

# The Journal of Creativity in Mental Health

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*The Journal of the  
Association for Creativity in Counseling  
A Division of the American Counseling Association*

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## TABLE OF CONTENTS

GOALS AND PURPOSE .....	3
INTENDED AUDIENCE.....	3
AIM AND SCOPE .....	4
FORMAT OF ARTICLES, COLUMNS, AND SECTIONS .....	4
SPECIAL COLUMNS FORMAT .....	4
INSTRUCTIONS FOR AUTHORS.....	5
Manuscript Submissions	
Manuscript Preparation and Style	
Illustrations	
Tables and Figures	
Proofs and Reprints	
APA FORMAT.....	7
BRIEF OVERVIEW OF CHANGES IN APA 6 <sup>TH</sup> EDITION.....	7
TYPE FACE AND SPACING .....	8
ITALICIZING WORDS AND BOLDFACE .....	9
MARGINS.....	9
ORDER OF MANUSCRIPT PAGES .....	9
PAGE NUMBERS AND MANUSCRIPT PAGE HEADERS .....	9
TITLE PAGE .....	9
ABSTRACT .....	11
HEADING LEVELS AND SUBSECTIONS.....	11
SERIATION .....	12
QUOTATIONS .....	12
CITATIONS .....	13
REFERENCES .....	13
FIGURES.....	18
APPENDIX .....	18
SPELLCHECK.....	18
CHECKLIST FOR MANUSCRIPT SUBMISSION .....	19
GRAMMAR AND WRITING STYLE.....	19
PUNCTUATION.....	20
COMMAS .....	20
SEMI-COLONS .....	21
COLONS .....	21
HYPHENATION.....	21
HELPRUL RESOURCES .....	22
CONTACT INFORMATION .....	22

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# **The Journal of Creativity in Mental Health**

The Official Journal of the Association for Creativity in Counseling

## **GOALS AND PURPOSE**

- The Journal of Creativity in Mental Health (JCMH) provides professionals in counselor education and clinical practice with cutting edge applications for using creativity within counseling practice. It serves as an important reference source for practitioners and the libraries where these disciplines are taught.
- JCMH includes manuscripts that specifically address ways to facilitate deepened self-awareness, mutuality in relationships, and growth fostering connections.
- JCMH is an interdisciplinary publication, bringing together the edited writings of credentialed persons in counseling, psychology, psychotherapy, psychiatry, psychodrama, art, dance, music, theater, and other modalities, providing a collaborative forum.
- JCMH emphasizes a qualitative, macroscopic view of using creativity within the mental health field. It includes columns designated for book and movie reviews, as well as creative practices and perspectives from the field.
- The journal provides special thematic issues, relevant to the mental health field, including practice-oriented discussions on the use of relational and creative movements in psychotherapy.

## **INTENDED AUDIENCE**

JCMH is intended to serve as an important resource for academicians and practitioners in the following mental health fields, in addition to students in preparatory and graduate programs.

Professional Counselors  
Marriage and Family Therapists  
Psychotherapists  
Counselor Educators  
Social Workers  
Psychologists  
School Counselors  
Educational Leaders  
Art Therapists  
Drama Therapists

Poetry Therapists  
Music Therapists  
Complementary and Alternative Therapists  
Occupational Therapists  
Psychiatrists  
Dance and Movement Therapists  
Psychoanalysts  
Sand Tray Therapists  
Play Therapists  
And others

## AIM AND SCOPE

- JCMH focuses on exploring diverse creative practices employed by therapists and clients that foster maximum self-discovery, mutuality, relational competencies, and personal growth. Articles examine the application of the expressive/creative arts, as well as the enigmatic nature of the creative process itself.
- JCMH encourages dialogue among scholars, practitioners, and students. In other words, it serves both the academic and application realms of counseling.

## FORMAT OF ARTICLES, COLUMNS, AND SECTIONS

- JCMH includes theoretical, research, and practice based articles.
- Topics of special interest include creativity in the context of the following areas:
  - Integrating loss and grief
  - Intimacy development
  - Increasing relational competencies
  - Diversity and marginalization
  - The uses and misuses of power and privilege
  - Human Sexuality
  - Spirituality
  - Gender
  - Addictions
  - Couples and families
  - Divorce and remarriage
- Special columns include:
  - Creating Space for Connection: A Column for Creative Practice
  - Creating Space for Connection: Creativity in the Classroom
  - Perspectives From the Field
  - Creativity and the Cinema
  - Creativity and Literature

## SPECIAL COLUMNS FORMAT

### *Creating Space for Connection: A Column for Creative Practice*

This column is designed to underscore relationally-based creative interventions used by counselors and psychotherapists in their practices. Our intention is to provide examples of novel, innovative ways of working with clients in their efforts to deepen self-awareness and their connections with others. Although the interventions within this column are presented in a linear “how to” manner, an essential premise of this column is that interventions submitted for publication have a contextual and relational basis. Basic to this column is the understanding that therapists and clients work together to facilitate and enhance growth fostering relationships

through their connection with one another. Client goals often include working through manifest and latent hurts and impediments to their health and happiness. The purpose of this column is to provide concrete ways for therapists to assist clients in clearing the emotional space necessary for relationships to thrive.

