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JAMDA is the leading peer-reviewed publication for practical information and research directly applicable to healthcare professionals providing post-acute and long-term care (PA/LTC), as well as policy-makers, organizational leaders, educators, and advocates.

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All inquiries about JAMDA should be addressed to the editorial office.

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JAMDA accepts submissions in six categories: Original Studies, Review Articles, Special Articles, Controversies in Care, Pragmatic Innovations, and Letters. Instructions for each article type are presented below. Editorials also may be submitted, although they are usually invited by the editors.

An August 2018 JAMDA editorial summarizes the types of papers considered to be most impactful for JAMDA readers (Zimmerman, S, Sloane, PD, Katz, PR, Duque, G. Writing for impact in post-acute and long-term care. 2018. JAMDA). They include papers that address clinical practice guidelines, tools, and consensus statements; basic biomedical research; health services research and models of care; reviews; quality metrics; trials and interventions; implementation studies; pragmatic innovations, and editorials.

ORIGINAL STUDIES

Original studies describe the results of original scientific research. As such, they should present new, previously unpublished data. Quality improvement studies with robust evaluation data are considered original research.

There are two subcategories of original study submissions. Full-length articles. The body of the submission (excluding abstract and references) should generally be limited to 3,000 words; it can include up to 5 tables or figures, and 50 references. Brief reports are a condensed version of Original Studies. The body of the submission (excluding abstract and references) should generally be limited to 2,000 words; it can include up to 3 tables or figures, and 30 references. This category is ideal for reporting a study with a narrow focus.

Abstract. All original studies should include a structured abstract of up to 300 words, using the following headings: Objectives; Design (including intervention, if any); Setting and Participants; Methods; Results; and Conclusions and Implications (highlighting implications for practice and/or policy, and research [if applicable]).

Text. The text portion of an original studies manuscript should use the following format, with each heading appearing on its own separate line; subheadings may be use as appropriate:

Introduction - the background, ending with the question that the research was designed to answer.
**Methods** - the research design, how the study was conducted, the selection and assignment of subjects, the treatment/intervention (if any), measures, and statistical methods; provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized and referenced. If the paper is a clinical trial, the methods should indicate whether the study is registered at ClinicalTrials.gov.

**Results** - described in a combination of narrative and graphic format, and including data on adverse events, if relevant. Graphics are especially welcome.

**Discussion** - the significance of the key findings, making comparisons with and extending findings from other studies; also includes study limitations.

**Conclusions and Implications** - a brief summary of the implications of study findings for practice and/or policy, and research (if applicable).

**REVIEW ARTICLES**
A review article is a systematic, critical assessment of the literature and data sources related to clinical topics, treatments, and other issues relevant to PA/LTC. They include systematic reviews (with or without a meta-analysis), narrative reviews, and problem based narratives and commentary. A systematic review uses explicit, systematic methods to answer a specific research question, and may include a meta-analysis. JAMDA requires that papers submitted as a systematic review include a completed PRISMA checklist with their submission (available at http://guides.lib.unc.edu/id.php?content_id=15151176). A narrative review is less rigorous than a systematic review, in part because the question may be less focused, the literature incorporated may be prone to selection bias, and the quality of data is often not critiqued in a standard manner. A problem-based narrative review and commentary typically begins with a case vignette, then presents and reviews the related issues in the style of a narrative review. A senior clinician is often the lead author, and the paper includes elements of expert opinion. Examples of the three types of reviews are described in the August 2018 *JAMDA* editorial by Zimmerman, S, Sloane, PD, Katz, PR, and Duque, G. Writing for impact in post-acute and long-term care. 2018.

For clinical topics, authors should emphasize factors such as cause, diagnosis, prognosis, prevention, or therapeutic intervention(s), as relevant. Articles and data sources should be selected systematically for inclusion and critically evaluated, and the selection process should be described in the paper. As appropriate, articles and data sources reviewed should include information about the study type (e.g., case study, double-blind, randomized trial), population, intervention, and outcomes. The body of the submission (excluding abstract and references) should generally be limited to 3,500 words; it can include 5 tables or figures, and 100 references. Requirements for the abstract and text headings are the same as for original studies.

