

## **Clinical Psychology Forum - Guidelines for Contributors**

Clinical Psychology Forum (CPF) welcomes contributions which are original, innovative, authoritative and of interest to the membership of the Division.

We aim to publish a variety of contributions ranging from personal reflections on clinical practice to critiques of current health policy, innovations in service development, and audit and research studies.

From time to time we commission reviews and Special Issues. We also act as a major communication channel between the DCP, its Networks and membership by publishing a monthly DCP Chair's Column, DCP Update and various regular columns and features.

We also publish correspondence either regarding articles published within CPF or around issues of general interest to the membership.

### **What do the CPF team look for in a submission?**

Articles submitted to CPF will be sent to members of the editorial collective for refereeing. Reviewers will assess each contribution in relation to the manuscript's clarity and economy of expression; its critical and analytic stance; whether it's original or innovative; and, where appropriate, that methods and results are well described, methodological sound and any conclusions drawn are valid.

Overall, articles must be relevant and of interest to the profession - see Editorial Advice below, taken from CPF 227, November 2011, p.9. The reviewer shall then communicate directly with the authors.

Articles of 1000-2500 words including references are welcomed. If you feel an article longer than 2500 words is justified please state the reasons in an accompanying letter and these will be considered by the reviewer.

### **Style**

Contributors are asked to use language which is respectful and psychologically descriptive rather than medical, and to avoid using devaluing terminology (i.e. avoid clustering terminology like 'the elderly' or medical jargon like 'patients').

In addition, language should conform to the Society's guidelines on non-sexist or discriminatory terminology. We acknowledge that language is context specific and that occasionally authors may wish to justify the use of particular terms commonly adopted within specific contexts. Please include any such qualifications within an accompanying footnote.

### **Submitting**

- All contributors should read the FAQs about publishing in CPF before submitting a manuscript.
- When sending copy, make sure it is double-spaced, in a reasonable sized font (no less than 11 point) and that all pages are numbered.
- Include a 40-word summary (maximum) at the beginning of the paper.

- Include the first names of all authors, give their job titles and affiliations, and remember to give an email address and full postal address for correspondence.
- Please include a word count at the end (including references).
- Spell out all acronyms the first time they appear.
- Give references in the format set out in the Society's Editorial Style Guide (see below). If a reference is cited in the text, please make sure it is in the list at the end.
- Do not include tables and figures unless they are essential and save space or add to the article. All figures should be in black and white and easily reproducible.
- Ask readers to request a copy of your questionnaire from you rather than include the whole of it in the article.
- We reserve the right to shorten, amend and hold back copy if needed.