

CPF publication guidelines

Research & evaluation papers (not over 3000 words including references but excluding abstract and first page, unless by editorial agreement)

CPF is a peer-reviewed journal. We are working towards this being a double-blind process.

Page 1 should include Title, names of authors, corresponding author (please include two possible email addresses to ensure we can reach you), word count. Follow with a page break.

Don't include author details on following pages.

Page 2 – Title plus abstract (of under 250 words) and up to five key words. Follow with a page break.

Page 3 onwards – main body of paper in conventional format:

Introduction.

Methods.

Please ensure you state at what level your project/research was approved (e.g. NHS ethics, trust R7D/audit dept).

Information should be concise but method should be replicable from this.

Results/main findings.

Discussion.

The strongest CPF papers give information about limitations of methodology, give advice to others considering similar work, consider the professional/practical implications of their findings, and suggest future routes for investigation.

Common issues with submissions:

The paper is not introducing anything new by way of theory, practice, or advice.

Introduction doesn't clearly underpin the purpose of the research/project.

No declaration of trust approval, participant consent etc.

Recruitment strategy not stated.

Methodology too vague e.g. 'we did thematic analysis'.

The questionnaires/tools used and/or analysis is inappropriate to the question or the data.

The results section has too many tables and graphs.

Reflective articles (not over 2000 words including introductory few lines and references, unless by editorial agreement)

The CPF welcomes good quality reflective articles. It is more difficult to advise on the 'ingredients' of a strong piece but here are some pointers.

Same first page format as above to allow for blind reviewing. However, be aware that reflections can often be identifiable simply by their nature.

Include two to three lines describing your topic (no need for an abstract).

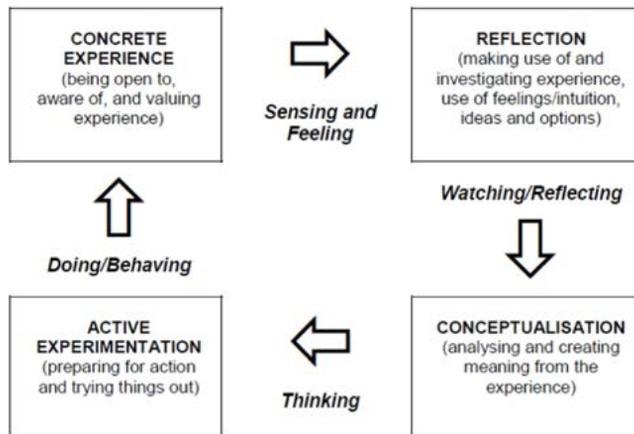
Write about something novel. For example, a new service, client group, circumstance.

The subject of the reflection should be something that readers can relate to personally and professionally.

Develop a sensible format to 'tell the story' of your reflection. Some of the reflective models commonly used in services and doctoral courses give ways of thinking about this, though don't need to be adhered to tightly. For example, Kolb's overleaf.

Write professionally. It's OK to use first person statement e.g. 'I felt' but you should also be able (largely) to reference the points you are making to put a context to your reflection. For example, if you are writing about your experience of being a Black woman in doctoral training, you could be including references to DCLinPsy course equality statements, BPS position statements etc.

Develop an argument in your piece – what is the situation, why is it like this, what needs to be addressed. This will help your structure.



**Opinion pieces/position statements/
research summaries (not more than 3500
words, including references but not
first page or abstract, unless by editorial
agreement)**

We welcome papers describing ideas, exploring topical issues or reflecting on current practice.

Authors may wish to discuss the suitability of their contribution with the editors before submitting, and at this point, advice could be provided as to length, structure etc.

The submissions should be well-structured, clearly addressing a current issue and explaining why it is relevant to CPF readers. There should be some novel exploration of ideas, or old ideas presented in relation to a current issue. In order to appeal to the largest number of readers, papers which are relevant cross-speciality are encouraged.

Other notes

We welcome new writers and have several reviewers who have expressed an interest in mentoring new writers in the submission process. Please feel free to contact the editors if you have a paper you would like to go through an initial screening and advice process before being formally submitted for review.

Pre-qual psychologists are also very welcome to submit. Please discuss your submission ideas with your supervisor or manager both as a quality check prior to submission,

but also to ensure your organisation supports the sharing of your project/data.

Editorial feedback

After submission, your paper will be assigned to a reviewer.

CPF reviewers have varied backgrounds and areas of expertise. We try to match your submission with someone with knowledge of your area.

Submissions are usually reviewed in approximate chronological order of receipt but this will depend on when we have special editions of the periodical and this may delay or promote the time of your review.

You will usually receive one of four responses:

- Not suitable
- Suitable but requiring major revisions
- Suitable but requiring minor revision
- Suitable without further revision

The degree to which your revisions are directed will depend on the extent of the reviewers' comments.

If you are asked to resubmit we require a submission as a **word document with tracked changes** to alert us to where the revisions are in the text. We also require an accompanying letter or email with a **bullet pointed list of how you have addressed each of the requests for change** made by the reviewer.