JOURNAL OF THE AMERICAN MEDICAL DIRECTORS ASSOCIATION
Long-Term Care: Management, Applied Research and Clinical Issues

AUTHOR INFORMATION PACK

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DESCRIPTION

JAMDA is the official journal of AMDA - The Society for Post-Acute and Long-Term Care Medicine.

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.

The journal is an indispensable resource for medical directors, attending physicians, nurses, consultant pharmacists, geriatric psychiatrists, nurse practitioners, physician assistants, physical and occupational therapists, social workers, and others providing, overseeing, and promoting quality PA/LTC.

JAMDA emphasizes original evidence-based articles on the issues most important to improve care, address emerging clinical issues, inform evidence-based policies, and achieve regulatory compliance. Articles address topics such as geriatric syndromes; Alzheimer's disease and other dementias; implementation and translational research; products and models of community-based and residential PA/LTC, and their related regulatory, policy, and cost implications; and clinical tools, practice guidelines, and consensus statements. Implementation studies are especially valued.

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OVERVIEW AND CONTACT INFORMATION

JAMDA is the premiere journal for original research and commentary on post-acute and long-term care (PA/LTC). Therefore, priority is given to submissions related to the clinical populations and problems, settings, care providers, and policy issues that relate to PA/LTC. Areas of particular interest and focus include geriatric syndromes, Alzheimer’s disease, and other dementias; implementation and translational research; products and models of community-based and residential LTC, and their related regulatory, policy, and cost implications; and clinical tools, practice guidelines, and consensus statements. Submissions from a range of disciplines and countries are encouraged.

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

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TYPES OF SUBMISSIONS

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; Measures; Results; and Conclusions/Implications (highlighting implications for practice and/or policy, and research).

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.

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

Conclusions/Relevance - a brief summary of the implications of study findings for practice and/or policy, and research.

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. Systematic reviews should include a completed PRISMA checklist with their submission. All 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."

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; however, the text should conclude with a section entitled "Implications for Practice, Policy, and/or Research." 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. They 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. 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.

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 Letters to the Editor None 3,000 50 5 Pragmatic Innovations Unstructured 1,200 15 4 Editorials (usually solicited by editors) None 1,500 20 2

SUMMARY

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; (4) that if accepted, the paper will not be published elsewhere in the same form, in English or in any other language, including electronically, without the written consent of the copyright holder; and (5) potential conflicts of interests of all authors (detailed below; if no conflicts exist, such should be stated). In addition, (6) authors are encouraged to include a list of three or more potential reviewers for their manuscript, with email address, affiliation, city, state, and country, and (7) if the authors had earlier communication with the editors about the paper, such should be indicated in the cover letter.

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letter accompanying the manuscript should include the statement, "All authors meet the criteria for
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all authors' specific areas of contributions should be listed, using categories below.

Study concept and design: list names
Acquisition of data: list names
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Drafting of the manuscript: list names
Critical revision of the manuscript for important intellectual content: list names

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TITLE PAGE
The title page includes the title and author names and affiliations.

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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 boards (IRBs) or ethics committees, and that written consent was obtained from all participants. Alternatively, author(s) should indicate if a waiver of consent was obtained from the IRB.

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Acknowledgments are of two types.
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JOURNAL STYLE AND FORMATTING
TERMINOLOGY
JAMDA concurs with the Journal of the American Geriatrics 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.
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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
Do not use "NS" for non-significant values. Provide non-significant P-values to no more than two places past the decimal. Use P less than .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.
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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.

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Web references - Indicate author (if provided), title, website address and date accessed.

Data references - JAMDA encourages the citation of underlying or relevant datasets by citing them in the text and including a data reference in the Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so it can be properly identified as a data reference. The [dataset] identifier will not appear in the published article.

Reference style - full references should be used. List the first four authors' last names and initials; if more than four, insert "et al." after the third name. Do not place periods after initials of first and middle names or commas between surnames and first names. Include both the first and last pages of all references. Manuscripts accepted for publication may be referenced with page numbers indicated as 000-000. Medline abbreviations should be used for journal titles. Examples for various sources are provided below.


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- TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi
- TIFF (or JPEG): Combinations bitmapped line/halftone (color or grayscale), keep to a minimum of 500 dpi

Do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these files typically have a low number of pixels and limited set of colors.
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Supplementary material such as applications, images, and sound clips can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article.
and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.

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Submission items include a cover letter (save as a separate file for upload), suggested reviewers (noted in the cover letter), title page (saved separately from the manuscript main text), the manuscript (including abstract, manuscript text, and references, without any author identifiers), and tables and figures. Revised manuscripts should be accompanied by a unique file (separate from the cover letter) with responses to reviewers' comments. The preferred order of files is as follows: cover letter, response to reviewers (revised manuscripts only), title page, manuscript file(s), table(s), figure(s). Files should be labeled with appropriate and descriptive file names (e.g., Text.doc, Table1.doc). Do not use an underscore (_) in the file name. Upload text, tables and graphics as separate files. Do not import figures or tables into the text document and do not upload your text as a PDF.

**REVIEW PROCESS**

Submissions are reviewed by the editors-in-chief, and those considered to be potentially suitable for publication are usually sent to two external reviewers. The typical turnaround time from submission to authors receiving the reviewers' comments is less than 6 weeks; however, delays may occur on occasion.

Evaluation of an article's suitability for publication is based on the relevance of the material to JAMDA's mission, its originality, the clarity of the writing, the appropriateness of the study methods, the validity of the data, and how well the conclusions are supported by the data.

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