

Author Guidelines

AUDITIO considers different types of manuscripts for publication. Authors should prepare their manuscript according to the guidelines described below.

Submitted manuscripts should conform to the ethical recommendations of the Publication Ethics Committee (COPE), as indicated in the editorial policies.

All manuscripts must be submitted together with the document [Author’s statements and article information](#).

Table of Contents

- I. Templates..... 18**
- II. Languages 18**
- III. First Page..... 18**
 - A. Authors and affiliations18
 - B. Author’s Contributions18
- IV. AUDITIO sections and article types 19**
 - A. AUDITIO | Research Articles19
 - B. AUDITIO | Research Communications.....20
 - C. AUDITIO | Editorials & Communications.....22
- V. Style guide..... 22**
 - A. Nomenclature.....22
 - B. Guidelines for figures22
 - C. Guidelines for tables.....23
 - D. Main text23
 - E. Acknowledgements.....23
 - F. Conflict of interest.....23
 - G. References24
 - H. Complementary material24

I. Templates

Manuscripts will be submitted in an OpenOffice, Microsoft Word, RTF, or LaTeX file format. Templates for each type of article can be found on our website (Word and Latex formats are provided).

II. Languages

All submitted manuscripts must meet the international Spanish or English language standards to be considered for publication. All manuscripts will be published in Spanish and English and will be assigned with a DOI (Digital Object Identifier).

III. First Page

A. Authors and affiliations

Authors' names must be separated by commas. Affiliations shall be indicated by superscript numbers following each surname and shall include the following information:

Institute or Department, Organization, City, State Abbreviation (Us, Canada, and Australia only) and Country.

The corresponding author must be marked with an asterisk in the list of authors. The corresponding author's name, postal address, telephone number and email address must be included on the manuscript's cover page. Authors are required to use their institutional email when possible, and should avoid including commercial emails (e.g. Google, Yahoo, etc.).

B. Author's Contributions

Authors who have contributed equally to the manuscript must be marked with a symbol (†) in the authors list. In addition, each author's contributions must be public following the guidelines and nomenclature [of the CRediT – Contributions Role Taxonomy](#)

For example:

María Pérez^{1†}, José González^{2†} and JuanDelgado¹

¹ Department of Audiology, University of Madrid, Madrid, Spain.

† These authors have contributed equivalently to the present work and share the first authorship.

Contribution of authors:

MP and JG, conceptualization, drafting, revision, manuscript editing, data analysis, methodology, and visualization. JD, conceptualization, acquisition of funds, supervision and writing, revision, and manuscript editing.

IV. AUDITIO sections and article types

A. AUDITIO | Research Articles

Research articles include:

1. Original studies presenting unpublished data.
2. Replication studies that confirm or not previous results.
3. Review studies, where a critical analysis of the existing literature is conducted.
4. Case studies, where a thorough and detailed examination of a particular case is conducted.
5. Perspective studies, where a point of view on a specific area of research is presented.
6. Research reports, where a synthesis of previous studies is carried out but drafted in such a way that it can be understood by people who are not expert on the research topic. An example of a research report is the synthesis of studies related to a doctoral thesis, or the summary of a scientific project, where the results from a project are presented. The authors must have been involved in the project, but they do not necessarily have to be the first authors of the discussed studies. The aim of the research reports is to disseminate the results to a wider audience and to connect the different studies that have been carried out.

Research articles will be reviewed by two academic reviewers (peer review) and a non-academic reviewer who will evaluate the relevance of the study to the audiology community. The identity of the reviewers will be publicly revealed once the article is published.

Articles must have a minimum of 2000 words and a maximum of 4000 words (6 pages). The maximum number of graphic elements will be 5 and the reference limit is 50. Research articles should have the following information:

- **Page 1:**
 - Title.
 - Abbreviated title.
 - Name and surname of all authors in the order provided for publication.
 - Author's affiliations.
 - Corresponding author.
 - Contribution of the authors.

- **Page 2:**

Abstract (250 words).

