Australian Community Psychologist: Instructions to Authors

The following constitutes advice to contributors that is relevant to all journal sections apart from Book Reviews.

Every submission must include:
1. A cover letter stating the section of the journal to which the author(s) wish to submit the article.
2. The complete manuscript including title page, abstract, text, tables, figures, acknowledgements, and references.
3. A deidentified version of the manuscript.
4. Written permission from the publisher (copyright holder) to reproduce any previously published tables, illustrations or photographs.

Deidentified manuscripts should have all features removed which could identify the authors. This includes: author details on title page; author citations and references (replacing with 'citation/reference removed for review'); acknowledgements, disclosures, address and biographies. The document author properties should be removed (File; Check for Issues/Info; Inspect Document; Inspect; Remove All Document Properties and Author Information).

Manuscripts should be arranged as follows:
Title page
Abstract and Keywords
Text
References
Acknowledgements
Disclosures (if required)
Address for correspondence (Usually one only, usually an email address)
Author biographies (a short paragraph on each author e.g., job title, research interests, department or research centre).
Tables and figures should be placed in the correct position within the body of the text. Number pages consecutively (top right), beginning with the Title page as page 1.

Specific Formatting Requirements

Format primarily follows the Publication Manual of the American Psychological Association (7th ed.). There is an ACP Word template available from the website to assist with formatting.

Language.
All manuscripts must be in English. Australian English is preferred.

Paper size, margins, alignment.
A4 page, all margins should be 2.54cm, all main body text should be justified, lines single space

Paper Title.
12pt, centred, main words capitalised (Title Case Heading). Title should appear on upper half of Title Page and at the top of the main text of the manuscript.

Title Page

The Title Page should contain:

- Title: Should be short and informative. Recommended length is between 10 and 12 words.
- Short title: A maximum of 50 characters. This should also be the Running Head on all pages.
- Author(s): This should include each author's name in the preferred form of first/given name, middle initial(s), family name.
- Institution and Affiliations: This identifies the location (e.g., university) where the author(s) undertook the investigation, or city and country of residence if no institutional affiliation.

Abstract and Keywords.

A new page is required. The heading Abstract should be a Level 1 heading. The text should be left aligned. The abstract must be no more than 200 words.

Place up to six keywords below, on a new line, with 'Keywords:' indented and in italics (keywords themselves are not in italics).

Main Body Text.

Times New Roman, 12pt, single line-spaced, justified. Do not leave line spaces between paragraphs. Except for after a heading, indent the first line of each paragraph by 1cm.

Long Literature Quotes

Literature quotes of 40 words or more should be indented by 1cm and be in italics.

Level Headings

Use the following table as a guide:

Level	Format
1	**Centered, Boldface, Title Case Heading** Text begins as a new paragraph, no indent.
2	**Flush left, Boldface, Title Case Heading** Text begins as a new paragraph, no indent.
3	***Flush Left, Boldface Italic, Title Case Heading*** Text begins as a new paragraph, no indent.
4	**Indented, Boldface Title Case Heading Ending with a Period.** Paragraph text continues on the same line and continues as a regular paragraph.
5	***Indented, Boldface Italic, Title Case Heading Ending with a Period.*** Paragraph text continues on the same line and continues as a regular paragraph.

For more guidelines regarding headings and APA format see https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings

Tables and Figures

Tables and figures (diagrams, images etc.) should be placed withing the main body

text. Number and title should be typed above for all. Number of table or figure comes first, in bold on its own line (e.g., **Figure 1**). Title is placed on the next line, in italicised Title Case. Table or figure is placed next (see Level Headings table opposite as an example).

Any notes can appear below, with the title "*Note*" italicised, full stop and the text following on the same line. Do not allow a figure or table to be split over two pages or to be separated from its label or caption.

Page Numbers
Insert page numbers at the top of the page, right aligned, beginning with the title page.

Citing
Please note these changes to APA 7th in relation to in text citations:
- All sources with three authors or more are now attributed using the name of the first author followed by "et al."
- The exception is when doing so would create ambiguity (e.g., if two papers have first-listed authors with the same name). In these cases, list as many names as needed to differentiate the papers, followed by "et al."

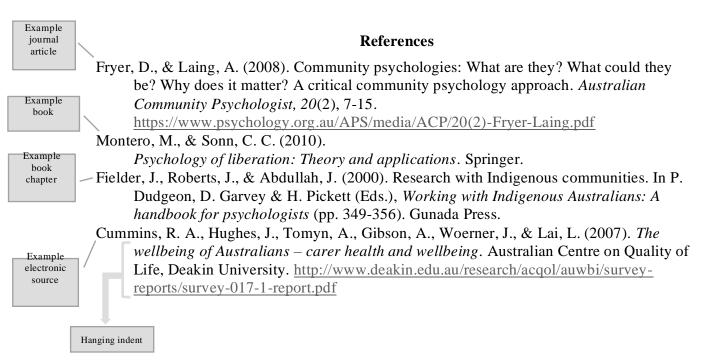### *Quotations from Research Participants*
Quotations can be inserted into main body text with quote marks: the sentence should make grammatical sense. If placing quotations on a new paragraph (usually for 40 words or more), indent the paragraph by 1cm and put quotes in italics. References to participant pseudonym or identifier should appear in parentheses at end of quote, before full stop.

Footnotes
Avoid using footnotes. If used, please number them sequentially.

References
References title should be a Level 1 heading and references should have a hanging indent of 1 cm from second line onward. Use the reference style of the Publication Manual of the American Psychological Association (7th ed.). See example list below.

References

Example journal article

Fryer, D., & Laing, A. (2008). Community psychologies: What are they? What could they be? Why does it matter? A critical community psychology approach. *Australian Community Psychologist, 20*(2), 7-15. https://www.psychology.org.au/APS/media/ACP/20(2)-Fryer-Laing.pdf

Example book

Montero, M., & Sonn, C. C. (2010). *Psychology of liberation: Theory and applications*. Springer.

Example book chapter

Fielder, J., Roberts, J., & Abdullah, J. (2000). Research with Indigenous communities. In P. Dudgeon, D. Garvey & H. Pickett (Eds.), *Working with Indigenous Australians: A handbook for psychologists* (pp. 349-356). Gunada Press.

Example electronic source

Cummins, R. A., Hughes, J., Tomyn, A., Gibson, A., Woerner, J., & Lai, L. (2007). *The wellbeing of Australians – carer health and wellbeing*. Australian Centre on Quality of Life, Deakin University. http://www.deakin.edu.au/research/acqol/auwbi/survey-reports/survey-017-1-report.pdf

Hanging indent

Plagiarism

Please be aware that the ACP does check manuscripts for plagiarism. We do this during the minor revisions stage of any review process. If we feel any plagiarism found is minor and can be rectified, we will give authors the opportunity to do so. We reserve the right however to reject manuscripts on the grounds of serious plagiarism which constitutes unethical misconduct.