

Author Guidelines

Articles

Our guidelines follow to a great extent the conventions of the American Psychological Association. If in doubt please consult: Publication manual of the American Psychological Association (5th ed.) (2001) Washington, D.C.: American Psychological Association.

1. Submitting an article

Manuscripts submitted to the *Journal of Social Intervention: Theory and Practice* must be submitted as a single file. Your text must be submitted in WORD format or rich-text format. Figures and photographs are acceptable in JPG, GIF and PNG format. If you are unable to save in one of these formats please contact the managing editors.

When submitting the text, make sure you have the e-mail and corresponding addresses of the authors, affiliation, abstract and keywords to hand so these can be entered when submitting your article.

In the accompanying text, indicate to the editor what the subject of your submission is: theory, research, practice, policy (for more information, see www.journalsi.org). Also indicate whether this submission is part of an overall theme or a separate submission.

2. The manuscript

An article should comprise around 5000 to 6000 words (including notes, bibliography and abstract). The manuscript must contain the following components in the sequence below.

2.1. Title

Choose a short (12-15 words), concise title.

2.2. Author Information

Indicate your name (including your first name) and title, position and the organization where you work, your specialization or area of research, any recent publications. Provide a complete address for all authors.

2.3. Abstract

- Authors are requested to provide an abstract of their submission in English. Please include the title of the article in the abstract in English.
- The abstract provides brief, concise and understandable information about the article for readers, and should be limited to 100 to 200 words. The abstract reflects the content of the article and should at least describe the background and problem statement; the theory and/or thesis presented in the article; conclusion and discussion. When discussing a research project, your abstract should also include information about methods/ results. When discussing practices, the

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abstract should include information about the social intervention or policy that is discussed.

2.4. Keywords

Provide 5-10 keywords in English.

2.5. Acknowledgments

Information on the funding source supporting the research presented.

2.6. Body text

- Write with precision, clarity, and economy. The text should be concise and clearly structured. Avoid any excessive use of jargon, repetition or overly long sentences. When mentioning institutions for the first time you should use the full name with an abbreviation in brackets.
- Illustrations, figures, and tables are placed within the text at the appropriate points. All tables and figures should be numbered with Arabic numerals and should be given a brief title. Any references to these tables and figures must refer to the table number and not the page number.
- See the notes below for body text layout.

2.7. Reference list

See the notes below for reference list layout.

2.8. Appendices

Additional/supplementary pieces of text that give further information regarding the main text may be organized as appendices and placed at the end of the text. It is important that every appendix is given a title. With more than one appendix, label the appendices with a capital letter in the order in which it is mentioned in the text. In the text, refer to appendices by their labels. Markers/references to these annexes can be given in the main text; without a reference it is not possible to create a link between the main text and sub-texts.

3. Lay-out

3.1. Spacing, Fonts, and Page Numbering

- Single-space all material (text, quotations, figure legends, tables, references, etc.).
- Separate paragraphs with a space.
- Use a 11-point letter size (font preference: Arial).

3.2. Underlining/Italicization

- Do not underline text for emphasis, use italics infrequently and only if emphasis might otherwise be lost.

3.3. Quotations

- Material directly quoted from another author's work, your own work or material quoted from research data (such as interviews) should be reproduced word for word. Short quotations (shorter than 40 words) should be incorporated in the text. Enclose the quotation with double quotation marks.

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- Display quotations of 40 words or more in block form, omit quotation marks. Start the quotation on a new line, and indent the quotation.
- When quoting from another author's work or your own work, always provide author, year, and specific page citation in the text.

3.4. Footnotes

- Footnotes should be used when appropriate and should be placed on the relevant page of your manuscript. They should not be used for references. Use superscript Arabic numerals to number footnotes.
- Try to incorporate as much footnote material as possible in the text for the benefit of readers and editors.
- Footnotes below tables or figures are acceptable; instead of numbers, please use the word note (for general notes), superscript lowercase letters (for specific notes) or asterisks (for probability notes).
- Do not use endnotes.

3.5. Tables

- Tables must be supplied as graphic files (in GIF, JPG, or PNG formats).
- Use of tabs, spaces or blank lines instead of tables cells to separate information is not acceptable.
- Never repeat the same material in figures and tables. Do not include information in tables that is not discussed in the text of the manuscript.
- If the author uses tables that are reproduced or adapted from a copyrighted source, the author must obtain permission for print and electronic reuse from the copyright holder and give credit to the original author and copyright holder.

3.6. Figures

- Figures must be supplied as graphic files (in GIF, JPG, or PNG formats).
- Please ensure that the figure is easy to read and understand.
- Please ensure that all figures in the article are consistent in style. Also ensure that any text in the figures is legible; text should be in Arial font and no smaller than 8 point in size, no larger than 14 point in size. Initial upper case letters are preferred except where the *Journal of Social Intervention: Theory and Practice* requires lower case letters for unit abbreviations.
- If the author uses figures that are reproduced or adapted from a copyrighted source, the author must obtain permission for print and electronic reuse from the copyright holder and give credit to the original author and copyright holder.

