

## 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**

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- 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:
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  - Tables: Excel, Word, HTML, XHTML, XML
  - Audio and Video: AVI, MPG, Quicktime, RM, MP3, WAV; Animation: GIF, JPEG, Flash/Shockwave
  - Images: GIF, JPEG, TIFF

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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.

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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

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- Funding (if applicable)
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- 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 it if requested during peer review or after publication.

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The following statement should be included:

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