INSTRUCTIONS FOR AUTHORS

General

The *Journal of Family Violence* (JOFV) is a peer-reviewed publication committed to the dissemination of rigorous research on preventing, ending, and ameliorating all forms of family violence. JOFV welcomes scholarly articles related to the broad categories of child abuse and maltreatment, dating violence, domestic and partner violence, and elder abuse. Within these categories, JOFV emphasizes research on physical, psychological, and sexual violence as well as homicides that occur in families. Studies on families in all their various forms and diversities are welcome.

All submitted manuscripts submitted to JOFV should reflect research and scholarship that has been conducted in an ethical manner. Please see "Springer's Guide: Publishing Ethics for Journals" for detailed guidance: http://www.springer.com/gp/partners/society-zone-issues/springer-s-guide-publishing-ethics-for-journals/15064.

Manuscripts, in American English, should be submitted to the Editor's Office via the journal's web-based online manuscript submission and peer-review system: https://www.editorialmanager.com/jofv/

Manuscript Submission

Manuscripts should comply with *APA Style Manual* (6th edition) standards. All manuscripts will undergo masked peer review. An electronic version of the manuscript should be submitted to https://www.editorialmanager.com/jofv/default.aspx. Authors are required to register for an online account at this web address prior to manuscript submission.

The online system offers easy, straightforward log-in and submission; supports a wide range of submission file formats, such as Word, WordPerfect, RTF, TXT, and LaTeX for manuscripts; TIFF, GIF, JPEG, EPS, PPT, and Postscript for figures (artwork); eliminates the need to submit manuscripts as hard-copy printouts, disks, and/or e-mail attachments; enables real-time tracking of manuscript status by author; and provides help should authors experience any submission difficulties.

Inquiries regarding journal policy, manuscript preparation, and other such general topics can be sent to the Editor-In-Chief, Dr. Rebecca J. Macy:

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Article Types

JOFV publishes full-length articles that describe studies using rigorous quantitative, qualitative, and/or mixed methods involving the collection and analysis of primary data and/or the analysis of secondary data. Additionally, rigorous systematic reviews, meta-analyses, and theoretical analyses are welcome, as well as letters to the editor and brief reports. To help advance scientific understandings of family violence, JOFV is especially interested in research using transdisciplinary perspectives and innovative research methods. Because family violence is a global problem requiring solutions from diverse disciplinary perspectives, JOFV strongly encourages submissions from scholars worldwide from all disciplines and backgrounds.

Full-length Articles

Full-length articles reporting on the collection and analysis of primary data and/or the analysis of secondary data should not exceed 35 double-spaced pages, inclusive of title page, abstract, text, references, tables, figures, and footnotes.

Brief Reports

Authors may wish to share limited, though nonetheless important, findings and lessons-learned from the field, from practice, and from research, even when such results do not warrant a full-length article. Accordingly, JOFV welcomes the presentation of such results in the form of brief reports. Brief reports should not exceed 20 double-spaced pages, inclusive of title page, abstract, text, references, tables, figures, and footnotes. At submission, authors should indicate that their manuscript is a brief report in their cover letter to the editor.

Systematic Reviews and Meta-Analyses

JOFV welcomes rigorous systematic reviews and meta-analyses. These manuscripts should not exceed 40 double-spaced pages, inclusive of title page, abstract, text, references, tables, figures, and footnotes. All reviewed articles should be cited in the reference list with an asterisk preceding the first author's name (e.g., *Watson, K. K, & Ellison, E.,…).

Letters to the Editor

Letters to the Editor are brief articles that respond to content published in JOFV. These pieces should promote beneficial and thoughtful discussions of JOFV content, as well as of important issues in the family violence field broadly. Such letters are typically brief (i.e., no more than 10 pages in length and often less). When commenting on a published JOFV article, such letters should be submitted in a timely manner (i.e., soon after the article appears in online first or in print). See Johnson and Green's (2006) article on writing Letters to the Editor for guidance: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2647072/

Special Articles

To help advance scholarly inquiry and research in the family violence field, JOFV welcomes proposals for special articles, such as commentaries and editorials, at any time. Proposals for special articles should comprise topics related to substantive and/or methodological issues of interest to JOFV readers. In addition, such proposals should focus on emerging, innovative, and/or highly novel topics in the field of family violence.

Proposals for special manuscripts should include the manuscript's (a) goals, (b) content and foci, (c) structure (e.g., proposed page length), and (d), timeline (e.g., plans for the timing of the manuscript's submission). Proposal should also clearly indicate the evidence and/or theory on which the manuscript will be based. Proposals should be no more than one page in length, including contact information of corresponding author, as well as names and affiliations of any additional authors.

Submit proposals for special articles to the Editor-in-Chief: Dr. Rebecca Macy (rjmacy@email.unc.edu). The Editor will review all proposals, and as appropriate, invite authors to submit full manuscripts for further consideration. Special articles should not exceed 35 double-spaced pages, inclusive of title page, abstract, text, references, tables, figures, and footnotes. Once submitted to JOFV, such manuscripts may undergo peer review, and opportunities for revisions will be provided as necessary. Given the number of manuscripts and proposals received by the journal, not all proposals can be invited for a full submission.

