

Seniors Housing & Care Journal Author Guidelines

Journal Overview

Audience: The primary audience of the *Seniors Housing & Care Journal* (SHCJ) is senior living managers and operators. Therefore, it's important that SHCJ articles present findings and recommendations that can be translated into practice. Research terms, procedures, and analyses should be written so that they are accessible to a lay audience.

Topics of Interest: Authors are encouraged to submit original articles on five topics that are critical to the senior living industry: quality, leadership development, talent recruitment/retention, housing availability and affordability, and data transparency. The editors will also consider articles on other topics important to the senior living industry, such as regulatory/policy issues and market analyses.

Here are examples of research questions that are of interest to the senior living industry:

- **Leadership development.** How do we increase young professionals'/graduate students' interest in senior living? How do we increase numbers of frontline caregivers? How do we develop leadership within the field as the customers/market changes?
- **Access/Availability of housing and care.** How should the industry address over and under supply, awareness (eg, costs of living at home vs. in communities), and affordability (eg, meeting the housing and care needs of middle income older adults)?
- **Choice/Quality of housing and care.** How can senior living providers best support quality of life and quality of care? How should quality outcomes be defined and measured?
- **Technology/Innovation.** What innovations and technologies can be applied to advance seniors housing and care?
- **Transparency of the senior living industry.** From an investor's perspective, how do senior living companies compare to hotels and multi-family homes in terms of transparency of assets? How have other property types benefited from transparency in access to and cost of capital?

Manuscript Types: The SHCJ accepts two types of articles for publication: original research manuscripts (**4,000 to 6,000** words) and commentaries (**2,000 to 4,000** words). We do not review or accept papers that appear to promote products or services. Submission of an article represents assurance by the author(s) that it is an original work, and that the article (or a version of it) has not been published elsewhere and is not being considered for publication elsewhere. Contact SHCJ for clarification regarding what constitutes original work.

Submission Process: The SHCJ uses a two-step article submission process:

- 1) Submit a proposal describing your ideas for an article (original research manuscript or commentary) by Friday, December 1, 2017. Following a review of proposals, authors may be invited to submit a full version of their article.
- 2) If requested, submit full article by Monday, April 2, 2018. Articles will be peer-reviewed prior to editor decisions. An invitation to submit a full article is not a guarantee of acceptance.

Deadlines: Please note that the deadline for article proposals is **Friday, December 1, 2017**. Applicants will receive notification on their proposal status in mid-December, and invited papers will be due **Monday, April 2, 2018**. Late manuscripts may not be eligible for publication. All full manuscripts will be blind peer-reviewed prior to editor decisions.

Contact: For all *Seniors Housing and Care Journal* inquiries and submissions, contact Dugan O'Connor at doconnor@matherlifeways.com or (847) 492.6755.

Seniors Housing & Care Journal Author Guidelines

Paper Proposal Guidelines

Proposal Preparation: The purpose of the proposal phase is to provide the authors and editors an opportunity to calibrate their vision of the article. Proposals are limited to two single-spaced pages with 1" margins. Include the following information in your proposal:

- What is the central message of your proposed article?
- What are the key takeaways from your proposed article? How can these insights be applied within the senior living industry?
- What is innovative and/or new about your proposed ideas?
- Describe the author(s) background and experience with the topic area.
- Provide a narrative outline of the article that illustrates the content of the article and how the logic will flow.

Proposal Submission: E-mail your proposal as an attachment to Dugan O'Connor at doconnor@matherlifeways.com. Article proposals are due by **Friday, December 1, 2017**.

Evaluation Criteria: The editors will evaluate the proposals based on relevance to the senior living industry, quality of the research/logic, ability to translate findings into practice, and originality/innovation. Applicants will receive notification on their proposal status by early January.

