it is quite clear that the person concerned would be known internationally. Some suggested editorial emendations to a typical text are indicated in the following with square brackets: 'From the time of H. E. Armstrong [in the 19th century] to the curriculum development work associated with the Nuffield Foundation [in the 1960s], there has been a shift from heurism to constructivism in the design of [British] science courses'.
10. The preferred local (national) usage for ethnic and other minorities should be used in all papers. For the USA, African-American, Hispanic, and Native American are used, e.g., 'The African American presidential candidate, Jesse Jackson...' For the UK, African-Caribbean (not 'West Indian'), etc.

11. n (not N), % (not per cent) should be used in typescripts.

12. Numbers in text should take the following forms: 300, 3000, 30 000. Spell out numbers under 10 unless used with a unit of measure, e.g., nine pupils but 9 mm (do not introduce periods with measure). For decimals, use the form 0.05 (not .05).

13. When using a word which is or is asserted to be a proprietary term or trade mark authors' must use the symbol © or TM or alternatively a footnote can be inserted using the wording below:

This article includes a word which is or is asserted to be a proprietary term or trade mark. Its inclusion does not imply it has acquired for legal purposes a non-proprietary or general significance, nor is any other judgement implied concerning its legal status.

### **Notes on tables and figures**

The same data should not be reproduced in both tables and figures. The usual statistical conventions should be used: a value written  $10.0 \pm 0.25$  indicates the estimate for a statistic (e.g., a mean) followed by its standard error. A mean with an estimate of the standard deviation will be written  $10.0 \text{ SD } 2.65$ . Contributors reporting ages of subjects should specify carefully the age groupings: a group of children of ages e.g., 4.0 to 4.99 years may be designated 4 +; a group aged 3.50 to 4.49 years  $4 \pm$  and a group all precisely 4.0 years, 4.0.

1. Tables and figures should be referred to in text as follows: figure 1, table 1, i.e. lower case. 'As seen in table [or figure] 1 ...' (not Tab., fig. or Fig).

2. Each table and/or figure must have a title that explains its purpose without reference to the text.

3. All figures must be saved individually. Please do not embed figures in the paper file.

4. Figure captions must be saved separately, as part of the file containing the complete text of the paper, and numbered accordingly.

5. Files should be saved as one of the following formats: TIFF (tagged image file format), PostScript or EPS (encapsulated PostScript), and should contain all the necessary font information and the source file of the application (e.g. CorelDraw/Mac, CorelDraw/PC).

6. The use of colour should be avoided for purely aesthetic reasons.

Thus tables and figures must be referred to in the text and numbered in order of appearance. Each table should have a descriptive title and each column an appropriate heading. All figures should allow for reduction to column width (7.5 cm) or page width (16 cm). The legends to any illustrations must be typed separately following the text and should be grouped together.

### **Submission of supplementary material**

Authors are encouraged to submit supplementary materials—animations, movie and sound files, etc.—to compliment the manuscripts. Such additional materials will be hosted online in the electronic edition of the Journal.

All files of supplementary material should be submitted in an uncompressed format that can be used universally on PCs and Macs. All files should be kept to a minimum size where possible.

Files should be submitted online along with the manuscript. If required please supply a legend(s) or description(s) with the additional material to be mounted online and a reference to the file.

Authors who are unable to submit in any of the formats mentioned are advised to contact the publisher to discuss other options prior to submission.

#### **Animation**

Animations are limited to 30 seconds. Animations in the following forms (in order of preference) can be accepted from authors:

- AVI's, QuickTime or Mpeg files
- A sequence of still images

The following formats can be accepted:

- All uncompressed formats widely used on PC, Mac and UNIX
- JPEG for coloured and compressed images (suffix .jpg or .jpeg)
- TIFF with a group IV compression for black and white compressed images (suffix .tiff)
- EPS files for vector and a combination of vector and bitmap images (suffix .eps)
- FLI and FLC format from AutoDesk

Authors who submit animations are requested to provide the following information:

- AVI, QuickTime or Mpeg files—version used, and system used for disc file creation
- Sequences of still images—format used, version, and system used for disc file creation

Authors who are unable to supply the following: AVI, QuickTime or Mpeg file(s), may provide the publisher with a set of sequential still images. Note that an animated sequence will consist of 13 to 15 still images per second of animation; e.g., if an animated sequence is 10 seconds in duration, it is made up of 130 images. Animation should be mentioned in the text. Indicate an approximate location for the animation call-out in the margin.

#### **Movie files**

Movie files should be submitted as AVI, QuickTime or Mpeg file. These should be uncompressed and in a universal format for PC or Mac. For ease of download, the recommended upper limit for the size of a single file is 10 megabytes. When the size of a single file is bigger than this, some users may experience problems when downloading. Whenever possible, therefore this limit should be adhered to.

#### **Sound files**

Sound files should be submitted as .WAV or .MP3 files. These should be uncompressed and in a universal format for PC or Mac.

#### **Additional information**

Additional text files, such as legends, indexes and calendars should be supplied in a standard word processing document such as MS Word or PDF with the correct links/URL(s) if applicable. Standard positioning online for additional information is after the 'Abstract' and before the 'References' or on the 'Table of Contents'; please state if you require different positioning online.

#### **Ethics and consent**

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation and with the Helsinki Declaration of 1975, as revised in 1983. Papers including animal experiments or clinical trials must be conducted with approval by the local animal care or human subject committees, respectively.

Identifying information should not be published in written descriptions, photographs, audiovisual files and pedigrees, unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that the patient be shown the manuscript, and any supplementary material, to be published.

#### **Acknowledgements**

Any acknowledgements authors wish to make should be included in a separate headed section at the end of the manuscript.

