GUIDELINES FOR SUBMITTING A PAPER TO THE JOURNAL OF PSYCHOLOGICAL THERAPIES (JPT)

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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. All papers undergo blind reviews.

We welcome submissions on any topic in psychological therapies that considers the remit of the journal and that it is inclusive of the academic community at large.

Contributions to JPT 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 and BACP.

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

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 Phoenix Publishing House Instructions to Authors.

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**: typical contributions are of 3,500-8,000 words, (14-32 double spaced pages including references). Papers that greatly exceed this will be critically reviewed with respect to length. Short papers of 1500-2500 words, including references, are also invited.

Contributions are also welcomed for our two series:

'Writing that changes thinking', an occasional series in which psychologists reflect on pieces of writing which have had a substantial impact on how they think about their work, their lives, and the human individual. We invite contributions to this series between 800 to 1500 words, from clinicians, academics and researchers. Students are also most welcome to submit articles on this theme.

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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.

 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. 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
- any graphics copied from the internet and cited from other publications are not acceptable on their own
- 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 file name for the graphic should be descriptive of the graphic, e.g. Figure1, Figure 2a
- avoid the use of colour and tints for purely aesthetic reasons.

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6. Submission details: All submissions to be made online to <u>JPTsubmissions@regents.ac.uk</u>

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