GUIDELINES FOR CONTRIBUTORS

We welcome the submission of academic articles in English on any aspect related to psychological therapies in general practice and primary care, provided that they adhere to the aims and scope of the journal.

Articles should be original and not under consideration by any other publication. Authors are responsible for obtaining written permission to publish, in both print and electronic media, material for which they do not hold the copyright.

Length
Articles must be between 3000 and 4500 words in length (5000 words maximum).

Style
The journal aims for rigour and relevance. We wish to encourage a wide readership and to facilitate connections between academic disciplines, policy makers and commissioning bodies. We are therefore interested in innovative articles that are written in a clear, accessible style with objective arguments that are evidence-based. Without compromising on academic rigour, contributors are requested to limit the use of specialised terminology to the essential. Bibliographical references should be checked for accuracy.

References
Please see Publishers notes below.

Format
Contributions should be formatted as A4 Microsoft Word files (Mac files must be converted), double spaced and with ample margins. All pages, including those containing only tables and figures, should be numbered consecutively. A clear legible font should be used.

Abstract and keywords
An abstract of approximately 150 words to be provided after the title and authors. Provide a list of five or six keywords.

Biographical information
In a separate document send us a short biographical note including: the author’s name - as it should
appear in the journal, current affiliation, mailing and email addresses, and daytime telephone number; details of your main appointment or position and the institution for which you work; a brief note indicating your most important publications and current research interests; any relevant website links.

**Tables and figures (charts, graphs, or other artwork)**
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All articles will be reviewed anonymously by two peer reviewers, one of whom will be a specialist in the same field as that of the article. We welcome suggestions for referees from the author though these recommendations may or may not be used.

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The journal will be published online and in print. Authors will be asked to transfer copyright of the article for the full period of copyright to the Journal of Psychological Therapies in Primary Care. Authors will receive a Copyright Form for signature upon the acceptance of the article for publication.

**Submission**
All contributions should be submitted as an email attachment (in Word for Windows) to: cptpc@chester.ac.uk or sent as a hard copy to:

Lee Good  
Editorial Assistant  
The Journal of Psychological Therapies in Primary Care  
PO Box 4813  
Shrewsbury  
SY1 9JU

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- Use *that* in restrictive constructions and *which* in unrestrictive ones (see *Fowler’s Modern English Usage*, pp. 625–630, 699–702).
- Double quotation marks should be used throughout (with single quotes within double).
- Any abbreviations (acronyms) used should be explained the first time they occur. (For further information on abbreviations see below.)
- Numbers are spelled out in full up to one hundred, and from 100 onwards are given in numeric form, except when they begin a sentence (i.e., “The study comprised 200 people”, but “Two hundred people took part in the study”).
- Centuries are to be spelt out in full: e.g., “nineteenth century” and not “19th century”. (Note: “a nineteenth-century novel” and “written in the nineteenth century”.)
- Use “per cent” in the text and “%” in tabular material. “Percent” (no space) is American and should be used only if the book is to follow US style.
- Use “enquire” for general senses of “ask” and “inquire” is reserved for uses of meaning “make a formal investigation”.
- Please use maximum number spans, e.g., 134–136, 112–113.
- Set dates out as 4 July 1998, but other consistent methods (e.g., 4th July 1998; 4 July, 1998; July 4 1998, etc.) are acceptable.
- Spell out simple fractions with a hyphen (e.g., three-quarters).
- Insert a comma for thousands and tens of thousands in numbers, e.g., 1,000 and 10,000.
- Use “first”, “second”, and “third”, not “firstly”, “secondly”, or “thirdly”.
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- Numbers in tables should always be numerals.
- Use parentheses within parentheses, as per the British style. (As opposed to the American style of square brackets within parentheses.*)
- Use square brackets for interpolations only (e.g., to differentiate explanatory remarks made by an author within material published by another author, or to identify words added to make sense of elided material within extracts).
- It is acceptable for compound adjectives to be hyphenated if this avoids ambiguity in the context: e.g., “best known example” — “best-known example”; “deep blue sea” — “deep-blue sea”; “little frequented place” — “little-frequented place”. But note there is no hyphen after an adverb, e.g., “a fully illustrated book”, “a widely known fact”, etc. For comprehensive guidelines, follow *Hart’s Rules* pp. 76–77.
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- There should be no numbering with headings.
- There should only be initial and essential capitals in all headings (including chapter titles)
- Preferred style is minimal capitalized words – job titles, qualifications, and degree subjects; institutions or departments unless they are fully titled; and professional practices, concepts, conventions or techniques, unless they are so known, should be given in lower case. Only those that are vital should remain capitalized.
- If an article is divided into parts, they should be called Part I, Part II, etc. using Roman numerals rather than Arabic and should be Part not Section.

