

## **Senior Care Canada Writer's Submission Guidelines**

*Senior Care Canada*, is the only independent national trade magazine in Canada that promotes excellence in senior care and facility management. The magazine welcomes article submissions for the following departments: Features, News, The Last Word, Peer Review, and Letters.

*Senior Care Canada* does not publish works of poetry or fiction. Please read the magazine prior to your query to determine if a potential article or angle will be suited for this publication.

Cover stories feature a facility from a different region of the country and highlight a unique program, vision, triumph over adversity, or a lesson learned by the facility. These articles are generated from within the publishing company but suggestions for future cover stories are always welcome.

### **Purpose Statement**

*Senior Care Canada*, published quarterly, is read by the people who make and/or influence buying decisions: administrators, managers, directors, association and government leaders. The publication aims to entertain, inform, inspire and keep the readership up to date on the senior care industry from all regions of Canada.

### **Submitting Letters to the Editor**

Letters to the editor are welcomed on any issues raised by or relating to articles in *Senior Care Canada*. As a subject line please have, "letter to the editor," to indicate that your correspondence is intended for publication.

Sending material as a letter to the editor will be considered permission to use the letter in full or in part in the magazine or website, including the use of the author's name, title and employer.

Letters should include information helpful to verifying the identity of the sender, such as a daytime phone number, institutional affiliation, or postal address. The publisher/editor reserves the right to edit letters for spelling and grammar, to verify the identity of the sender, or to not print letters. Please e-mail letters to: [publisher@seniorcarecanada.com](mailto:publisher@seniorcarecanada.com)

### **Submitting Features, News, the Last Word or Other Items**

Please query the publisher/editor before submitting feature or opinion pieces. Send submissions or press releases about events, new resources, new technologies, book reviews, review copies of books or other information, to the attention of the publisher/editor.

Articles must be submitted as a Microsoft Word document, saved in the following format: Author(s) Last Name – Document/Article Title.doc.

Please submit artwork as separate electronic files; do **not** embed artwork in the manuscript document. Electronic artwork should be saved in the following format: Author(s) Last Name – Document/Article Title.tif / .jpg

When material is submitted for publication this means:

- The author(s) assure(s) the material is original, their own work and is not under legal restriction for publication due to previous copyright ownership.
- The author(s) allow *Senior Care Canada* to edit the work for clarity and presentation.
- The author(s) gives *Senior Care Canada* permission to publish the work and make it accessible in the magazine’s archives indefinitely after publication.

## Submitting Manuscripts for Peer Review

As part of *Senior Care Canada*’s commitment to excellence in the geriatrics community, one peer reviewed article is featured in every issue. If you would like to contribute, please submit your ideas, accompanied by a structured abstract outlining your proposal, to the publisher/editor at [publisher@seniorcarecanada.com](mailto:publisher@seniorcarecanada.com)

## What to Include With Your Submission

After approval, an electronic manuscript will be accepted for consideration by the peer review committee. A peer reviewed submission must include the organized manuscript and a letter of transmittal assigning copyright to *Senior Care Canada*. Please consult the following chart to ensure all the required material is submitted:

The Manuscript	The Letter of Transmittal
<p>Should include the following sections, in the following order:</p> <ul style="list-style-type: none"> <li>• Title page</li> <li>• Abstract</li> <li>• Methods</li> <li>• Results</li> <li>• Discussion or conclusions</li> <li>• References</li> <li>• Endnotes*</li> <li>• Tables*</li> <li>• Figure captions*</li> <li>• Permissions for reprinted artwork*</li> </ul> <p style="text-align: right;">*(if applicable)</p>	<p>Should attest to the originality of authorship and agree to assign copyright to <i>Senior Care Canada</i>. Please include the following information:</p> <ul style="list-style-type: none"> <li>• Name of the article</li> <li>• The following text: “In consideration of <i>Senior Care Canada</i> taking action in reviewing and editing my (our) original manuscript, the author(s) undersigned hereby transfers, assigns or otherwise conveys all copyright ownership to <i>Senior Care Canada</i> in the event that said work is published by <i>Senior Care Canada</i> in any printed or electronic format. The author(s) declares that the original manuscript contains no matter that is libelous, unlawful or that infringes upon anyone’s common law or statutory copyright.”</li> <li>• The dated signature of all authors, listed separately.</li> </ul>

## How to Submit Your Manuscript

To submit a manuscript to *Senior Care Canada*, e-mail all materials to publisher@seniorcarecanada.com. Provide manuscripts as a Microsoft Word document, saved in the following format: Author(s) Last Name – Manuscript Title.doc. Please submit artwork as separate electronic files; do **not** embed artwork in the manuscript document. After review, the peer review committee will recommend that the manuscript be published, returned to the author(s) for revisions or rejected.

## Article Lengths

<b>Columns/ Last Word</b>	700 – 1200 words*
<b>Features/Cover Stories</b>	800 – 1500 words*
<b>Peer Review Articles</b>	1200 – 2500 words*

\* Well illustrated, shorter pieces are preferred.

## Lead Times

Articles are due 1 ½ months before the issue is scheduled for publishing. Missed deadlines will result in the article being scheduled for the next available issue unless an alternate deadline has been negotiated with the publisher/editor well ahead of the following deadlines:

<b>1<sup>st</sup> Quarter</b>	Feb 5th
<b>2<sup>nd</sup> Quarter</b>	May 5th
<b>3<sup>rd</sup> Quarter</b>	Aug 5th
<b>4<sup>th</sup> Quarter</b>	Nov 5th

## Writing Style Guidance

*Senior Care Canada* employs a clear and concise writing style in all of its departments. Industry jargon is acceptable and a more academic tone in peer reviewed articles is expected. Writing in the active voice is encouraged.

## Language Style Guidance

As a Canadian publication, *Senior Care Canada* uses Canadian spelling, grammar and usage. The *Canadian Press (CP) Stylebook*, 14th edition and the *CP Caps and Spelling*, 17<sup>th</sup> edition are the style reference books used in publishing this magazine. The CP Stylebook utilizes the *Canadian Oxford Dictionary*, 2nd edition to verify spelling and usage. *Senior Care Canada* will follow CP spelling style unless otherwise stated in this document.

## Editorial Decisions

The publisher/editor determines the specific content of each issue of *Senior Care Canada*, in consultation with the advertising sales/marketing manager.

The final decision to publish an article, whether solicited or not, is made only after the complete text has been received. The publisher/editor reserves the right to reject material if its style or content is unsuitable for the magazine, or to postpone publication until a later date to accommodate the production process.

The publisher/editor also reserves the right to improve the clarity of the article/manuscript or to shorten it as necessary. Authors will be given the opportunity to approve editorial changes prior to publication, but this is not a second chance to rewrite the piece.

By this stage in the editorial process we are usually on a very tight deadline. Last minute cuts because of space limitations are unavoidable and deadlines will make it impossible for constant consultation.

## Preferred Spelling

Aging

Alzheimer Society of Canada – uses

Alzheimer disease

Alzheimer's disease

Co-operation

Co-ordinator

Fibre

Full-time

Hodgkin's disease

Hodgkin's lymphoma

non-Hodgkin's lymphoma

Home-like

Licence (*n.*)

License (*v.*)

Lou Gehrig's disease

Low income

Mental health

Multi-care

Parkinson's disease

Person centred care

Practice (*n.* or *adj.*)

Practise (*v.*)

Pre-hospital

Prioritization, Prioritize, Prioritizes

Self-contained units

Well-being