

## GERINOTES INSTRUCTIONS TO AUTHORS (updated Sept. 15, 2017)

1. *GeriNotes* serves as a publication option for articles pertaining to clinical practice as well as governance of the Geriatric Academy. It is **not** considered a peer-reviewed journal. A wide variety of informational articles of interest to the Geriatric Academy are welcome. Articles describing treatment techniques as well as case studies, small sample studies and reviews of literature are welcome. Papers on new and innovative technologies will be considered for publication. Language and format of articles should be consistent with the *Guide to Physical Therapist Practice*.
2. All articles must be adequately referenced. If tables and/or figures are used, they must be original OR permission must be requested to use any information previously published. Copyright infringement of any kind will result in an article being sent back to the author for revision.
3. Articles must be submitted to the Editor of *GeriNotes* via Email submission.

Michele Stanley, PT, DPT email = [michele.m.stanley@gmail.com](mailto:michele.m.stanley@gmail.com)

4. *GeriNotes* is published five times per year in January, May, July, September and November. Deadlines are **two months** in advance of each publication; November 10<sup>th</sup> for the January issue, March 10<sup>th</sup> for the May issue, May 10<sup>th</sup> for the July issue, July 10<sup>th</sup> for the September issue and September 10<sup>th</sup> for the November issue. Two months ahead is necessary to allow for proofreading, editing, communication with the author as needed and for layout and printing. Although the deadlines are firm, the editor can never promise that articles will go in any particular issue of *GeriNotes*. Time sensitive copy may take priority in any issue. Copy that is accepted will go into a queue for future issues if there is no room in the upcoming issue.
5. **PLEASE NOTE:** There are restrictions on length. 900 words is about 1 page. Articles shorter than one page will be considered, however *GeriNotes* is unable to publish articles longer than 3500. References are not included in the total word count
6. Authors **MUST** submit a short, 2-3 sentence biography at the end of their article. This should include the author's name, credentials, and a brief statement about his/her workplace. It may include an e-mail address, phone number, and address if the author so desires.
7. Authors are asked to submit a 'head shot' type black and white or color photograph of themselves via E-mail attachment. The preferred format for the photograph is a jpeg file. Please contact the editor if you do not wish to submit a photograph.
8. Articles will be edited and published as space permits. Articles that do not adhere to these guidelines may be returned to the author for edits if necessary. The editor, managing

editor, and possibly a member of the editorial board will do initial reviews. Recognized experts may also be queried to review topics in their area of expertise. GeriNotes is not considered a peer-reviewed (refereed) journal, and, as such, expert reviews will only be performed as needed. Please DO NOT include an abstract.

**9. Description of Text.**

a) Text should be double-spaced, using a 12-point font with 1-inch margins on each side. Title page should include the author's name, degree, title, place of work, corresponding address, phone, and FAX numbers, and E-mail address. **Please remember to add the appropriate credentials to your name so that we may list it correctly.**

b) Any diagrams, figures, tables, graphs, and photographs should each be submitted as **separate attachments** in the e-mail attachment of the article. Please do not imbed diagrams, figures, tables, graphs and photographs in the body of the manuscript submitted. Remember; please DO NOT include photographs, tables and/or figures that are copyright protected. If photographs of people are submitted, the individuals in that photograph must give written permission to use their photograph.

c) The labels/legends for any diagrams, figures, tables, graphs, and photographs must be in "print-ready" format. That is, they should require no modification or identification to place them with the correct diagram, figure, table, graph, or photograph. Please remember to appropriately label each photograph, graph, table, figure or diagram.

**9.** Use of headings and subheadings is recommended to enhance the reader' understanding of the subject matter. Please format headings as follows:

**MAIN HEADING**

**Secondary Heading**

**Tertiary heading**

*Fourth heading*

**10.** References **must** be in American Medical Association Manual of Style 10<sup>th</sup> ed. format.

Citation of Reference List – References should be numbered sequentially as they appear in the text and should correspond to the superscript number in the text and listed at the end of the article. Do not repeat the same reference using a different number in the reference list. Only references cited in the paper should be listed.