#### **Book reviews**

1. The following header material should appear in all reviews in the following order (note also the punctuation):

Ashman, A., & Conway, R. (1997). *An Introduction to Cognitive Education*. London: Routledge. Hdbk ISBN 0-415-12840-4. £13.99.

2. Page references within reviews should be given as follows: (p. 337) or (pp. 36–37).

#### **Citations in text**

1. Ibid. (and the like) are not used when repeating citations. Simply repeat the original citation verbatim, e.g., (Orwell, 1945).

2. Citations should be included in prefatory material to quotes (wherever possible) rather than placing them at the end. Thus, for example, 'Kent (4, p. 6) indicated that "The craniofacial and laryngeal muscles are unique among the muscle systems of the human body..."' is preferred to 'Kent indicated that "The craniofacial and laryngeal muscles are unique among the muscle systems of the human body..." (Kent, 2006, p. 6)'.

3. Multiple citations within parentheses should be divided by a semi-colon, not a comma, and there should be no use of '&' within such multiple references. References to works published in the same year should be cited as, e.g., (Xi, 2005a; b).

4. Multiple citations within a text should be ordered by alphabetically by author's name, not by date, e.g., (Brown, 2005; 2006a; b; Green 2004; Jones & Bower, 2007; Smith, 1999).
5. *et al.* may be used in citations within the text when a paper or book has two or more authors and is cited more than once, but note that all names are given in the reference itself and in that reference's original citation.
6. Page spans in references should be given in full, e.g., 'Murdoch, Goozee, Veidt, Scott, and Meyers (2004, p. 439-440)'.

## References

References should follow APA guidelines. Where a reference is cited within the text and contains more than two but less than six authors, cite all authors the first time the reference occurs; thereafter, only the surname of the first author followed by "et al" and the year need be included.

In the reference list, references should be listed alphabetically then chronologically under each author.

References should be as follows:

### 1. References to an entire book

Reilly, S., Douglas, J., & Oates, J. (Eds.) (2004). *Evidence based practice in speech pathology*. London: Whurr.

Crystal, D. (2003). *A dictionary of linguistics and phonetics*. (5th ed.). Malden, MA: Blackwell.

### 2. References to a chapter in a book

Gibbon, F. E., & Mackenzie Beck, J. (2002). Therapy for abnormal vowels in children with phonological impairment. In M. J. Ball & F. E. Gibbon (Eds.), *Vowel disorders* (pp. 217-248). Woburn, MA: Butterworth-Heinemann.

### 3. Reference to an article in a journal

Jones, M., Onslow, M., Packman, A., Williams, S., Ormond, T., Schwarz, T., & Gebski, V. (2005). A randomised controlled trial of the Lidcombe Program for early stuttering intervention. *British Medical Journal*, 331, 659-661.

### 4. Proceedings, technical reports and unpublished literature

Langevin, M. (1997). Peer teasing project. In E. Healey and H. F. M. Peters (Eds.) *2nd World Congress on Fluency Disorders: Proceedings* (pp. 169-171). The Netherlands: Nijmegen University Press.

Report from the National Technical Information Service (NTIS).

Osgood, D.W., & Wilson, J. K., (1990). Covariation of adolescent health problems. Lincoln: University of Nebraska. (NTIS No. PB 91-154 377/AS)

Unpublished literature: Use brackets, if necessary, to indicate that the material is a description of content, not a title.

Bordi, F., & LeDoux, J. E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.

### 5. Reference to a newspaper or magazine

Alphabetize works with no author by the first significant word in the title.

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. 12.

Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

### 6. Reference to an Internet source

Give the universal resource locator in full:

Chambers, J. G., Kidron, Y., & Spain, A. K., (May, 2004). *Report 8: Characteristics of high-expenditure students with disabilities, 1999-2000*. United States Department of Education Office of Special Education Programs, American Institutes for Research.

<http://www.csef-air.org/publications/seep/national/Rpt8.pdf> accessed 16th August, 2005.

### 7. Reference to a personal communication

T. K. Lutes (personal communication, April 18, 2006)

### 8. Reference to a case in law

In text, italicize names of plaintiffs and defendants:

*Red v. Green* 2004

### 9. Reference to government legislation

US Congress, Senate Committee on Foreign Relations, 1956 *The Mutual Security Act of 1956*, 84th Congress, second session, report 2273.

## Electronic Processing

This Guide sets out the procedures which will assure we can process your article efficiently. It is divided into two sections:

1. Guide for authors using standard word-processing software packages
2. Guide for authors using graphics software packages

These guides do not apply to authors who are submitting an article for consideration and peer-review; they apply only to authors whose articles have been reviewed, revised, and accepted for publication.

### **1. Guide for authors using standard word-processing software packages**

For the main text of your article, most standard PC or Mac word-processing software packages are acceptable, although we prefer Microsoft Word in a PC format.

Word-processed files should be prepared according to the Journal style.

Avoid the use of embedded footnotes. For numbered tables, use the table function provided with the word-processing package.

All text should be saved in one file with the complete text (including the title page, abstract, all sections of the body of the paper, references), followed by numbered tables and the figure captions.

### **2. Guide for authors using graphics software packages**

1. Avoid the use of colour and tints for aesthetic reasons. Figures should be produced as near to the finished size as possible.
2. All figures must be numbered in the order in which they occur (e.g., figure 1, figure 2 etc.). In multi-part figures, each part should be labelled (e.g., figure 1 (a), figure 1 (b) etc.)
3. The figure captions must be saved as a separate file, with the text and numbered correspondingly.
4. The filename for the graphic should be descriptive of the graphic e.g., Figure1, Figure2a.
5. Files should be saved as TIFF (tagged image file format), PostScript or EPS (encapsulated PostScript), containing all the necessary font information and the source file of the application (e.g., CorelDraw/Mac, CorelDraw/PC).

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