If you have created a useful therapy tool, or if you have adapted an existing creative tool that you would like to share with readers, please use the following format and remit to the journal editor. See copies of JCMH for illustrative samples. Submissions may range from 1500 to 3000 words.

Write manuscripts for this column in clear, step-by-step order so that readers can easily implement the intervention in their practice. Include the following sections:

INTRODUCTION: Narrative

RATIONALE: Narrative

ASSUMPTIONS: Numbered list

OBJECTIVES: Numbered list

PROCESS: Step-by-step directions for implementation

ADAPTATIONS OF THE PROCESS: Narrative or list

REQUIREMENTS AND LIMITATIONS: Narrative

CONCLUSION: Narrative

### ***Creating Space for Connection: Creativity in the Classroom***

This column is designed to underscore relationally based creative teaching practices used by counselor educators in the classroom. Our intention is to provide examples of novel, innovative ways for counselor educators and students to deepen their learning while collaborating toward a spirit of connection and cooperation. If you have implemented a creative teaching method, or if you have adapted an existing method that you would like to share with readers, please follow APA guidelines and remit to journal editor. See copies of JCMH for illustrative samples.

### ***Perspectives from the Field***

PERSPECTIVES is a special feature that provides mental health professionals an opportunity to offer their perspectives on creative, innovative, and resourceful counseling topics. Within our Perspectives columns we have included such topics as: Perspectives on Moreno, Psychodrama and Creativity; Perspectives on the New Orleans Saints as a Vehicle for the Instillation of Hope: Post Katrina; Self Reflections on Group Dynamics; and Perspectives on Therapist Adversity and the Life of the Therapist. Please limit submissions to 18 pages.

### ***Creativity in the Cinema and Creativity in Literature***

JCMH welcomes book and movie reviews related to counseling, and encourages articles that address creative ways of incorporating cinematherapy into counseling.

## **INSTRUCTIONS FOR AUTHORS**

### ***Manuscript Submissions***

Address manuscripts to the Editor. Submit manuscripts electronically to: Dr. Thelma Duffey, E-mail: [tduffey@satx.rr.com](mailto:tduffey@satx.rr.com), and Catherine Somody, E-mail: [jcmh02@gmail.com](mailto:jcmh02@gmail.com). Each manuscript must be accompanied by a statement that it has not been published elsewhere

and that it has not been submitted simultaneously for publication elsewhere. Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. All accepted manuscripts, artwork, and photographs become the property of the publisher.

***Manuscript Preparation:*** All parts of the manuscript should be typewritten, Times New Roman Font, size 12, double-spaced, with margins of one inch on all sides. Number manuscript pages consecutively throughout the paper. Manuscript length should not exceed 18-20 typed pages. Please supply a shortened version of the title suitable for the running head, not exceeding 50 characters and spaces. Each article should be summarized in an abstract of not more than 120 words. Avoid abbreviations, diagrams, and references to the text in the abstract. Provide 5–6 keywords that identify article content. A detailed author instruction packet, including APA guidelines and helpful writing information, is available on the ACC website at: <http://www.creativecounselor.org/Journal.html>

***Manuscript Style:*** References, citations, and general style of manuscripts should be prepared in accordance with the APA Publication Manual, 6th ed. Cite in the text by author and date (Smith, 1983) and include an alphabetical list, in hanging indent format, at the end of the article. Include the digital object identifier (DOI) in the reference list if one is assigned. *Examples:*

***Journal:*** Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229. doi: 10.1037/0278-6133.24.2.225

***Book:*** Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

***Contribution to a Book:*** Haybron, D. M. (2008.) Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

**Please see the APA Format section below for more detailed instructions.**

### ***Illustrations***

Submit illustrations as (line drawings, halftones, photos, photomicrographs, etc.) clean originals or digital files. Digital files are recommended for highest quality reproduction and the following guidelines are suggested:

- 300 dpi or higher
- Sized to fit on journal page
- EPS, TIFF, or PSD format only
- Submitted as separate files, not embedded in text files

### ***Color Illustrations***

Color illustrations will be considered for publication; however, the author will be required to bear the full cost involved in color art reproduction. Color art can be purchased for

online only reproduction or for print + online reproduction. Color reprints can only be ordered if print + online reproduction costs are paid. Rates for color art reproduction are: Online Only Reproduction: \$225 for the first page of color; \$100 for the next three pages of color. A custom quote will be provided for articles with more than four pages of color. Print + Online Reproduction: \$900 for the first page of color; \$450 for the next three pages of color. A custom quote will be provided for articles with more than four pages of color.

