Inquiries

Editor: Catherine P. Bradshaw, Ph.D., University of Virginia

Inquiries regarding journal policy, manuscript preparation and other such general topics should be sent to the Managing Editor:

Sandy Lahn
journal@preventionresearch.org

Manuscript Submission
Manuscripts should be in English and submitted to the Editor’s Office via the journal’s web-based online manuscript submission and peer-review system at http://prev.edmgr.com.
➢ Acceptable formats for manuscripts are: Word, WordPerfect, RTF, TXT, and LaTeX.
➢ Acceptable formats for figures (artwork) are: TIFF, GIF, JPEG, EPS, PPT, and Postscript.
➢ Acceptable formats for supplemental materials are:
  ▪ Text: ASCII, Word, PDF, HTML
  ▪ Tables: Excel, Word, HTML, XHTML, XML
  ▪ Audio and Video: AVI, MPG, Quicktime, RM, MP3, WAV; Animation: GIF, JPEG, Flash/Shockwave
  ▪ Images: GIF, JPEG, TIFF

Publication Policies
Submission is a representation that the manuscript has not been published previously and is not currently under consideration for publication elsewhere.

A statement transferring copyright from the authors (or their employers, if they hold the copyright) to the Society for Prevention Research will be required after the manuscript is accepted for publication. The publisher will supply the necessary forms for this transfer during the publishing process. Such a written transfer of copyright, which previously was assumed to be implicit in the act of submitting a manuscript, is necessary under the U.S. Copyright Law in order for the publisher to carry through the dissemination of research results and reviews as widely and effectively as possible.

Manuscript Preparation
Manuscripts that fail to adhere to the page limits and formatting guidelines herein will be returned without review.

Formatting and Paper Length
The manuscript should be prepared in accordance with the Publication Manual of the American Psychological Association, Sixth Edition, including the citing of references, formatting of tables, figures, metrics and the use of abbreviations, numbers and symbols.

The manuscript should be double-spaced throughout, including the reference section. Please note that we follow the APA recommendation of using a 12-Pt. Times New Roman font.

The paper should not exceed 30 double-spaced typewritten pages INCLUSIVE of title page, abstract, references, tables and figures.

Review your submission for these elements
Order of manuscript pages

- Title Page with all Author Contact Information & the corresponding author e-mail information.
- Abstract with keywords
- Manuscript
- Compliance with Ethical Standards
- References
- Tables and figures

Title Page
A title page on its own page listing the title of the paper and all authors with their academic or professional affiliations is required as the first page of the manuscript.

Abstract and Key Words
An abstract is to be provided on its own page and should contain no more than 250 words. A list of 3-5 descriptive key words (or phrases) is to be provided directly below the abstract. Key words should express the precise content of the manuscript, as they are used for indexing purposes.

Compliance with Ethical Standards section
Authors should include the following just before the References section. (See the section below entitled Compliance with Ethical Standards for descriptions and requirements of each):

- Funding (if applicable)
- Disclosure of potential conflicts of interest
- Ethical approval
- Informed consent

Tables and Figures
Tables and figures should be numbered and referred to by number in the text. Each table/figure should be typed on a separate page, included at the end of the document and should have a descriptive title.

Footnotes
Footnotes should be avoided. When their use is absolutely necessary, footnotes should be numbered consecutively using Arabic numerals and should be typed at the bottom of the page to which they refer. Place a line above the footnote, so that it is set off from the text. Use the appropriate superscript numeral for citation in the text.

Supplemental Materials
Appendices, images, audio and video clips, recordings, lengthy tables and figures that cannot be included in the main article because of page restrictions can be submitted as supplemental materials. Materials submitted in this manner are included for review during the submission process and are made available to the editors and reviewers. They are also made accessible exactly as submitted from the online version of the published article but are not included with the printed version. Supplemental materials should be referenced in the text by the words “(available online)”. 
Page Charges
The journal makes no page charges. Reprints are available to authors, and order forms with the current price schedule are sent with proofs.

Ethical Responsibilities of Authors
This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines on how to deal with potential acts of misconduct.

Authors should refrain from misrepresenting research results which could damage the trust in the journal, the professionalism of scientific authorship, and ultimately the entire scientific endeavor. Maintaining integrity of the research and its presentation can be achieved by following the rules of good scientific practice, which include:

- The manuscript has not been submitted to more than one journal for simultaneous consideration.
- The manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work (please provide transparency on the re-use of material to avoid the hint of text-recycling (“self-plagiarism”).
- A single study is not split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (e.g. “salami-publishing”).
- No data have been fabricated or manipulated (including images) to support your conclusions
- No data, text, or theories by others are presented as if they were the author’s own (“plagiarism”). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks are used for verbatim copying of material, and permissions are secured for material that is copyrighted.

