

# Author Guidelines

## *English submissions*

Authors must submit an electronic copy of their manuscript (and any further revisions as required) only via the online CJSLPA manuscript submission system:

<http://powerreview3.aptaracorp.com/journals/sac-oac>

The manuscript should be in *Word* format. Only those manuscripts submitted via PowerReview will be considered. New authors must first register via PowerReview prior to article submission.

### Blind Review Option

Authors may opt to have their manuscript reviewed blindly, in which case they should prepare their documents accordingly (i.e., by removing identifying information from the cover page and acknowledgements). The submitting author is solely responsible for removing all potential identifying information from their submission.

### APA Guidelines

English submissions should conform to the publication guidelines of the most current edition of the **Publication Manual of the American Psychological Association (APA)**. The APA manual is available from most university and commercial bookstores.

### Style and Grammar

Submitted manuscripts must be written with native language competency in either English or French. Manuscripts that do not meet these standards will be returned prior to review. Careful attention to clarity and style is encouraged. Authors must also confirm that they have carefully checked the accuracy of each reference, both in text citations and those in the reference list, for any potential errors.

### Potential Conflicts of Interest and Dual Commitment

As part of the submission process, the author(s) must explicitly identify and state any potential conflict of interest or dual commitment that may exist. The Editor-in-Chief must be aware of any situation where an individual has the potential to benefit from publication of a manuscript (this may include direct or indirect benefits and could involve financial and/or other nonmonetary benefit(s) to the author(s)). Authors must inform the Editor-in-Chief in the cover letter, and must include a statement in the author notes of their manuscript. If the manuscript is accepted for publication, the publication may include editorial acknowledgement of the potential conflict of interest or dual commitment.

### Participants in Research – Humans and Animals

Each manuscript submitted to CJSLPA for peer-review must acknowledge ethical approval where appropriate. The manuscript must include a statement indicating that the research was approved by an institutional review board or other appropriate ethical evaluation body or agency, along with the name and affiliation of the research ethics evaluation body or agency, the ethical approval number, and the date of approval. Where animal participants are involved, we also require a statement confirming that all research animals were used and cared for in an established and ethically-approved manner. The Editor-in-Chief will not begin the review process until the author(s) formally provide this information.

### Copyright material

Permission to use copyrighted material (e.g. illustrations, tables, questionnaire, etc.) is required at the time of submission. Authors must give credit to the original source in a note below the copyrighted material. Please consult the 6<sup>th</sup> edition of the APA publication manual for the correct formatting of the note (p.38).

### Length

Research articles, clinical focuses, tutorials, and review articles are generally limited to 40 manuscript pages (or 10,000 words) including abstract, references, tables, figures, and appendices. Research notes and case studies are typically limited to 20 manuscript pages (or 5000 words) including abstract, references, tables, figures, and appendices.

## Structure and Organization of the Manuscript

The manuscript should be double-spaced, and the following sections should be submitted in the order specified below. Authors should refer to the APA manual for additional information about the formatting of each section.

### Title Page:

This page should include the full title of the manuscript, the full names of the author(s), each author's institutional affiliation, the author notes, and a complete mailing address for the contact author. We also recommend including an email address. If authors choose the blind review option, they should remove any identifying information in their manuscript before submission. Authors should upload a manuscript title page as a separate file with the name "Title.doc". This title page will not be made available to the editorial review board during the peer review process. If authors do not remove all identifying information from the manuscript, it will be assumed that they have not selected a blind review.

### Abstract:

We require a brief, yet informative, paragraph-long abstract. The paragraph should not exceed 250 words written on a separate page. The abstract should contain the purpose of the study, the methods, results and conclusions using concise but informative language and without using headings to identify these sections. Please consult the 6<sup>th</sup> edition of the APA publication manual for additional information about the abstract's content and structure (p. 25-27).

### Key Words:

Following the abstract and on the same page, the author(s) should supply a list of key words for indexing purposes. At least three keywords must be included.

### Text Body:

Most manuscript types (other than tutorials) should include an Introduction, Methods, Results, Discussion, and relevant citations.

### References:

The in-text citations and in the reference section of English submission must be APA formatted. All in-text citations must be listed in the reference section. Authors must include the DOI of the article when available. Authors must list all literature, tests, and assessment tools and standards (ANSI and ISO) in the references. Authors should carefully review and verify both the in-text citations and the reference section before submission.

### Tables:

Authors must ensure that any tables included in the manuscript are typewritten, double-spaced, without vertical rules, and placed after the reference section at the end of the document. All abbreviations or special use of symbols must be defined in the notes below the tables. Tables should be numbered consecutively beginning with "Table 1" and each table must be referenced in the text. Please keep in mind that tables should serve to expand on information provided in the text of the manuscript, not as a way to duplicate information. Please consult the 6<sup>th</sup> edition of the APA publication manual for additional information about content and correct formatting (p. 128-150).