Seniors Housing & Care Journal Author Guidelines

Article Guidelines

Article Preparation: The article should be typed in Microsoft Word (or similar software) and double-spaced with 12-point font size in Times New Roman. One-inch (1") margins are required on all four sides of all pages, using a standard 8.5 x 11" page size. The article must include a title page (without author names, to ensure blind peer review), abstract, text, exhibits (figures, tables, photographs, etc.), and references. If applicable to your article, you may include footnotes, endnotes, and/or acknowledgments.

SHCJ employs the American Psychological Association (APA) style, as presented in the Sixth Edition of the *Publication Manual of the American Psychological Association* (2010). The two websites below provide concise summaries of proper APA style and formatting:

- <http://owl.english.purdue.edu/owl/resource/560/01/>
- <http://www.vanguard.edu/psychology/faculty/douglas-degelman/apa-style/>

You are responsible for preparing an article that is written clearly in scholarly American English, containing no errors of spelling, grammar, or punctuation. Avoid the use of biased language, and check the accuracy of all arithmetic calculations, statistics, numerical data, text citations, and references. Be sure you are consistent in your use of abbreviations, terminology, and reference citations throughout your paper. **Note that any editing by the author(s) beyond glaring errors on the page proofs isn't permitted after submission.**

To submit your article, e-mail the document as an attachment to Dugan O'Connor at doconnor@matherlifeways.com, and include author information and acknowledgements in the body of the e-mail. No paper copies of your manuscript are necessary.

Article Layout: Your article could contain the following sections.

- **Title Page.** Center the title of your article on this first page and include the page number on the bottom center (and throughout all following pages). Please note: Do **not** include author information on this page or anywhere within your text, as blind review stipulates author anonymity.
- **Abstract.** Please provide an abstract of approximately 120 words. The abstract should provide a brief overview of "the Problem" that the study addresses, "the Resolution" or key findings, and "Tips for Success" or implications for the senior living industry. Below the abstract, provide three to five key words for index purposes.
- **Text.** The text should immediately follow the Abstract. The main text should be divided into sections using headings and subheadings as appropriate. Note: For research manuscripts, details about the methods and analyses should be written in a narrative format appropriate for a senior living audience. Provide enough details about the methods and analyses so that the reader can interpret the findings. Technical details about the methods and analyses, appropriate for a research audience, should be presented in a **Technical Appendix**.
- **Exhibits.** Any figures, tables, or images should be titled and consecutively numbered. Upon acceptance, you will be asked to provide high resolution .jpeg or .png files for images.
- **References.** References follow the main text and should be in alphabetical order by the first author's last name. References should begin on a new page, with the heading "References." As stated above, SHCJ employs APA formatting. Please refer to either of the links provided for the proper references procedure. References should include full journal names (not abbreviated names).
- **Technical Appendix.** Technical details about measures, procedures, and statistical analyses should be presented in the appendix using APA format.
- **Other Items.** If applicable to your article, footnotes and endnotes are accepted. Please format footnotes and endnotes in Times New Roman font, size 10. Endnotes may appear on

Seniors Housing & Care Journal Author Guidelines

the last page of the text (prior to exhibits and references pages).

Publication: Once you submit your article, the document will be reviewed by at least two members of SHCJ's Editorial Board. They will determine if your article can be accepted, accepted pending revision, revised and resubmitted, or rejected. The first author will receive the results of the review and all comments and suggested revisions (if necessary) via e-mail. If any changes are required to accept the article for publication, it is the sole responsibility of the author to make the necessary revisions.

Copyright: Upon acceptance for publication, you will be asked to return a signed copyright form. Copyright ownership of the manuscript must be transferred officially to the National Investment Center for the Seniors Housing & Care Industries before the manuscript can be published. The completed form must contain original signatures from all authors. Articles accepted for publication will not be sent to the publisher unless the signatures of all authors are on file.

Page Proofs: A set of page proofs will be sent to the first author prior to publication for a final review. Proofs should be reviewed carefully, as corrections are only permitted for glaring errors that occurred as a result of editing or typesetting.

Thank you for your interest in the *Seniors Housing and Care Journal*.