GERINOTES INSTRUCTIONS TO AUTHORS (updated January 1, 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.

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4. GeriNotes is published five times per year in January, May, July, September and November. (NOTE: THIS IS A CHANGE for 2017). Deadlines are two months in advance of each publication; November 10th for the January issue, March 10th for the May issue, May 10th for the July issue, July 10th for the September issue and September 10th 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.

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's 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 10th 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.