

# Author Guidelines

## *English Submissions*

### Author Information and Manuscript Submissions

CJSLPA is a peer-reviewed, online journal of clinical practice for audiologists, speech-language pathologists, and researchers, whose purpose is to disseminate current knowledge pertaining to hearing, balance and vestibular function, feeding-swallowing, speech, language, and social communication across the lifespan with direct application to Canadian audiology and/or speech-language pathology.

**CJSLPA considers for publication only those submissions with direct applicability to Canadian audiology and/or speech-language pathology.**

Authors must submit an electronic copy of their manuscript (and any further revisions as required) only via the online CJSLPA manuscript submission system: <https://powerreview.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 who wish to have their manuscripts reviewed blindly should remove all identifying information from their submission and upload a manuscript title page as a separate file. If authors do not remove all identifying information from the manuscript and do not upload a separate file for their title page, it will be assumed that they have not selected a blind review.

### APA Guidelines

English submissions should conform to the publication guidelines of the 7th 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 not be considered further. Careful attention to clarity and style is encouraged. Authors must also carefully check 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. Dual commitment is when an author(s) has a commitment to their institution and a commitment to another group. Authors must inform the Editor-in-Chief in the cover letter and must include a statement on the title page of their manuscript of any real or potential conflict of interest. If the manuscript is accepted for publication, the publication may include editorial acknowledgment of the potential conflict of interest or dual commitment. The Editor-in-Chief will not begin the review process until the author(s) formally provide this information.

### Participants in Research – Humans and Animals

Each manuscript submitted to CJSLPA for peer-review must acknowledge ethical approval where appropriate, adhering to the Canadian Tri-Council Policy Statement ([https://ethics.gc.ca/eng/policy-politique\\_tcps2-eptc2\\_2018.html](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html)) or an equivalent policy in other countries. 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 and the ethical approval number; tutorials and case studies may be exceptions. If authors wonder whether their project needs ethical review, they should contact their institutional ethics review board. Where animal participants are involved, CJSLPA also requires a statement confirming that all research animals were used and cared for in an established and ethically-approved manner, adhering to the Canadian Council on Animal Care (<https://www.cca.ca/en/standards/>) or an equivalent organization in other countries. The Editor-in-Chief will not begin the review process until the author(s) formally provide this information.

## Copyright Material

Written permission from the owner to use copyrighted material (e.g., illustrations, tables, questionnaires) 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 7th edition of the APA manual for the correct formatting of the note (p. 389–390).

## Artificial intelligence (AI) policy

Manuscripts, or portions of manuscripts (including any figures or tables), generated from AI, machine learning, or similar algorithmic tools (e.g., ChatGPT) cannot be submitted to CJSLPA. A violation of this policy will be considered scientific misconduct.

An exception is AI generated content as part of the experimental focus of the manuscript. For example, we welcome submissions that focus on experimental applications of machine learning or AI in the diagnosis of speech, language, hearing or feeding/swallowing disorders. In these cases, we suggest that author(s) contact CJSLPA in advance of submission to explain their specific context and request approval to move towards submission.

## Length

Research articles, clinical focuses, tutorials, and review articles are generally limited to 40 manuscript pages including abstract, references, tables, figures, and appendices. A possible exception are review articles where summary tables may justify going beyond this page limit. This will be determined on a case-by case-basis.

Research notes and case studies are typically limited to 20 manuscript pages including abstract, references, tables, figures, and appendices.

CJSLPA strongly discourages appendices and authors are instructed to include relevant information in the body of text whenever possible.

## 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, and the authors' notes (which will include complete postal and email addresses for the contact author).

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 and do not upload a separate file for their title page, it will be assumed that they have not selected a blind review.

