

JOURNAL OF SYSTEMIC THERAPIES

INSTRUCTIONS TO AUTHORS

JST welcomes articles addressing the practices and research of systemic, postmodern, and social constructionist therapies. Please submit materials for review to the appropriate email address below. All general submissions, special section articles, training and supervision, research articles, and interviews should be no more than 25 pages, in Times New Roman 12-point font, double-spaced with 1-inch margins, including references, following the standard style guide of the American Psychological Association (*Publication Manual of the American Psychological Association*, 7th ed.), www.apastyle.org. Articles should include an abstract of no more than 150 words, on a separate page, that restates the title and provides a summary and purpose of the paper.

Tables are retained for important data directly related to the content of the paper. A well-constructed table should enable data to be isolated from the text and presented in a way that enables the reader to quickly see patterns and relationships of the data not readily discernible in the text. Use brief but explanatory table titles.

Submit tables in Microsoft Word's Table function. Tables in Excel format are also acceptable. (Tables should not be submitted using tabs, returns, or spaces as formatting tools.) Figures ***must*** be submitted separately as graphic files (in order of preference: tif, eps, jpg, bmp, gif) in the highest possible resolution. Figure caption text should be included in the article's Microsoft Word file.

Articles are considered that are original work and are not submitted simultaneously to another publication or have not already been published in whole or substantial part elsewhere. Once accepted for publication, an article may not be published elsewhere in any language without the consent of the Editor and the publisher. Authors must give a signed Copyright Agreement for publication; however, permission to use material elsewhere will normally be granted on request. All manuscripts are submitted electronically as a Microsoft Word file, with all "track changes" turned off.

Material for publication should comply with non-sectarian, non-racist, and non-sexist conventions, except by way of fair illustration for comment.

Your submission should have a title page bearing the name(s) and affiliation(s) of the contributing author(s), the word count, and three to five keywords. These keywords should capture your paper's main topics and highlight your original contribution. An email address is required for contact purposes and should be stated following the corresponding author's address in a footnote on the title page. All endnotes should be number referenced, gathered at the end of the article, and kept to a minimum.

When submitting a manuscript to *Journal of Systemic Therapies*, your name, email address, affiliation, and other contact details required will be used for the routine operational practices of the publication, including, when necessary, sharing with the publisher (Guilford Press) and partners for production and publication of the *Journal of Systemic Therapies*. Guilford Press recognizes the importance of protecting the personal information collected from users in the operation of these services, and has practices in place to ensure that steps are taken to maintain the security, integrity, and privacy of the personal data collected and processed.

All manuscripts are read by three reviewers, who will advise the Editor on suitability for publication and any recommended changes. A double-blind review process is utilized (see below for double-blind review guidelines). Reviewers do not know the identity of the author(s) and the identity of the reviewers is not known to the author(s). The Editor's decision is final.

Communication, including the Editor's decision and request for revisions, will occur through email. Manuscripts must be submitted in American English. *Journal of Systemic Therapies* requires formal usage of language. Contractions, slang, and abbreviations should be omitted, except in cases of direct quotation or when usage is specifically demanded by the context and set forth in quotation marks.

GENERAL SUBMISSIONS: *JST* is interested in publishing articles by practitioners situated within systemic or postmodern theoretical orientations whether they are consulting with people directly, teaching students, supervising therapists, or consulting with colleagues. Send manuscripts about your innovative ideas and practices to Jim Duvall at jimduvall@jstinstitute.com and c.c. Pat Shelenko at pat_shelenko@yahoo.ca.

SPECIAL SECTIONS: Periodically *JST* publishes a special section (three articles with an introduction on a theme). To propose an idea for a special section please contact our Special Sections Editor, Anne Rambo, at rambo@nova.edu.

RESEARCH ARTICLES: To facilitate bringing researchers and practitioners into conversation, *JST* publishes clinically relevant, reader-friendly research articles. We welcome submissions that describe nontraditional studies or that offer nontraditional narratives of traditional studies.

For research articles, we follow a standard format (abstract, summary of practice implications, introduction, methods, findings, discussion, conclusions, and references). Please include a statement regarding ethical approval for the study in the methods section. Most of our readers are clinicians, so we strive to make the articles accessible to them. We encourage case examples and direct quotations from research participants. At the same time, however, we also need enough details in the methods and findings sections for our reviewers and more research-oriented readers. Finally, we have little flexibility regarding length of articles. As stated above, the page-length submission criterion is no more than 25 pages, in Times New Roman, 12-point font, double-spaced, including the abstract and summary of practice implications (on one page) and references.

For detailed suggestions about how to compose research-related manuscripts, contact Jeff Carter at jcarte3@uwo.ca and c.c. Pat Shelenko at pat_shelenko@yahoo.ca.

TRAINING AND SUPERVISION ARTICLES: We publish articles highlighting innovations in training and supervision of systemically oriented practitioners. Send manuscripts to Jim Duvall at jimduvall@jstinstitute.com and c.c. Pat Shelenko at pat_shelenko@yahoo.ca.

INTERVIEWS: Occasionally *JST* publishes interviews with people who have made a unique or exemplary contribution to the field, whether they are a prominent academic or a committed and talented colleague. For further information about submitting a transcribed interview contact Jim Duvall at jimduvall@jstinstitute.com.

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DOUBLE-BLIND PEER REVIEW GUIDELINES

For journals that use double-blind peer review, the identities of both reviewers and authors are concealed from each other throughout the review. To facilitate this, authors must ensure that their manuscripts are prepared in such a way that they do not reveal their identities to reviewers, either directly or indirectly.

Please therefore ensure that the following items are present in your submission and are provided as separate files:

1. Title page

The title page will remain separate from the manuscript throughout the peer review process and will not be sent to the reviewers. It should include:

- The manuscript title
- All authors' names and affiliations
- A complete address for the corresponding author, including an e-mail address
- Acknowledgments
- Conflict of interest statement

2. Anonymized manuscript

Please remove any identifying information, such as authors' names or affiliations, from your manuscript before submission.

As well as removing names and affiliations under the title within the manuscript, other steps need to be taken to ensure the manuscript is correctly prepared for double-blind peer review. The key points to consider are:

- Use the third person to refer to work the authors have previously published. For example, write, “Smith and Jones (2015) have demonstrated” rather than “we/the authors have previously demonstrated (Smith & Jones, 2015)”.
- Make sure that figures and tables do not contain any reference to author affiliations
- Exclude acknowledgments and any references to funding sources. Use the title page, which is not sent to reviewers, to detail these and to declare any potential conflicts of interest to the editor.
- Choose file names with care, and ensure that the file’s “properties” are also anonymized submission.
- Take care to ensure that you do not inadvertently upload identifying information within any of the files that will be shared with reviewers.