Keywords

Clinical implications (150 words). The clinical implications of the results and its connection to a better understanding, diagnosis and/or rehabilitation of hearing loss or other auditory disorders will be highlighted. The main objective is to explain the relevance of the study to clinical professionals.

- **Page 3 and up:**

At least the following sections should be included depending on the item type:

- *Original research studies or replication studies:* Introduction, Materials and Methods, Results, Discussion, Conclusions, Conflict of Interest, References.
- *Review studies:* Introduction, Materials and Methods (including systematic review protocol; search strategy; data sources; data extraction and analyses), Results (including synthesized findings and biases risk assessment), Discussion, Conclusions, Conflict of Interest, References.
- *Case Studies:* Introduction, Context and Case Description, Results, Discussion, Conclusions, Conflict of Interest, References.
- *Perspective Studies:* Introduction, Discussion (including possible future directions), Conclusions, Conflict of Interest, References.
- *Research reports:* Introduction, Materials y Methods, Results, Discussion, Conclusions, Conflict of Interest, References.

In general, the importance of the contribution for the scientific and clinical community should be emphasized and the writing style should be adequate for a broad and multidisciplinary audience.

B. AUDITIO | Research Communications

Scientific communications include:

1. Studies reviewing a scientific article from a critical or novel point of view.
2. Technical notes, protocols or tutorials on a new technology, and new diagnostic tests or methodologies that were developed objectively and do not have commercial elements.
3. Clinical reports. The main aim of clinical reports is to contribute to the knowledge in the audiological field presenting cases that can (1) illustrate a new principle, (2) provide practical and new approaches to the diagnosis or treatment of a hearing disease, or (3) support or refute a treatment commonly used for hearing diseases. The results of a student project or MSc thesis with a clear clinical component may be presented in this section.
4. Journal clubs, which will be the result from the regular meeting of AEDA members and will provide a critical evaluation from recent articles in the literature.

Manuscripts will be peer-reviewed (two expert reviewers on the topic) and a non-academic reviewer. Once the article is published, the identity of the reviewers will be publicly recognized.

Articles must have between 1500 and 2000 words (3 pages) and a maximum of 3 graphic elements. The format should be as follows:

- **Page 1:**

- Title.
- Abbreviated title.
- Name and surname of all authors in the order provided for publication.
- Author affiliations.
- Correspondence author.

- **Page 2:**

Abstract

Keywords

- **Page 3 and up:**

Although the articles in this section do not follow the typical [IMRaD format](#), the author should know what the scope of each of the article types is:

- **Clinical Reports:** Presentation of the results of a student project or MSC thesis with a clear clinical component. Reports with research questions, hypothesis, and statistical analysis are considered "research reports" (see above).
- **Commentary:** Articles reviewing a scientific article published in AUDITIO, providing critical content or a different point of view. Commentaries will contain a summary of the original article, a summary of its findings, and a critical discussion about the content. "Third-party reviewers" of published articles are encouraged to generate such comments based on their assessment.
- **AEDA Journal Club:** This type of article presents an analysis, like a commentary, of a preferably recent article published in other publications in the audiology area. Authors are encouraged to analyze Open Access articles published in scientific journals such as Trends in Hearing, mdpi Audiology Research, Ear and Hearing, International Journal of Audiology and Hearing Research among others.
- **Technical Notes, Protocols, Book Reviews and Tutorials:** Technical reports on a new technology, diagnostic test or new methods will also be considered for publication. The article must be written objectively and not contain commercial elements. The approach should be descriptive and rigorous, containing an introduction with relevant information and a discussion. The objective is to share practical or theoretical knowledge with the audiological community both scientific and clinical.

In general, the importance of the contribution for the scientific and clinical community should be emphasized and the writing style should be adequate for a broad and multidisciplinary audience.

In addition, scientific communications should include a summary table with the following information:

Findings	Perspectives
Limitations	Considerations

C. AUDITIO | Editorials & Communications

Editorials, reviews, news, tributes, communications from the Spanish Association of Audiology (AEDA), etc. will be included as "communications". Communications have a free format, and they will only be accepted following an invitation from the editorial team or the editorial board. It is not necessary to submit a summary and the manuscript will not be peer reviewed. It will have a maximum length of 1000 words.