### ***Tables and Figures***

Include tables and figures (illustrations) as separate sheets or files, not embedded in the text. Provide a short descriptive title above each table with a clear legend and any footnotes suitably identified below. Include all units. Figures are completely labeled, taking into account necessary size reduction. Captions are typed, double-spaced, on a separate sheet.

### ***Proofs and Reprints***

Page proofs are sent to the designated author using Taylor & Francis' Central Article Tracking System (CATS). They must be carefully checked and returned within 48 hours of receipt. Reprints of individual articles are available for order at the time authors review page proofs. A discount on reprints is available to authors who order before print publication. Each corresponding author will receive 3 complete issues in which the article publishes and a complimentary PDF. The corresponding author is responsible for distributing the material to co-authors.

## **APA FORMAT**

The following information is adapted from the Publication Manual of the American Psychological Association (APA Manual), 6th Edition. Authors are encouraged to utilize these suggestions, which address common writing errors. For more information, please refer to the APA manual. Purdue University also offers an excellent online resource: <http://owl.english.purdue.edu/owl/resource/560/01/>

For examples of APA formatted papers, see figures 2.1, 2.2, and 2.3 (starting on page 41) of the 6<sup>th</sup> edition of the APA publication manual.

The 6<sup>th</sup> edition of the APA Publication Manual comes with significant online resources (<http://www.apastyle.org/>). Free tutorials include “The Basics of APA Style” (<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>) and “What’s New in the Sixth Edition?” (<http://www.apastyle.org/learn/tutorials/brief-guide.aspx>). A sample paper is available online at <http://flash1r.apa.org/apastyle/basics/data/resources/sample-papers.pdf>

If you purchased the first printing of the 6<sup>th</sup> edition manual, please see these corrections to the manual itself plus the corrected sample papers: <http://supp.apa.org/style/pubman-reprint-corrections-for-2e.pdf>

### **Brief Overview of Changes in APA 6<sup>th</sup> Edition**

### **Reference Page Changes**

- Include Digital Object Identifiers (DOIs) for all electronic AND print sources whenever a DOI number has been assigned
- If a DOI is not available and it is an electronic resource, include the homepage URL for the journal you are referencing. The retrieval date is not necessary unless it is a website that is likely to change (such as Wikipedia).
- Database information is not required unless it is archived material that is only available through a database. Then you will include the URL to the home page of that database.
- Supplemental material, such as brochures, maps, or computer programs, are included in square brackets following the title.
- If an article has multiple authors, list all by last name and initials if there are seven or less total authors.
- If there are eight authors, replace all names after the 6<sup>th</sup> author and before the last with ellipses (...).
- List the publisher's city and state for all books.

### **Manuscript Preparation**

- Include the running head on every page, flush left at the top of each page in the page header. Include the phrase "Running head:" only on the title page.
- Two spaces follow a punctuation mark at the end of each sentence.
- Heading structure for all sections follow the same progression regardless of the number of levels of subheadings within a section. Subheadings will be bold instead of italicized for the first three levels. See Table 3.1 on page 62 for more information about the five levels of headings.
- In the 5<sup>th</sup> edition, the year of publication was dropped when the same source was used in the same paragraph (and was not likely to be confused with other sources). In the 6<sup>th</sup> edition, this has changed. Include the year in **every parenthetical** citation. Please refer to pp. 174-179 of the APA manual for more information on citing references in text.

## **TYPEFACE AND SPACING**

Manuscripts submitted are typed, double spaced between all lines of the manuscript, with **Times New Roman font size 12**. Some word processing programs insert extra line spaces before or after headings, which are not consistent with APA. Use consistent double line spacing throughout the entire document.

Italicize items within the manuscript on few occasions. Some of these occasions include:

- Title of books, periodicals and microfilm publications
- Genera, species, and varieties

- Introduction of a new, technical, or key term or label Letter, word, or phrase cited as a linguistic example
- Words that could be misread
- Letters used as statistical symbols or algebraic variables
- Some test scores and scales
- Periodic volume numbers in reference lists
- Anchors of a scale

Do **not** italicize for the following:

- Foreign phrases and abbreviations common in English
- Chemical terms
- Trigonometric terms
- Non statistical subscripts to statistical symbols or mathematical expressions
- Greek letters
- Mere emphasis
- Letters used as abbreviations

Please refrain from boldfacing contents of the manuscript. Boldface is appropriate for limited instances where statistical symbols and mathematical functions are illustrated, and for some headings (see page 62 of the APA Manual for information on headings). Note that the first printing of the 6<sup>th</sup> Edition APA manual lists the word “Abstract” and the word “References” in bold. This is incorrect and was fixed in the second printing.

