

AUTHOR GUIDELINES & SUBMISSION REQUIREMENTS



THE BASICS

Word Count | 1,500-2,500 words

Style Guide | APA (www.apastyle.org)

Audience | Professionals in multiple industries working with older adults

Tone | Conversational, yet professional. Avoid overly formal, academic tone.

File Type | Word Document: .docx (preferred) or .doc

Format | Calibri, 11pt, double line spacing, indent all paragraphs, put a single space (not double) after sentences



MUST HAVES



All articles **MUST** include in-text citations to support author's unique insights. Use APA style: (Jones, 2015). Create a corresponding references list at the end of the article.

All articles **MUST** be in third person.
First person and second person are not accepted.

✓ **THIRD PERSON** = He, she, his, her, they, their, it, its

✗ **SECOND PERSON** = You, your

✗ **FIRST PERSON** = I, me, my, we, us, our



USE OLDER ADULT

Avoid the terms elder, elderly, and senior unless it is part of a proper noun or industry term like "elder law." Otherwise, use *older adult* or a variation such as older person.

EXAMPLES & SCENARIOS

Provide real life examples, scenarios or stories that illustrate key points.

RELEVANCE

Give practical and interesting content that expands and enhances professionals' ability to serve older adults.

ARTICLE REVIEW

All articles undergo a double-blind scholarly review. Your editor may request revisions to best prepare your article for review.





Copyright |

All submissions must comply with U.S. copyright law: www.copyright.gov/title17/. Authors must assign copyright to SCSA upon acceptance for publication. Authors may distribute their published articles with a *CSA Journal* citation; articles may be re-published with prior approval from SCSA.

Originality |

Submissions **MUST** be author's original work, including but not limited to text, charts, images, and other artwork (exception: permissions granted).

Permissions |

Permissions to use third-party material of any kind must be obtained by the author. The *CSA Journal* provides a template for permissions requests.

Quotes |

Please limit quotes to necessity. All quotes require an in-text citation and reference.

Verbatim Copy |

Verbatim reuse or copying (without quotation marks) is **NEVER** permitted, even if a citation is provided.

Plagiarism |

The *CSA Journal* checks all content for plagiarism.

Intro | Abstract

Provide a clear idea of what the article will cover AND answer the question "What's in it for me?" for the reader.

Headings | Subheadings

Include relevant headings and subheadings to enhance reader comprehension and improve flow.

ORGANIZATION

Articles should include all five elements

Conclusion

Bring the article to a satisfying close. Recap of key points and a "looking forward" style work best.

References Section

List references alphabetically by author's last name and format to APA style. Every in-text citation **MUST** have an entry in the references section. Aim for 5-8 references, no more than 5 years old (exception: seminal work).

Author Bio & Photo

Provide a short bio (about 50 - 75 words) and head shot photo for each author, in the same order as the byline. Bio should include an email, website, and/or phone number for readers to contact the author. Photo format: JPG, 300 DPI.



THE BIG PICTURE - Articles should help professionals:

- Recommend solutions that meet older adults' needs and improve their quality of life.
- Be reliable sources of credible knowledge and resources.
- Support older adults in making decisions that are in their best interests.
- Serve older adults with exemplary ethics, leadership, communications and critical thinking.