

# LONG-TERM Living

## Guidelines for Authors

### Content

Articles submitted to *Long-Term Living* should focus on practical, hands-on information of use to those in the long-term care industry: owners and operators, administrators, DONs, CEOs, CFOs, and others. We publish articles that reflect a broad range of long-term care issues: e.g., Medicare reimbursement, regulations, innovative programs and problem solving, financing, new products, staff/resident interaction and, the heart of our industry, caregiving.

Articles are reviewed for accuracy, clarity, and timeliness. Once accepted, they will be edited for grammar, organization and *Long-Term Living* style; if editing is extensive, the final, edited version will be sent to the author(s) for approval. If the article is published, the author will receive two copies of the issue in which it appears and a one-year subscription to *Long-Term Living* at no cost. Copyright of the article will be held by *Long-Term Living*, and author(s) will be asked to sign a release to that effect.

### Manuscript Preparation

Manuscripts should be approximately 1,200–1,400 words in length. **Please do NOT imbed tables, figures or other illustrations within the text of your article if you submit it electronically.** Imbedded graphic elements can be difficult to separate from text and are often impossible to reproduce (also see “Graphic Elements” guidelines, below).

### Manuscript Submission

Electronic submission is preferred. If you email your article, please send the file as an attachment (saved in Microsoft Word). Do **NOT** send your article as the body of your email text. CDs are also acceptable. Please include a cover letter with your mailing address, phone and fax numbers, and your email address. Also provide brief biographical information (academic degree(s), title, company/organization you work for, affiliations, etc.). We generally publish the author’s phone number and email address with the bio, so that readers can contact you for more information.

### Graphic Elements

If photos, tables, and/or other illustrations are sent electronically, each should be sent as a separate file from the text file, and each should be given a distinct filename. Figures and photos **MUST** be saved in a high-resolution (minimum 300 dpi) TIFF, JPG, or EPS format to ensure publication-quality images.

If you cannot send your graphics electronically, you may send hard copies suitable for scanning, such as:

- Original photographs
- Photograph-quality prints (especially for color illustrations)
- High-resolution computer printouts (for black & white figures and graphs only)

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2.

**Photographs:** Each photograph should be identified on the back with a legend (caption); if photos are sent electronically, include the corresponding figure legends at the end of the manuscript. These legends should include the names of people shown and location, if pertinent. If the photograph is copyrighted, the photographer/ photography firm's

name also must be included so that we can give proper credit.

It is the author's responsibility to secure appropriate consents from people shown in photographs, and permission to reprint copyrighted photos.

**Tables:** Tables should be double-spaced and numbered consecutively, in the order in which they are mentioned in the text of the article. Provide a brief title for each. Please limit size of tables to a maximum of one printed page and use them only when they contain information not already included in the text.

**Figures/Graphs:** These also should be numbered consecutively in the order in which they are mentioned in the article. Each should be labeled with its number and an appropriate legend (caption). As with tables, information in figures/graphs should enhance your article, not repeat what is in the text. Color is welcome.

**References and Bibliographies:** A list of references or a bibliography (also known as a "suggested reading list") may be included, if appropriate, using standard reference/bibliography formats. Please limit number of references to 10, maximum.

***Examples:***

Periodical: Smith J, Jones A. How to sail. *Journal of Sailing* 1999;11:34-42. Book: Smith J, Jones A. *Great Lakes Sailing*. Philadelphia: Sailing Books, Inc., 1997:70-81.

References should be cited by number in the text and listed at the end of the article in the numerical order cited.

Bibliographies need not be referenced in the text and should appear at the end of the article in alphabetical order by authors' last names.

**Where to Submit**

Electronic submissions should be emailed to [ptabar@vendomegrp.com](mailto:ptabar@vendomegrp.com). Hard copies, photos, and CDs should be sent to:

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