## **MARGINS**

Margins are set at 1 inch at the top, bottom, left and right sides of all pages.

## **PARAGRAPHS AND INDENTATION**

Indent the first line of every paragraph. For consistency, use the tab key, which is likely set at five to seven characters or ½ inch.

## **ORDER OF MANUSCRIPT PAGES**

Order manuscript pages as follows:

- Title page with running head for publication, title, and byline and institutional affiliation (separate page numbered page 1)
- Abstract and Keywords (separate page, numbered page 2)
- Text (start on a separate page , numbered page 3)
- References (start on a separate page)
- Appendixes (start each on a separate page)
- Author note (start on a separate page)

- Footnotes (list together, starting on a separate page)
- Tables (start each on a separate page)
- Figure captions (list together, starting on a separate page)
- Figures (each placed on a separate page)

## **PAGE NUMBERS AND MANUSCRIPT PAGE HEADERS**

Number pages consecutively beginning with the title page. Use Arabic numerals in the upper right hand corner of the page header, with the exception of artwork or figures. For information regarding tables, please refer to pp. 128-150, Sections 5.07-5.19 of the APA Manual. For information regarding figures, please refer to pp. 150-161, Sections 5.20-5.25 of the APA Manual.

## **TITLE PAGE**

The title page is comprised of five elements: title, running head, author byline, institutional affiliation, and author note. Identify the title page with the page number 1, placed in the upper right hand corner of the page. The 6<sup>th</sup> edition of the Publication Manual no longer requires a short title in the manuscript page header. Instead, the running head is included in the page header on the top of *each* page, however the phrase “Running head:” is only on the title page. For a more detailed description of the title page, please refer to page 229, Section 8.03 and page 41, Figure 2.1 for an example.

### *Running Head for Publication*

The running head is an abbreviated form of the title and is placed flush left at the top of each page in the page header. The abbreviated title is typed in all upper case letters. **The running head must not exceed 50 characters including punctuation and spaces.** The statement “Running head” is printed prior to the abbreviated title (capital R, lowercase h) on the title page only. For a more detailed description, refer to page 229, Section 8.03 of the APA Manual.

### **Example:**

Running head: CREATIVE INTERVENTIONS IN COUNSELING

### *Title*

The title is centered, typed in upper and lower case letters, double spaced, and placed in the upper half of the page. The title is a concise statement of the main topic. The recommended length for a title is no more than 12 words. For more information on titles, see page 23, section 2.01 of the APA manual.

### *Byline and Institutional Affiliation*

Author's names are typed in order of their contribution to the manuscript with their affiliation on the following line. If there are two or more authors from the same institution and space permits, type the author's names on one line. In this case, separate the names of the authors with the word *and*; separate the names of three or more authors with commas, and insert the word *and* before the name of the last author. The institutional affiliation is placed on the next double spaced line. For an example, please refer to pp. 24, Table 2.1 of the APA Manual.

### *Author Note*

Type the author note on the title page directly below the title, byline and affiliation. The author note can contain up to four paragraphs. Center the label "Author Note" and indent each paragraph:

- Complete departmental affiliation using the following format: Jane Doe, Department of Psychology, University of the Great Southwest; John Doctorate, Department of Counseling and Human Development, University of the Great Southeast; etc. End this section with a period. When an author does not have an institutional affiliation, include the city and state of residence for U.S. based authors, city and province for authors in Canada or Australia, and city and country for others outside the U.S.
- Indicate any changes in author affiliation subsequent to the time of the study.
- Acknowledgements (such as grants or other forms of financial support, special agreements concerning authorship, or any thanks for personal assistances such as manuscript preparation). It is unnecessary to acknowledge individuals who are routinely involved in a manuscript's review or acceptance.
- Point of contact information starting with a complete mailing address and ending with an email address. Because this section ends with an email address, do not include a period.

See pp. 24-25, section 2.03, of the APA manual for more information and an example of author's notes.

## **ABSTRACT**

An abstract is placed on the second page. The page header and the numeral 2 is located at the upper right hand side of the page. The title "Abstract" is centered, typed in upper and lower case letters, and located at the top of the page, just below the page header. The content of the abstract is typed in a single paragraph without indentation. Abstracts are no longer than 120 words. Numbers, with the exception of those that begin a sentence, are typed in Arabic numerals. For more details regarding abstracts, please refer to pp. 25-27, Section 2.04 of the APA Manual.

**KEYWORDS:** For JCMH purposes, add 5 or 6 keywords that identify article content. Type two double line spaces below the abstract following the word "KEYWORDS" in all caps followed by a colon. Do not indent.

