

Child & School Psychology

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Double-Blind Peer Review

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Text must be double-spaced; APA Publication Manual standards must be followed.

As of January 20, 2011, the Journal has moved to a double-blind review process. Therefore, when submitting a new manuscript, DO NOT include any of your personal information (e.g., name, affiliation) anywhere within the manuscript. When you are ready to submit a manuscript to JADD, please be sure to upload these 3 separate files to the Editorial Manager site to ensure timely processing and review of your paper:

A title page with the running head, manuscript title, and complete author information. Followed by (page break) the Abstract page with keywords and the corresponding author e-mail information.

The blinded manuscript containing no author information (no name, no affiliation, and so forth).

The Author Note

TYPES OF PAPERS

Articles, Commentaries Brief Reports, Letters to the Editor

- ⌘ The preferred article length is 20-23 double-spaced manuscript pages long (not including title page, abstract, tables, figures, addendums, etc.) Manuscripts of 40 double-spaced pages (references, tables and figures counted as pages) have been published. The reviewers or the editor for your review will advise you if a longer submission must be shortened.
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- ⌘ A Brief Report: About 8 double-spaced pages with shorter references and fewer tables/figures. May not meet the demands of scientific rigor required of a JADD article – can be preliminary findings.
- ⌘ A Letter to the Editor is 6 or less double spaced pages with shorter references, tables and figures.

Style sheet for Letter to the Editor:

- ⌘ A title page with the running head, manuscript title, and complete author information including corresponding author e-mail information
- ⌘ The blinded manuscript containing no author information (no name, no affiliation, and so forth):-
 - 6 or less double spaced pages with shorter references, tables and figures
 - Line 1: "Letter to the Editor"
 - Line 3: begin title (note: for "Case Reports start with "Case Report: Title")
 - Line 6: Text begins; references and tables, figure caption sheet, and figures may follow (page break between each and see format rules)

REVIEW YOUR MANUSCRIPT FOR THESE ELEMENTS

1. Order of manuscript pages

Title Page with all Author Contact Information & Abstract with keywords and the corresponding author e-mail information.

Blinded Manuscript without contact information and blinded Abstract, and References

Appendix

Figure Caption Sheet

Figures

Tables

Author Note

MANUSCRIPT SUBMISSION

Manuscript Submission

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author

ABSTRACT

Please provide an abstract of 120 words or less. The abstract should not contain any undefined abbreviations or unspecified references.

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Manuscripts should be submitted in Word.

- ⌘ Use a normal, plain font (e.g., 10-point Times Roman) for text.
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- ⌘ Do not use field functions.
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- ⌘ Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

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Please use no more than three levels of displayed headings.

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Abbreviations should be defined at first mention and used consistently thereafter.

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Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

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Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

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- ⌘ The body of the manuscript should begin on a separate page. The manuscript page header (if used) and page number should appear in the upper right corner. Type the title of the paper centered at the top of the page, add a hard return, and then begin the text using the format noted above. The body should contain:
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Level 2: Centered Italicized

Level 3: Flush left, Italicized

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The first paragraph contains a separate phrase for each author's name and the affiliations of the authors at the time of the study (include region and country).

The second paragraph identifies any changes in the author affiliation subsequent to the time of the study and includes region and country (wording: "authors name is now at affiliation".)

The third paragraph is Acknowledgments. It identifies grants or other financial support and the source, if appropriate. It is also the place to acknowledge colleagues who assisted in the study and to mention any special circumstances such as the presentation of a version of the paper at a meeting, or its preparation from a doctoral dissertation, or the fact that it is based on an earlier study.

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Please use the standard mathematical notation for formulae, symbols etc.:

Italic for single letters that denote mathematical constants, variables, and unknown quantities

Roman/upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative)

Bold for vectors, tensors, and matrices.

REFERENCES

Citation

Cite references in the text by name and year in parentheses. Some examples:

Negotiation research spans many disciplines (Thompson 1990).

This result was later contradicted by Becker and Seligman (1996).

This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1999).

Reference list

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Reference list entries should be alphabetized by the last names of the first author of each work.

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Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213–245.

⌘ Article by DOI

Slifka, M. K., & Whitton, J. L. (2000) Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, <https://doi.org/10.1007/s001090000086>

⌘ Book

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

⌘ Book chapter

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.

⌘ Online document

Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association.

http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf. Accessed 25 June 2007.

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For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.

