

## INSTRUCTIONS FOR CONTRIBUTORS

### Australian and New Zealand Journal of Family Therapy

Manuscripts should be submitted to:

The **Editor**

Email: [editor@anzjft.com](mailto:editor@anzjft.com)

**All manuscripts** should be original work, word-processed in double spacing and submitted electronically as a Microsoft Word or RTF file, with all 'track changes' turned off. All original manuscripts are read by at least two assessors, who will advise the Editor on suitability for publication and any changes thought to be necessary. Identity of authorship is not known to assessors. The Editor's decision is final.

The upper limit for articles is 6000 words. Material for publication should comply with non-sectarian, non-racist and non-sexist conventions, except by way of fair illustration for comment. Special care should be taken with case illustrations to protect confidentiality.

The author guidelines below follow the *Publication Manual* of the *American Psychological Association* (5th ed., 2001). They do not cover all details. If you are uncertain about any aspect of presentation consult the APA manual. Published material will comply with spelling usage in *The Macquarie Dictionary*. The *ANZJFT* does not provide author proofs. Authors have their final chance to make changes to their manuscript before it is sent to the production house.

#### Manuscript Preparation

Manuscripts must be presented double spaced in a dark, clear, and readable typeface on A4 page size. Number all pages except the figures beginning with the first page. Your submission should have a title page bearing the name(s) and affiliation(s) of the contributing author(s), the word count, a running head, and six key words. These six key words should capture your paper's main topics and highlight your original contribution. An email address and/or fax/telephone numbers are required for contact purposes and should be stated following the corresponding author's address in a footnote on the title page. An abstract of no more than 200 words should be submitted on a separate page and should summarise the content to denote the article's original contribution. All endnotes should be number referenced, gathered at the end of the article, and kept to a minimum. Tables, figures and illustrations should also come at the end, with a note in the text (e.g., 'Table 1 about here').

#### Style

The written paper should be logical, economical and precise in structure and language. Author should take special care to edit their papers so it is clearly expressed, easily understood by readers, grammatically correct and devoid of repetition.

### **Content**

Papers should focus on the theory, research, teaching and practice of family therapy with case studies and interviews presented as part of a wider theoretical context.

### **Headings**

Provide headings which subdivide the paper into its key areas. Reports of empirical studies will generally follow a sequence of headings including introduction, method, results and discussion. Review, theoretical, case study and other papers need not follow such a format but should provide a logical structure and appropriate section headings.

### **Quotations**

Quotations (no more than 50 words each) should be indented when longer than two and a half lines of print. Other quotations should be identified by quotation marks. They should be used *only* when the authority from whom you wish to quote has expressed the idea more memorably and succinctly than you could.

### **Language and Cultural Identity**

Where it is important to describe the cultural identity of a person, family or group of people in a paper, authors are advised to seek advice from the person, family or representatives of the group about appropriate language so they are represented in a respectful manner that is in line with their preferences. Capitals should be used when referring to Aboriginal peoples, Torres Strait Islander peoples, Māori peoples, Indigenous peoples, or a specific community, cultural group, nation name or tribal affiliation.

There are some terms that are not considered appropriate and will not be printed in the journal. For example, in relation to Aboriginal Australians and Torres Strait Islander Australians, the word Aborigines and the use of Aboriginal/s as a noun is never appropriate. The word Aboriginal should only be used as an adjective, e.g. Aboriginal people/s or Aboriginal Australians. The terms First Nations Peoples of Australia and Indigenous peoples are sometimes used, but authors must gain advice as the term Indigenous is not supported in all areas of Australia and for some people it is only relevant when discussing Indigenous peoples internationally. If the paper is about a specific Aboriginal or Torres Strait Islander community, cultural group or nation, then representatives from that community, cultural group or nation may advise authors to use their community/cultural or group/nation name.

Publications from Aotearoa/New Zealand reporting information on Māori participants are expected to honour Treaty of Waitangi principles through negotiating effective academic partnerships, protecting Māori values, beliefs and practices and demonstrating accountability to Māori for what is written about them and how their iwi (tribal) and other affiliations are reported.

The critical expectation is that authors gain advice before submitting papers, and understand that the editorial team may want to clarify language with them to ensure that respectful processes have been followed.

## Tables

Reserve tables for important data directly related to the content of the paper. A well-constructed table should enable data to be isolated from the text and presented in a way that enables the reader to quickly see patterns and relationships of the data not readily discernible in the text. Use brief but explanatory table titles. The table title is placed at the top of the table. Include each table on a separate sheet. When constructing tables use tabs to space your columns as this will make it much easier to typeset the table in the text.

