Instructions for Authors

Updated March 2015

The Revista de Logopedia, Foniatría y Audiología (Speech and Language Therapy and Audiology) (RLFA), is the official scientific journal of the Asociación Española de Logopedia, Foniatría y Audiología e Iberoamericana de Foniatría y Audiología (AELFA-IF) (Spanish Association of Speech and Language Therapy and Audiology and Ibero-American Speech Therapy and Audiology). It is a multidisciplinary journal which publishes articles associated with the fields of Speech and Language Therapy and Audiology and complies with American Psychological Association (APA) guidelines. To consult aspects associated with publishing, consult the Publication Manual of the American Psychological Association (APA), 6th Edition; Washington, 2010; http://www.style.org). The works must be unpublished and those that have been wholly or partly published, or are in the publication process, or have been submitted to another journal for its evaluation, will not be admitted.

Manuscript submission

Author/s must submit their manuscripts in digital format through the manuscript submission platform: http://ees.elsevier.com/rlfa
Along with the manuscripts, the author/s must submit:
- A cover letter addressed to the Editor /Manager of the journal.
- Separate files for the text, Figures and Tables.
- Authorship statement and rights transfer. The authors are responsible for obtaining the appropriate permissions to partially reproduce material from other publications (text, Tables, or Figures).

Presentation and structure of the works

Types of works
- Reviews. Review articles in which knowledge about a determined topic is presented in detail.
- Originals. Original articles that present an investigation or provide personal ideas on a particular topic.
- Clinical cases. Included here will be articles on a therapeutic plan in which it describes a general or individual program, which due to its characteristics is considered of interest; articles about teams, groups, work centers in which their methodology, progress, experiences, problems, etc., are expressed.
- Letters to the Editor. In this section objections or comments related to articles recently published in the Revista de Logopedia, Foniatría y Audiología, will be published.

Language
All works can be written in Spanish or in English.

Presentation medium
The text files will be presented in Word format. The Figures, preferably in JPG or TIFF format, with sufficient quality to be reproduced.

Contents of the first page
The following must appear on the first page:
- Full title of the work, in Spanish and in English.
- Name and surname/s of the author/s.
- Work center where the work was carried out (affiliation): institution, department and city.
- Name and address of the author for correspondence. Telephone and fax number, and e-mail address will also be indicated.
- Acknowledgement of grants or financial support, if there are any.
- Declaration of absence of conflicts or interests

Contents of the second page
On the second page, it must show:
- Title of the work (it must be illustrative, between 8-10 words), accompanied by a short title that can identify it.
- Abstract: it must be structured in an Introduction, Methods, Results and Discussion (IMRAD) format: Introduction, with the main aim of the research; Methodology, it will contain the basic procedures (design, sample selection, methods and experimental techniques and analysis); Results, with the main findings; and Discussion and Conclusions. Also, it will have a length of not less than 200 words and no more than 250 words and will not contain abbreviations, notes or literature references. It will also include between 3 and 8 key words, in alphabetical order, that may help to identify the work in the databases. The abstract/resumen and key words/palabras clave must be in Spanish and in English. The authors or their addresses must not appear on this page.

Text of the work
The texts should be written in impersonal language style and also avoid the use of discriminatory language as regards gender, age, sexual orientation, ethnic and racial identity, disability, etc.
It will be structured as follows: Introduction, Material and methods, Results, Discussion and / or Conclusions, Limitations of the study and, where applicable, Future and Bibliography. The authors will ensure that the text does not contain clues or suggestions that could identify them.
In the Material and Methods section it will explicitly mention the Informed Consent of the patients or their guardians, as well as approval of the institution where the study is carried out.

Numerical notation or statistics
- Any number at the beginning of a sentence will be written in words.
- In the text, figures will only be used for numbers equal to or greater than 10.
- Decimals will be indicated with a point and not a comma, with two decimals being sufficient.
- The use of zero before the decimal point will be avoided when the number cannot be greater than 1 or less than -1 (e.g., in correlations, probabilities, significance levels, etc.).
- To report the value associated with P, the exact value with two or three decimal points will be given (e.g., P=.04 or P=.033), except when the values are less than .001, in which case it will be expressed as P<.001.
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Clarity is expressed as $P < .001$. However, for increased clarity the traditional notation (i.e., $P < .10$, $P < .05$, $P < .01$, $P < .001$) when these values are presented in Tables.

Length

Originals and Reviews

The maximum length of the text will be 6,000 words. This will include the title, keys words, abstract / resumen (Spanish and English), body of the article, literature references, Tables, Figures and Annexes.

Clinical cases

The maximum length will be 2,400 words, including an unstructured abstract / resumen of 150 words (Spanish and English), the palabras clave/key words, Tables and Figure Footnotes and the literature references.

Letters to the Editor

The maximum length will be 1,000 words, with no abstract or key words, and with up to 5 literature references. Only in exceptional cases will it be able to be accompanied by 1 Table and 1 Figure.