### **Example:**

KEYWORDS: Creativity, counseling, bereavement, groups, grief, loss

## HEADING LEVELS AND SUBSECTIONS

Headings provide a reader with an organizational outline of the manuscript. Topics of equal significance have the same level of heading throughout the manuscript. For example Method, Results and Discussion will be illustrated as such:

Method

Results

Discussion

Manuscripts in APA journals generally range from one to five levels of headings. In most cases, three or four levels are adequate. The five levels of headings are as follows:

**Centered, Boldface, Uppercase and Lowercase Heading (1<sup>st</sup> level)**

**Flush Left, Boldface, Uppercase and Lowercase Side Heading (2<sup>nd</sup> level)**

**Indented, boldface, lowercase paragraph heading ending with a period. (3<sup>rd</sup> level)**

***Indented, boldfaced, italicized, lowercase paragraph ending with a period. (4<sup>th</sup> level)***

***Indented, italicized, lowercase paragraph heading ending with a period. (5<sup>th</sup> level)***

For more examples of heading levels, refer to pp. 62-63, Section 3.03 of the APA Manual. See table 3.1 for a display of all five levels of heading.

Please refrain from having only one subsection within a section. At least two subsection headings are required within a heading level. For example:

**Method (1<sup>st</sup> level)**

**Sample and Procedure (1<sup>st</sup> subsection, 2<sup>nd</sup> level)**

**Measures (2<sup>nd</sup> subsection, 2<sup>nd</sup> level)**

Each section starts with the highest level of heading, even if one section may have fewer sublevels of headings than another section. For examples of headings and subsections, please refer to the APA Manual page 29, Section 2.06.

## SERiation

Authors enumerate parts of a series for clarification of sequence and relationship between elements, especially when elements are multifaceted or lengthy. Within a paragraph or sentence, elements are identified by a lower case letter, not italicized, in parentheses. Example: (a), (b), etc.

Separate paragraphs in a series with a number, followed by a period with no parenthesis.

Example:

- 1.
- 2.
- 3.

Please refer to the APA Manual on pp. 63-65, Section 3.04 for seriation examples.

## QUOTATIONS

Material directly quoted from other sources is reproduced word for word. Short quotations (fewer than 40 words) may be incorporated into text, with the quotation enclosed in double quotation marks. Display quotations longer than 40 words in a freestanding block, and omit the quotation marks. Start block quotations on a new line, and indent the block approximately ½ inch from the left margin (in the same position as a new paragraph). The block quotation is double spaced. When quoting, provide the author, year, and specific page citation in text, with a complete reference in the reference list.

Many electronic sources do not provide page numbers, unless they are PDF reproductions of printed material. If paragraph numbers are visible, use them in place of page numbers. Use the abbreviation *para*. If there are headings in the document and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following the heading to direct the reader to the location of the quoted material.

An example from page 172 of APA Manual:

“In their study, Verbund, Pernot, and Smeets (2008) found that ‘the level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition’ ”(Discussion section, para. 1).

## CITATIONS

When paraphrasing or quoting, you must credit the source by citing the author(s) and publication date of the works you used. APA uses the author-date method of citation. Correct usage of “et al.” in citation using the following guidelines from the APA Manual (page 175). “When a work has two authors, cite both names every time the reference occurs in text. When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by *et al.* (not italicized and with a period after *al*) and the year if it is the first citation of the reference within a paragraph.” *and* “When a work has six or more authors, cite only the surname of the first author followed by *et al.* (not italicized and with a period after the *al*) and the year for the first and

subsequent citations”(see section 6.27 and Example 2 in Chapter 7 for how to cite works with more than six authors in the reference list).

## REFERENCE LIST

All citations listed in the text of the manuscript must be accounted for in the reference list. Provide only the resources that are cited in the text. Begin the reference list on a separate page. The title “References” is typed in upper and lower case letters, centered and located at the top of the page, just below the header and page number. All references are alphabetically organized by the first author’s last name, double spaced, and typed with a hanging indent format. This means that the first line of the reference is flushed left and the following lines are indented. **Please do not indent manually; use the hanging indent feature in your word processing program.**

A significant portion of research will likely be from electronic sources including E-Journals, databases, and websites. Please be aware of some of the changes in the citation of electronic sources that were published in the 6<sup>th</sup> edition (see page 187; section 6.31).

If the content you are citing has been assigned a DOI number (whether you used a print source or an electronic one), provide this number using the doi: XXXXXXXXXXXX format (see below for complete example). If you are using a DOI number, no further information on how to locate this content online will be needed. For more information on DOI numbers, see Section 6.32, page 189 in the APA manual or <http://www.doi.org/faq.html>.