### Acknowledgments:

On the title page, following the authors' notes, the author(s) should include their acknowledgments (if any). The heading should be "Acknowledgments" (i.e., Canadian spelling). Acknowledgments must only be used to indicate grant(s) that

supported the research or study *and to thank only essential persons that contributed to the research project that are not authors*. Acknowledgments should be a maximum of 50 words and limited to essential elements only (e.g., do not provide job titles of personnel) and avoid overly personal language.

### Disclosures:

On the title page, following the acknowledgments, the author(s) should include their disclosure statement. The heading should be “Disclosures”. If the author(s) have no conflicts to declare, the following statement should be included: “No conflicts of interest, financial or otherwise, are declared by the authors.” Otherwise, the author(s) must describe their real or perceived conflicts of interest and be specific in terms of the financial and/or other nonmonetary benefit(s) that might arise from the publication.

### Abstract:

Authors must include 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 7th edition of the APA publication manual for additional information about the abstract’s content and structure (p. 38, 73–75).

### Keywords:

Following the abstract and on the same page, the author(s) should supply a list of at least three to five keywords for indexing purposes.

### Text Body:

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

### References:

The in-text citations and references in the reference section of English submissions 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, and without vertical rules. Tables should be numbered consecutively beginning with “Table 1” and each table must be referenced in the text. Furthermore, each table must be submitted in a separate *Word* document titled “Table X” (where X is the number corresponding to the order in which the table appears in the manuscript). All abbreviations or special use of symbols must be defined in the notes below the tables. Tables should serve to expand on information provided in the text of the manuscript, not as a way to duplicate information. Please consult the 7th edition of the APA publication manual for additional information about content and correct formatting (p. 196–224).

### Figures and Illustrations:

Each figure must be submitted in a separate document titled “Figure X” (where X is the number corresponding to the order in which the figure appears in the manuscript). To ensure quality, figures and illustrations must be submitted in their original file format (e.g., JPEG, PDF, GIF, etc.). That is, figures and illustrations should not be incorporated in a *Word* document. CJSLPA accepts high-resolution (at least 300 dpi) files in any of the following formats: JPEG, TIFF, AI, PSD, GIF, EPS, or PDF. For PC computers, the resolution of a file can be verified by right clicking the image, visiting “Properties” and then clicking the summary tab. Please reference [this video](#) for details. For Mac computers, the resolution of a file can be verified using the Preview application. Please reference [this video](#) for details. All figures must use a minimum font size of 10 points with Arial font. Keep in mind when designing a figure that the figure could be reduced or enlarged during

formatting. In other words, consider whether quality and legibility will be lost when adjustments are made to fit the figure to a column width or a page width. Please use black and white or grayscale for figures and illustrations. We will consider the use of colour on a case by case basis if the colours add significant explanatory value to figures and illustrations.

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 captions must be submitted in a separate *Word* document titled “Figures captions” with numbers corresponding to the order in which the illustrations appear in the manuscript.

## Appendices:

The Journal highly discourages the use of Appendices. Instead, authors should incorporate necessary information in the body of the text. Very brief appendices may be considered if absolutely necessary and only for content that would be distracting or inappropriate in the body of the manuscript. In this case, Appendices should be numbered consecutively beginning with “Appendix A” and should be referenced in the text. Furthermore, each appendix must be submitted in a separate *Word* document titled “Appendix X” (where X is the letter corresponding to the order in which the appendix appears in the manuscript). Please note that CJSLPA does not allow for online supplemental materials.

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

Manuscripts must have each page numbered, including those with references. 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. CJSLPA highly recommends minimal use of headings: for example, do not use a subheading when there is only one paragraph or one subsection in a section of the manuscript. Please consult the 7th edition of the APA publication manual for additional information on correct formatting (p. 47–49).

## Cover Letter

When submitting a manuscript through our online submission system PowerReview, authors will be asked to copy and paste a cover letter indicating that the manuscript is being submitted from a saved word processing file into a “Cover letter” box. This cover letter must explicitly state that the manuscript is original work that has not been published previously, that is not currently under review elsewhere, and that does not significantly overlap any submitted or published works, as CJSLPA accepts and peer-reviews 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.

