The quarterly *American Journal of Audiology (AJA)*—an online-only, international, peer-reviewed scholarly journal—has been published continuously since 1991.

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### Mission

*AJA* publishes peer-reviewed research and other scholarly articles pertaining to clinical audiology methods and issues, and serves as an outlet for discussion of related professional and educational issues and ideas. The journal is an international outlet for clinical research pertaining to screening, diagnosis, management and outcomes of hearing and balance disorders as well as the etiologies and characteristics of these disorders. The clinical orientation of the journal allows for the publication of reports on audiology as implemented nationally and internationally, including novel clinical procedures, approaches, and cases. *AJA* seeks to advance evidence-based practice by disseminating the results of new studies as well as providing a forum for critical reviews and meta-analyses of previously published work.

### Scope

The broad field of clinical audiology, including audiologic/aural rehabilitation; balance and balance disorders; cultural and linguistic diversity; detection, diagnosis, prevention, habilitation, rehabilitation, and monitoring of hearing loss; hearing aids, cochlear implants, and hearing-assistive technology; hearing disorders; lifespan perspectives on auditory function; speech perception; and tinnitus.

### Publication Frequency

*AJA* is continuously published, with articles added to the Newly Published section of the website as they complete production. The journal also publishes issues on a quarterly basis in March, June, September, and December, as well as special issues on an ad hoc basis at other times throughout the year.

### Impact Factor

The 2018 *Journal Citation Reports®* (Clarivate Analytics, 2019) Journal Impact Factor is 1.340 and the 5-year Impact Factor is 1.589. *AJA* ranked 19th of 26 journals in the Audiology and Speech-Language Pathology category and 29th of 42 journals in the Otorhinolaryngology category of the Science Citation Index Expanded.
Manuscript Types

AJA publishes a wide variety of article types:

Research Article
A research article is a full-length article presenting important new research results. Research articles include an abstract, introduction, methods and results sections, discussion, and relevant citations. Suggested maximum length: 40 pages including citations, tables, and figures (supplemental materials not included in length guidelines).

Research Note
A research note is a brief manuscript presenting pilot, preliminary, and/or exploratory findings or a new method for the collection or analysis of data. Includes a short abstract and introductory paragraph. The scientific findings should be explained and documented concisely. Suggested maximum length: 20 manuscript pages including citations, tables, and figures.

Review Article
A review is a comprehensive overview (i.e., systematic review or meta-analysis) of an area of speech, language, or hearing sciences and/or disorders. Reviews should be accessible to knowledgeable readers not expert in the subject area. They should be prepared with the same rigor as a research article reporting specific results. Suggested maximum length: 40 manuscript pages including citations, tables, and figures.

Clinical Focus
A clinical focus is an article that may be of primary clinical interest but may not have a traditional research format. Case studies, descriptions of clinical programs, and innovative clinical services and activities are among the possibilities. Suggested maximum length: 40 pages including citations, tables, and figures.

Tutorial
A tutorial is an educational exposition covering recent literature on topics of interest to clinicians and other scholars. Suggested maximum length: 40 pages including citations, tables, and figures.

Technical Report
A technical report is a brief article describing a pretrial feasibility or pilot efficacy study that addresses important clinical questions (i.e., whom to treat with a given technology, when to treat, and for how long). Suggested maximum length: 30 pages including citations, tables, and figures.

Viewpoint
A viewpoint includes scholarly based opinion(s) on an issue of clinical relevance that currently may be neglected, controversial, or related to future legislation, or could serve to update the readership.
Commentary
A commentary is a short, timely article that spotlights current issues of direct interest to the communication sciences and disorders community. Commentary articles are often extensions or reactions to positions put forward in viewpoint articles. Suggested maximum length: 10 pages including citations, tables, and figures (supplemental materials not included in length guidelines).