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• Where there are tables and figures, they should be referred to as Table 1, Figure 1, etc. With initial upper case, not shortened in any way, and with the following number in Arabic rather than spelled out. Figures and tables can either be numbered consecutively throughout the manuscript (1, 2, 3, etc.) or by chapter, e.g. 1.1, 2.1, etc.
• Extracted text should not have quote marks around it, as by being extracted shows it is a quote.
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BULLET POINTED LISTS AND PUNCTUATION

• Where the bullet points are full sentences, please end each bullet point with a full stop.
• Where the bullet points are not full sentences, please include no punctuation at the end of each bullet point, with a full stop at the end of the last bullet point.

THE USE OF THEY/THEIR/THEM WITH THE SINGULAR THE USE OF “IT” WHEN REFERRING TO AN INFANT / CHILD

Please ensure the use of both of the above is avoided.

The use of they / their / them with the singular is grammatically incorrect, even though its use is becoming widespread as a way to avoid specifying gender. The use of “it” for an infant or child is used for similar reasons but our readers can get very upset at a child being referred to as "it”.

For the use of "they"/"their"/“them” with the singular, please replace either by changing the singular to plural or by using either "he"/"his"/"him" or "she"/"her". For the use of "it" for an infant, please use either "he" or "she".

In order to avoid bias, please try to use an equal use of he and she and ensure that the therapist (and patient) is equally referred to as male and female. Ideally, if the therapist is "he", the patient should be "she" and vice versa. The infant may tend to be "he" more often if "he" is discussed in relation to the mother, as the use of "she"/"her" for both mother and child could get confusing. Alternatively, a note can be placed in the prelims to state that (for example) "she" is used throughout for the therapist and "he" for the patient for ease of reading but, at any point, the opposite gender can be substituted.

Only use "he or she"/"his or her" if there are just a couple of instances where the use of a gendered pronoun is required. Otherwise, it is best to avoid this option as it makes for clunky reading.

USE OF ITALIC AND BOLD FONT

Avoid the use of italic, other than to denote book, and similar, titles and for emphasis. Great tracts of italic should be converted to roman and indented.

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ABBREVIATIONS

1. i.e. and e.g. (always followed by a comma) can be used within parentheses. Otherwise, they are given in full, again always followed by a comma. The punctuation that comes before “that is”, and “for example” varies according to the context and grammatical sense of the sentence; sometimes a comma is enough, but sometimes a semi-colon is more appropriate.
2. etc. is always abbreviated and followed by a full point, even if it occurs in midsentence.
3. Use vs. for versus.
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Authors should not use footnotes or endnotes but give explanations within the text. However, if authors do use footnotes, we always ask our typesetters to change them to endnotes. The exception to footnotes is:

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Text citations
Text citations should appear in the form of the surname of the author(s) and the year of publication in parentheses separated by a comma. If more than one work is cited, the works should be ordered alphabetically by authors’ surnames, separated by a semicolon. In text citations in parentheses, an ampersand should be used with two authors (and serial comma and ampersand with more than two). List all authors’ names, unless they number six or more, in which case abbreviate to first author’s name, followed by et al. (in roman, and with no full point after “et”.

