

Academy Style Guide and Author Guidelines

Please read this document carefully as you prepare your article for submission. If you have any questions, please contact Audiology Today Editor in Chief [Erin Schafer](#).

We follow APA Style

The American Academy of Audiology follows APA style, specifically [The Publication Manual of the American Psychological Association, Seventh Edition](#). Please refer to this Style Guide as you write your article and compile your references.

In-Text Citations for More Than Five Authors and Reference List

Two important exceptions to APA style refer to in-text citations with multiple authors and formatting the reference list.

- **In-text citations:** For a work with three or more authors, list the first author and et al.
 - Example with 5 authors: (Bittel et al, 2025)
- **Reference list:** For a work with up to five authors, include all names in the reference. When the work has six or more authors, include only the first five names, an ellipsis, and the final name.
 - **Example with five authors:**
Korczak, P., Smart, J., Delgado, R., Strobel, T. M., & Bradford, C. (2012). Auditory steady-state responses. *Journal of the American Academy of Audiology*, 23(3), 146–170. <https://doi.org/10.3766/jaaa.23.3.3>
 - **Example with more than five authors:**
Goel, A., Joshi, E., Kwee-Bintoro, T., Gopal, K. V., Chesky, K.,Albert, M. V. (2024). A pilot dashboard system to track cumulative exposure to sound levels during music instruction: A technical report. *Journal of the American Academy of Audiology*, 35(9-10), 217–225. <https://doi.org/10.1055/s-0044-1791210>

Referring to the Academy

Please refer to the American Academy of Audiology as the Academy, not AAA, which refers to our annual conference.

Avoid Use of the Term “Normal Hearing”

Do not use the term normal hearing. Instead, identify the hearing range with a specific technical definition of the range. Example: Individuals who have hearing thresholds no greater than 15 dB HL.

Other Author Guidelines

Author Information: Include author(s') full name(s), degrees, titles, affiliation/employer, phone number, employer's city and state. For each author, include a 2-3 sentence biography and a professional headshot (300 dpi or better and in jpg or png format).

Title: Article title should be 3-6 words

Abstract: Include a 2-3 sentence “abstract” to summarize the article and highlight its benefits to the reader.

Main document: Use Microsoft Word, Times New Roman, and 12-point font. Headings and subheadings required for the major divisions of your article. Use parenthetical citations within text; use endnotes rather than footnotes. Please use only one period after sentences.

Feature articles: Between 1,000 and 2,500 words, including the references; may include up to four figures or tables. Articles exceeding the required word limit or the four figures/tables will be not be reviewed by the editorial team.

Departmental and column articles: Less than 1,000 words, including the references; may include up to two figures or tables.

Tables and figures: Send tables/figures as separate jpg image files that are not embedded in your MS Word document.

Before You Write

Audiology Today seeks original articles with practical application to the field of audiology. Your personal experience as an audiologist will give you valuable insights to share with your readers by applying your insights, problems, and solutions to their situations. Focus on the lessons learned rather than a chronology of events. Before you begin, ask yourself these questions:

- Is this topic timely, practical, and related to audiology?
- Do I have specific, concrete examples to illustrate my ideas?
- How can the readers adapt the lessons I have learned to their own lives?
- What challenges might the reader encounter?
- Does it violate the Academy’s Antitrust Policy and Guidelines?
- Is it overly promotional and self-serving? Articles that only serve to promote a particular company, organization, cause/initiative, product, or service will not be published.

While You Write

- Used straightforward and simple language.
- Avoid excessive jargon and define acronyms the first time they are used.
- Be comprehensive by using dates, statistics, references, and quantities to clarify and support your points.
- Sometimes pertinent, self-contained information (e.g., a list of resources or the steps of a process) can be summarized in a sidebar or table.
- Explain the relevance to others by using case studies or examples from your experience. Tell readers how they can apply your information to their situations.
- Check the accuracy of your article. Using original sources, verify every date, name, fact, and figure. Accuracy is your responsibility, not that of *Audiology Today* editors.

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Evaluation and Acceptance

You will receive an acknowledgment of receipt by e-mail. Submission of an article does not guarantee publication. Articles are reviewed by the editorial team, and most articles will require revisions. The comprehensive editorial reviews will focus on five key areas:

Organization: Is the article well-organized, and are subheadings used to introduce sections?

Clarity: Does the article title clearly introduce the topic, and does the author present the content in a clear and readable manner?

Supported by Evidence: Does the author provide appropriate citations for statements/claims? Opinion articles will need to acknowledge that the content is the opinion of the author(s).

Results and Research Design: When applicable, are the research design and statistical analyses appropriate? Are the figures/tables clear and appropriate?

Take-Home Message: How does this article relate to clinical audiology? How can the reader use this information?

Notification of Article Acceptance

When an article is accepted by the Editor in Chief, you will be notified of the issue of publication. Please note that *Audiology Today* has a three-month lead time for any given issue. All accepted articles are subject to editing for style, clarity, language, and length.

Copyright Transfer

Once the article has been accepted and edited, you will be asked to sign a copyright assignment form that grants the Academy copyright to the article. If you have questions or concerns about copyright transfer, please contact the [managing editor](#).

Electronic Rights

The Academy will create a PDF (digital version) of the published article upon request. Please send your request by e-mail to the [managing editor](#).