



AJA

Author Instructions

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 (supplemental materials not included in length guidelines).

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 (supplemental materials not included in length guidelines).

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 (supplemental materials not included in length guidelines).

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 (supplemental materials not included in length guidelines).

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

on current thinking in an area. Suggested maximum length: 10 pages including citations, tables, and figures (supplemental materials not included in length guidelines).

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.

General Manuscript Formatting

All manuscripts submitted to the ASHA Journals should adhere to the following general formatting guidelines:

- Manuscripts must be provided as a standard document format (e.g., .doc, .docx).
- Figures must be provided as a standard image format (e.g., JPEG, TIFF, PNG) and have a resolution of at least 300 DPI.
- Tables must be provided as either an editable Microsoft Word document (i.e., .doc, .docx), or as an editable Microsoft Excel spreadsheet (i.e., .xls, .xlsx) containing only text and no formulas.
- Manuscripts should be double spaced.
- Continuous line numbers must be included (for instructions, visit the [Writing and Formatting Your Manuscript page](#) on the ASHA Journals Academy).
- Single spaces after periods.

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. See General Manuscript Formatting section for information on file types for tables and figures.

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)
- *images* (e.g., visual stimuli or alternative figures with data plotted on different time scales)
- *video* (e.g., instruction in classroom, or demonstrations of clinical or research protocols)
- *sound clips* (e.g., auditory stimuli)
- *data* (e.g., raw data for testing and evaluating models, or normative data)

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.

Bias and Language

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

Following the APA style, include all necessary references and citations in your manuscript before submitting via Editorial Manager. Credit lines for quoted, reprinted, or adapted materials must be inserted on the page where such material appears. In granting permission, the copyright holder may

specify the form or the location of the credit line, or both; be sure to follow their requirements completely and include all evidence of obtained permissions when submitting your manuscript.

Research and Publication Ethics

ASHA expects of its members high standards of ethical conduct in all professional activities. In addition to the ASHA Code of Ethics, ASHA has issued practice policy documents to clarify ethical issues related to research and scholarly activities. Authors, particularly those who are ASHA members, are encouraged to review these documents and apply them to their research and scholarly endeavors. In addition, the following policies and their associated resources apply to the publication of research in ASHA journals.

Protection of Humans and Animals in Research

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.

All animal experiments should comply with the [ARRIVE guidelines](#) and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986, and associated guidelines, EU Directive 2010/63/EU for animals used for scientific purposes, or the [National Institutes of Health Guide for the Care and Use of Laboratory Animals](#). The authors should clearly indicate in the manuscript that such guidelines have been followed.

Conflicts of Interest

As part of the manuscript submission process, authors are required to disclose any real or potential conflicts of interest that could be seen as having an influence on the research (e.g., financial interests in a test or procedure, or funding by an equipment or materials manufacturer for efficacy research).

Sources of outside support for research, including funding, equipment, and supplies, must be named during the submission process (and questions to that effect will be presented online to authors as part of the manuscript submission process). In addition, authors must disclose any financial or other nonprofessional benefit(s) that might result from the publication of the manuscript and that reviewers or readers might consider to have affected the conduct or reporting of the work. If the author is uncertain about what might be considered a conflict of interest, he or she should err on the side of full disclosure by reporting the potential conflict when requested to do

so during submission. Additional information is available on the ASHA Journals Academy in the [Authorship and Publication Ethics](#) section.

Copyright and Permissions

During submission of a manuscript, the author will be required to affirm that

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These guidelines are especially true for material that is part of an assessment/diagnostic instrument. Never include actual test items in your manuscript unless you have received explicit permission from the publisher to do so.

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Manuscript Submission

ASHA journals use Editorial Manager to manage the submission and peer review process. Authors can log into AJA's Editorial Manager website at <https://www.editorialmanager.com/aja>.

When you arrive at your Author Dashboard, you might already be in the Start New Submission area. If you are not, then click "Start New Submission" in your Author Dashboard queue. Once logged in, the system provides step-by-step instructions to guide authors through the submission process. If you experience any problems during submission, please contact the Editorial Administrator at aja@asha.org.

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.

Copyright & Open Access

During the manuscript submission process, you will be prompted to sign an electronic copyright transfer form that gives ASHA copyright of the final, published work. While ASHA journals needs publishing rights in order to publish and disseminate research articles, ASHA supports authors' choice on how to publish their work. We are committed to helping you comply with your funder and institutional requirements and support both green and gold open access options. Also, any author publishing in an ASHA journal can opt to retain their copyright and sign a license to publish using the author-pays open access option. Additional information about [this and other options](#) are available in the [Manuscript Submission](#) section of the ASHA Journals Academy.

