

Thank you for your interest in submitting to the NCACA Newsletter.

The NCACA Newsletter is a members-only resource. It is distributed via electronic and/or postal delivery biannually: Spring and Fall. The deadlines for articles are December 1st for the spring newsletter and August 1st for the fall newsletter. NCACA considers submissions for publication in five broad categories: (1) Research, (2) Case Study/Report, (3) Perspectives, (4) New Technology/Strategy, and (5) Tips and Tricks (see descriptions below).

This newsletter is not peer-reviewed. Article submissions are for consideration of publication and should be original submissions unless copyright authorization is provided. After the submission deadline, the Newsletter committee will review all entries and prioritize the submissions for inclusion. Within two weeks of the submission deadline, authors will receive an email indicating whether or not their submission was selected for publication and if edits are needed. If edits are needed, authors must return the edited document later than 1 week after receiving the notification. If the document is not returned, the author forfeits inclusion in the respective newsletter. The author may request inclusion in the subsequent newsletter if the topic is appropriate.

Submissions should follow the guidelines set below; those that do not follow the guidelines will not be considered for publication.

File Types: Word, RTF

Font: 12 point, Times New Roman

Text [including references]: Single-spaced, left-justified

Page Layout: 1-inch margins on all sides, the following information centered and single-spaced: authors name, title, affiliations (e.g. university, business, etc.), address, email address, and telephone number

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[ARTICLE TEXT SHOULD FOLLOW]

Page Inclusions: references, tables, figures (including images), and footnotes. All inclusion must be presented to allow formatting. Tables and figures should not appear in the next, but at the end of the text. Authors should be clear as to which portion of the text the tables and figures are applicable.

How to submit: All manuscripts must be submitted via email to NCACAnews@gmail.com

Email attachments should be formatted as follows:
AuthorLastName.SubmissionType.DateofSubmission; e.g. Taylor.Research.6.1.2013)

Description of Submission Categories:

1. Research (no more than 700 words)

Research submissions may either introduce the need for research, describe a research project, and/or research findings that are particularly pertinent to AAC assessment, training, and treatment.

2. Case Study/Report (no more than 500 words)

Case Studies/Reports describe a particular patient's diagnosis, therapeutic approaches, and/or complications relating to assessment or treatment using augmentative communication. An unexpected event in the course of assessment or treatment for AAC needs is also considered a case study/report.

3. New technology/strategy (max 400 words)

Submissions to this category should describe fairly new technologies, approaches to using the new technology, or potential approaches with not so new technologies that can be applied clinically. Vendors and manufacturers may submit under this category.

4. Perspectives (max 400 words)

Perspectives is a category that allows consumers, professionals, and/or educators to provide their opinion on a topic that isn't necessarily research based. Submissions to this category may be reviews of new technologies, assessment procedures, treatment approaches, or literature.

5. Tips & Tricks (max 100 words)

The "Tips and Tricks" section of the newsletter will serve as a place for members to share techniques, strategies, equipment, and other ideas they have found to be helpful with the AAC assessment, device selection and implementation.