**SPECIAL ARTICLES**
Special articles do not involve original research but instead provide novel interpretation or synthesis of information in an area of general interest to readers of the journal. Examples of special articles include consensus statements, clinical tools, practice guidelines, and discussion of new policies or regulations. Manuscripts may be solicited by the editors or submitted at the initiative of authors. The body of the submission (excluding abstract and references) should generally be limited to 3,000 words; it can include 3 tables or figures, and 50 references. An unstructured abstract of up to 300 words is required, and specific headings to organize the text are not prescribed; however, the text should conclude with a section entitled "Implications for Practice, Policy, and/or Research," highlighting implications for practice and/or policy, and research (if applicable).

**CONTROVERSIES IN CARE**
Controversies in Care articles address a problem or practice in PA/LTC for which variation of opinion and response exists, creating challenges for clinicians and policy makers. These problems often lack a comprehensive evidence base and therefore tend to rely on expert opinion and/or regulations that lack widespread consensus. The body of the submission (excluding abstract and references) should generally be limited to 3,000 words; it can include 5 tables or figures, and 50 references. An unstructured abstract of up to 300 words is required, and although specific headings to organize the text are not prescribed, the body of the manuscript may best begin with a statement of the problem (often in the form of a case presentation), followed by a discussion of key issues; in all cases, the text should conclude with a section entitled "Implications for Practice, Policy, and/or Research," highlighting implications for practice and/or policy, and research (if applicable). For an example of a topic suitable to a Controversy in Care, see Nace DA, Drinka PJ, Crnich CJ. Clinical uncertainties in the approach to long term care residents with possible urinary tract infection. JAMDA 2014;15:133-139.
**PRAGMATIC INNOVATIONS**

Pragmatic Innovations articles present new, real-world, practical products or approaches to care intended to improve outcomes or processes in PA/LTC; typically, they are conceived, developed, and implemented by clinicians and/or organizations. (Research studies, on the other hand, even if pragmatic, should be submitted as original studies or research letters). Pragmatic innovations address important problems, have been shown to be feasible for implementation, and are developed based on evidence, but they may lack a strong evidence base regarding outcomes. *JAMDA* recognizes that many promising innovations are developed and used by clinicians and organizations but have not been subjected to clinical trials assessing their efficacy or effectiveness; by providing a venue to share these innovations, they may be adopted by others and their efficacy and effectiveness evaluated. Criteria for submission include: (1) presents a new, practical product or approach intended to improve outcomes or processes in PA/LTC; (2) addresses an important problem, and provides evidence (and citations) regarding the importance of the problem; (3) is shown to be feasible for implementation (e.g., data exist regarding successful implementation); (4) was developed based on evidence (e.g., to address known risk factors); and (5) includes considerations that may affect adoption and sustainability. Pragmatic Innovations do not have an abstract, and are limited to 10 references and one table or figure. Suggested headings for the text include problem/significance; innovation; implementation; evaluation; and comment. For an example of a Pragmatic Innovation, see Smith DA. Documented, systematic and individualized communication with the attending physician for fall risk reduction/injury mitigation care planning. *JAMDA* 2018;19:714-716.

**LETTERS**

Letters are limited to 750 words, and may include one table/figure and up to 10 references. There are three types of letters.

Letters referencing a recent *JAMDA* publication. These letters typically provide informed comment/critique on an article recently published in the journal, and are submitted within one month of the article’s publication. The editors may send the letter to the author of the original paper for a response. Letters of general interest to *JAMDA* readers. These letters typically highlight an area of timely concern related to PA/LTC, with relevance for practice and/or policy, and research. Research letters. These letters typically present original research with limited or preliminary data, and which is innovative and informative enough to be of interest to clinicians, researchers, and/or policy makers. Letters must include information on methods and implications for practice and/or policy, and research. In addition, a methods appendix must be included (which will not be published) to help the editors evaluate the scientific procedures of the research.

