# Behavioural and Cognitive Psychotherapy Instructions to Authors

## Submission to Behavioural and Cognitive Psychotherapy

Articles written in English and not submitted for publication elsewhere should be sent via http://mc.manuscriptcentral.com/babcp.

### Manuscript preparation

A Word document of the manuscript must be submitted electronically and original figures can be supplied as attachments.

Articles must be typed double-spaced throughout allowing wide margins all round. Where unpublished material e.g. behaviour rating scales, therapy manuals etc, is referred to in an article, copies should be submitted as an additional document to facilitate review.

Attention should be paid to the Editorial Statement that is accessed online at http://journals.cambridge.org/action/displayMoreInfo?jid=BCP&type=ifc

Submissions will be sent out for review exactly as submitted. Authors who want a blind review should indicate this at the point of submission of their article, omitting details of authorship and other information. Submission for blind review is encouraged.

Abbreviations where used must be standard. The Systeme International (SI) should be used for all units; where metric units are used the SI equivalent must also be given. Probability values and power statistics should be given with statistical values and degrees of freedom (e.g. F(1,34) - 123.07. p < .001), but such information may be included in tables rather than the main text.

Spelling must be consistent within an article, either using British usage (The Shorter Oxford English Dictionary), or American usage (Webster's New Collegiate Dictionary). However, spelling in the list of references must be literal to each original publication.

Details of style not specified here may be determined by reference to the *Publication Manual of the American Psychological Association* or the style manual of the British Psychological Society.

#### Articles should conform to the following scheme:

- (a) Title page. The title should phrase concisely the major issues. Author(s) to be given with departmental affiliations and addresses, grouped appropriately. A running head of no more than 40 characters should be indicated.
- (b) Abstract. This should summarize the article in no more than 250 words, and should be structured under the headings: Background: Aims: Method: Results: Conclusions. The abstract should also include up to six keywords that could be used to describe the article.
- (c) Text. This should begin with an introduction, succinctly introducing the point of the paper to those interested in the general area of the journal. References within the text should be given in the form of Jones and Smith (1973) or (Jones and Smith, 1973). When there are three or up to and including five authors the first citation should include all authors; subsequent citations should be given as Williams et al. (1973). Authors with the same surname should be distinguished by their initials. The appropriate positions of tables and figures should be indicated in the text. Footnotes should be avoided where possible.
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- (e) References. All citations in the text should be listed in strict alphabetical order according to surnames. Multiple references to the same author (s) should be listed chronologically, using a, b, etc, for entries within the same year. Formats for journal articles, books and chapters should follow these examples:

Kaltenthaler, E., Parry, G. and Beverley, C. (2004). Computerized cognitive behaviour therapy: a systematic review. *Behavioural and Cognitive Psychotherapy*, 32, 31–55. doi:10.1017/S135246580400102X.

Tharp, R. G. and Wetzel, R. J. (1969). Behaviour Modification in the Natural Environment. New York: Academic Press.

Roskies, E. and Lazarus, R. S. (1980). Coping theory and the teaching of coping skills. In P. O. Davidson and S. M. Davidson (Eds), Behavioural Medicine: changing health lifestyles. New York: Brunner/Mazel.

- (f) Footnotes. The first, and preferably only, footnote will appear at the foot of the first page of each article, and subsequently may acknowledge previous unpublished presentation (e.g. dissertation, meeting paper), financial support, scholarly or technical assistance, or a change in affiliation. A concluding (or only) paragraph must be the name and full mailing address of the author to whom reprint requests or other enquiries should be sent.
- (g) Tables. Tables should be numbered and given explanatory titles.
- (h) Figure captions. Numbered captions should be typed on a separate page.
- (i) Figures. Original drawings or prints must be submitted for each line or half-tone illustration. Figures should be clearly labelled and be camera-ready wherever possible.

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