References

All the literature references will be inserted into the text (never at the foot of the page) and in alphabetical order at the end of the work under the title “References”. In the text, it will cite the surname of the author and year of publication in brackets, in accordance with the previously mentioned APA instructions.

All the citations will be adapted to the instructions in the APA Manual 6th Edition. The following includes a synthesis as a guide for authors:

- The literature reference will be in alphabetical order, both in the text and in the references list.
- The different references of one author (or several authors with the same signature order) will be in year of publication order.
- The references of one author (or several authors with the same signature order) that have the same year of publication will be differentiated by adding a lower case letter in alphabetical order after the year of publication (e.g., Muñoz and González, 2012a, 2012b).
- When there are more than five authors, the first author will always be mentioned followed by the expression “et al”. When there are more than five authors, the first author will always be mentioned followed by the expression ”et al” from the first citation.
- The DOI (digital object identifier) of those documents that have this, should also be identified in the references list. When it is an electronic document with no DOI assigned, it should include the URL address from where it can be recovered.
- In the case of early publications released on line with a DOI, this should also be specified in the references list.
- As general guide a maximum of literature references is recommended: Research articles: 40, Review articles: 50, Short Notes or Reports: 20 references.

- Notes should preferably be included at the foot of the page. If not, they should be placed at the end of the text, before the references list, indicating whether it is wished that they appear in a footnote or in that position.

Some examples for the references list are presented below:

Article

Author, A. A., Author, B. B., and Author, C. C. (year). Title of the article. Journal Name, Volume (Number), xx-xx. doi: xxx.xxxxxxxx.xx

It will include the number in brackets and immediately after the volume, whenever the page numbers of the journal are not sequential in each volume.


Book


The reference to the place should include the city and the state/country, separated by a comma.


Book chapter


Electronic document


Tables and Figures

Each one of them will be presented on a separate sheet, duly numbered. The print quality depends on the quality of the original of the illustrations. Photographs, correctly numbered and identified, will be submitted in Photoshop, EPS, TIFF or JPEG format with a resolution of 300 dpi/ ppi. When persons appear in photographs, they must be unrecognizable; in cases where the work requires it, the authors must have the written authorization of the patient. At the end of the work, it will include a list with the titles and legends, numbered sequentially, that refers to the Tables, Figures and/ or Illustrations. The positions or positions where they have to be inserted in the text must be marked. It is also suggested to take the following recommendations into account:

- Avoid the use of Tables and Figures that duplicate the information reflected in the text. The information provided by the Tables and Figures must always be complementary.
- The title of the Tables and Figures must be concise, but explanatory.
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The abbreviations used in the Tables and Figures should be clarified at the bottom of them.

In Tables, avoid the use of vertical lines, and limit the number of horizontal to that necessary to differentiate headings and the body of the Tables, as well as to define their start and end.

Originals evaluation process and follow up

Acknowledgement and submission to evaluators
Once the receipt of the original is acknowledged (with the assigning of a reference code), this will be sent to the Editorial Committee and to two reviewers experts in the field of the original work (peer review), except those prepared by invitation and those of short format, which will be evaluated directly by the editorial team.

Review method
The evaluators are external and independent, selected by the Editorial Committee to judge on the advisability of its publication and, in some cases, suggest appropriate changes. The method used is double blind (anonymity of author and reviewers), with a member of the Editorial Team being responsible for establishing contact between both. The author/s may submit up to a maximum of four possible reviewers that they consider suitable to review their work, indicating their e-mail addresses.

Results of the review
The result of the evaluation process could be: (a) Acceptance of the article, (b) rejection or (c) acceptance subject to modifications. Any of these reports will be sent to the author by e-mail. If changes have to be made to the work, these must be submitted to the Journal within a period of not more than 1 month.

Correction of proofs
Galley print proofs of the article will be sent to the author for correspondence by e-mail. These will be reviewed and any errors will be marked, returning the corrected proofs to the Journal Editorial Team within a period of 48 hours. No changes are allowed in the structure of the works.

Once the manuscript is accepted a copy of the article in PDF will be sent to the authors, or an access link to it.

Ethical responsibilities

The Revista de Logopedia, Foniatría y Audiología, guarantees the confidentiality of the work during the review process.

The author/s must mention the funding of the research that led to the work, if any.

Only those persons who have intellectually contributed to the conception and development of the work will appear in the list of authors.

Biomedical Research Criteria

It is recommended that the author/s that their work/s are governed by the general criteria of LAW 14/2007, of 3 July, on Biomedical Research (State Bulletin (BOE) No. 159) that, among other things, guarantees the protection of the rights of individuals who may be affected by the result of a research procedure.

Furthermore, it is suggested to take into account the Helsinki Declaration published by the World Medical Association (WMA), which contains a set of professional ethics for biomedical research on humans, including research on human material and identifiable information (64th General Assembly. Fortaleza, Brazil, October 2013)

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