Research Rigor

Authors are encouraged to submit full-length articles, briefs, systematic reviews, and meta-analyses that describe rigorous research and provide adequate information about study methods. Definitions of and standards for rigor vary across study approaches, epistemologies, designs, and methods. Rather than promoting one set of methods or standards, JOFV will seek to publish scholarship that carefully and thoughtfully attends to consideration of rigor using the framework and methods that are most relevant for the study and research questions at hand. The following information offer guidelines for conducting and reporting on rigorous studies with randomized designs, systematic reviews, and meta-analyses.

Studies with Randomized Designs
Authors are strongly encouraged to use CONSORT Statement guidelines when describing the methods and findings of a study using a randomized design. Information on the CONSORT Statement is available here: http://www.consort-statement.org/. This website also provides additional resources on conducting rigorous randomized research.

Systematic Reviews and Meta-analyses
Authors are strongly encouraged to follow guidelines for conducting and authoring rigorous systematic reviews, such as those provided by the Cochrane Collaboration (see: http://methods.cochrane.org/sites/default/files/public/uploads/Cochrane%20MECIR_Standards%20FINAL%20booklet_web_version.pdf). Authors should report the guidelines followed for their review, as well as any deviations made from the guidelines used.

Manuscript Style

Manuscripts must comply with the *APA Style Manual* (6th edition) standards. All manuscripts should be typed in Times New Roman 12 pt. font with 1" page margins on each side, a page header at ½", and left alignment with .5" first line indents. Number all pages consecutively with Arabic numerals and the title page as page 1. Include a running head on all pages that is less than 40 characters (including spaces) in length.

Manuscripts should be checked for content and style before submission (must follow APA style; have correct spelling, punctuation, and grammar; be accurate and consistent in the citation of figures, tables, and references; etc.), or the submission will be returned before external reviews.

If a manuscript is accepted following peer review, page proofs are sent to the designated author for proofreading and checking. Typographical errors are corrected. However, authors' alterations to text are not allowed at that time.

All manuscripts should be comprised of four primary sections in the following order: Title Page, Abstract, Text, and References. When tables and/or figures are provided, these should appear after the reference list.

1. **Title Page**: A title page should be uploaded as the first page of the manuscript and should include only the title of the article. Do not include authors' names, affiliations, or other identifying names, since the manuscripts undergo masked review.

2. **Abstract:** On the second page of the submission, provide a structured abstract of no more than 250 words that is headed by the word Abstract. The abstract should be one paragraph, flush left, and left aligned, divided into four sections with the following headings: Purpose, Method, Results, and Conclusions. Set headings in bold text. Do not include in-text citations unless the study constitutes an extension or replication of someone's prior work.

   For example:

   Purpose: Clearly and concisely state the topic under study. Show how the study contributes novel information to existing literature. Provide the manuscript aim(s), research question(s), and/or hypothesis/ hypotheses. **Methods**: Briefly note the study sample and sampling methods, study design, data collection methods, measures used,

and data analysis procedures. **Results**: Provide a summary of findings. **Conclusions**: Describe the most significant study outcomes and their practice, research, and/or policy implications.

3. **Key Words**: Provide a list of 4–8 key words directly below the abstract. Key words should represent the content of the manuscript as they are used for indexing purposes.

4. **Text**: The text should begin on a new page following the abstract and key words, headed by the article title. Adhere to the following:
    a. **Headings and subheadings** should be used to organize manuscript content and follow *APA Style Manual* 6th edition guidelines. Headings range from a Level 1 heading to a Level 5. They should not be preceded by numbers or letters. They are as follows:
        i. Level 1: Centered, Boldface, Title Case Heading
        ii. Level 2: Flush Left, Boldface, Title Case Heading
        iii. Level 3: Indented (½"), boldface, lowercase paragraph heading ending with a period. The first sentence then begins immediately after the heading.
        iv. Level 4: Indented, boldface, italicized, lowercase paragraph heading ending with a period.
        v. Level 5: Indented, italicized, lowercase paragraph heading ending with a period.
    b. **In-text citations** should each correspond to a citation in the manuscript reference list, and each reference list citation should have at least one citation in the text. At minimum, each in-text citation should include author name(s) and publication year. Where there are six or more authors, only the first author's name is given in the text in parentheses, followed by et al., unless there are more than two references with the same author surname and same year. In this case, list as many others as needed (usually no more than two or three) to indicate to which reference you are referring followed by et al. Refer to the *APA Style Manual* (6th edition) for additional information on in-text citation formatting.