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

Lastly, authors must provide **the names, credentials, institutional affiliation, and contact information of 5 qualified reviewers without conflict**. These suggested reviewers must not be students, or Editors or existing members of the

Editorial Review Board of CJSLPA (the complete list of CJSLPA Editors and Editorial Review Board members can be found at <https://cjslpa.ca/editorial-team.php>).

Qualified reviewers must be academics (with university positions) with expertise on the topic and/or the method used in the submitted manuscript (that is, these individuals must have previously published on the topic of the submitted manuscript). A potential exception to academics are clinicians with specific expertise in the topic area. These could serve as part of the group of recommended reviewers.

For more information on what constitutes a qualified reviewer, please consult the description of the American Speech-Language and Hearing Association which can be found at <https://academy.pubs.asha.org/prep-the-asha-journals-peer-review-excellence-program/peer-review-process/>. For information on what constitutes a reviewer without conflict, please consult the Conflict of Interest section of the 7th edition of the APA publication manual (p. 23–24).

### Authors' Checklist Prior to Submission

When submitting a manuscript through our online submission system PowerReview, authors will be asked to submit a checklist designed to ensure that key CJSLPA requirements are met upon submission. The file uploaded on PowerReview should be titled "Checklist.pdf". The checklist can be found on CJSLPA website: <https://www.cjslpa.ca/submit-a-manuscript.php>

## 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 Editorial team to determine whether they should or should not move on to peer review. Manuscripts deemed not appropriate will be declined without being sent to peer review and authors will be informed.

The Editorial team also performs 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. The Editorial team will ask the authors to resubmit their manuscript within 2 weeks.

### Review Period

CJSLPA will conduct the review process and will respond to authors regarding the outcome of the review in a timely manner. 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 revisions) 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 2 weeks to look over the copyedited manuscript and make the requested changes. Approximately 2 weeks prior to publication, the authors will review a proof (in PDF format) to verify its content and return the proof to the publication staff within 7 business days of receipt. Please note that only errors and changes requested by the Editorial team to correct grammar, spelling, and APA and CJSLPA style, and to clarify portions of the text that lack clarity can be corrected/made at the copyediting and proofing stages. No other additions of content or text can be made at this point.

### Author Responsibilities

The author(s) are responsible for the accuracy of the authors' names and affiliations and of all information (data) and statements included in the manuscript, including changes made by the editorial and/or production staff as no changes

can be made once an article is published. Authors also 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.

### Correction Policy

If errors are identified after publication and a correction is warranted, the contact author must send a formal correction notice to the Editor-in-Chief. This notice must include the article title; the names of all authors (as they appear in the published article); the full journal name; the year of publication; the volume, issue, and page numbers of the article; the location of the error (i.e., page number, column, line, table, figure); an exact quotation of the error; and clear wording of the correction (in the case of an error in a table or figure, a replacement version of the table or figure).

The Editor-in-Chief will decide whether the article will be corrected and an erratum published. If the Editor-in-Chief decides that a correction is warranted, the PDF of the original article will be corrected and a note indicating that it has been corrected (with the correction date) will be included on the first page. An erratum will be published in the next available issue. We request that all authors carefully check all sections of the manuscript before the copyediting stage to eliminate any potential errors.

### Journal Funding and Open Access

CJSLPA is an open access journal supported by Speech-Language & Audiology Canada. The association provides funding to cover all costs related to the journal, including publication fees. Therefore, there is no cost to authors for processing or publication, and all articles in CJSLPA are made freely available immediately upon publication.

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## Questions

Please contact the Editorial Assistants with any questions about these guidelines. For English manuscripts, please contact Karen Lowry at [karen@sac-oac.ca](mailto:karen@sac-oac.ca). For French manuscripts, please contact Simone Poulin at [simone@sac-oac.ca](mailto:simone@sac-oac.ca).