Preparation, Submission and Publication of Manuscripts

The Australian Community Psychologist publishes work that is of relevance to community psychologists, psychologists, social scientists and others interested in the field. The journal features empirical research reports, reviews and essays on matters of theoretical and general relevance and reviews of professional and applied areas. The journal also features manuscripts addressing matters of general, professional and public relevance, techniques and approaches in psychological practice, professional and public policy issues, and reviews of books. Submissions by emerging researchers and practitioners are encouraged. Contributions towards the four sections of the journal are sought:

Articles
Contributions are state of the art works of theoretical, professional or applied areas of general relevance to community psychologists and others interested in the field. They may be up to 10,000 words, including all tables, figures and references; however, authors should be as concise as possible.

Research Reports
This section is for the publication of methodologically sound, empirical research reports relevant to community psychology theory, method, and practice. They may be up to 10,000 words, including all tables, figures and references; however, authors should be as concise as possible.

Practice Issues
This section publishes individual manuscripts and collections of manuscripts which address matters of general, professional and public relevance, techniques and approaches in psychological practice, professional development issues, and professional and public policy issues. They would not normally exceed 6000 words.

Book Reviews
The journal publishes book reviews of up to 1,000 words. Books reviewed relate directly to key areas of theory or practice in community psychology. Inquiries about the review of a work should be emailed to the Editor: editor.acp@outlook.com.

Submission
All manuscripts are submitted electronically to the Editor: editor.acp@outlook.com

With the exception of book reviews, all contributions are blind peer-reviewed. Articles submitted for review must be original works and may not be under consideration elsewhere. It is a condition of publication that authors assign the copyright of their articles to the Australian Psychological Society.

All manuscripts for consideration for publication in The Australian Community Psychologist must be formatted according to the following instructions for authors.

Instructions for Authors
The following constitutes advice to contributors that is relevant to all journal sections.

Every submission must include:
1. A cover letter stating the section of the journal to which the author(s) wish to submit the article.
2. The complete manuscript including title page, abstract, text, tables, figures, acknowledgements, and references.
3. A deidentified version of the manuscript.
4. Written permission from the publisher (copyright holder) to reproduce any previously published tables, illustrations or photographs.

Deidentified manuscripts should have all features removed which could identify the authors. This will include: author details on title page; author citations and references (replacing with ‘citation/reference removed for review’); acknowledgements, disclosures, address and biographies. The document author properties should be removed (File; Check for Issues; Inspect Document; Inspect; Remove All Document Properties and Author Information).

Manuscripts should be arranged as follows:
Title page
Abstract and Keywords
Text
References
Acknowledgements
Disclosures (if required)
Address for correspondence (Usually one only, usually an email address)
Author biographies (a short paragraph on each author e.g., job title, research interests, department or research centre).

Tables and figures should be placed in the correct position within the body of the text. Number pages consecutively, beginning with the Title page as page 1.

Specific Formatting Requirements
Format follows the Publication Manual of the American Psychological Association (6th ed.).

Language. All manuscripts must be in English. Australian English is preferred.

Paper size, margins, alignment. A4 page, all margins 2.54cm, all text left aligned.

Spacing. All text must be double-spaced and left aligned.

Paper Title. 12pt, centred, main words capitalised. Title should appear on upper half of Title Page and at the top of the main text on page 3 of a manuscript

The Title Page should contain:
Title: Should be short and informative. Recommended length is between 10 and 12 words. Short title: A maximum of 50 characters. This should also be the Running Head on all pages. Author(s): This should include each author’s name in the preferred form of first/given name, middle initial(s), family name. Institution and Affiliations: This identifies the location (e.g., university) where the author(s) undertook the investigation, or city and state of residence if no institutional affiliation.

Abstract and Keywords. A new page is required. The heading Abstract should be centred. The text should be left aligned. The abstract must be no more than 200 words.

Place up to six keywords below, on a new line, with ‘Keywords:’ indented and in italics (keywords themselves are not in italics).

Normal text. Times New Roman, 12pt, double line-spaced, left aligned (not justified) Do not leave line spaces between paragraphs but indent the first line of each paragraph.

Long quotes. Quotes of 40 words or more should be indented to the same position as a new paragraph.

1st Level heading. Centred, bold, main words capitalised (title case), not italics.

2nd Level heading. Left aligned, bold, main words capitalised.

3rd Level heading. Indented, bold, sentence case, ending with a period. Text should continue on the same line.

4th Level heading. Indented, bold, italicised, sentence case, ending with a period. Text should continue on the same line.

Tables, Figures, and Diagrams. Captions should be typed above tables and below figures. These should be black and white and inserted in the correct place within the body of the text. Do not allow a figure or table to be split over two pages or to be separated from its label or caption.

Diagrams, illustrations, graphs, and so on, must be 'screen readable'. This means fully legible and readable on screen when displayed at widths that ideally do not exceed about 750 pixels and should not exceed 1000 pixels.

Page Numbers. Insert page numbers at the top of the page, right aligned, beginning with the title page.

Footnotes. Avoid using footnotes. If used, please number them sequentially.

References
Use the reference style of the Publication Manual of the American Psychological Association (6th ed.). References should be a 1st level heading.

Example journal article:
Example book:

Example book chapter:

Example electronic source:

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Please be aware that the ACP does check manuscripts for plagiarism. We do this during the minor revisions stage of any review process. If we feel any plagiarism found is minor and can be rectified we will give authors the opportunity to do so. We reserve the right however to reject manuscripts on the grounds of serious plagiarism which constitutes unethical misconduct.