

Managing Editor Stephen Broad

Guidelines for authors

Materials submitted must not have been published elsewhere nor should they be currently under review for publication in any other journal.

Submissions must be in one of the following European languages: English, French, German, Italian or Spanish. Manuscripts in languages other than English, however, are subject to the availability of appropriate Action Editors and reviewers; they must be accompanied by an extended Abstract in English of at least 1000 to 1500 words. Enquiries prior to submission regarding the intended language of publication are welcome.

If English is not your first language but your article is in English, you should seek the services of a native English speaker competent to act as a proof-reader / editor before submission. The Managing Editor can recommend appropriately-qualified individuals if necessary.

Manuscripts should be typed in double spacing using Calibri font 12 throughout. Pages must be fully numbered and all tables and figures labelled (tables and figures may be positioned within the text). These should be sent electronically, together with any associated audio-visual materials, to the Managing Editor (mpronline@rcs.ac.uk).

Please attach a letter to the submission confirming that all authors have agreed to the submission and that the article is not currently under review for publication by any other journal.

Each manuscript should contain:

(i) Title page with full title and subtitle (if any). For the purposes of blind refereeing, full name of each author with current affiliation and full address/phone/fax/email details plus short biographical note (50-100 words) should be supplied on a separate sheet.

(ii) Abstract of 150-250 words summarizing the principal research questions, aims, hypotheses, methods, findings and conclusions of the article.

(iii) 4-6 keywords

(iv) Main text and word count. The suggested target is 6000-8000 words for articles (but no more than 10,000 words) and 1000-3000 words for research notes. The text is to be clearly organized, with a clear hierarchy of headings and subheadings. Quotations exceeding 40 words should be indented in the text.

(v) End notes, if necessary, should be signalled by superscript numbers in the main text and listed at the end of the text before the references.

(vi) References in both the text and end notes should follow American Psychological Association (APA) style whereby references should be cited in the text and reference section in alphabetical order.

In-text citations (please note differences in the use of ampersand and commas): Surname (date) Surname and Surname (date) Surname, Surname, and Surname (date) Surname (date, p. X) [for direct quotations]

Or when in parentheses

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Reference section

Book

Surname, X.X., & Surname, Y. (year). *Title with first initial cap only: Subtitle with first initial cap only*. Place: Publisher.

Article in book

Surname, X.X. (year). Title of chapter first initial cap only. In X. Surname & Y. Surname (Eds.), *Title of book first initial cap only* (pp. xxx-xxx). Place: Publisher.

Journal article

Surname, X.X., Surname, X.X., & Surname, X. (year). Title of article first initial cap only and again after a colon. *Name of Journal Initials Capitalized, vol* (issue no.), xx-xxx [page range]. You must also include a DOI in the format <u>https://xxxxx.xx/etc.</u> for all journal articles that have been assigned a DOI.

Published proceedings

Surname, X. (year). Title first initial cap only. In X. Surname (Ed.), *Title of Symposium/ Conference Initials Capitalized* (pp. XX-XX). Place: Publisher.

Conference Paper

Surname, X.X. (year, month). *Title of paper first cap initial only*. Paper presented at Name of Conference Initials Capitalized, City, Country.

Electronic journal

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Illustrations: all musical examples, line diagrams and photographs are termed 'Figures' and should be referred to as such in the manuscript. They should be numbered consecutively. Line diagrams should be presented in a form suitable for immediate reproduction (i.e. not requiring redrawing), and should be reproducible to a final text area of 190 mm x 120 mm. Illustrations should be supplied as TIFF, JPEG or EPS files at high resolution. Photographs should preferably be submitted as clear, glossy, unmounted black and white prints with a good range of contrast. Slides are also acceptable. All figures should have short descriptive captions typed on a separate sheet. Captions and axes should be in Calibri font.

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