EndNote style (zip, 3 kB)

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- ⌘ All tables are to be numbered using Arabic numerals.
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- ⌘ For each table, please supply a table caption (title) explaining the components of the table.
- ⌘ Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- ⌘ Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

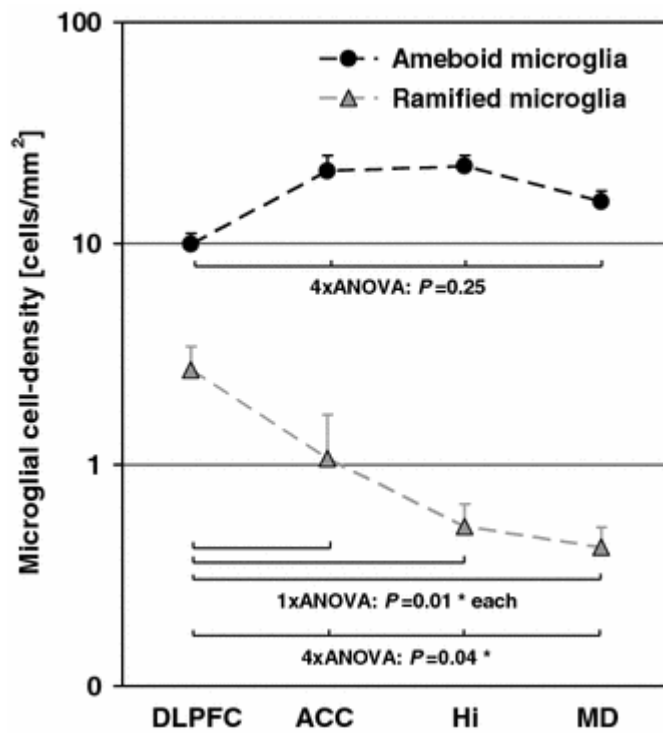
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- ⌘ Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Line Art



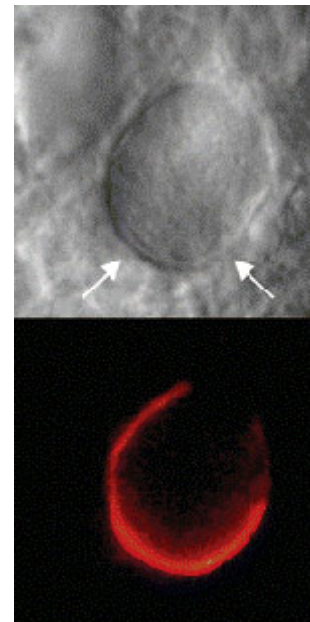
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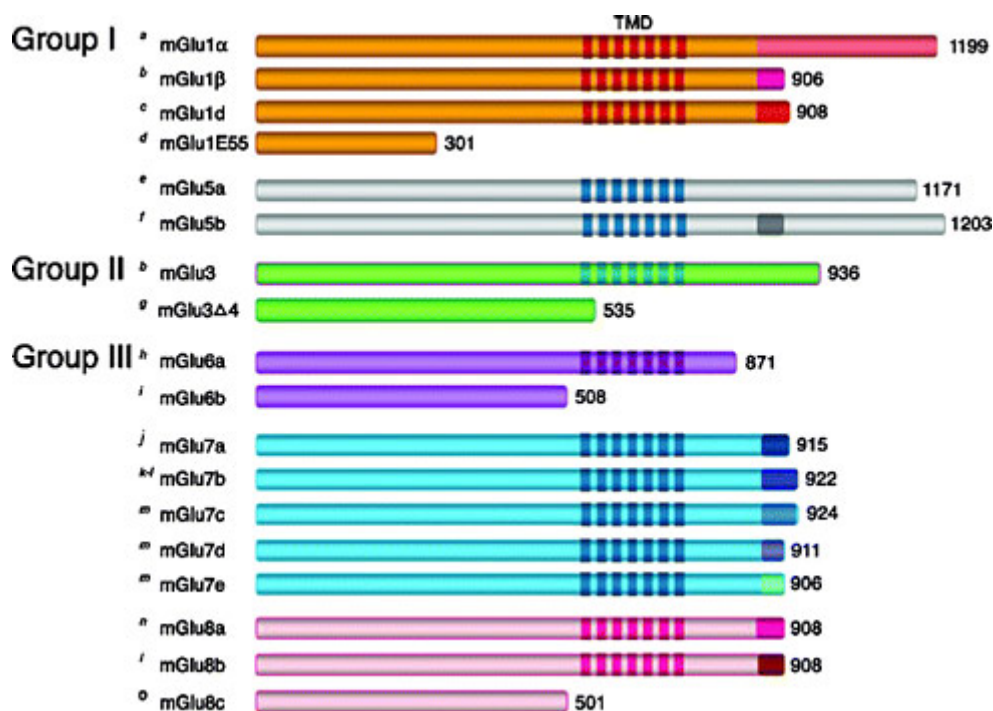
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- ⌘ No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- ⌘ Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- ⌘ Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

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- ⌘ Employment or consultation
- ⌘ Support from a project sponsor
- ⌘ Position on advisory board or board of directors or other type of management relationships
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The corresponding author will include a summary statement **on the title page that is separate from their manuscript**, that reflects what is recorded in the potential conflict of interest disclosure form(s).

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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.

If a study was granted exemption from requiring ethics approval, this should also be detailed in the manuscript (including the name of the ethics committee that granted the exemption and the reasons for the exemption).

Authors must - in all situations as described above - include the name of the ethics committee and the reference number where appropriate.

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

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