

2012 SENIORS HOUSING & CARE JOURNAL

Instructions for Authors

Contact

For all *Seniors Housing and Care Journal (SHCJ)* inquiries, contact Saher Selod at sselod@matherlifeways.com or (847) 492-6791.

Topics of Interest

Authors are encouraged to submit the results of original research and thought, both theoretical and empirical, on seniors housing and care issues. Topics of interest include, but are not limited to, the following.

- **Sales and Marketing:** competitive analysis; evaluation of sales strategies/methods; advertising strategies; community relations.
- **Macro Trends and Market Analysis:** supply and demand research; income and spendable assets of seniors; senior and adult child awareness of long term care options; the changing role of hospitals in the care equation; interrelationships between provider types; managed care impacts on the industry.
- **Financial Aspects/Institutions:**
 - **Equity:** public and private market opportunities and risks; the role of REITs; performance of public and private investments; other equity sources; owner/operator/developer relations.
 - **Debt:** lending practices; structuring for-profit and non-profit transactions; CMBS market strategies and impacts; off balance sheet financing; the role of rating agencies on debt; quantification and indicators of troubled loans.
- **Seniors Housing Affordability:** lowering development and operations costs for moderate income residents; the role of financing in creating affordability options.
- **Government, Policy, Regulatory Issues:** impact of federal, state, or local regulations; federal guidelines; government funding/reimbursement mechanisms; government programs for grants and loans.
- **Risk Management:** managed care; liability losses; managing resident risk; dealing with adult children; managing employees and employee turnover.
- **Operations:** care/service issues; types of medical conditions and frailty levels; facility infrastructure; management information systems; recruitment/retention; training; employee relations; human resource trends.
- **Outcomes Data:** research on outcome data measuring service and care; measuring efficiency, effectiveness, quality, and cost of care.

Original Articles Only

Submission of a manuscript represents assurance by the author(s) that it is an original work, and that the manuscript (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.

Manuscript Length

SHCJ accepts three types of articles for publication:

- Full-length manuscripts (4,000-6,000 words in length, not including abstract, appendices, endnotes, references, tables, figures, or acknowledgments); lengthier manuscripts may be considered at the discretion of the Editors
- Brief reports (2,000 to 3,000 words)
- Professional resource documents—brief reviews or descriptions of new resources available to practitioners in the seniors housing and care field (**500 to 1,000 words**)

Manuscript Preparation

The manuscript 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 manuscript 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 manuscript, you may include footnotes, endnotes, and/or acknowledgments.

To submit your manuscript, email the document as an attachment to Scott King at sking@matherlifeways.com, and be sure to include in the body of the email the author/s information. No paper copies of your manuscript are necessary.

Manuscript Layout: Required Components

Title Page

Center the title of your manuscript 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. Below the abstract, provide three to five key words for index purposes. This page should include the heading “Abstract” and should immediately follow the title page.

Text

The text should immediately follow the Abstract. The main text should be divided into sections using headings and subheadings as appropriate. Headings appear in bold and subheading in nonbold, underline. SHCJ employs the American Psychological Association (APA) style, as presented in the Sixth Edition of the *Publication Manual of the American Psychological Association* (2009). 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/faculty/ddegelman/index.aspx?doc_id=796

Exhibits

Any figures, tables, or images should be titled and consecutively numbered Exhibits. For example: Exhibit 1. Table of Rates of Return

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.

Other Items

If applicable to your manuscript, footnotes, endnotes, and/or acknowledgments are accepted. Please format footnotes and endnotes in Times New Roman font, size 10. Endnotes may appear on the last page of the text (prior to exhibits and references pages). Acknowledgments should be included as the last page, with an appropriate heading. If you feel the acknowledgments would identify the author/s, please include this section as a separate document or within the body of the email of your electronic manuscript submission.

You are responsible for preparing a manuscript copy 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, from one part of your paper to another. **Note that any editing by the author(s) beyond glaring errors on the page proofs isn't permitted after submission.**

Publication

Once you submit your manuscript, the document will be reviewed by at least two members of SHCJ's Editorial Board. They will determine if your manuscript 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 email. If any changes are required to accept the manuscript for publication, it is the sole responsibility of the author to make the necessary revisions.

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