If you have a DOI number and need to look up the accompanying source, you can enter the DOI number at: <http://www.doi.org/>

If you have a resource and need to look up the DOI number, you can do so at: <http://www.crossref.org/SimpleTextQuery/>

**If the article does not have a DOI number**, keep in mind the following notes from the 6<sup>th</sup> edition of the APA manual when citing electronic data:

- If you used an electronic version, include the publisher’s homepage URL for the journal you are referencing.
- It is usually not necessary to include retrieval dates on information unless the source article is likely to change over time (such as a wiki).
- You will generally not need to include database information. How journals are covered in databases can change over time. However some documents are only available in online archives that can only be accessed through databases. If your document cannot be accessed through its original publishing channel, please include the home page/entry page for the online archive.
- As with print media, it is preferred that you cite the final version of whatever data source you are using.
- Please check your URL prior to submission and make sure it continues to bring you to the correct document. If the content is no longer available, please substitute another source

(such as a different version of the document) or omit it from the paper altogether.

Chapter 7, starting on page 193, provides more information on a variety of resources that are commonly referenced. Reference types are paired with corresponding examples for clarification purposes. Please be aware that if you are using an online application to create your reference list (such as bibme.org) that you will need to check for any input errors and check to make sure the resource has updated to 6<sup>th</sup> edition guidelines. Examples of a periodical and a chapter from an edited book and an electronic source without a DOI number are illustrated below:

**Periodical reference:**

Deutsch, F. M., Lussier, J. B., & Servis, L. J. (1993). Husbands at home: Predictors of paternal participation in childcare and house work. *Journal of Personality and Social Psychology*, 65, 1154-1166. doi:10.1037/0022-3514.65.6.1154

**Non periodical reference:**

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphors for healing, transition, and transformation. In B.R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

**Electronic Reference without a DOI number:**

Whitton, M., & Weatherly, J. (2009). The effect of near-miss rate and card control when American Indians and non-Indians gamble in a laboratory situation: The influence of alcohol. *American Indian and Alaska Native Mental Health Research: The Journal of the National Center*, 16(2), 32-42. Retrieved from [http://aianp.uchsc.edu/ncaianmhr/journal/pdf\\_files/16\(2\).pdf](http://aianp.uchsc.edu/ncaianmhr/journal/pdf_files/16(2).pdf)

**Common Errors to Avoid**

The following list contains examples of common reference list and citation errors. Double-checking that each author's name and year of publication cited within the text of the manuscript matches the reference list (either manually or with the *Find* feature of your word processing program) can help avoid many common errors.

- *Including citations in the text of the manuscript that are not included in the reference list.* All citations within the text must be included in the reference list. Errors often occur when the author changes the text of the manuscript and forgets to add the citation to the reference list.
- *Including a reference on the reference list that is not cited in the text of the manuscript.* All works in the reference list must be cited within the text of the manuscript.
- *Discrepancies between the reference list and the citations.* Please double check and compare all citations within the text of the manuscript to the works in the reference list and be sure that they match exactly in regards to spelling of author names, year of publication, etc.
- *Including works within the text of the manuscript that are not cited or included on the reference list.* This oversight occurs most frequently with audiovisual media (e.g., movies, songs, television episodes) and electronic media (e.g., Internet sources, web sites). These works must be cited within the text of the manuscript, and in any tables, and included in the reference list. Please see Chapter 7 of the APA manual for information on how to cite audiovisual media.
- *The reference list is not in alphabetical order.* The reference list must be arranged in alphabetical order by author. “Invert all authors’ names; give surnames and initials for only up to and including six authors” (see APA Manual, pp. 181-182, Section 6.25).
- *Capitalizing titles of articles, chapters, or books in the reference list.* According to the APA Manual (p. 101) “Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; do not italicize the title or place quotation marks around it.”
- *Including both volume and issue numbers for periodicals.* Always provide the volume number of journals, magazines, and newsletters. The issue numbers are not always included. “Include the journal issue number (if available) along with the volume number if the journal is paginated separately by issue” (see APA Manual, page 186, Section 6.30).

The following is a list of journals that *do not* need issue numbers, since their pagination is continuous for each volume. (This is not an all-inclusive list, and pagination may change over time, so it is best to check the issue you are citing to determine if the issue number is needed.)

- *Academic Medicine*
- *Academy of Management Learning & Education*
- *Adolescence*
- *Adultspan: Theory Research & Practice*
- *American Journal of Hospice and Palliative Care*
- *American Journal of Orthopsychiatry*