V. Style guide

A. Nomenclature

Units of the International System of Units should be used in all manuscripts.

The use of abbreviations should be minimized, and these should be defined the first time they are used. For example:

"[...] the use of potential evoked brainstem hearings (PEATC)."

Equations should be inserted in editable format preferably using the Word Equation Editor or the MathML [standard](#).

B. Guidelines for figures

Individual figures must have a maximum of 85 millimeters (one column) or 180 millimeters (2 columns).

If the figure has more than one panel, the panels must be indicated using the labels A, B, C, D etc. in bold uppercase letters. Charts must include legend on axes (including units).

The font size should not be less than 8 points when viewed in actual size.

Any line on the chart must not be less than one wide point.

Images must be sent in EPS or TIFF format with a resolution of 300 dpi in final size. Figures can be sent in a single ZIP file or in separate files during the submission process.

Figure legends must begin with "Figure X", for example, "Figure 1". All legends must be placed under each figure embedded in the manuscript. Figure panels are designated with bold uppercase letters.

C. Guidelines for tables

Tables must be inserted in editable format. Table titles should be placed immediately before the table starting with "Table X", for example, "Table 1". Use only one paragraph for the title. The acronyms used in the tables must be defined in a lower cell.

Large tables that cover multiple pages cannot be included in the final publication view for formatting reasons. These tables will be published as supplementary material.

D. Main text

The text must have double leading and 12 font size points. Italics should be used instead of underlined. Figures, illustrations, and tables should be placed in the appropriate text places (typically where they are first referenced) and not at the end. The document must contain page and line numbers to facilitate the review process. Research studies should include in the main text:

- **Introduction**

Cannot be divided into subsections.

- **MATERIALS AND METHODS**

This section can be divided into subsections and should be sufficiently detailed to guarantee that procedures can be replicated. Studies with animals or humans should include an ethical approval statement in this section (for more information, see the Bioethics section).

- **Results**

This section can be divided into subsections. Footnotes can be used, although their use should be minimized.

- **Discussion**

It can be divided into subsections. This section may include, for example, comparison with previous studies, deficiencies and potential limitations of the study, future direction of research, etc.

- **Conclusions**

The most relevant findings of the study should be briefly summarized.

E. Acknowledgements

This section should recognize the contributions of collaborators, institutions or agencies that contributed to the development of the study.

F. Conflict of interest

All financial, commercial or other relations that may be perceived as representing a possible conflict of interest should be mentioned. If no such relationship exists, the authors shall declare that the investigation was conducted in the absence of commercial or financial relations that could be interpreted as a possible conflict of interest.

G. References

References will be identified in the text according to the standards of the American [Psychological Association \(APA\)](#)

(<https://apastyle.apa.org/style-grammar-guidelines/references>).

The list of references should only include articles that are published or accepted. Accepted but unpublished manuscripts should be described as "in press". References to data repositories or computer code are allowed. The version and unique identifier should be included when available. It is not recommended to cite master's thesis or doctoral theses as well as lecture articles if there was an article published in a scientific journal with similar content.

References to articles deposited on *preprint* servers (pre-prints) are allowed as long as there is a DOI or URL available and the quote clearly mentions that the contribution is a pre-print. If there is a peer-reviewed publication for pre-printing, then the publication of the official journal should be cited. The use of pre-impressions that have not been updated in the last year is discouraged as it suggests that the study is not being considered for publication in a scientific journal.

The DOI of the study cited should be provided whenever available.

H. Complementary material

Data and elements that are not of paramount importance or that cannot be included in the article for extension reasons (videos, PowerPoint presentations, etc.) may be presented as supplementary material. The supplementary material will be displayed along with the published article.

CONTRIBUTORS

Document preparation: Miriam I. Marrufo-Pérez & Gerard Encina-Llamas.
Document Revision: Raul Sanchez-Lopez.
Other contributions: Helia Relaño-Iborra, Paula Hernández-Ricoy, Carlos Benitez -Barrera, Oscar M. Cañete.

PUBLISHED: 18th May 2021