5. **References**: List references alphabetically at the end of the paper and provide in-text citation(s) that correspond to each reference in the list. Some examples are provided subsequently. Note, provide the digital object identifier (DOI) for articles when available.

    a. **Journal article**: Bronfenbrenner, U. (1974). Developmental research, public policy, and the ecology of childhood. *Child Development, 45*, 1–5. doi:10.2307/1127743

    b. **Journal article with three to seven authors**: Georgesen, J. C., Harris, M. J., Milich, R., & Young, J. (1999). "Just teasing…": Personality effects on perceptions and life narratives of childhood teasing. *Personality and Social Psychology Bulletin, 25*, 1254–1267. doi: 10.1177/0146167299258007

    c. **Journal article with more than seven authors**: Kaukiainen, A., Bjorkqvist, K., Lagerspetz, K., Osterman, K., Salmivalli, D, Rothberg, S., … Jones, K. (1999). The relationships between social intelligence, empathy, and three types of aggression. *Aggressive Behavior, 25*, 81–89. doi: 10.1002/(SICI)1098-2337(1999)25:2<81::AID-AB1>3.0.CO;2-M

    d. **Book**: Elkind, D. (1978). *The child's reality: Three developmental themes*. Hoboken, NJ: Lawrence Erlbaum Associates.

    e. **Contribution to a book**: Duckworth, J. C., & Levitt, E. E. (1994). Minnesota Multiphasic Personality Inventory-2. In D. J. Keyser & R. C. Sweetland (Eds.), *Test critiques: Vol. 10* (pp. 424–428). Austin, TX: Pro-Ed.

6. **Tables**: Tables should be numbered with Arabic numerals and referred to by number in the text at least once. Each table should appear on a separate page and have a concise, descriptive title. Essential supplementary information may be included in a brief note after the table. In addition, provide an indication of approximately where the table should be placed within the manuscript. This indicator should be placed at a natural break in the text (e.g., between paragraphs or between sections) after the corresponding in-text citation of the table.

7. **Figures**: Photographs, drawings, diagrams, and charts are to be numbered in one consecutive series of Arabic numerals and cited in numerical order in the text. Photographs should be high-contrast and drawings should be dark, sharp, and clear. Artwork for each figure should be provided on a separate page. Each figure should have an accompanying title and/or caption. Essential supplementary information may be included in a brief note after the figure. In addition, provide an indication of approximately where the figure should be placed within the manuscript. This indicator should be placed at a natural break in the text (e.g., between paragraphs or between sections) after the corresponding in-text citation of the figure.

8. **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.

9. **Additional Style Specifications**
   a. **Quotations**: With quotations of 40 or more words, *do not* use quotation marks. Set off the quotation in Block style format indented ½". Also, do not use quotation marks to set off emphasizes words or phrases, or in the usage of so-called terminology.
   b. **Acronyms**: Always spell out acronyms the first time used, for example, Post-Traumatic Stress Disorder (PTSD). Thereafter, use the acronym.
   c. **Numbers**: Use the Arabic symbol with numbers 10 and above (12, 50, etc.); numbers in the abstract of the paper or in a graphical display within the paper; numbers that precede a unit of measurement (5-mg dose; 10.54 cm); numbers that represent statistical or mathematical functions, fractions or decimal quantities, percentages, and ratios; and numbers that represent time, dates, ages, scores, and exact sums of money. When beginning a sentence or when using a number below 10, spell it out. To make numbers plural, add 's' with no apostrophe (e.g., the 1990s). Use combinations of written and Arabic numerals for back-to-back modifiers (six 4-point scales).
   d. **Italicizing**: Use italics for book titles, the introduction of new terms and labels (the first time only), statistical symbols (*t*-test, *p* < .05), and journal names and volume numbers in reference lists. Italics should not be used for emphasis.

SUPPLEMENTARY FILES

JOFV and Springer accept electronic multimedia files (animations, movies, audio, etc.) and other supplementary files to be published online along with an article. This feature can add dimension to the author's article, as certain information cannot be printed or is more convenient in electronic form.

However, before submitting research datasets as electronic supplementary material, authors should also read the Research Data Policy discussed subsequently in this document. We encourage research data to be archived in data repositories wherever possible.

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- Supply all supplementary material in standard file formats.
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- In order to give people of all abilities and disabilities access to the content of your supplementary files, please make sure that
    - The manuscript contains a descriptive caption for each supplementary material
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Manuscript Review Procedures

Manuscripts submitted to JOFV undergo two levels of review, including review by the Editor-In-Chief and by external peers.

Editor Review

The Editor-In-Chief reviews each manuscript upon submission. The Editor determines the appropriateness of each manuscript for external peer review, examining each submission for journal fit, rigor of the research conducted, writing quality, and adherence to JOFV manuscript submission guidelines. If a manuscript is deemed appropriate for peer review, the Editor invites feedback from external peer reviewers. Authors should note that JOFV receives a very high number of submissions annually. Due to the high number of submissions, the journal is not able to provide feedback on all manuscripts and/or send all manuscripts out for review.

External Peer Review

External peer reviewers are invited to conduct thorough and constructive reviews of each manuscript. A double-masked process is used for reviews, meaning the manuscript authors and reviewers do not know the others' identities. Reviewers provide written feedback to the JOFV Editor-In-Chief, including recommendations regarding a manuscript's potential for publication. The Editor then uses this information to make an informed decision about how to proceed with a particular manuscript. Subsequently, manuscripts may be rejected or the Editor may (a) invite authors to revise and resubmit the manuscript for further consideration, (b) accept the manuscript pending minor revisions, or (c), accept the manuscript as submitted. Typically, manuscripts undergo two to three rounds of external review.