Manuscripts should be written in standard English and submitted in triplicate. The author should retain the original and send good, clear, legible photocopies. Manuscripts should be typed double-spaced throughout on one side of standard size paper (A4 21 x 29.7 cm or 8.5 x 11 in.), with sufficiently wide margins (4 cm or 1.5 in.). All pages (including the references, tables, figures, and legends) should be numbered consecutively in the upper right-hand corner. Each page should also include the short title in the upper right-hand corner. If you are not competent in the English language, please have your paper reviewed and corrected by someone who is. The Editorial Office will return papers which do not meet English language standards.

Manuscripts should be submitted to the following address:

Antoon A. Leenaars
880 Ouellette Ave., Suite 7–806
Windsor, Ontario
Canada N9A 1C7
Tel: 1–519 253–9377
Fax: 1–519 253–8486

The manuscript should be arranged in the following order (typed upper and lower case):

**Title page (page 1)**

- The title (the title should be as short as possible, but should contain adequate information regarding the contents).
- Author's full name (if more than one, use "and" before the last name).
- Affiliation(s) (Name of institute, university, city, country).

Type a rule across the page and then add (for editorial use):

- Address for correspondence: The complete mailing address, telephone number and if available, fax and/or electronic mail number of the corresponding author. This information will be printed at the end of the paper, after the References.
- In the lower left-hand corner: address for correspondence (including postal code, and if available, telephone and fax numbers and/or telex number).
Key words/Abstract/Abbreviations (page 2)

- Key words (maximum of 6, in alphabetical order, suitable for indexing).
- Abstract (brief and informative, not to exceed 150 words).

Main text (Start a new page)

- The relative importance of headings and subheadings should be clear. The approximate location of figures and tables should be indicated.
- New paragraphs should be indicated by clear indentation of the first line.
- Footnotes should be avoided as far as possible. However, if essential, they should be included on a separate page which follows the references.
- Acknowledgements should be included on the title page, as Author Identification notes.
- Photographs should be supplied as black-and-white (or colour reproduction after financial arrangement with the publisher) high contrast glossy prints.
- Figures as well as Legends should be identified by Arabic numbers. Where multi-part figures are used, each part should be clearly identified in the legend, preferably with (lower case) letters.
- The top of the figure should be indicated on the back.
- Identify each illustration, on the back, by lightly writing (e.g., pencil) on the back the short title and the figure number.

Style manual


References

- Do NOT number references.
- Citations of personal communications should appear in the text only, (e.g., M.D. Wallace, personal communication, February 19, 1994).
- The titles of journals should not be abbreviated.
- Important: Follow the format (arrangements, punctuation, etc.) of the Publication Manual of the American Psychological Association, of which several examples are shown below.

Standard journal article


Book


Chapter in book

Dissertation or thesis


Tables

- Each table should be mentioned in the text. Careful thought should be given to the orientation of each table when it is constructed. Tables which can be arranged so that they can be read without rotating the page are preferred. With a little thought, virtually any table can be converted into this type, with increased convenience to the user.
- Note that tables should be double–spaced, and that all columns must have column headings.
- Notes to tables should be listed in the following order: general notes, specific notes, and probability notes. These should be typeset flush with the margin, and should be listed on separate lines. Specific notes should be marked with superscript letters, and probability notes with asterisks.
- Tables may be edited by the publisher to permit more compact typesetting.
- Tables should be numbered with Arabic numerals, followed by the title. Horizontal rules should be indicated; vertical rules should not be used.

Figures

- Each figure should be mentioned in the text, and figure captions should be typed on a separate page which precedes the figure.
- Line drawings should be in a form suitable for reproduction without modification. Extremely small type should be avoided as figures are often reduced in size.

General

To save time and trouble for all concerned, the authors are requested, when preparing manuscripts, to follow the latest issue of Archives of Suicide Research in all details not mentioned here. The attention of typists is drawn to the journal's usage of lower and upper case letters and punctuation.

Abbreviations and units

Only SI (Système International) units and abbreviations should be used if possible. If nonmetric measurements are used, metric equivalents should also be provided.

Offprints

- The author(s) will receive 50 offprints free of charge.
- Ordering information for additional offprints will be sent along with the proofs to the corresponding author.

Manuscripts on Diskette

Format

1. We strongly prefer manuscripts typed on IBM–compatible computers, with operating system MS DOS (versions 3.2 or higher), and wordprocessing package WordPerfect (4.2 or higher).
We also accept files in most other wordprocessing packages, that run under MS DOS, and Apple Macintosh diskettes.

2. If this combination is not available to you, please contact us as soon as possible.

3. If you work with the Graphical User Interface Windows or on a Macintosh computer, use only regular fonts like Courier, Times, Helvetica or standard Symbol.

Do’s

1. File. Identify your file clearly with a sensible name. Make absolutely sure that you send us your final version, and that the printout is identical to what you have saved on the diskette.

2. Consistency. Be absolutely consistent and check the use of punctuation, abbreviations, capitals and lower case in headings, spelling, etc. If possible, use the spelling checker on your computer.

3. Special characters. If the ASCII character set or the character set(s) of your wordprocessing package does not contain the special characters you need, key in a code between angle brackets, \( \), and use this each and every time you want the character to appear. You could, for example, use \&gamma; for a lower case Greek gamma \&gamma; and \&Gamma; for an upper case Greek gamma \&Gamma;. Make the code self-explanatory.

4. Note: Always supply us with a list of the codes that you have used!

5. Headings. Start headings, etc. flush left, with two blank lines above (i.e. three Hard Returns) and one blank line below (two Hard Returns). Distinguish different levels of headings and be consistent.


7. Block quotations should be indented with [Indent] and should have one blank line (i.e. two Hard Returns) above and below.

8. Figures should be submitted in camera-ready form. You can indicate the position of the figure in the margin of the hard copy. Figure legends should be placed at the end of your file.

9. Tables. We prefer tables to be submitted in camera-ready forms. If you also put your tables on the diskette, please separate columns with [TAB] codes (not with spaces) and, consequently, adjust the tabular stops to position the columns.

10. Equations. One-line equations without fractions can be typeset from the diskette when they are keyed in as plain text. Other equations can not be used from the diskette: they will be typeset manually from the hard copy.

11. References and Notes. Strictly follow the Instructions for Authors of the journal in which the article will be published for the style of referencing and the use of notes.

Don’ts

1. Hyphenation. Do not hyphenate words at the end of a line. Use only one hyphen for words such as &rsquo;well-being&lsquo; and &rsquo;re-do&lsquo; and use two hyphens for sequences of dates and years such as &rsquo;conference dates are 12–15 September 1993&rsquo; and &rsquo;age groups between 20–30 years are welcome&lsquo; page number indications in References, e.g. &rsquo;pp 240—243&rsquo;.
2. Hard Returns. Do not use Hard Returns except when absolutely necessary, such as at the end of paragraphs, headings, etc. Otherwise, let the word wrap feature of the wordprocessor do this work for you.

3. TAB feature and Spacebar. If you need more than one space between two items, e.g. when you write in columns, always use the [TAB] feature of your wordprocessing package. Use the spacebar only for separating words from one another. Do not use the spacebar to format tables, for centering or laying out texts, or for any other form of line or page formatting.

**Delivering your article**

1. Always supply us with both the hard–copy (printout) version of your final text and the diskette.

2. Label your diskette properly, giving exact details on operating system and software used.

3. Always retain a back–up copy of your diskette.