Important note: the journal may use software to screen for plagiarism.

- Consent to submit has been received explicitly from all co-authors, as well as from the responsible authorities - tacitly or explicitly - at the institute/organization where the work has been carried out, before the work is submitted.
- Authors whose names appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.

In addition:

- Changes of authorship or in the order of authors are not accepted after acceptance of a manuscript.

Requesting to add or delete authors at revision stage, proof stage, or after publication is a serious matter and may be considered when justifiably warranted. Justification for changes in authorship must be compelling and may be considered only after receipt of written approval from all authors and a convincing, detailed explanation about the role/deletion of the new/deleted author. In case of changes at revision stage, a letter must accompany the revised manuscript. In case of changes after acceptance or publication, the request and documentation must be sent via the Publisher to the Editor-in-Chief. In all cases, further documentation may be required to support your request. The decision on accepting the change rests with the Editor-in-Chief of the journal and maybe turned down. Therefore, authors are strongly advised to ensure the correct author group, corresponding author and order of authors at submission.
Upon request authors should be prepared to send relevant documentation or data in order to verify the validity of the results. This could be in the form of raw data, samples, records, etc.

If there is a suspicion of misconduct, the journal will carry out an investigation following the COPE guidelines. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. If misconduct has been established beyond reasonable doubt, this may result in the Editor-in-Chief’s implementation of the following measures, including, but not limited to:

- If the article is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, depending on the nature and severity of the infraction, either an erratum will be placed with the article or in severe cases complete retraction of the article will occur. The reason must be given in the published erratum or retraction note.
- The author’s institution may be informed.

**Compliance with Ethical Standards**

To ensure objectivity and transparency in research and to ensure that accepted principles of ethical and professional conduct have been followed, authors should include information regarding sources of funding, potential conflicts of interest (financial or non-financial), informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals.

Authors should include the following statements in a separate section entitled “Compliance with Ethical Standards” before the References when submitting a paper:

- Funding (if applicable)
- Disclosure of potential conflicts of interest
- Research involving Human Participants and/or Animals
- Informed consent

The corresponding author should be prepared to collect documentation of compliance with ethical standards and send if requested during peer review or after publication.

The Editors reserve the right to reject manuscripts that do not comply with the above-mentioned guidelines. The author will be held responsible for false statements or failure to fulfill the above-mentioned guidelines.

**Research involving human participants and/or animals**

1) **Statement of human rights**

When reporting studies that involve human participants, authors should include a statement that the studies have been approved by the appropriate institutional and/or national research ethics committee and have been performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards.

If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that the independent ethics committee or institutional review board explicitly
approved the doubtful aspects of the study.

The following statements should be included in the text before the References section:

**Ethical approval:** “All procedures performed in studies involving human participants were in accordance with the ethical standards of the institutional and/or national research committee and with the 1964 Helsinki declaration and its later amendments or comparable ethical standards.”

For retrospective studies, please add the following sentence: “For this type of study formal consent is not required.”

**2) Statement on the welfare of animals**

The welfare of animals used for research must be respected. When reporting experiments on animals, authors should indicate whether the international, national, and/or institutional guidelines for the care and use of animals have been followed, and that the studies have been approved by a research ethics committee at the institution or practice at which the studies were conducted (where such a committee exists).

For studies with animals, the following statement should be included in the text before the References section:

**Ethical approval:** “All applicable international, national, and/or institutional guidelines for the care and use of animals were followed.”

If applicable (where such a committee exists): “All procedures performed in studies involving animals were in accordance with the ethical standards of the institution or practice at which the studies were conducted.”

If articles do not contain studies with human participants or animals by any of the authors, please select one of the following statements:

“This article does not contain any studies with human participants performed by any of the authors.”

“This article does not contain any studies with animals performed by any of the authors.”

“This article does not contain any studies with human participants or animals performed by any of the authors.”

**Informed consent**

All individuals have individual rights that are not to be infringed. Individual participants in studies have, for example, the right to decide what happens to the (identifiable) personal data gathered, to what they have said during a study or an interview, as well as to any photograph that was taken. Hence it is important that all participants gave their informed consent in writing prior to inclusion in the study.

Identifying details (names, dates of birth, identity numbers, and other information) of the participants that were studied should not be published in written descriptions, photographs, and genetic profiles unless the information is essential for scientific purposes and the participant (or parent or guardian if the participant is incapable) gave written informed consent for publication. Complete anonymity is difficult to achieve in some cases, and informed consent
should be obtained if there is any doubt. For example, masking the eye region in photographs of participants is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic profiles, authors should provide assurance that alterations do not distort scientific meaning.

The following statement should be included:

**Informed consent:** “Informed consent was obtained from all individual participants included in the study.”

If identifying information about participants is available in the article, the following statement should be included:

“Additional informed consent was obtained from all individual participants for whom identifying information is included in this article.”

