

## **AMERICAN HEALTH SOURCE, INC. INSTRUCTIONS FOR AUTHORS:**

Manuscripts submitted to *The AMMA Journal* or any American Health Source (AHS) publication should address issues of relevance to complementary and allied health care and should do so in accordance with submission guidelines. The Editor reserves the right to return, without review, any manuscript that does not meet Journal criteria. All submissions accepted for review are privileged communications.

1. **ORIGINAL ARTICLES ONLY.** Submission of a manuscript to AHS represents a certification on the part of the author(s) that it is an original work, and that neither this manuscript nor a version of it has been published elsewhere nor is being considered for publication elsewhere.

### 2. **MANUSCRIPT LENGTH.**

Title - Maximum length 49 letters/characters, including spaces.

Academic Biography - One author 10-25 words, two authors 20-35 words, three authors 30-45 words, more than three authors 55 words maximum.

Abstract - 55-85 words.

Introduction and Body of Article - Up to 12 double-spaced pages (not including references).

3. **MANUSCRIPT STYLE.** Because of the interdisciplinary nature of the AMMA Journal and other AHS publications, no single format of manuscript style is required. Authors are free to use whatever style they see appropriate for their work: APA, CBE, MLA, or Chicago.

The AHS and the AMMA Journal accept submissions on articles pertaining to the following professions:

Massage Therapy  
Chiropractic  
Medical Disciplines  
Physical Therapy  
Occupational Therapy  
Nursing  
Acupuncture  
Naturopathy  
Naprathopathy  
Biomechanics  
Health Science Disciplines

If an author wishes to submit a paper that has been already prepared in another style, he or she may do so. However, if the paper is accepted (with or without reviewer's alterations), the author is fully responsible for retyping the manuscript in the correct style as indicated above. Neither the Editor nor the Publisher is responsible for re-preparing manuscript copy to adhere to the Journal's style.

#### 4. MANUSCRIPT PREPARATION.

Margins: leave at least a one-inch margin on all four sides.

Paper: use clean, white 8-1/2" x 11" bond paper.

Number of copies: 4 (the original plus three photocopies).

Cover page: Important—staple a cover page to the manuscript, indicating only the article title (this is used for anonymous refereeing).

Second “title page”: enclose a regular title page but do not staple it to the manuscript.

Include the title again, plus:

- full authorship
- an ABSTRACT of about 100 words. (Below the abstract provide 3–10 key words for index purposes).
- a header or footer on each page with abbreviated title and pg number of total (e.g., pg 2 of 7)
- an introductory footnote with authors’ academic degrees, professional titles, affiliations, mailing and e-mail addresses, and any desired acknowledgment of research support or other credit.

5. RETURN ENVELOPES. When you submit your four manuscript copies, also include:

- a 9" x 12" envelope, self-addressed and stamped (with sufficient postage to ensure return of your manuscript);
- a regular envelope, stamped and self-addressed. This is for the Editor to send you an “acknowledgement of receipt” letter.

6. SPELLING, GRAMMAR, AND PUNCTUATION. You are responsible for preparing manuscript copy which is clearly written in acceptable, scholarly English and which contains no errors of spelling, grammar, or punctuation. Neither the Editor nor the Publisher is responsible for correcting errors of spelling and grammar. The manuscript, after acceptance by the Editor, must be immediately ready for typesetting as it is finally submitted by the author(s).

Check your paper for the following common errors:

- dangling modifiers
- misplaced modifiers
- unclear antecedents
- incorrect or inconsistent abbreviations

Also, check the accuracy of all arithmetic calculations, statistics, numerical data, text citations, and references.

7. INCONSISTENCIES MUST BE AVOIDED. Be sure you are consistent in your use of abbreviations, terminology, and in citing references, from one part of your paper to another.