Where page numbers are quoted, use either (Bloggs, 2003, p. 34), or Bloggs (2003, p. 34), depending on context. Where the quote comprises more than one page, use pp: for example (Bloggs, 2003, pp. 34–35). Page numbers should be in full (e.g., 102–120, not 102–20).

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Complete references should then be given in a single reference section at the end of the manuscript, in the case of authored books, and, in the case of edited books where each chapter has been contributed by a different author, the references for each chapter should be placed at the end of the chapter. References in the reference list should be ordered alphabetically by the authors’ surnames. Please repeat authors’ names for each reference; do not replace with em rules or ditto marks.

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If two or more works by the same author were published in the same year, the letters “a”, “b”, etc. are appended to the date, both in the text citation and in the reference section.


Sigmund Freud

In the case of Sigmund Freud references only, citations should follow the Standard Edition, Freud Bibliography, in terms of both date and identifying letter (e.g., “The unconscious” is always listed as 1915e, even if no other 1915 work is cited in the book). This means that Freud references can be changed without checking throughout the text for other references. Please note that where there is a discrepancy in the date in the Standard Edition between the alphabetical listing and the Freud Bibliography (for example, Civilization and Its Discontents is 1930a [1929] in the alphabetical listing, but only 1930a in the Bibliography), take the date from the Bibliography.

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If the article has a named journalist, the citation in the text would follow the normal style: e.g., (Travis, 2009), and the entry in the References section should be: Travis, A. (2009). Police increasing searches to “balance race data”. Guardian, 8 July, p. 9. Available at: www.guardian.co.uk.

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Example:

Detail for each element of the reference

**Book authors or editors:** Alexandris, A., & Vaslamatzis, G.
1. All authors' names should be surname followed by initials as in the example above; give surnames and initials for all authors, regardless of the number of authors. List all authors; do not use “et al.” irrespective of number.
2. Use commas to separate authors and to separate surnames and initials; with two or more authors, use an ampersand (&) before the last author. This means that there is always a comma before the ampersand.
3. Spell out the full name of a corporate author (e.g., World Health Organization not WHO).
4. In a reference to an edited book, place the editors' names in the author position, with the abbreviation (Ed.) or (Eds.) in parentheses after the last editor. (e.g., Alexandris, A., & Vaslamatzis, G. (Eds.))

**Date of publication:** (1993).
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2. Enclose the date in parentheses.
3. Finish the element with a full stop after the closing parenthesis.

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2. Italicize the title. The volume number (Volume 16) follows the title and is also italicized.
3. Enclose additional information necessary for identification and retrieval (e.g., 3rd edn) in parentheses immediately after the title. Do not use a full stop between the title and the parenthetical information.
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*Example:*

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2. Use commas to separate authors and to separate surnames and initials; with two or more authors, use an ampersand (&) before the last author.
3. Spell out the full name of a corporate author (e.g., World Health Organization not WHO).
4. In a reference to a work with no author, move the title to the author position, before the date of publication, and treat the title like a book title (see elements of a reference to an entire book).
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1. Capitalize only the first word of the title and of the subtitle, if any, and any proper names; do not italicize the title or place quotation marks around it.
2. Use Arabic numerals, not roman numerals, in two-part titles unless the roman numeral is part of the published title.
3. Enclose non-routine information that is important for identification and retrieval in brackets immediately after the article title (e.g., [Letter to the editor]). Brackets indicate a description of form, not a title.
4. Finish the element with a full stop.

1. Give the journal title in full, in Capital and lower-case letters; italicize the title.
2. Give the volume number and italicize it. Do not use Vol. before the number. If, and only if, each issue begins on page 1, give the issue number in parentheses immediately after the volume number.
3. Give inclusive page numbers. Use pp. before the page numbers in references to newspapers and magazines, but not in references to journal articles.
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