**Disclosure of potential conflicts of interest**

Authors must disclose all relationships or interests that could have direct or potential influence or impart bias on the work. Although an author may not feel there is any conflict, disclosure of relationships and interests provides a more complete and transparent process, leading to an accurate and objective assessment of the work. Awareness of real or perceived conflicts of interest is a perspective to which the readers are entitled. This is not meant to imply that a financial relationship with an organization that sponsored the research or compensation received for consultancy work is inappropriate. Examples of potential conflicts of interests that are directly or indirectly related to the research may include but are not limited to the following:

- Research grants from funding agencies (please provide the research funder and the grant number)
- Honoraria for speaking at symposia
- Financial support for attending symposia
- Financial support for educational programs
- Employment or consultation
- Support from a project sponsor
- Position on advisory board or board of directors or other type of management relationships
- Multiple affiliations
- Financial relationships, for example, equity ownership or investment interest
- Intellectual property rights (e.g., patents, copyrights and royalties from such rights)
- Holdings of spouse and/or children that may have financial interest in the work

In addition, interests that go beyond financial interests and compensation (non-financial interests) that may be important to readers should be disclosed. These may include but are not limited to personal relationships or competing interests directly or indirectly tied to this research, or professional interests or personal beliefs that may influence your research.

The corresponding author collects the conflict of interest disclosure forms from all authors. In author collaborations where formal agreements for representation allow it, it is sufficient for the corresponding author to sign the disclosure form on behalf of all authors. Examples of forms can be found here: [COI / Downloads](#)

The following statement should be included if no conflicts of interest exist:
Disclosure of potential conflicts of interest: “The authors declare that they have no conflict of interest.”

After acceptance

Upon acceptance of your article you will receive a link to the special Author Query Application at Springer’s web page where you can sign the Copyright Transfer Statement online and indicate whether you wish to order OpenChoice, offprints, or printing of figures in color.

Once the Author Query Application has been completed, your article will be processed and you will receive the proofs.

Open Choice
In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), Springer provides an alternative publishing option: Springer Open Choice. A Springer Open Choice article receives all the benefits of a regular subscription-based article, but in addition is made available publicly through Springer’s online platform SpringerLink.

Springer Open Choice

Copyright transfer
Authors will be asked to transfer copyright of the article to the Publisher (or grant the Publisher exclusive publication and dissemination rights). This will ensure the widest possible protection and dissemination of information under copyright laws.

Open Choice articles do not require transfer of copyright as the copyright remains with the author. In opting for open access, the author(s) agree to publish the article under the Creative Commons Attribution License.

Offprints
Offprints can be ordered by the corresponding author.

Color illustrations
Online publication of color illustrations is free of charge. For color in the print version, authors will be expected to make a contribution towards the extra costs.

Proof reading
The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor.

After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

Online First
The article will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI. After release of the printed version, the paper can also be cited by issue and page numbers.
Does Springer provide English language support?

Manuscripts that are accepted for publication will be checked by our copyeditors for spelling and formal style. This may not be sufficient if English is not your native language and substantial editing would be required. In that case, you may want to have your manuscript edited by a native speaker prior to submission. A clear and concise language will help editors and reviewers concentrate on the scientific content of your paper and thus smooth the peer review process. The following editing service provides language editing for scientific articles in all areas Springer publishes in:

Edanz English editing for scientists

Use of an editing service is neither a requirement nor a guarantee of acceptance for publication. Please contact the editing service directly to make arrangements for editing and payment.

Edanz English editing for scientists

For Authors from China

文章在投稿前进行专业的语言润色将对作者的投稿进程有所帮助，作者可自愿选择使用Springer推荐的编辑服务，使用与否并不作为判断文章是否被录用的依据。提高文章的语言质量将有助于审稿人理解文章的内容，通过对学术内容的判断来决定文章的取舍，而不会因为语言问题导致直接退稿。作者需自行联系Springer推荐的编辑服务公司，协商编辑事宜。

理文编辑

For Authors from Japan

ジャーナルに論文を投稿する前に、ネイティブ・スピーカーによる英文校閲を希望されている方には、Edanz社をご紹介しています。サービス内容、料金および申込方法など、日本語による詳しい説明はエダンズグループジャパン株式会社の下記サイトをご覧ください。

エダンズグループジャパン

For Authors from Korea

영어 논문 투고에 앞서 원어민에게 영문 교정을 받고자 하시는 분들께 Edanz 회사를 소개드립니다. 서비스 내용, 가격 및 신청 방법 등에 대한 자세한 사항은 저희 Edanz Editing Global 웹사이트를 참조해 주시면 감사하겠습니다。

Edanz Editing Global