Letter to the Editor
A letter to the editor communicates opinions about material previously published in the journal or views on topics of current relevance. A letter relating to work published in the journal will ordinarily be referred to the author(s) of the original item for a response, which may be published along with the letter.

Introduction
An introduction is generally a short article presented at the beginning of a forum or special issue. It may be written by, as applicable, the journal's editor-in-chief, an editor, or the special issue editor involved and is intended to provide background information on the topic covered, brief explanations of the articles, and the aims or goals of the forum or special issue. An introduction is typically limited to 10 manuscript pages, including citations, tables, and figures.

Epilogue
An epilogue is a short article at the end of a forum or special issue that is written by, as applicable, the journal's editor-in-chief, an editor, or the special issue editor involved. An epilogue should include a summation of the preceding articles' findings and may draw broader conclusions than the individual articles. An epilogue is typically limited to 10 manuscript pages, including citations, tables, and figures.

Manuscript Preparation
Generally, scientific manuscripts should be organized as follows:

- Title page
- Abstract
- Introduction
- Method
- Results
- Discussion
- Acknowledgments
- References
- Tables and Figures
- Appendices (optional)
- Supplemental information (optional)

Because scientific papers are organized in this way, readers know what to expect from each part of the paper and they can quickly locate specific information.
Page Limit
A guideline of 40 pages (including title page, abstract, text, acknowledgments, references, appendixes, tables, and figures) is suggested as an upper limit for manuscript length for most manuscript types. This page limit does not include supplemental materials. Please note that this is just a general guideline. Longer manuscripts, particularly for critical reviews and extended data-based reports, will be considered but authors should submit a cover letter providing a rationale explaining why the added length is needed. Additional information is available on the ASHA Journals Academy website.

Title Page
The title should be short and clear, yet provide a sufficient description of the work. As the title becomes the basis for online search results, it should contain the key words describing the work presented. If your title is not precise enough or is too “catchy” versus informative, people may have difficulty finding your article. The title page should also include a list of the authors and their affiliations (see Authorship Criteria and Guidelines for more information).

Abstract
The abstract helps readers scan through lists of articles or search results and is essential for helping users decide whether to read the rest of the article or save it for future reference. As a result, abstracts must be brief but also informative enough to be genuinely useful.

ASHA recommends that abstracts be 150–250 words. The size limit for what can be included in your submission is set above 300 words, but that is so that very detailed abstracts for specific types of studies can be accommodated (see, for example, the abstract for this randomized controlled trial reported according to the CONSORT framework).

Regardless of the type of manuscript, abstracts must be structured using the following sections:

Purpose: The Purpose section must include a concise statement of the specific purposes, questions addressed, and/or hypotheses tested. Lengthy descriptions of rationale are not necessary or desirable.

Method: The Method section must describe characteristics and numbers of participants and provide information related to the design of the study (e.g., pre–post group study of treatment outcomes, randomized controlled trial, multiple baseline across behaviors; ethnographic study with qualitative analysis; prospective longitudinal study) and data collection methods. If the participants have been assigned randomly to study conditions, this must be noted explicitly, regardless of the design used. If the article is not data-based, information should be provided on the methods used to collect information (e.g., online database search), to summarize previously reported data and to organize the presentation and arguments (e.g., meta-analysis, narrative review).

Results: The Results section should summarize findings as they apply directly to the stated purposes of the article. Statistical outcomes may be summarized, but no statistics other than effect sizes should be provided. This section may be omitted from articles that are not data-based.
Conclusions: The Conclusions section must state specifically the extent to which the stated purposes of the article have been met. Comments on the generalizability of the results (i.e., external validity), needs for further research, and clinical implications often are highly desirable.

Introduction and Body of Paper
Information about the scope and format of the introduction and main body of your paper (methods, results, and discussion sections) is available on the Author Resource Center in the ASHA Journals Academy under Writing and Formatting Your Manuscript.

