

Checklist for Manuscript Submission

Numbers following entries refer to relevant section numbers in the *Publication Manual of the American Psychological Association, Sixth Edition*.

General Information

*Annals of Psychotherapy & Integrative Health*SM is the official publication of the American Psychotherapy Association and the American Association of Integrative Medicine.

Frequency of Publication: Quarterly.

Audience: Mental health professionals (including psychologists, psychiatrists, psychotherapists, and marriage and family therapists) and social workers; integrative health practitioners.

Length

Feature articles should have a word count between 4,000 and 8,000 words. Manuscripts below 4,000 words may receive a lower publication priority, as they will likely not qualify for continuing education credit. Submissions for columns, opinion pieces, and regularly occurring features should contain 1,200 to 2,000 words. Longer pieces may be accepted, but may be divided across two issues.

Format

Is the entire manuscript—including quotations, references, author note, content footnotes, and figure captions—double-spaced (8.03)? Is the manuscript neatly prepared (8.03)?

Are the margins at least 1 in. (2.54 cm; 8.03)?

Are the title page, abstract, references, appendices, content footnotes, tables, and figures on separate pages (with only one table or figure per page)? Are the figure captions on the same page as the figures? Are manuscript elements ordered in sequence, with the text pages between the abstract and the references (8.03)?

Are all pages numbered in sequence, starting with the title page (8.03)?

Title Page and Abstract

Is the title no more than 12 words (2.01)?

Does the byline reflect the institution or institutions where the work was conducted (2.02)?

Does the title page include the running head, article title, byline, date, and author note (8.03)?

Does the abstract range between 150 and 250 words (2.04)? (Note, however, that the abstract word limit changes periodically. Check <http://apa.org/journals> for updates to the APA abstract word limit.)

CE Required Components

These specifications apply only for manuscripts totaling 4,000 or more words (based only on body text, not additional components such as references, bios, or abstracts).

- Include a list of three to five key words that express the precise content of the manuscript (used for indexing purposes), positioned immediately following the abstract.
- Include a list of at least three measurable and observable learning objectives that cover the main points of the manuscript, positioned immediately following the key words. Longer manuscripts should list additional objectives.
- Include a minimum of six multiple-choice test questions that adequately cover the material highlighted in the learning objectives (used to offer continuing education credit through journal learning). Longer manuscripts should include additional questions, up to ten. No more than 25% of the test questions can be true/false. Multiple-choice questions should all possess the same number of answers (four or five preferably, but consistency is key); do not use “all of the above,” “none of the above,” or “a and c”-style answers. Please indicate the correct answer to each question.
- Include the manuscript’s target audience (the group or groups of individuals most likely to benefit academically and professionally from reading the article), as well as a program level—use basic, intermediate, or advanced, depending on the nature and scope of the manuscript.
- List prerequisites, if any.

Paragraphs and Headings

Is each paragraph longer than a single sentence but not longer than one manuscript page (3.08)?

Do the levels of headings accurately reflect the organization of the paper (3.02–3.03)?

Do all headings of the same level appear in the same format (3.02–3.03)?

Abbreviations

Are unnecessary abbreviations eliminated and necessary ones explained (4.22–4.23)?

Are abbreviations in tables and figures explained in the table notes and figure captions or legends (4.23)?

Mathematics and Statistics

Are Greek letters and all but the most common mathematical symbols identified on the manuscript (4.45, 4.49)?

Are all non-Greek letters that are used as statistical symbols for algebraic variables in italics (4.45)?

Units of Measurement

Are metric equivalents for all nonmetric units provided (except measurements of time, which have no metric equivalents; see 4.39)?

Are all metric and nonmetric units with numeric values (except some measurements of time) abbreviated (4.27, 4.40)?

References

Are references cited both in text and in the reference list (6.11–6.21)?

Do the text citations and reference list entries agree both in spelling and in date (6.11–6.21)?

Are journal titles in the reference list spelled out fully (6.29)?

Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors' surnames (6.16, 6.25)?

Are inclusive page numbers for all articles or chapters in books provided in the reference list (7.01, 7.02)?

Are references to studies included in your meta-analysis preceded by an asterisk (6.26)?

Tables and Figures

Does every table column, including the stub column, have a heading (5.13, 5.19)?

Have all vertical table rules been omitted (5.19)?

Are all tables referred to in text (5.19)?

Are the elements in the figures large enough to remain legible after the figure has been reduced to the width of a journal column or page (5.22, 5.25)?

Is lettering in a figure no smaller than 8 points and no larger than 14 points (5.25)?

Are the figures being submitted in a file format acceptable to the publisher (5.30)?

Has the figure been prepared at a resolution sufficient to produce a high-quality image (5.25)?

Are all figures numbered consecutively with Arabic numerals (5.30)?

Are all figures and tables mentioned in the text and numbered in the order in which they are mentioned (5.05)?

A photograph of the author(s) should accompany the manuscript. Authors can submit photographs and illustrations that visually and cognitively enhance and support the text.

When e-mailing photographs/graphics, ONLY the following extensions are accepted:

- .jpg
- .jpeg
- .tif
- .tiff
- .gif
- Adobe Photoshop CS3 formats

Copyright and Quotations

Is written permission to use previously published text; tests; or portions of tests, tables, or figures enclosed with the manuscript (6.10)?

Are page or paragraph numbers provided in text for all quotations (6.03, 6.05)?

Submitting the Manuscript

Is the journal editor's contact information current (8.03)?

Is a cover letter included with the manuscript? Does the letter:

- a. include the author's postal address, e-mail address, telephone number, and fax number for future correspondence?
- b. state that the manuscript is original, not previously published, and not under concurrent consideration elsewhere?
- c. inform the journal editor of the existence of any similar published manuscripts written by the author (8.03, Figure 8.1)?
- d. mention any supplemental material you are submitting for an online version of your article?

E-mail your submission to editor@americanpsychotherapy.com. If necessary, accompanying materials, such as photographs, may be mailed to **Editor, Annals, 2750 E. Sunshine, Springfield, MO 65804**.

Once received, the editor will review the manuscript, determine if it adequately follows the submission guidelines, and then make an initial decision based on manuscript quality and editorial priorities, usually either to send the manuscript to peer reviewers or to reject the manuscript at that point so that the author can submit it to another journal. If sent to peer review, the reviewers may accept the manuscript as-is, require changes before acceptance, or reject the paper. The editor will pass on reviewer comments to the author once all the reviews are completed.

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