Furthermore, ASHA recognizes the importance of authors' use of their work in furthering scholarship and research. Although a copyright transfer is signed by authors at submission, authors should be

aware that they retain many rights for noncommercial use of the material. Express permission for use is required only in circumstances stipulated on the copyright transfer form. Information regarding [Sharing and Using Your Research](#) is available on the ASHA Journals Academy.

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.

Changes to Authorship

Any addition, deletion, or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal editor. To request such a change, the editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal, or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the editor consider the addition, deletion, or rearrangement of authors after the manuscript has been accepted. While the editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the editor will be made via an erratum.

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.

Author Revision and Submission

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.

Revised Submission Review

After receiving your revised manuscript, the journal editor will typically then assign at least two EBMs or ad hoc reviewers (typically those who participated in the initial review), or some combination thereof, to review the revised version of the manuscript. The reviewers will submit comments and recommendations, and then the editor will render a revision decision.

Second Author Revision and Submission

If your manuscript requires a second revision for acceptance, you will be given up to 3 weeks to submit a revised manuscript.

If Rejected

There are a number of reasons a manuscript may be rejected for publication in the ASHA Journals. They can range from the manuscript not being a good fit for the scope and mission of the journal to which it was submitted, to concerns over the overall quality.

Authors may disagree with the decision of the editors of ASHA journals and may wish to challenge and appeal those decisions.

All appeals concerning decisions of an editor are first directed to the editor. In many cases, author-editor disagreements can be resolved directly through discussions between these parties. If no resolution is achieved, the author may file an appeal with the chair of the Journals Board. For details, visit the [What to Expect in Peer Review](#) page of the ASHA Journals Academy.

If Accepted

If your article is accepted, it will begin the journal production process. During the production process, you will be asked to provide some answers to author queries and make some basic revisions, but most of the process will be handled by the ASHA Journals production staff at this point.

Production Process and Timeline

After your article has gone through peer review and been accepted, it will enter the production phase of the publication process. In the production phase, your original manuscript is styled, copyedited, professionally typeset, and then proofread. The vast majority of the production steps go on behind the scenes, and you typically will not need to be involved in these initial steps. After all these steps are complete, you will receive page proofs of your article, along with a list of questions that have come up over the course of the production process. The best way to provide revisions is by annotating the PDF of the article that you were sent by the production team. We have [a useful guide](#) to help you with just that.

After you've uploaded your revisions, the ASHA Journals production team will apply your edits and have the final version of the article typeset. The ASHA Journals team will contact you if they have further questions during this phase. Once revisions are complete, the manuscript is ready for advance online publication.

Overall, the production process for your article should take about 6 weeks. Please note, these times are ideal and are not always possible. Complications such as the volume of manuscripts or the nature of corrections may require additional time. You can help keep the production process on track by returning your proofs on time, and by being mindful of things such as copyright issues within your article. Publication of your article within an issue will be contingent upon the issue schedule for the journal in which you are publishing.

*Please note, articles that go straight to issue rather than advance online publication (i.e., those included in special issues and forums) may have a slightly different publication timeline than the one provided here.

Maximizing Visibility, Use, and Impact

Getting published is just the beginning! ASHA is working with a free service called [GrowKudos](#) to help our authors maximize the impact of their published work. Once your article is published, you will receive an email inviting you to register with Kudos to claim, explain, and share your existing publications. There is no charge for authors to register and it only takes a few minutes of your time. To help ASHA authors publicize their research to colleagues and funders, all authors—corresponding authors as well as contributing authors—are encouraged to participate in Kudos.

In addition to helping open up your research to new audiences, once you've "claimed" a publication (i.e., confirmed that you are the author of a particular article), Kudos enables you to monitor article usage and view its available metrics. The Kudos "basket of metrics" includes citations, downloads and Altmetrics (tracking discussion of your work in a range of places including press coverage, social

media and government policy). With Kudos you can track the most effective networks for getting your work read, discussed, and cited to improve the metrics by which your reach is evaluated.

Learn more about how you can use and share the research you publish in the ASHA Journals on the [Maximizing Impact page](#) of the ASHA Journals Academy.

The latest, most-detailed instructions
for authors of the ASHA Journals



Selecting a
Journal



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