



Association of Jewish Aging Services

Journal on Jewish Aging

Author Guidelines (rev. 6-09)

Overview & Important Guidelines

The goal of the *Journal on Jewish Aging* is to present members of the Association of Jewish Aging Services and interested community members with practical and operational information unique to Jewish aging services. The editorial board is seeking original or previously unpublished material on topics including the social, clinical or spiritual needs specific to the aging Jewish population and the management or governance of various types of Jewish senior service agencies.

The editorial board seeks practical and operational articles with ideas that can be turned into action by professionals in the field of Jewish aging services. Articles may include best practices and other related management/operational or governance topics. **To be included in the *Journal*, articles must contain the following:**

- Implementation steps or recommendations to guide the reader in thinking about how to make the selected topic operational.
- The topic selected must be of practical importance so the reader can view the article as guideline for implementation.
- While the article can demonstrate a philosophy, references to other articles or personal opinion, it must contain information that will help the reader consider the practicality of implementing the writer's ideas.

If an article submitted by a for-profit company is accepted for publication, the company is expected to advertise.

Content

The *Journal on Jewish Aging* is committed to providing quality information to its readers. Additionally:

- Manuscripts may vary in length, but should not exceed 3,000 words or approximately 10 pages double-spaced, excluding references. Articles exceeding 3,000 words may be considered for submission with permission from the editor-in-chief.
- All submissions must be typed double-spaced using 12 point font. Times New Roman or Ariel are preferred. Margins must be set at 1 inch. These guidelines should yield about 300 words-per-page.
- **Full and in-text references must be provided in MLA style.** References should be annotated in the text and numbered at the end of the article. Footnotes are not accepted for this publication. Please try not to list more than 15 references per article. Use the following website as a guide:

- <http://owl.english.purdue.edu/owl/resource/557/01/>
- Articles should be written in MLA or Associated Press style. For Jewish terminology, please consult the United Jewish Communities' "Style & Usage Guide." The guide is accessible using the following link:
 - <http://www.ajas.org/docs/JJA/UJASStyleUsageGuide.pdf>

How to Submit

- All articles must be submitted in a format compatible with Microsoft Word 2003. These include .doc and .rtf.
- Each submission should include a title page in a **separate document** with the name of the article, author(s) name, organization, mailing address and date of original submission. Articles will be reviewed by blind peer review. This page is strictly for organizational purposes and will only be shared with the editorial board once an article is approved for publication.
- Figures, tables and photographs are encouraged and be submitted in conjunction with the article. Tables, charts, graphs and figures should be included at the end of the main document. Photographs and other graphics should be submitted as high-res (300 dpi) attachments.
- Written permission to reproduce any material that appeared in another publication must accompany the submission. Fees are the responsibility of the author.
- Only electronic submissions will be accepted. Please include all files in a single .zip file. If your e-mail system does not allow for this, you may send each file individually, but please make sure to clearly mark each attachment to alleviate any confusion.
- Articles with attachments should be submitted via email to lesley@ajas.org or by mail on CD with one hard copy to:

Association of Jewish Aging Services
Attn: Journal on Jewish Aging
316 Pennsylvania Ave., SE Suite 402
Washington, DC 20003

Review Process

All articles submitted for publication in the *Journal on Jewish Aging* will be blind peer-reviewed by at least two members of the editorial board and the editor-in-chief. Authors will be notified of the editorial board's decision within eight weeks of submission, although sometimes, delays are inevitable. During the review process, the reviewers or editor-in-chief might request the author to revise all or part of their article. The final decision on acceptance for publication is made only after the revised version of the article has been re-evaluated. Accepted articles are edited according to Associated Press and/or MLA style in conjunction with UJC style for Jewish terminology. An edited version of the article will be sent to the author for final review before publication.

For any questions about the specifications listed above, please contact Lesley Libo, program director, at 202.543.7500 or Lesley@ajas.org .