**EDITORIALS**

Editorials are usually solicited by the editors. They may address a topic related to an article recently published in the journal, or another topic. Editorials are intended to synthesize information on a topic in a balanced manner but with an expressed perspective, to convey opinions, debate contrary viewpoints, and stimulate dialogue. Editorials do not have an abstract, should generally be limited to 1,500 words, and may include 2 tables/figures and up to 20 references.

1 Manuscript Type Abstract Type (maximum 300 words) Text Words* (maximum) References (maximum) Tables/Figures (maximum) Original Study Structured 3,000 50 5 Original Study, brief report Structured 2,000 30 3 Review Article Structured 3,500 100 5 Special Article Unstructured 3,000 50 3 Controversies in Care Unstructured 3,000 50 5 Pragmatic Innovations None 1,200 10 1 Letters to the Editor None 750 10 1 Editorials (usually solicited by editors) None 1,500 20 2 SUMMARY.

*Some meta-analysis, systematic reviews, or qualitative studies may require a word count greater than the limits shown above. If so authors should request such approval by contacting *JAMDA* at jamda@jjeditorial.com

**ADDITIONAL SUBMISSION COMPONENTS**

In addition to the text, abstract, references, and tables/figures, all submissions must have a cover letter, and title page.

**COVER LETTER**

A cover letter should accompany an initial submission. It should indicate (1) that the manuscript has not been and will not be submitted, in part or entirety, elsewhere for publication; (2) whether other submissions or publications include material that is largely duplicative of that presented in the manuscript or derived from the same subjects (and if so, note such in the manuscript); (3) that all authors meet criteria for authorship as stated in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (explained below), as well as their contributions to the manuscript;
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**Word, reference, and graphics count** - for the abstract (if applicable), main text, references, and tables/figures.

**Brief summary** - Include a 180-200 character summary of your article, highlighting key findings and relevance.

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**JOURNAL STYLE AND FORMATTING**

**TERMINOLOGY**

*JAMDA* concurs with the Journal of the American Geriatrics Society, Geriatric Nursing, and other journals, that the use of language is consequential. As detailed in *JAMDA*s May 2018 editorial (Zimmerman S, Katz PR, Sloane, PD, et al. Language as an application of mindfulness. *JAMDA* 2018;19:375-377), *JAMDA* endorses terminology that avoids connotations and stereotypes, does not adjectify individuals or refer to them by euphemisms, or suggests they are helpless or victims. The editorial provides examples of mindful language, such as that in a long-term care setting, an individual is a patient if receiving health care, and a resident if not, and that in the U.S., the term facility may be inappropriate for nursing homes and assisted living. Authors are encouraged to reference the editorial and be mindful of language.

**Use of inclusive language** - Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing that might imply one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using 'he or she', 'his/her' instead of 'he' or 'his', and by making use of job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess').

Authors who believe their English language may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English and terminology may wish to use the English Language Editing service available from Elsevier's WebShop.

**TEXT**

**Formatting** - the margins should be set at 1 inch from the edge, and page numbering should be used. The text should be12-point font, and all components other than tables and figures should be double-spaced; also, the abstract and text should have continuous line-numbering, which will facilitate the provision of reviewer comments. All material should be free of author and institutional identification (excluding the cover letter and title page) and not have evidence of track changes or comments in the margins. To avoid unnecessary errors it is strongly advisable to use the 'spell-check' and 'grammar-check' functions.

**Abbreviations** - because *JAMDA* is a multidisciplinary journal, authors should be judicious when using abbreviations that are not universally recognized. Abbreviations that are common only in a particular scientific field, or that are not at all in common use, are best avoided because they make the text challenging to read. Also, use of numerous abbreviations makes comprehension more difficult. By way of example, universally recognized and expected abbreviations include SD (standard deviation) and F (Fahrenheit). Non-universally recognized abbreviations should be used sparingly, and defined when first used in both the abstract and the main body of the manuscript; in general, they are not indicated if a term is used infrequently in the text. Ensure consistency of abbreviations throughout the article.
Author names and affiliations - because the JAMDA review process is double-blind, it is important that author names and affiliations appear only on the cover letter and title page. The final section of the manuscript, related to conflicts of interest, should include only author initials.

