

ACQuiring Knowledge in Speech, Language and Hearing is the major clinical publication of Speech Pathology Australia. Material may include articles on original research, specific professional topics and issues of value to the practising clinician, reports from the President, general information on trends and developments, letters to the Editor and information on resources. Each issue of ACQ aims to contain a range of high quality material that appeals to a broad membership base.

ACQ is published three times each year, in March, July and November. The deadlines for the next three editions are:

Edition	Copy deadline (peer review)	Copy deadline (non peer review)	Theme
March 2010	3 August 2009	15 October 2009	Motor speech disorders
July 2010	8 December 2009	4 March 2010	Working with families
November 2010	15 April 2010	1 July 2010	Syndromes, Accessible Healthcare Environments

General

Material submitted must be your original work. Any direct quotations or material used from other sources must be credited in full. If copyright clearance is required to use material included in your article, please supply evidence that this has been obtained.

With rare exceptions, we do not publish material that has already been published.

Length

Articles must not exceed 3500 words (including tables and a maximum of 30 references). Longer articles may be accepted at the discretion of the editors. It is highly recommended that authors contact the editor/s prior to submitting longer articles.

Format

All submissions must be Word documents formatted in accordance with the following guidelines:

- The title page should contain the title of the article, the author's name, profession, employer, contact phone number, and correspondence address, as well as a maximum of five key words or short phrases for indexing. Please provide brief biographical details (up to 15 words) for all authors. If using an acknowledgements section that may potentially identify the author, please include it on the title page.
- Formatting must be kept to a minimum. Use body text, Times New Roman or Arial, font size 12, double spaced. Do not use tabs, bolding or other highlighting of the text. Do not right justify the text. The first line of each paragraph should be indented.
- Do not incorporate tables or figures within the text of the article. Rather, insert tables, in order, at the end of the document. Please indicate in the text where the table should be inserted.
- Do not include images within the text of the article – send photos as separate attachments, Digital images should be of high quality and preferably be sent as uncompressed TIF or EPS images.
- Use only one space after punctuation, including full stops.
- Double quotes should be used where appropriate.
- References must appear at the end of the article and must be in APA style (see section on referencing for more detail).

Peer review

Articles submitted to ACQ will generally undergo a peer review process. ACQ uses a double-blind peer-review process, in which the anonymous paper will be sent to two reviewers. The authors will be provided with information from the review process. Often, authors will be invited to revise and/or resubmit their work, as indicated by the reviewers. Occasionally, the reviewers request to re-review the revised manuscript. In some instances, a paper will be rejected for publication. The editors' decision is final. The sentence "This article has been peer reviewed" will appear after the title for all peer reviewed articles published in ACQ.

Types of Submissions

When submitting your article to ACQ, please indicate the type of submission:

- *Tutorial*: Educational/narrative discussion on topics of interest to clinicians. This should include a brief overview of the current literature, as well as a section containing clinical implications.
- *Clinical Forum*: Topic-related articles with clear reference to the current literature.
- *Clinical Consult*: Invited responses to specific questions from the readership.
- *Clinical Insights*: Articles 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.
- *Research*: Research articles with clear clinical relevance. These submissions will be judged on the review of the literature (including a rationale), methodology, statistical analyses, and a clear discussion directed to a clinical readership.

Style

Clear and concise writing is best. Use short sentences and paragraphs and plain English. Please reduce bias in language as much as possible (i.e., avoid stereotypical terms, refer to participants, rather than subjects, and be sensitive to racial and ethnic identity).

The title should be kept as short as possible (80 characters maximum, including spaces). The use of a subtitle is permitted. The title should be at the top of the page, centred, Arial 16 bold. The subtitle should be directly underneath, centred, Arial 12 bold.

Headings should be short. Within the article a maximum of three levels of headings should be used. Use default headings in Microsoft Word. For first level headings use Heading 1 (Arial 14 bold). For second level headings use Heading 2 (Arial 12 italic bold). For third level heading, use Heading 3 (Arial 13).

