

## Manuscript Submission

### Manuscript Submission

Submission of a manuscript implies that:

- the work described has not been published before;
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Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

**Manuscripts may be submitted in either English or French.**

## Title page

### Title Page

The title page should include:

- The name(s) of the author(s)
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- The affiliation(s) and address(es) of the author(s)
- The e-mail address, and telephone number(s) of the corresponding author
- If available, the 16-digit ORCID of the author(s)

### Abstract

Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

### Keywords

Please provide 4 to 6 keywords which can be used for indexing purposes.

## Text

All manuscripts should employ Canadian spelling (for example: colour, centre, flavour, favourite)

## Text Formatting

Manuscripts should be submitted in Word.

**WORD COUNT: Manuscripts should not exceed 7500 words, excluding references, figures, and tables.**

- Use a normal, plain font (e.g., 12-point Times Roman) for text.
- Manuscript should be double spaced, with margins of at least one inch (2.5 cm) on all sides.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).
- For articles written in English, the abstract will be translated into French; for articles in French, the abstract will be translated into English. Translation is the responsibility of the journal.

Manuscripts with mathematical content can also be submitted in LaTeX. [LaTeX macro package](#)

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Please use no more than three levels of displayed **headings**.

## Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

## Footnotes

Footnotes or endnotes should not be used.

## Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

## References

### Citation

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson, 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott, 1991; Barakat et al., 1995; Kelso & Smith, 1998; Medvec et al., 1999).

### Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

References, citations, and general style of manuscripts should be prepared in accordance with the APA Publication Manual, 7th ed.

### *APA (Publication Manual of the American Psychological Association, 6th ed.)*

Reference list entries should be alphabetized by the last names of the first author of each work. Journal names and book titles should be italicized.

- **Journal article**  
Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213–245.
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Kreger, M., Brindis, C.D., Manuel, D.M., & Sassoubre, L. (2007). Lessons learned in systems change initiatives: benchmarks and indicators. *American Journal of Community Psychology*. doi:10.1007/s10464-007- 9108-14.
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Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.
- **Book chapter**  
O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.
- **Online document**  
Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association.  
[http://www.psych.org/edu/other\\_res/lib\\_archives/archives/200604.pdf](http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf).  
Accessed 25 June 2007.

For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.

## Tables

- All tables are to be numbered using Arabic numerals.
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- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

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## Artwork

### Electronic Figure Submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
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Name your figure files with Fig and the figure number, e.g., Fig1.eps.

### Line Art

- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
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If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.

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- Colour art is free of charge for online publication.
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- If an appendix appears in your article/chapter and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, “A1, A2, A3, etc.” Figures in online appendices (Electronic supplementary Material) should, however, be numbered separately.

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- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

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- Figures should be submitted separately from the text.
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