Units - follow internationally accepted rules and conventions by using the international system of units (SI). If other units are mentioned, provide their equivalent in SI.

METHODS

Human subjects - when human subjects are involved, the methods of the paper should include a statement that the research protocol was approved by the relevant institutional review board (IRB) or ethics committee, and that written consent was obtained from all participants. Alternatively, authors should indicate if a waiver of consent was obtained from the IRB. The name/location/affiliation of the IRB should be masked.

Math formulae - submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms (e.g., X/Y). In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exponentiation. Number consecutively any equations that are displayed separately from the text (if referred to explicitly in the text).

Software - references to software programs used should be included in the methods - such as "Analyses were performed using SAS, version 9.4 (SAS Institute, Inc., Cary, NC)."

RESULTS

When referring to significance be clear whether you are referring to statistical or clinical significance. When referring to statistical significance, do not use "NS" for non-significant values. Provide non-significant P-values to no more than two places past the decimal, and provide significant P-values using three decimal places. Use P < .001 for all P values less than .001. For percentages, use no more than one place past the decimal; similarly, decimal places should be limited to one unless additional decimal places are essential to the value being displayed. In referring to cases with 25 or fewer subjects, state the number ("one of four" cases), rather than percentages (25%) in the text. For instruments or scales, indicate the possible and normal range in the table (footnote) or figure as well as in the text if reference is made to these in this section.

In addition, we strongly recommend the following practices:

Limit the use of hypothesis tests and reporting of p-values and emphasize the use of confidence intervals, particularly in studies with small sample sizes that may be underpowered (e.g., pilot studies) or studies with very large samples where statistical tests are most prone to detect non-scientifically meaningful differences as statistically significant. Do not draw absolute conclusions from non-significant p-values, as negative results may arise from tests with low power. Nonetheless, practice transparency by reporting negative as well as positive results and place the interpretation of positive results in the overall context of the study. Identify a priori statistical analyses as distinguished from secondary and/or post-hoc analyses. When feasible or justified, employ strategies to control Type I errors when using hypothesis tests. For example, use an overall F-test in a one-way ANOVA prior to testing of pairwise group comparisons. Consider testing explanatory variables in regression models in groups (e.g., all two-way interactions involving a treatment, exposure or covariate) instead of single variable testing in routine backwards, forwards, or stepwise selection procedures in order to limit the number of tests used. Test a nominal categorical variable with a single multiple degrees-of-freedom test instead of multiple single degree-of-freedom tests of indicator variables compared to a reference category. Consider use of formal multiple testing procedures to control Type I error, such as Bonferroni or Tukey corrections as applicable in confirmatory hypothesis testing, or false discovery rates in exploratory analysis.

CONFLICTS OF INTEREST

Although detailed information regarding conflicts of interest will be in the cover letter, the cover letter is not seen by reviewers. Therefore, at the end of the text, include a Conflicts of Interest section; state either that there are no conflicts of interest, or if conflicts do exist, explain them and use the authors initials instead of full name.

TABLES AND FIGURES

Tables and figures are to be placed after the references; each is to begin on a new page and be self-contained and self-explanatory, including the title, labeling, and footnotes. For figures, see additional instructions under Artwork. Number tables and figures consecutively in accordance with their appearance in the text, and be sure to refer to them in the text (e.g., "Table 1 shows "). Place
table footnotes below the table body and indicate them with the following symbols, in order: *, †, ‡, §, ||, **, † † (and so on); use footnotes to spell out abbreviations. If using a table grid, use one grid for each individual table and not a grid for each row; avoid vertical rules. If no grid is used, use tabs, not spaces, to align columns. Note that source files of figures, tables and text graphics will be required.

**APPENDICES**

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