

GUIDELINES FOR SUBMITTING A PAPER TO THE JOURNAL OF PSYCHOTHERAPY AND COUNSELLING PSYCHOLOGY REFLECTIONS (JPCPR)

In preparing your submission, please refer to the style guide below.

Please make sure your full contact details are visible on the outside of all documents you are sending to Editors.

Papers are accepted for consideration on condition that you will accept the following conditions. We ask authors to assign the rights of copyright in the manuscript they contribute.

We welcome submissions on any topic within psychotherapy and counselling psychology that considers the remit of the journal and that it is inclusive of the academic community at large.

Contributions to JPCPR must report original research and will be subjected to review by referees at the discretion of the Editorial Office.

We welcome new or recent books which are relevant to the focus of the journal and which you consider would be useful to review for readers.

Journal policy prohibits an author from submitting the same manuscript for consideration by another journal and does not allow publication of a manuscript that has been published in whole or in part by another journal.

Important note: Manuscripts must adhere to the ethical guidelines for both research and practice of UKCP, BPS, HCPC & BACP.

1. Guidelines

- Language: Papers are accepted only in English. British English spelling and punctuation is preferred. Non-discriminatory language is mandatory. Sexist or racist terms must not be used.
- Referencing: All manuscripts should follow the referencing guidelines in the 6th edition referencing system of the Publication Manual of the American Psychological Association at: www.apastyle.org/manual/
- Abstracts: Structured Abstracts of no more than 250 words are required for all papers submitted. Authors should supply three to six keywords.
- Headings: Section headings should be concise.
- Word count: A typical manuscript will be 1,500-2,500 words, including references. Longer contributions of 3,500-6,000 words, (27-30 double spaced pages including references) may be published where inclusion of data (e.g., excerpts from interviews) warrant it. Papers that greatly exceed this will be critically reviewed with respect to length. Authors should include a word count with their manuscript. The word count (which includes all text including the abstract, manuscript, notes, tables, figures, etc.) should appear at the end of the manuscript.
- Font: All manuscripts must be typed in 12-point font in Arial and double-spaced throughout including the reference section, with wide (3 cm) margins. All pages must be numbered.
- Manuscripts should be compiled in the following order:
 - Title of manuscript
 - Author(s) name(s) and title(s)
 - Abstract
 - Keywords (no more than six)
 - Correspondence/contact details including author(s) affiliation(s)
 - Main text
 - References
 - Acknowledgements
 - Appendices (as appropriate)
 - Table(s) with caption(s) (on individual pages)
 - Author(s) biographical outline (50 to 100 words)
- Please supply in a separate file information about your research interests/specialisations - up to five.
- Two separate manuscripts must be submitted.
 - The first version must be a complete version containing all the above together with confirmation in a separate file confirming that the manuscript is not under consideration or submitted to another journal. Use the following statement:

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- The second version must be entitled 'For blind review' and must not contain the author(s) name(s) or contact details or any identifiable author(s) information (refer to APA guidelines). This will allow for the second version to be sent anonymously to reviewers.

2. Infographics

You are welcome to include graphs, tables and diagrams in your submission, but the following must be observed when supplying information:

- All graphics must be supplied in their original format, either as digital artwork or statistical data.
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- Graphics files must be supplied separately to text. Please do not embed graphics in the text file.
- Figures should be numbered in the order in which they appear in the paper (e.g. figure 1, figure 2). In multi-part figures, each part should be clearly labelled (e.g. figure 1(a), figure 1(b)).
- Each figure should include a title caption and full source e.g. Figure 1 The incidence of mental health issues in the UK adult population, World Health Organisation, Report on World Mental Health Issues, 2013
- The filename for the graphic should be descriptive of the graphic, e.g. Figure1, Figure2a.
- Avoid the use of colour and tints for purely aesthetic reasons.

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Manuscripts will be copy-edited for journal house style. Authors will receive page proofs for checking. At this point, no substantial changes can be made to the paper. It is essential that proofs are checked and returned within 48 hours.

6. Submission details

All submissions should be made online to JPCPRsubmissions@regents.ac.uk

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