Article Preparation Guidelines

A. **Style: APA format.** The entire manuscript needs to be formatted in “APA style”. The Publication Manual of the American Psychological Association (6th Edition) should be used as the style guide for the preparation of manuscripts, particularly with respect to such matters as the order and naming of each of the elements of the paper, citing of references, preparation of the reference list, contents of the Author Note, and the use of headings, abbreviations, numbers, and symbols as well as the presentation of Tables and Figures. Although commonly omitted, the following components must be included in empirical papers: 1) The set up (i.e., Introduction) of the paper should review the extant literature with a clear articulation of the incremental contribution this study makes and end with clear, testable study hypotheses (even if exploratory in nature) derived from the literature; 2) APA style description of the Methods, APA style Results presentation (and data analysis strategy) that follows from the hypotheses/extant literature, Discussion, and References.

B. **Abstract: 250 words.** Use a structured format that includes each of these 5 headings BACKGROUND, OBJECTIVE, METHODS, RESULTS, and CONCLUSIONS. **BACKGROUND:** Delineate in one or two sentences the theoretical or empirical basis for the study; **OBJECTIVE:** Outline the goal of the study or hypothesis to be tested; **METHODS:** Describe the participants, important study design characteristics, and main methods used. **RESULTS:** Describe the main findings; and **CONCLUSIONS:** Make clear what the take-home message is for readers.

C. **Ethics Statement:** *Child and Youth Care Forum* follows the ethics of scientific publication as detailed in the Ethical principles of psychologists and code of conduct (American Psychological Association, 1992). All research must meet these ethical guidelines,
including adherence to the legal requirements of the study country. Within the Methods section, authors should indicate IRB approval (or adherence to the legal requirements of the study country and that 'informed consent' has been appropriately obtained.

D. **Conflict of Interest:** All submissions require a declaration of interest in the methods section when potential conflict may be present in the form of grants, employment by, consultancy for, shared ownership in, or any close relationship with, an organization whose interests, financial or otherwise, may be affected by the publication of the paper.

E. **Access to Data:** If the study includes original data, at least one author must take responsibility for the integrity of the data and the accuracy of the data analysis.

F. **Design:** Within the methods describe the “Design”. For all intervention papers: Papers that use an Open Trial/Uncontrolled design should conform to the Transparent Reporting of Evaluations with Nonrandomized Designs (TREND) guidelines (Information can be found at http://www.cdc.gov/trendstatement/). In these studies the design, by its nature, is limited in establishing the efficacy of the intervention. In addition to following the TREND guidelines, authors of noncontrolled studies should include reference to longitudinal findings (or use normative comparisons, reliable change indices) to benchmark the findings reported. Papers should also reference previous studies and the size of the effect produced in the current study as compared to other previous studies using similar outcomes. In this regard Cohen’s $d$ (or similar effect size metric) should be reported. Studies reporting a randomized design should conform to the Consolidated Standards of Reporting Trials (CONSORT) guidelines (information can be found at http://www.consort‐statement.org/). All intervention studies should report the design and follow either the TREND or CONSORT guidelines.
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