Acknowledgments
Citation of grant or contract support of research with the applicable grant or contract numbers must be given in an acknowledgments section at the end of the article (before the References). If any part of the research was supported by an institution not named on the title page, that institution should be acknowledged in this section. For authors funded by the National Institutes of Health, ASHA deposits your articles on your behalf to PubMed Central so that you are compliant with the Public Access Mandate of 2008, so proper acknowledgement of funding is integral to making that possible. Individuals who assisted in the research may be acknowledged. Do not name individuals (editors and reviewers) who participated in the review process.

References
All literature cited in the text, as well as test and assessment tools, ANSI and ISO standards, and specialized software, must be listed in this section. References should be listed alphabetically, then chronologically under each author. Journal names should be spelled out and italicized. Pay particular attention to accuracy and APA style for references cited in the text and listed in the references. Provide page numbers for any chapters or journal articles. Include digital object identifier (DOI) information if available.

Tables and Figures
Tables present lists of numbers or text in columns, each column having a title or label. Figures are visual presentations of results, including graphs, diagrams, photos, drawings, schematics, maps, and so on. Each table or figure should appear on its own page (i.e., do not put more than one figure or table on the same page). Use Arabic numerals to identify both tables and figures, and do not use suffix letters for complex tables. Instead, simplify complex tables by making two or more separate tables. Table titles and figure captions should be concise but explanatory. The reader should not have to refer to the text to decipher the information. Keep in mind the width of a column or page when designing tables and figures. In other words, consider whether legibility will be lost when reductions are made to fit a column or page width. Avoid “special effects” in figures (e.g., three-dimensional bar graphs) because they distort, rather than enhance, the data and distract the reader. Keep in mind that for figures with color, legends or captions should provide enough explanation that the meaning is not lost if the article is printed in black and white by a user of the article.
Additional Materials

Appendices
An appendix allows you to include detailed information that would interrupt the flow of the main body of the article. Examples of items you might have in an appendix include lists of words, a questionnaire or tool used in the study, a detailed description of an apparatus used in the research, and so on. If such material should be openly accessible and not within the overall copyright applied to the article, then you should include it as supplemental material instead (see below).

Supplemental Material
Supplemental material is nonessential to understanding of the paper, but may present information that further enhances the article. ASHA has partnered with Figshare to enable authors to automatically archive data and supporting materials in an open access, public repository when submitting an article to an ASHA journal. Figshare provides unlimited data storage for a wide variety of file formats. Information on acceptable file formats is available on the ASHA Journals Academy in the Supplemental Material and Multimedia section of the Writing and Formatting Your Manuscript page. You can easily upload supplemental files within the existing Editorial Manager submission workflow.

Supplemental material can consist of any of the following:

- **text** (e.g., tables that are too lengthy for publication within the journal; equations and models; or program source code for presentation of experimental protocols or analysis of data)
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Any files for supplemental materials should be submitted at the same time as the manuscript and will be subject to the normal peer review process. Please indicate clearly that the material is intended as supplementary, and be sure that it is referred to within the text of the manuscript. Also, please provide a concise (1- or 2-sentence) description for each file supplied. The material must be original content that has not been previously published. Where possible, the material will be copyedited. Please note: Recordings or images that involve identifiable participants require permission from those individuals. Please secure and provide that signed consent.

If your article is accepted for publication, then all of your supplemental files are automatically deposited into the ASHA Journals Figshare data repository without charge. Once deposited, all content is assigned a permanent web link (DOI) so you and other authors can link directly to it from future papers. Items housed there will also have usage and Altmetric attention data displayed there, as well as a link back to the article to which they apply.

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Research Reporting Standards
ASHA encourages the use of relevant reporting guidelines to help promote the transparency and reproducibility of scientific research. Although the submission of completed checklists for the relevant guidelines (and flow diagram, if applicable) alongside your manuscript is not required, we do encourage you to submit such materials. It is hoped that by utilizing the appropriate reporting guidelines, the quality of research reports will be improved, enabling easier evaluation and better clinical applicability. Authors are encouraged to review the Enhancing the QUAlity and Transparency of health Research (EQUATOR) information in the Reporting Standards section of the Guidelines for Reporting Your Research page of the ASHA Journals Academy. Editable checklists for reporting guidelines can be found on the EQUATOR Network site, which also gives general information on how to choose the correct guideline and why guidelines are important.