- *American Journal of Psychotherapy*
- *American Psychologist*
- *Arts in Psychotherapy(The)*
- *Association of Black Nursing Faculty Journal*
- *Australasian Journal of Ageing*
- *Bulletin of the Menninger Clinic*
- *Communication Theory*
- *Contemporary Family Therapy*
- *Counselor Education and Supervision*
- *Counseling and Values*
- *Counseling Psychologist (The)*
- *Counseling Psychology Quarterly*
- *Current Directions in Psychological Science*
- *Current Psychiatry Reports*
- *Disability and Rehabilitation*
- *Education*
- *Educational Horizons*
- *Educational Psychologist*
- *Elementary School Guidance and Counseling*
- *Environment and Behavior*
- *Family Journal*
- *Geriatric Nursing*
- *Guidance and Counseling*
- *Health and Social Work*
- *International Journal for the Advancement of Counseling*
- *Journal for Specialists in Group Work*
- *Journal of Business Ethics*
- *Journal of Children in Contemporary Society*
- *Journal of Clinical Psychology*
- *Journal of Cognitive Psychotherapy*
- *Journal of Counseling and Development*
- *Journal of Creativity in Mental Health, beginning with volume 3. (DO include issue numbers for Volumes 1 and 2 of JCMH).*
- *Journal of Family Violence*
- *Journal of Family Communication*
- *Journal of Individual Psychology*
- *Journal of Learning Disabilities*
- *Journal of Marital and Family Therapy*
- *Journal of Marketing Theory & Practice*
- *Journal of Mental Health Counseling*
- *Journal of Multicultural Counseling and Development*
- *Journal of Music Therapy*
- *Journal of Poetry Therapy*
- *Journal of Psychotherapy Integration*

- *Journal of Social and Clinical Psychology*
- *Journal of the American Medical Association (JAMA)*
- *Medical Teacher*
- *Neuroscience Letters*
- *Nursing Forum*
- *Nursing Inquiry*
- *Personnel and Guidance Journal*
- *Preventing School Failure*
- *Professional Psychology: Research & Practice*
- *Professional School Counseling*
- *Psychology, Health, & Medicine*
- *Psychology of Women Quarterly*
- *Psychotherapy Research*
- *Psychotherapy: Theory, Research, Practice, Training*
- *Screen Education*
- *Social Casework*
- *Social Work*
- *Teaching Sociology*
- *Teaching Theology & Religion*
- *The Family Journal: Counseling and Therapy for Couples and Families*
- *The Gerontologist*
- *The Health Care Manager*
- *The Mathematics Teacher*
- *Theory into Practice*
- *Transactional Analysis Journal*

The following is a list of journals that *do* need issue numbers, since their pagination is *not* continuous for each volume. (This is not an all-inclusive list, and pagination may change over time, so it is best to check the issue you are citing to determine if the issue number is needed.)

- *Journal of Child Sexual Abuse*
- *Journal of Creativity in Mental Health*, Volumes 1-2. (**DO NOT** include issue numbers for Volumes 3 and above of JCMH).
- *Journal of Family Psychotherapy*
- *Journal of Systemic Therapies*
- *Women and Language*

## FIGURES

**Identifying and citing figures.** Number all figures consecutively with Arabic numerals throughout an article, in the order in which they are first mentioned in the text. Refer to pictures by number in the text (i.e., Figure 1, Figure 2). (See APA Manual, pp. 152-158.)

**Captions.** The caption serves both as an explanation of the figure and as a figure title.

The caption is a brief but descriptive phrase. After the descriptive phrase, add any information necessary to clarify the figure: It is unnecessary to have a reader refer to the text to decipher the figures message (See APA Manual, pp. 158-160).

## **APPENDIX**

Examples of items which qualify for an appendix appear on pp. 38-39 Section 2.13 of the APA Manual. Authors include an appendix only if it will assist readers in understanding and replicating their study. Appendixes are double spaced and begin on a separate page. If there is only one appendix, the word “Appendix” is a suitable title. The title is double spaced, typed in upper and lower case letters, and centered at the top of the page. Double space and indent the first line before typing the text of the appendix.

If there is more than one item in the Appendix, items are labeled Appendix A, Appendix B, Appendix C, etc. Multiple appendix items are ordered as they are mentioned in the manuscript. For information regarding the inclusion of tables and figures in the appendix, please refer to page 127, Section 5.05 of the APA Manual.

## **SPELLCHECK**

Most computer programs have functions that check spelling. Electronic checks do not always catch spelling and grammatical errors. Please use this before submitting manuscripts for editorial review. Be aware that spell check will not catch words that are spelled correctly but used inappropriately or unintentionally (such as *week* instead of *weak*). Please review your document to ensure that you are using the intended word, not just a correctly spelled word.

## **CHECKLIST FOR MANUSCRIPT SUBMISSION**

The APA Manual includes a Checklist for Manuscript Submission, on pages 240-243. This checklist highlights the following areas:

- Format
- Title page and abstract
- Paragraphs and headings
- Abbreviations
- Mathematical statistics
- Units of measurement
- References
- Notes and footnotes
- Tables and figures
- Copyright and quotations
- Submitting the manuscript

This checklist is a useful tool for finalizing the manuscript before submitting for publication.

## GRAMMAR AND WRITING STYLE

The following recommendations address common writing and grammatical questions, and provide applicable APA guidelines.

### Active Voice

Use *active* voice in APA manuscripts. In the passive voice, the subject receives the action, and verbs such as *am, is, are, was, were, be, being, and been* are used. In most cases, it is better to eliminate such verbs and use the active voice instead.

