

## General Guidelines for PAL

Articles published in *PAL* typically range between 1,000 and 3,000 words, inclusive of all tables, figures, notes, and references. All submissions to *The PAL* must follow (*Publication Manual of the American Psychological Association*, 6th edition, 2009).

Authors must not submit any manuscript under consideration by another publisher or work that has been previously published in whole or part.

### Manuscript Submission

Your manuscript should be uploaded in the form of two Word documents, one title page file and one manuscript file.

1. Title Page file (concise title, author name(s), institutional affiliation(s), email address(s), a 150- to 200-word abstract, and a list of keywords).
2. Manuscript file (body of the manuscript, endnotes, references, and figure titles/captions).
  - a. Tables are to be embedded within the document body. This is **optional** and is needed only if your article contains tables.
  - b. Figures are to be embedded within the document body. These are **optional** and are needed only if your article contains figures.

**Title page file:** The title page should contain a concise and informative title, the names and institutional affiliations of each author, email address(s), and an abstract of between 150 to 200 words.. We encourage you to develop this abstract according to the guidelines in the most recent edition of the APA Style Manual. Per APA style, abstracts for empirical studies should describe:

- the problem under investigation;
- the participants, specifying pertinent characteristics such as age, sex, and ethnic or racial group;
- the essential features of the study method—particularly the interesting features of the study methodology and those likely to be used in electronic searches;
- the basic findings, including effect sizes and confidence intervals and/or statistical significance levels; and
- the conclusions and the implications or applications.

**Manuscript file:** The manuscript should be a Microsoft Word document that contains article text, notes, and reference list (and any text-based appendices). Authors' names and/or institutional affiliations must **not** appear in the article text or in the MS Word document properties information attached to the file submitted. Headers and footers should have no author names, but may carry a short title at the top. Information in text or endnotes that would identify the author should be masked from the manuscript file. These may be reinserted in the final draft. Because the *PAL* readers represent a variety of professional interests, it is recommended that any statistical material be presented as briefly and simply as possible.

**Tables file:** The tables file should contain all tables (including any table-based appendices), each on a separate page in a single document. The tables file should be uploaded using the *Tables* selection within Editorial Manager.

**Figure file(s):** Any files containing figures should be embedded in the manuscript. Please note that figures must be provided at size—no larger than 4 1/2" x 7" (full page) and preferably no larger than 4 1/2" x 3 1/2" (half page), Black/White or Grayscale only, and as high-quality PDF files (with a minimum DPI of 300). All illustrations must have captions, which should not appear on the artwork but should be typed, double-spaced, on a sheet at the end of the manuscript.

Please be sure to carefully consult the PAL Style Guide to ensure that your manuscript is in conformance with the journal's technical requirements. This will expedite formal consideration of the substance of your submission. Submissions not in conformance with conventions detailed in the PAL Style Guide will be sent back to the author for correction. This will delay formal consideration.

### **Criteria for Selection**

For all articles that are subjected to a full review, the opinions of the referees will be transmitted to the author(s). Papers are evaluated on the following dimensions:

- writing style and readability, logical development, appropriate length (typically 1,000–3,000 words), appropriateness of author's stated objectives.
- *Content:* significance to PAL readers and relevance to the field, originality of approach, quality of theoretical/conceptual development, quality of data, appropriateness of methodology, quality of analysis, logic of conclusions, policy relevance.

It should be emphasized that the editors respond most favorably to manuscripts that evidence both a freshness of vision and a vitality that may be informed by, but certainly go beyond, methodological qualities, and that are in congruence with our publishing goals and directions.

### **Review Process**

The editorial team at PAL reviews all unsolicited manuscripts to determine if they meet the technical criteria outlined above and the basic criteria for selection (see "Criteria for Selection" above). This process typically takes less than two weeks once your paper has been deemed to meet the technical requirements for review. You will receive notification once this initial determination has been made.

If your article is sent out for blind review you can expect to receive a response from the editorial office within eight weeks. If your article is accepted, it will usually be publicly available online within 12 weeks of typesetting.

### ***General guidelines***

- Manuscripts are accepted in English. Any consistent spelling and punctuation styles may be used. Please use single quotation marks, except where ‘a quotation is “within” a quotation’. Long quotations of 40 words or more should be indented with quotation marks.
- A typical manuscript will not exceed 3000 words including tables, references, captions and endnotes. Manuscripts that greatly exceed this will be critically reviewed with respect to length. Authors should include a word count with their manuscript.
- Manuscripts should be compiled in the following order: title page; abstract; keywords; main text; acknowledgements; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).
- Abstracts of 150 words are required for all manuscripts submitted.
- Each manuscript should have 5 to 6 keywords.
- Section headings should be concise.
- All authors of a manuscript should include their full names, affiliations, postal addresses, telephone numbers and email addresses on the cover page of the manuscript. One author should be identified as the corresponding author. Please give the affiliation where the research was conducted. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after the manuscript is accepted. Please note that the email address of the corresponding author will normally be displayed in the article PDF (depending on the journal style) and the online article.
- All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.
- Biographical notes on contributors are not required for this journal.
- Please supply all details required by any funding and grant-awarding bodies as an Acknowledgement on the title page of the manuscript, in a separate paragraph, as follows:
  - *For single agency grants:* "This work was supported by the [Funding Agency] under Grant [number xxxx]."
  - *For multiple agency grants:* "This work was supported by the [Funding Agency 1] under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx]."
- Authors must also incorporate a Disclosure Statement that will acknowledge any financial interest or benefit they have arising from the direct applications of their research.
- For all manuscripts non-discriminatory language is mandatory. Sexist or racist terms must not be used.
- When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.

### ***Reproduction of copyright material***

If you wish to include any material in your manuscript in which you do not hold copyright, you must obtain written permission from the copyright owner, prior to submission. Such material may be in the form of text, data, table, illustration, photograph, line drawing, audio clip, video clip, film still, and screenshot, and any supplemental material you propose to include. This

applies to direct (verbatim or facsimile) reproduction as well as “derivative reproduction” (where you have created a new figure or table which derives substantially from a copyrighted source).

You must ensure appropriate acknowledgement is given to the permission granted to you for reuse by the copyright holder in each figure or table caption. You are solely responsible for any fees which the copyright holder may charge for reuse.

The reproduction of short extracts of text, excluding poetry and song lyrics, for the purposes of criticism may be possible without formal permission on the basis that the quotation is reproduced accurately and full attribution is given.

For further information and FAQs on the reproduction of copyright material, please consult our Guide.