

# GUIDELINES FOR CONTRIBUTORS

## General Policies

Thank you for your interest in submitting an article to *ADVANCE for Hearing Practice Management*. *ADVANCE* welcomes original articles on speculation. All submissions are reviewed prior to acceptance. Unless other arrangements are made with the acquisition editor, manuscripts become the property of *ADVANCE* and cannot be reproduced elsewhere without permission.

## Subject Matter

*ADVANCE* welcomes articles that address topics of interest to hearing professionals. Suggested topics:

- Practice Management
- Business, finance or marketing issues
- Specialty services
- Hearing loss diagnosis and treatment
- Audiologic (re)habilitation
- Patient populations
- Assistive technology
- Vestibular diagnosis and treatment
- Tinnitus

The author should explain the professional impact of the Topic, suggest methods for integrating proffered ideas into practice protocols and referral strategies.

## Preparing the Manuscript

Please submit the article by e-mail, with the article attached as a Microsoft Word document or pasted into the body of the message. Articles may not be sent by fax or in hard copy form via mail. Articles should range from 700 to 1,200 words, depending on subject matter.

The article should follow the writing guidelines set forth in the Associated Press Stylebook. If an AP stylebook is not available, follow common writing rules, and the editor will make the necessary changes.

The article should contain a suggested headline and the names of the author(s), including academic credentials, professional title, company, and company location or headquarters location. Please include daytime telephone number and e-mail address where each author can be reached.

Subheadings are encouraged throughout the article to improve readability and retention. All statements based on published findings or data should be referenced. References should be listed in numerical order in the text, denoted by a numerical footnote that corresponds with a numbered listing that includes full information at the end of the article. Reference listings must include the exact name of the article, chapter, journal and/or book; author(s); publisher; city and state of the publisher; year of publication; volume and number of the publication; and page number(s). References should follow APA style.

Illustrations, photographs and charts are encouraged and add impact to the article. Digital images are preferred, but high-quality color prints may be acceptable in many instances. Digital photos should be 300 dots per inch (dpi) in JPEG, TIF or EPS format. All photos must include captions naming all people who are pictured and their credentials. Captions also should describe what is depicted. All illustrations, photos and charts should be labeled. It is the contributor's responsibility to obtain permissions required to use a graphic, and source credit must be provided, if necessary.

## Editing

*ADVANCE* reserves the right to edit any material as necessary. All submissions are edited for clarity, style, format and space in accordance with *ADVANCE* standards. The final version of the article will be e-mailed or faxed to the author for review and approval prior to publication.

### MAIL SUBMISSIONS TO:

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