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ASHA Journals follow the Publication Manual of the American Psychological Association (6th ed.) for editorial style, which states authors should be mindful of the importance of using language that is free of bias or the suggestion thereof. Per APA style, “Constructions that might imply bias against persons on the basis of gender, sexual orientation, racial or ethnic group, disability, or age are unacceptable” (p. 71). The use of person-first (vs. disability-first) language is not only preferable, it is necessary. Authors who publish in ASHA journals should assume that their articles will be copyedited with these guidelines in mind and that they will be asked to review these types of changes when page proofs are received.

Reference Style and Formatting
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All research to be submitted for publication in ASHA journals in which humans or animals are used must adhere to the basic ethical considerations for the protection of research subjects. ASHA requires every research article submitted to include a statement that the study obtained ethics approval (or a statement that it was not required), including the name of the ethics committee(s) or institutional review board(s), the number/ID of the approval(s), and a statement that participants gave informed consent before taking part.

When reporting research involving data from human subjects, the author should ensure that the work described has been carried out in accordance with The World Medical Association’s Declaration of Helsinki for experiments involving humans. The privacy rights of human subjects must always be observed. Nonessential identifying details should be omitted. If there is any doubt that anonymity can be maintained, then informed consent should be obtained before manuscript submission.

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Materials You Will Need
When ready to submit a manuscript, you will need to gather the following:

- The manuscript file
- Figure files
- Any applicable supplemental material files
- Information about any conflicts of interest
- Any applicable permissions files

For a more comprehensive introduction and overview of the manuscript submission process, visit the Manuscript Submission section of the Author Resource Center in the ASHA Journals Academy.

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Authorship Overview
Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. For more information on authorship criteria, see the International
Committee of Medical Journal Editors’ (ICMJE) resource, “Defining The Role of Authors And Contributors.”

Corresponding Author
The corresponding author is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, and typically ensures that all the journal’s administrative requirements, such as providing details of authorship and ensuring that any necessary disclosures (e.g., conflict of interest) are properly made, although these duties may be delegated to one or more coauthors. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication. Although the corresponding author has primary responsibility for correspondence with the journal, ASHA recommends that editors send copies of all correspondence to all listed authors.

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Peer Review Process
Manuscripts submitted to the ASHA journals go through an editorial board peer review model. In this model, an editor-in-chief (EIC) is responsible for assigning each manuscript to an editor who has the appropriate content expertise. Assuming two rounds of review (one round for the original submission and one round for the revised manuscript), time from submission to final decision in the editorial board peer review model can take as little as approximately 4 months. But again, the overall time from submission to final decision of a manuscript depends largely on the number of rounds of review and how long authors take to complete revisions. Authors following submission instructions and submitting revisions that thoroughly address review comments help peer review maintain a swift pace.

Original Submission Review
Using the ASHA Journals Editorial Manager system, you will upload a properly formatted manuscript and answer a series of disclosure questions (see our guide on Manuscript Submission for more information). The manuscript will then be assigned by the editor-in-chief to an editor with the right
subject matter expertise. The editor will typically then assign the manuscript to at least two editorial board members (EBMs) or ad hoc reviewers, or some combination thereof, for reviews. The EBMs or ad hoc reviewers submit comments using a structured peer review template, along with a decision recommendation, to the editor. The editor then reads the reviews in depth, considers the recommendations, and renders a decision. An editor would be free to recruit additional reviews, such as for specialized statistics review, as needed.

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If your manuscript requires a revision, as is most typically the case, then you will be given up to 6 weeks to revise and resubmit the manuscript.

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