**Example:** *The article was composed by Colin and Blotts.*

Is better written:

*Colin and Blotts composed the article.*

### Nouns, Pronouns, and Gender

Use gender neutral language to avoid bias. Avoid the use of *he/she*, as the repetition becomes tiring. A better alternative is to use plural nouns or pronouns.

**Example:** *Counselors and clients work together to establish goals.*

A pronoun must agree in number with the noun it replaces. *He* and *she* are singular pronouns, as is *He/she*. “*They*” is plural. Thus, the sentence “Each student must complete their assignment” is incorrect, because “student” is singular and “their” is plural. You may instead write “All students must complete their assignments.”

### Parallel Construction

Present listed elements in parallel form.

**Example:** *You can improve your health if you eat more vegetables, exercise regularly and by not smoking.* (Incorrect)

It is better to say:

*You can improve your health if you eat more vegetables, exercise regularly, and do not smoke.* (Correct)

OR

*You can improve your health by eating more vegetables, exercising regularly, and not smoking.* (Correct)

### Or vs. Nor

Use *or* with *either*, and use *nor* with *neither*.

**Examples:** *Either Sally or Tim will help you.* (Correct)

*Neither Lisa nor Alice knew the answer.* (Correct)

### Dangling Participles

Participles (verbs that end in “ing”) “dangle” when they do not agree with their subject.

Example: *While typing my thesis, the computer shut down unexpectedly.* (Incorrect)

The subject of the above sentence is the computer, so the sentence essentially says: “*While the computer was typing my thesis, it shut down unexpectedly.*” Instead, write “*While I was typing my thesis, the computer shut down unexpectedly.*” (Correct)

## PUNCTUATION

The following recommendations address common questions regarding proper punctuation, and provide applicable APA guidelines.

### COMMAS

#### Commas Between Items

Use a comma between elements in a series of three or more items, INCLUDING before “and” and “or.”

**Example:** *JCMH includes theoretical, research, and practice based articles.* (Correct)

#### Comma splice

You can only use a comma to separate two complete clauses if the clauses are joined by a conjunction (but, and, because, etc.).

**Example:** I am going to the store later, we need milk. (Incorrect)

I am going to the store later. We need milk. (Correct)

I am going to the store later, because we need milk. (Correct alternative)

### SEMI-COLONS

#### *Semi-colons Between Two Complete Clauses*

Semi-colons can be used to separate two complete clauses without the use of a conjunction.

**Example:** *I am going to the store later; we need milk.* (Correct)

Semi-colons are useful for joining complete clauses that are closely connected, as shown above, and can be used as an alternative to conjunctions.

**Example:** *I love rainy days; John hates them.* (Correct)

OR

I love rainy days, but John hates them. (Correct)

Semi-colons are also useful for joining two clauses using a transition such as *however*, *therefore*, *otherwise*, etc.

**Example:** *We always wanted to learn ballet; however, we couldn't afford lessons.* (Correct)

#### *Semi-colons to Separate Elements in a Series*

Semi-colons are also used to separate elements in a series that already contain commas.

**Example:** *We thought about painting the room blue, white, and green; red, brown, and taupe; or lavender, cream, and blue.* (Correct)

## COLONS

A colon can be used to separate a *complete* introductory clause and a final phrase.

Example: *We made a plan: Charlie would do the research and I would help him write the paper.* (Correct)

Do not use a colon after an introduction that is **not** a complete clause.

Example: *The required materials are: Popsicle sticks, glue, and finger-paint.* (Incorrect)

## HYPHENATION

Dictionaries can be used to determine whether a compound word requires a hyphen; however, there is also a general guideline for using hyphens. If a compound is used as an adjective **before** the noun it modifies, then use a hyphen to eliminate any potential confusion.

Example: *The therapist used client-centered counseling.* (Correct, since the adjective is before “counseling,” the noun it modifies.)

*The counseling was client centered.* (Correct, since the adjective occurs after the noun it modifies.)

## HELPFUL RESOURCES

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington DC: Author.

American Psychological Association. (2009). *APA Style Website*. Retrieved from <http://www.apastyle.org/>

American Psychological Association. (2009). *Sample one-experiment paper and sample two-experiment paper*. Retrieved from <http://flash1r.apa.org/apastyle/basics/data/resources/sample-papers.pdf>

American Psychological Association. (2009). *What’s New in the Sixth Edition*. Retrieved from <http://www.apastyle.org/learn/tutorials/brief-guide.aspx>

American Psychological Association. (2009). *The Basics of APA Style*. Retrieved from <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

The Writing Lab and The Owl at Purdue. (1995-2008). *APA formatting and style guide – The OWL at Purdue*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

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## CONTACT INFORMATION

Feel free to contact us if we can help in any way, or if you have specific questions that are not answered in this packet.

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