UMBC Center for Aging Studies (CAS)
One-Page Research Brief Submission Guideline

Last updated: April 24th, 2020

Purpose:

(1) To showcase our contributions by the UMBC CAS, and collaborators

(2) To disseminate highly selected key findings from broadly defined aging-related research as well as insights from the experts on aging-related topics to the general public.

Target audience:

local, state and national community members, the policymakers, broadly defined gerontology researchers, and anyone who is interested in aging-related issues and research.

Scope:

The research brief is generally based on publication in peer-reviewed journals and high-quality technical reports. However, preliminary data analysis results/interpretation, as well as critical analysis of social issues, are considered if they are timely and relevant to the center’s mission and/or public interest.
Format:

One-page Research Brief

No more than one-page with the minimum of 10-point font size, the single-spaced on the UMBC CAS One-Page Research Brief Template. Up to one figure and one table are allowed.

The contents can be selected highlights from a published work(s) (with the citation information), critical opinion on a timely aging-related topic, focused data analysis (and interpretation and implication), etc. Please contact the managing editor for any clarification.

A one-page research brief should be accessible to a wide range of audiences. Avoid extensive use of technical terms, concepts, theories, mathematical equations, etc. without a clear explanation. Avoid a lengthy description of the scientific methods. In other words, use plain English and focus on one topic/point or two.

Suggested contents:

· Standalone and informative title (up to 20 words)
· Brief description of the topic and reason(s) why we should care
· Standalone and self-explanatory figure and/or table
· Clear interpretation and conclusion
· Implication(s) to highlight why this research brief is useful

Submission process:

1. Download the template from the CAS website: https://sahap.umbc.edu/center-for-aging-studies/
2. Complete your work and check the formatting guideline
3. Send the manuscript to the managing editor Dr. Taka Yamasnhita at: yamataka@umbc.edu
4. You will receive a receipt within 3 business days and the review process will begin
Note. Submission of a research brief constitutes that the author agrees to be responsible for the legitimacy of content, copyright compliance, and ethical practice in science. The editorial office or reviewer will not be responsible for them.

Review criteria:

- Relevance to the CAS-related research agenda and activities
- Scientific rigor – theoretical and empirical contribution
- Quality of work – data, interpretation, conclusion, implications, etc.
- Quality of presentation – accessible to a wide range of audience, no misleading statement or over-exaggeration/over-extrapolation of research findings
- Compliance to the formatting guideline

Note: The role of the editorial office and reviewers is to evaluate the submitted research brief in terms of the scope, quality, and relevance to the scientific contribution and the mission of CAS.

Review and publication process:

(1) The managing editor first checks the format and scope of work

(2) Upon the verification of the format, the managing editor will consult with the CAS publication committee and select at least two reviewers mainly from the CAS affiliated members (or other volunteer topical experts when appropriate)

(3) The author(s) will receive a decision: accept in the current form; revise & resubmit; reject after review; desk reject

(4) The accepted research brief will be edited by the publication committee, with the consent to the author(s)

(5) The accepted research brief will be published in the UMBC Scholar Works – Center for Aging Studies Page (URL)

*Managing editor may require you to have a qualified person to copyedit/proofread before acceptance. The qualified person may include individuals with graduate-level academic wiring training, Ph.D. researchers, a tutor from the UMBC writing center, etc.
Copyright and author’s right

The copyright and author’s right are the same as UMBC Scholarwork. See https://lib.guides.umbc.edu/c.php?g=728911&p=5869978

In case the author violates any copyright that is owned by other individuals or organizations, the CAS will not be responsible for any consequences. It is the author’s responsibility to ensure that submitted work includes no violation of copyright.

For any question, contact the managing editor,

CAS Publication Office Contact Information

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