

## Instructions for Contributors

**Electronic manuscript submission is mandatory at** <http://evise.com/evise/jrnl/JVOICE>.

### Editorial Office

Electronic Submissions: <http://evise.com/evise/jrnl/JVOICE>  
Email: [journal@voicefoundation.org](mailto:journal@voicefoundation.org) (general correspondence)  
Please address all non-Internet correspondence to:

**Robert T. Sataloff, M.D., D.M.A., F.A.C.S.**

Editor-in-Chief, *Journal of Voice*  
219 N. Broad St., 10<sup>th</sup> Floor  
Philadelphia, PA 19107  
Telephone: 215-735-7999  
Fax: 215-762-5572

### Scope

The *Journal of Voice* includes clinical and research articles that are of interest to voice professionals of all backgrounds. Papers are solicited on all aspects of voice, including basic voice science, acoustics, anatomy, synthesis, medical and surgical treatment of voice problems, voice therapy, voice pedagogy, and studies in other areas that increase knowledge of normal (including performance) and abnormal vocal function in adults and children. Review articles will also be considered.

### Manuscript Submission

All manuscripts must be submitted via Evisé at <http://evise.com/evise/jrnl/JVOICE>. You will be instructed to enter the manuscript title, type, authors, abstract, and keywords and to upload your cover letter, manuscript text (including references, figure legends, etc.), and figures (see below for further information on figures). It is advisable to save the complete manuscript as a word-processing document (MS Word is preferred) and then upload it into Evisé.

All materials submitted for publication, including solicited articles and supplements, are subject to editorial review and revision. Only previously unpublished material will be considered for publication. Material submitted to the *Journal* must not be under consideration for publication elsewhere. All accepted manuscripts become the property of the *Journal* and may not be reproduced without the written permission of the Editor and the Publisher.

### Duplicate Publication

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submission. If an author has any questions regarding the interpretation of duplicate or redundant publication, it is his/her responsibility to bring the question to the attention of the Editor-in-Chief prior to review or publication of the manuscript.

<sup>1</sup>Johnson JT, Niparko JK, Levine PA, Sataloff RT, et al. Editorial: Standards for Ethical Publication. *Laryngoscope*, 2007;117(1):1-2.

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### Form of Manuscript

Manuscripts should be submitted in English. The paper should be divided into sections with appropriate section headings. Pages must be numbered sequentially with the first page of the manuscript being page 1 (title page and abstract page are not numbered). Authors are cautioned to type, where possible, all mathematical and chemical symbols, equations, and formulas and to identify all unusual symbols the first time they are used. Author(s) will use the *American Medical Association Manual of Style*, 9th ed., as a reference guide for writing purposes.

### Cover Letter

Please include a cover letter indicating the name, mailing address, email address, telephone number, and fax number of the person to whom correspondence, proofs, and reprint requests are to be sent.

### Title Page

The title page should contain the title, list of authors with affiliations, and complete mailing address, email address, telephone number, and fax number of the author to whom correspondence, proofs, and reprint requests are to be sent. If the research was presented at a meeting, the name of the meeting, location, and date should be given.

### Abstract

The abstract must be included twice—once alone, where indicated by Evisé, and once as a part of the whole manuscript. It should be factual, comprehensive, and presented in a structured abstract format. Limit the abstract to 250 words. Do not cite references in the abstract. Limit the use of abbreviations and acronyms. Use the following subheads: Objectives/Hypothesis, Study Design (randomized, prospective, etc.), Methods, Results, and Conclusions. Abbreviations and general statements (e.g., "the significance of the results is discussed") should be avoided.

### Body of Paper

The beginning of the manuscript should be an introduction to the topic discussed including references to related literature, followed by a statement of the purpose and, where applicable, specific questions to be answered by the research. Typically,

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this section is followed by labeled sections with a sequence similar to Methods, Results, Discussion, and Conclusions.

### References

References should follow the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (<http://www.icmje.org>). References are to be supplied in order of citation in the text, numbered consecutively, and typed double-spaced. Sample references are given below of a journal article and a book.