Reproduce any quotations exactly as they appear in the original and provide the page number(s) for the pages you have quoted from.

References, which should be key references only, must follow the American Psychological Association (APA-6th Edition) (2008) style. Examples of correct in-text referencing and correct listing of references in the reference list are provided below. Please pay attention to the correct formatting, including the use of punctuation marks and case. For further details on correct referencing, visit <http://owl.english.purdue.edu/owl/resource/560/01/>.

Citations in text

1. When referencing a work by two authors, name both authors each time you cite the work. Use the word 'and' within the text, and use the '&' in parentheses. For example:
Westerveld and Gillon (2007) stated
It was found that(Westerveld & Gillon, 2007).
2. When referencing a work by three to five authors: List all the authors within the sentence or in parentheses the first time the work is cited. In subsequent citations, only use the first author's last name followed by 'et al.' in the text or in parentheses.
First citation: (Watts Pappas, Westerveld, Jones, Harris, & Hollis, 2008).
Subsequent citations: Watts Pappas et al. (2008) investigated.....
3. When referencing a work by six or more authors, use the first author's name followed by et al.
4. Multiple citations within a text should be ordered by alphabetically by author's name, not by date, e.g., (Houston, 2004; Howard, 2005; Jones & Bower, 2007; Smith, 1999).

References

1. References to an entire book

Reilly, S., Douglas, J., & Oates, J. (Eds.) (2004). *Evidence based practice in speech pathology*. London: Whurr.

Crystal, D. (2003). *A dictionary of linguistics and phonetics*. (5th ed.). Malden, MA: Blackwell.

2. References to a chapter in a book

Gibbon, F. E., & Mackenzie Beck, J. (2002). Therapy for abnormal vowels in children with phonological impairment. In M. J. Ball & F. E. Gibbon (Eds.), *Vowel disorders* (pp. 217- 248). Woburn, MA: Butterworth-Heinemann.

3. Reference to an article in a journal

Jones, M., Onslow, M., Packman, A., Williams, S., Ormond, T., Schwarz, T., & Gebski, V. (2005). A randomised controlled trial of the Lidcombe Program for early stuttering intervention. *British Medical Journal*, 331, 659-661.

4. Proceedings, technical reports and unpublished literature

Langevin, M. (1997). Peer teasing project. In E. Healey and H. F. M. Peters (Eds.) *2nd World Congress on Fluency Disorders: Proceedings* (pp. 169-171). The Netherlands: Nijmegen University Press.

5. Reference to an Internet source

Please visit: <http://owl.english.purdue.edu/owl/resource/560/10/> for detailed information.

Tables and figures

If there are to be tables or figures within your article, these should be printed on separate sheets with a clear indication of where they are to appear in the article (in text indicate where the figure or table should be inserted). All tables and figures should be numbered. Figures should be presented as camera-ready art. In electronic versions, please ensure figures and tables appear at the end of your article with each table or figure on a separate page.

Abstract

Please include an abstract of approximately 100 words describing your article.

Article submission form

If your article is accepted for publication, it will only be published if the "Article Submission Form" and "Copyright Warranty and Assignment" are completed and signed. These forms are available from the website www.speechpathologyaustralia.org.au publications section ACQ.

Submission

Articles should be submitted electronically as an email attachment to pubs@speechpathologyaustralia.org.au, attention ACQ Editors. They can also be emailed directly to one of the editors. When submitting your article please state clearly what type of submission it is and whether you would like for it to be considered for a special/themed issue. The following items should be submitted:

- 1) A Word document containing the title page: Title, keywords, author's correspondence details, and brief biographical details.
- 2) A Word document containing the body of the article. This document should have the title but no other identifying information.
- 3) A clear photograph of the main author/s. This can be a casual or formal shot. Digital photos should preferably be uncompressed TIF or EPS files.

Remember, if your article is accepted for publication in ACQ, you earn two points in the Professional Self Regulation program.

I submit the following article, entitled

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