3.7. Headings and subheadings

- The body text should be subdivided into different sections with appropriate headings. The standard headings must appear on a single line by themselves, and be **BOLD, UPPER CASE**.
- Lower order headings must appear on a line by themselves and should be left-justified, **bold**, and lowercase except for the initial letter of the first word which should be uppercase.
- The headings are separated from the text with one line before and after the heading (irrespective of the degree of specification).

3.8. Statistics

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- Whenever possible, indicate the year and version number of the statistical software used.
- Italicize letters used as statistical symbols or algebraic variables.

4. References

4.1. Reference citations in text

- Do not use notes to refer to sources but include any such references in the text itself. If referring to an author in the text, the name of the author and the year of publication should be indicated in brackets (name, year). For quotations, you should also indicate the page number where the quotation may be found (name, year, page number). When quoting authors, all quotations should be placed in double quotation marks (see 3.3). Place long quotations (more than 40 words) in block form. It must be possible for the reader to identify all sources referred to in the text from the bibliography.
- When citing publications involving more than two authors, cite all authors the first time the reference occurs. In subsequent citations, only the first author need be named, followed by 'et al'. In the reference list, authors' names should be listed in full. For publications involving two authors, all authors must be named.
- When a work has no author, the first few words of the reference list entry and the year should be mentioned in the text.

4.2. Reference list

- The reference list includes all sources cited in the text and should be alphabetical, based on the first author's name.
- When using non-English literature, give the original title and, in brackets, the English translation of the title (see also 4.4.).
- When referring to several publications by a single author these should be listed in chronological order, the earliest publication first. For publications issued in the same year, the letters a, b and c should be added after the year. This should obviously also correspond to the references in the text.
- Do not include personal communications in the reference list, but cite these in the text.

4.3. Key pointers

- When referring to journal articles, in addition to the year of publication you should also indicate the volume number and page number, in this order.
- Write the titles of journals in full.
- When referring to chapters from collections of articles, you should always cite the editors and the full title of the collection and also indicate the page numbers of the relevant chapter.
- Check each citation in the text against the reference list to ensure that they match exactly. Delete citations from the list if they are not actually cited in the text of the article.
- In the titles of articles, the spellings of all words should agree exactly with that used in the original publication.

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- Provide the publisher's name and location when you cite symposia or conference proceedings. Distinguish between the conference and the publication dates if both are given.
- Provide author names and initials for all unpublished work and abstracts.

Please, avoid the more common errors:

- Insert spaces between initials in author names.
- Periods and commas associated with bold or italicized words or phrases should also be bold or italicized.
- Books and conference proceedings must include publisher information.
- Conference proceedings must include the city, state/province, country, and year in which the conference was held. Conference dates are typically included, although not required. The editor(s) of the Proceedings should be included, if possible.
- Journal articles in press should include the volume number of the journal even if the page range is not known.

4.4. Lay-out

The layout of the references should be as follows:

- Name, J. (2003a). *Title of the book*. Place of publication: Publisher.
- Name, J. (2003b). *Title of the book*. Place of publication: Publisher.
- Name, J. (2006). *Title of the book* [Title of the book in English]. Place of publication: Publisher.
- Name, J., Name, M., & Name, S. R. (Eds.), (2003). *Title of the book*. Place of publication: Publisher.
- Name, K. D. (1993). Title of the article. *Journal*, 11(4), 150-156.
- Name, K. (2003). Title of the chapter. In L. A. Name (Ed.), *Title of the publication* (pp. 15-22). Place of publication: Publisher.

4.5. Electronic sources

Authors increasingly include references to Internet sources in their articles. Where possible, any references should be to specific documents rather than general web pages. When referring to Internet sources, the same guidelines apply as for books and journal articles. All references should include a title or description, date of publication, date consulted and the web address (preferably an URL that directly links to the article). Where possible you should cite the author of the document. In the text itself the author(s) and year should be mentioned or an excerpt from the title and the year.

- Name, K. (2008). Title of the article. *Journal*, 11(4), Page numbers or Article number. Retrieved August 13, 2008, from <http://www.url.nl>
- Name, K. (2008). *Title of the publication*. Retrieved July 7, 2008, from <http://www.url.nl>

If an article is an exact copy of the printed version, the addition [electronic version] will suffice.

- Name, K. (1993). Title of the article [electronic version]. *Journal*, 11(4), 150-156.

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If the full article is only available online with no printed version, the following reference should be included:

- Name, K. (2008, March 2007). Title of the article. *Journal*, 11(4), Page numbers or Article number. Retrieved August 13, 2008, from <http://www.url.nl>

It is impossible to include all digital information in the bibliography, such as references to whole websites. When referring to a whole website, a reference to the web address in the text will suffice. For complex web addresses, the homepage only should be cited, with an indication of where the document can be found (hypertext links).