

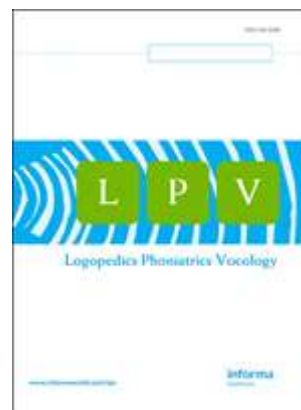
# Logopedics Phoniatrics Vocology

## Instructions for Authors

Publications may have the form of original articles, i.e. theoretical or methodological studies or empirical reports, of reviews of books and dissertations, as well as of short reports, of minor or ongoing studies or short notes, commenting on earlier published material.

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Short reports, clinical notes, letters etc may be published under the heading *LPV Forum* and be reviewed by the Forum Editor. When submitting a manuscript, please indicate if you wish the paper to be published in the section LPV Forum.



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All submissions should be made online at the **Logopedics Phoniatrics Vocology** ScholarOne Manuscripts site found at <http://mc.manuscriptcentral.com/slog>. New users should first create an account. Once a user is logged onto the site submissions should be made via the Author Centre.

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### General Guidelines

Please write clearly and concisely, stating your objectives clearly and defining your terms. Your arguments should be substantiated with well reasoned supporting evidence.

In writing your paper, you are encouraged to review articles in the area you are addressing which have been previously published in the Journal, and where you feel appropriate, to reference them. This will enhance context, coherence, and continuity for our readers.

For all manuscripts, gender-, race-, and creed-inclusive language is mandatory.

Ethics of Experimentation: Contributors are required to follow the procedures in force in their countries which govern the ethics of work done with human subjects. The Code of Ethics of the World Medical Association ([Declaration of Helsinki](#)) represents a minimal requirement.

## Manuscript Preparation

Manuscripts must be written in clear and correct English. Authors hesitating as to the adequacy of their English are recommended having their papers revised by a language editor.

The manuscript should be submitted in Word format. *Please note that we do not accept LaTeX files.* The typescript (double spaced) of a regular article should not exceed 10-12 pages (6000 words), that of a short report or note 3-4 pages.

Papers should be organised as follows: title page (page 1), abstract page (page 2), text (page 3 and following), list of references, and on separate pages tables and legends for illustration.

**Title page.** Should include:

- the title of the paper, stressing its most important message;
- name(s) of author(s);
- name and address of their department(s);
- a running headline (condensed title) of no more than 50 characters;
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**References.** The Vancouver system must be applied. Number the references consecutively in the order in which they are first mentioned in the text. Identify references in the text by Arabic numerals (in parentheses). Papers accepted but not yet published should be designated as (in press). Information from unpublished manuscripts should be cited in the text as "unpublished observation(s)" or "personal communication".

### *Journal Article*

Sederholm E, McAllister A, Sundberg J, Dalkvist J. Etiologic factors associated with hoarseness in ten-year-old children. *Folia Phoniatri* 1995; 5: 262-78.

### *Book*

Hirano M. *Clinical examination of voice*. New York: Springer, 1981.

### *Book chapter*

Spreen O, Risser A. Assessment of Aphasia in children. In: Taylor Sarno M, editor. *Acquired Aphasia*. New York, London, Toronto, Sydney, San Francisco: Academic Press; 1981. P.xx-xx.

Abbreviations of journal titles: please consult the *List of Journals Indexed in Index Medicus*, also accessible at <http://www.nlm.nih.gov/>

## Tables, figures and illustrations

The same data should not be reproduced in both tables and figures. The usual statistical conventions should be used: a value written  $10.0 \pm 0.25$  indicates the estimate for a statistic (e.g. a mean) followed by its standard error. A mean with an estimate of the standard deviation will be written 10.0 SD 2.65. Contributors reporting ages of subjects should specify carefully the age groupings: a group of children

of ages e.g. 4.0 to 4.99 years may be designated 4 +; a group aged 3.50 to 4.49 years 4 ± and a group all precisely 4.0 years, 4.0.

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*Insert table II about here*

Each table and/or figure must have a title that explains its purpose without reference to the text. Tables and/or figure captions must be saved separately, as part of the file containing the complete text of the paper, and numbered correspondingly. The filename for the tables and/or figures should be descriptive of the graphic, e.g. table I, figure 2a.

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Tables should be used only when they can present information more efficiently than running text. Care should be taken to avoid any arrangement that unduly increases the depth of a table, and the column heads should be made as brief as possible, using abbreviations liberally. Lines of data should not be numbered nor run numbers given unless those numbers are needed for reference in the text. Columns should not contain only one or two entries, nor should the same entry be repeated numerous times consecutively. Tables should be grouped at the end of the manuscript on uploaded separately to the main body of the text.

## Figures and illustrations

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Please note that it is in the author's interest to provide the highest quality figure format possible. Please do not hesitate to contact our Production Department if you have any queries.

## Mathematics

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(use of an agency or agency/ freelance writer), grant support and numbers, and statements of employment, if applicable.

#### Acknowledgments section

Any acknowledgments authors wish to make should be included in a separate headed section at the end of the manuscript preceding any appendices, and before the references section. Please do not incorporate acknowledgments into notes or biographical notes.

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