8. PREPARATION OF TABLES, FIGURES, AND ILLUSTRATIONS. Any material that is not textual is considered artwork. This includes tables, figures, diagrams, charts, graphs, illustrations, appendices, screen captures, and photos. Tables and figures (including legend, notes, and sources) should be no larger than 4 1/2 X 6 1/2 inches. Type styles should be Helvetica (or Helvetica narrow if necessary) and no smaller than 8 point. We request that computer-generated figures be in black and white and/or shades of gray (preferably no color, for it does not reproduce well). Camera-ready art must contain no grammatical, typographical, or format errors and must reproduce sharply and clearly in the dimensions of the final printed page (4 1/2 x 6 1/2 inches). Photos and screen captures must be on disk as a TIF file, or other graphic file format such as JPEG or BMP. For rapid publication we must receive black-and-white glossy or matte positives (white background with black images and/or wording) in addition to files on disk. Tables should be created in the text document file using the software's Table feature.

9. SUBMITTING ART: Both a printed hard copy and a disk copy of the art must be provided. We request that each piece of art be sent in its own file, on a disk separate from the disk containing the manuscript text file(s), and be clearly labeled. We reserve the right to (if necessary) request new art, alter art, or if all else has failed in achieving art that is presentable, delete art. If submitted art cannot be used, the Publisher reserves the right to redo the art and to change the author for a fee of \$35.00 per hour for this service. Neither AHS nor the AMMA Journal is responsible for errors incurred in the preparation of new artwork. Camera-ready artwork must be prepared on separate sheets of paper. Always use black ink and professional drawing instruments. On the back of these items, write your article title and the journal title lightly in soft-lead pencil (please do not write on the face of art). In the text file, skip extra lines and indicate where these figures are placed. Photos are considered part of the acceptable manuscript and remain with the Publisher for use in additional printings.

10. ELECTRONIC MEDIA. AHS's typesetting unit is able to utilize your final manuscript material as prepared on most personal computers and word processors. This will minimize typographical errors and decrease overall production time. Please send the first draft and final draft copies of your manuscript to the journal Editor in print format for his/her final review and approval. After approval of your final manuscript, please submit the final approved version both on printed format ("hard copy") and floppy diskette. On the outside of the diskette package write:

- 1) the brand name of your computer or word processor
- 2) the word processing program and version that you used
- 3) the title of your article, and
- 4) the file name.

NOTE: Disk and hard copy must agree. In case of discrepancies, it is the AHS policy to follow hard copy. Authors are advised that no revisions of the manuscript can be made after acceptance by the Editor for publication. The benefits of this procedure are many with speed and accuracy being the most obvious. We look forward to working with your electronic submission which will allow us to serve you more efficiently.

11. **ALTERATIONS REQUIRED BY REFEREES AND REVIEWERS.** Some times a paper is accepted by the Editor contingent upon changes that are mandated by anonymous specialist referees and members of the Editorial Board. If the Editor returns your manuscript for revisions, you are responsible for retyping any sections of the paper to incorporate these revisions (if applicable, revisions should also be put on disk).

12. **TYPESETTING.** You will not be receiving galley proofs of your article. Editorial revisions, if any, must therefore be made while your article is still in manuscript. The final version of the manuscript will be the version you see published. Typesetter's errors will be corrected by the production staff of AHS. Authors are expected to submit manuscripts, disks, and art that are free from error.

13. **REPRINTS.** The senior author will receive two copies of the journal issue and complimentary reprints of his or her article. The junior author will receive two copies of the journal issue. These are sent several weeks after the journal issue is published and in circulation. An order form for the purchase of additional reprints will also be sent to all authors at this time. (Approximately 4–6 weeks is necessary for the preparation of reprints.) Please do not query the Journal's Editor about reprints. All such questions should be sent directly to AHS.

14. **COPYRIGHT.** Copyright ownership of your manuscript must be transferred officially to AHS, Inc. before we can begin the peer-review process. The Editor's letter acknowledging receipt of the manuscript will be accompanied by a form fully explaining this. All authors must sign the form and return the original to the Editor as soon as possible. Failure to return the copyright form in a timely fashion will result in a delay in review and subsequent publication.