## Figures, illustrations and photographs

### Electronic submission of artwork

1. Photographs, graphs and figures should be prepared to the correct size (max. width 120 mm) and each one supplied as an individual file, separate to the manuscript Word file. Include placement instructions in the Word document, such as 'Insert fig 1 about here'. Figures should be in black and white line art (artwork that has only text and lines, no shades of grey or blocks of colour). Figures created in Microsoft Word, Excel or PowerPoint need to be saved as PDFs. Figures created in a drawing program such as Adobe Illustrator, CorelDRAW, Freehand, Microsoft Publisher or similar should be saved as an EPS (encapsulated postscript) file or PDF. Figures created in Photoshop or with other photographic software should be saved as a TIF or JPEG. Minimum resolution for scanned graphics is 300 dpi for halftone work (e.g., photographs) and 600 dpi for line art, and these should also be in TIF format.

2. Prior to sending artwork, the separate files of figures, graphs, illustrations and so on should be printed by the author to test that the fonts have been embedded correctly and there is no distortion in the artwork (e.g., lines and fonts reproduce cleanly with no jagged lines or fuzzy edges), as any such faults cannot be corrected by the publisher.

## Referencing

References and citations should follow the APA format and this should be carefully checked before submission. It is the author's responsibility to check that references in the paper are correctly given in the reference list.

Some examples to assist you are provided below.

### *Citations in text*

**Quotations should be presented as follows:**

**"The possibilities for therapy are endless" (author, 2011, p.11).**

**For a single author:** In a recent review, Smith (1992) suggested that ... A recent review (Smith, 1992) suggested that ... In 1992, Smith suggested that ...

**For two authors:** In a recent review, Smith and Watson (1992) suggested that ... A recent review (Smith & Watson, 1992) suggested that ... In 1992, Smith and Watson suggested that ...

**When a work has three, four, or five authors:** Cite all authors the first time the reference occurs; thereafter, the name of the first author followed by et al. (e.g., Smith et al., 1991). The full list of authors must be cited in the list of references at the end of the paper. If use of the “et al.” format gives rise to confusion, with another work of the same year and with the same first author, the references should be differentiated by the use of alphabet sequence following the publication year (e.g., Smith et al., 1991a; Smith et al., 1991b).

**When a work has six or more authors:** Cite only the surname of the first author, followed by et al.; in the reference list, provide initials and surnames of the first six authors and shorten remaining authors to et al.

**General:** Within a paragraph the year need not be repeated in subsequent citations of the same study provided the study cannot be confused with other studies cited in the paper. When citing several studies within the same set of parentheses, the following format should be adhered to ‘... several studies (Brooks, 1974a, 1974b; Cairns et al., 1992; Miller, in press; Smith, 1992; Tarter et al., 1985, 1987; Watson & Smith, 1990) have reported that ...’.

### **Reference List**

**Chapter in an edited book:** Byng-Hall, J. (1999). Family and couple therapy: Toward greater security. In J. Cassidy & P.R. Shaver (Eds.), *Handbook of attachment: Theory, research, and clinical implications* (pp. 625–645). New York: Guilford.

**Complete book:** Guidano, V., & Liotti, G. (1983). *Cognitive processes and emotional disorders*. New York: Guilford Press.

**Paper published in a journal:** Diamond, G., Siqueland, L., & Diamond, G.M. (2003). Attachment-based family therapy for depressed adolescents: Programmatic treatment development. *Clinical Child and Family Psychology Review*, 6, 107–127.

**Published psychological or other test:** Kertesz, A. (1982). *Western Aphasia Battery*. New York: Grune & Stratton.

**Unpublished paper presented at a conference :** Kerr, M. (2007, July). *Why do siblings turn out so differently?* Paper presented at The Family Systems Institute Annual Conference, Sydney, Australia.

**Theses:** Author. (Year). *Title* . Type of thesis, Institution, Location of Institution.

**General:** Papers in the Reference List should be listed alphabetically by first author, and then by date. Single author entries precede multiple author entries beginning with the same surname. References with the same first author and different second or third authors are arranged alphabetically by the surname of the second author, and so on.

Also see [The Forgotten Art of Referencing](#).

### **Author Manuscript Checklist**

**Have you included all of the elements below in your submission?**

- **First name and surname of all authors**
- **Affiliations (institution and country) of all authors**
- **Name and full postal and e-mail address of the corresponding author**
- **Running head of maximum 50 characters including spaces**
- **Up to 6 key words**
- **Abstract of no more than 250 words in length**
- **The approximate positions of all tables and figures mentioned in the text indicated by the words "Insert Table/Figure X about here"**
- **APA style for citations, references, numbers, capitalisation, table and figure captions, and statistical symbols**
- **All figures supplied separate to text, NOT in colour, and clearly readable**