1. Sataloff RT. Professional singers: the science and art of clinical care. *Am J Otolaryngology*. 1981;2: 251-266.
2. Sataloff RT, Myers DL. Cancer of the Ear and Temporal Bone. In: Gates, Ed. *Current therapy on Otolaryngology-Head & neck surgery*. 3rd ed. Toronto and Philadelphia: B.C. Decker; 1987:157-160.

Volume and issue numbers, specific beginning and ending pages, and name of translator should be included where appropriate.

Journal title abbreviations should follow the practices of *Index Medicus*. Provide all author names when there are seven or fewer co-authors. If there are more than seven co-authors, list only the first three and use et al. Authors are responsible for the bibliographic accuracy of all references. "Personal communications" and "unpublished observations" should be indicated within the text but excluded from the reference list (such communications and observations should be used only with the permission of those cited).

### Symbols and Abbreviations

Use of symbols and abbreviations should conform to those provided by professional standards publications such as the American National Standard Letter Symbols and Abbreviations for Quantities Used in Acoustics Y10.11-1984, and the American National Standard Acoustical Terminology S1.1-1994. These two publications are available from the American National Standards Institute, 11 West 42nd Street, New York, NY 10018, 212-642-4900.

### Accuracy of Data

For all studies dealing with instrumental quantities, a statement of the "error of measurement" should be included. For studies dealing with judgments, a statement concerning the procedure for determining the "reliability" of the judgments is expected.

### Glossary

Authors are encouraged to define or explain jargon, and technical or novel language (or expressions) for terms not commonly known across the audiologic professions. These terms and explanations can be placed in a glossary table. If few, the terms can be explained in the text.

### Tables

All tables must be cited sequentially in the text, numbered, and supplied with suitable explanatory legends and headings. Tables should not be supplied typed within the body of the manuscript. They must be separately uploaded into Evisu. Tables should be self-explanatory and should supplement, rather than duplicate, the material in the text.

### Figures and Illustrations

All figures and illustrations must be cited sequentially in the text, numbered, and supplied with legends. Figures, illustrations, and legends should not be supplied within the body of the manuscript. Each individual figure must be separately uploaded into Evisu. Legends to figures should be brief, specific, and explanatory. They should not unduly repeat information already given in the text. Magnification and stain should be provided where appropriate. All photographs and illustrations documenting any postoperative change must be labeled with the postoperative interval.

Figures should be submitted in electronic format, preferably in EPS or TIF format. Figures should be created using graphics software such as Photoshop or Illustrator. DO NOT USE Power-Point, Corel Draw, or Harvard Graphics. COLOR figures submitted with the manuscript will appear in black and white in print unless the author agrees to pay fees associated with color reproduction. They will appear on the website in color at no extra charge. When color images appear in print in black and white, the black and white contrast will diminish, so choose distinct color contrasts and/or patterns for best conversion to black and white images.

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The *JOV* invites authors to submit video/audio clips to be published on the Journal's website at [www.jvoice.org](http://www.jvoice.org) as illustrations or recordings incorporated in an article that the author is submitting for publication. All video/audio clips are subject to peer review.

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### Peer Review

Manuscripts received by the *Journal* are read by two or three reviewers who are knowledgeable in the topic in question. The role of the reviewer(s) is to read the manuscript critically, comment on possible or needed changes, and assist the Editor in making a decision concerning the acceptance or rejection of the manuscript for publication. Final page proofs sent to the author(s) can be changed only minimally.

### Research Subjects

Research studies reported in manuscripts submitted to the *Journal of Voice* must abide by the ethical principles for the protection of human and animal subjects. The *Journal* endorses those principles found in the Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects (1979, Office of the Protection from Research Risks Report, Bethesda, MD: U.S. Dept. of Health and Human Services); the Guide for the Care and Use of Laboratory Animals (DHEW Publication No. (NIH) 80-23, Revised 1978, Reprinted 1980, Office of Science and Health Reports, DDR/NIH, Bethesda, MD 20205); and the World Medical Association Declaration of Helsinki guidelines (JAMA. 1997;277:925-926). To be considered for publication, studies involving human research subjects ordinarily require a statement indicating Institutional Review Board approval and/or compliance with the Guidelines specified.

### Instructions for Authors

Authors are encouraged to consult "Instructions for Authors," which can be found at [www.jvoice.org](http://www.jvoice.org).