### Figures and Illustrations:

Only figures from *Excel* files should be included in the manuscript. These figures must be placed after the tables at the end of the document. To ensure quality, figures and illustrations in a format other than *Excel* must be submitted in their original file format (e.g. JPEG, PDF, GIF, etc.). That is, these figures and illustration should not be incorporated in the *Word* document. We accept high-resolution (at least 300 dpi) files in any of the following formats: JPEG, TIFF, AI, PSD, GIF, EPS, or PDF. The original file should be named with the number of the figure (e.g. Figure 1). Authors must include a version of their illustration that is large enough to be reproducible.

All information in the figures must be labeled. Figures should be numbered consecutively beginning with "Figure 1" and should be referenced in the text. Authors must submit a caption for all figures and illustrations, typewritten and double-spaced. The caption must be placed directly below the figure and/or illustration. For figures and

illustrations that are not incorporated in the *Word* document, the caption must be included on a separate page at the end of the manuscript (after the references section, tables, and figures) with numbers corresponding to the order in which the illustrations appear in the manuscript.

### Acknowledgments:

Authors must provide any acknowledgments in the author note, typewritten and double-spaced, giving appropriate acknowledgment for any type of sponsorship, donations, grants, or technical assistance, and recognition of professional colleagues who contributed to the work but are not listed as authors.

### Page Numbering, Running Head and Line Numbers:

Manuscripts must have each page numbered, including those with tables, figures/illustrations, references, and appendices. Authors should include a short (30 characters or less) descriptive running title in the top right hand margin of each page of the manuscript. Authors should also include line numbers in the manuscript: these can easily be added in a *Word* document.

### Headings and subheadings:

Authors should use headings and subheadings in moderation to organize their ideas. We highly recommend minimal use of headings: for example do not use subheading when there is only one paragraph or one subsection in a section of the manuscript. Please consult the 6<sup>th</sup> edition of the APA publication manual for additional information on correct formatting (p. 62-63).

### Cover Letter

When preparing a manuscript for submission, authors should include a cover letter indicating that the manuscript is being submitted. The cover letter must explicitly state that the manuscript is original work that has not been published previously and that it is not currently under review elsewhere, as we accept and peer-review manuscripts contingent upon this understanding.

As mentioned above, the author(s) must provide appropriate confirmation that work conducted with humans or animals has received ethical review and approval. Failure to provide confirmation of ethical approval will delay the review process. The authors must also declare any potential conflict of interest or lack of potential conflict of interest in the cover letter, and must attach the Authors' checklist with their cover letter.

Finally, the cover letter should also indicate the category of submission (i.e., tutorial, clinical focus, etc.). If the editorial staff determines that the manuscript should be considered for another category, they will notify the contact author.

## Peer Review and Publication Process

### Confirmation of Receipt

The editorial staff will provide a confirmation of receipt for all manuscripts to the contact author prior to distribution for peer review.

### Initial evaluation

As part of the standard submission process, each manuscript is first evaluated by the Editor-in-Chief and/or Editor. Manuscripts deemed not appropriate will be declined without being sent to peer review. Authors will be notified within 4 weeks of submission.

We will also perform an initial check of each manuscript that includes a component check, a quick APA formatting check, and a length check. If any errors or missing elements are identified, the manuscript will be returned to the authors. We will ask the authors to resubmit their manuscript within 2 weeks.

### Review Period

CJSLPA aims to conduct the review process and respond to authors regarding the outcome of the review within 4 months of receipt. If a manuscript requires revisions, authors will have between 30 days (in the case of minor revisions) and 60 days (in the case of major revision) to make any necessary revisions prior to a secondary review.

## Publication Process

Upon final acceptance of a manuscript, the manuscript will be copyedited and returned to the authors. Authors will have 1 week to look over the copyedited manuscript and make the requested changes. Approximately 2 weeks prior to publication, we will ask the authors to review a proof (in PDF format) to verify its content. We ask that authors return the proof to the publication staff within 7 business days of receipt.

## Author Responsibilities

The author(s) are responsible for all statements made in the manuscript, including changes made by the editorial and/or production staff. Authors need to assure that all work is original, all authors are aware of and approve the submitted information presented in the manuscript, and that appropriate ethical approval and copyright permission has been received prior to submission.

## Questions

If you have any questions about these guidelines, please contact the Editorial Assistants. For English manuscripts, please contact Rebecca Wolfe at [rebecca@sac-oac.ca](mailto:rebecca@sac-oac.ca). For French manuscripts, please contact Simone Poulin at [simone@sac-oac.ca](mailto:simone@sac-oac.ca).