

Instructions to the Authors

[The Editorial Process](#) | [Contribution Details](#) | [Conflicts of Interest/ Competing Interests](#) | [Submission of Manuscripts](#) | [Preparation of Manuscripts](#) | [Types of Manuscripts](#) | [Intervention style guide](#) | [References](#) | [Protection of Patients' Rights to Privacy](#) | [Sending a revised manuscript](#) | [Copyrights](#) | [Checklist](#)

The Editorial Process



Intervention Journal of Mental Health and Psychosocial Support in Conflict Affected Areas is a forum for professionals working in areas of armed conflict and in the aftermath of natural disasters, and for those working with refugees from these regions. Its purpose is to publish new and existing knowledge on mental health, psychosocial work and counselling related to these topics and to make this knowledge accessible to all interested parties. It is this aim of accessibility that makes Intervention very different from most journals, and that will have an impact on the final journal content.

A manuscript will be reviewed for possible publication with the understanding that it is being submitted to Intervention alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere. The Journal expects that authors would authorise one of them to correspond with the Journal for all matters related to the manuscript. All manuscripts received are duly acknowledged. On submission, editors review all submitted manuscripts initially for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review. Manuscripts that are unlikely to be of interest to the Intervention readers are also liable to be rejected at this stage itself.

Manuscripts that are found suitable for publication in Intervention are sent to three expert reviewers for articles and two reviewers for field reports. Personal reflections will be reviewed by the editorial team. During submission, the contributor is requested to provide names of two or three qualified reviewers who have had experience in the subject of the submitted manuscript, but this is not mandatory. The reviewers should not be affiliated with the same institutes as the contributor/s. However, the selection of these reviewers is at the sole discretion of the editor. The journal follows a double-blind review process, wherein the reviewers and authors are unaware of each other's identity. Every manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the corresponding author. The author is requested to provide a point by point response to reviewers' comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript.

Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within three days. It may not be possible to incorporate corrections received after that period. The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as 'Ahead of Print' immediately on acceptance.

Contribution Details



Contributors should provide a description of contributions made by each of them towards the manuscript. Authors' contributions will be printed along with the article. One or more authors should take responsibility for the integrity of the work as a whole from inception to published article and should be designated as 'guarantor'.

Conflicts of Interest/ Competing Interests



All authors of must disclose any and all conflicts of interest they may have with publication of the manuscript or an institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript.

Submission of Manuscripts



All manuscripts must be submitted online through the website <http://www.journalonweb.com/intv>. First time users will have to register at this website. Registration is free but mandatory. Registered authors can keep track of their articles after logging into the website using their user name and password.

The journal does not charge for submission and processing of the manuscripts.

If you experience any problems, please contact the editorial office by e-mail at intervention@wartrauma.nl

The submitted manuscripts that are not as per the "Instructions to Authors" would be returned to the authors for technical correction, before they undergo editorial/ peer-review. Generally, the manuscript should be submitted in the form of two separate files:

[1] Title Page/First Page File/covering letter:

This file should provide

1. The type of manuscript (original article, field report, personal reflection, review article, letter to editor, etc.) title of the manuscript, running title, names of all authors/ contributors (with their highest academic degrees, designation and affiliations) and name(s) of department(s) and/ or institution(s) to which the work should be credited. All information which can reveal your identity should be here. Use text/rtf/doc files. Do not zip the files.
2. The total number of pages, total number of photographs, tables and/or figures and word counts separately for abstract and for the text (excluding the references, tables and abstract), word counts for introduction + discussion in case of an original article;
3. Source(s) of support in the form of grants, equipment, drugs, or all of these;
4. Acknowledgement, if any. One or more statements should specify 1) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair; 2) acknowledgments of technical help; and 3) acknowledgments of financial and material support, which should specify the nature of the support. This should be included in the title page of the manuscript and not in the main article file.
5. If the manuscript was presented as part at a meeting, the organisation, place, and exact date on which it was read. A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically, and referenced in the new paper. Copies of such material should be included with the submitted paper, to help the editor decide how to handle the matter.
6. Conflicts of Interest of each author/ contributor. A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form.
7. Criteria for inclusion in the authors'/ contributors' list.
8. A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work, if that information is not provided in another form (see below); and
9. The name, address, e-mail, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs, if that information is not included on the manuscript itself.

[2] Blinded Article file: The main text of the article, beginning from Abstract till References (including tables) should be in this file. The file must not contain any mention of the authors' names or initials or the institution at which the study was done or acknowledgements. Page headers/running title can include the title but not the authors' names. Manuscripts not in compliance with the Journal's blinding policy will be returned to the corresponding author. Use rtf/doc files. Do not zip the files. Limit the file size to 1 MB. Do not incorporate images in the file. If file size is large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file. The pages should be numbered consecutively, beginning with the first page of the blinded article file.

[3] Images: Submit good quality colour images. Each image should be less than 2 MB in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1600 x 1200 pixels or 5-6 inches). Images can be submitted as jpeg files. Do not zip the files. Legends for the figures/images should be included at the end of the article file.

[4] The contributor's / copyright transfer form (template provided below) has to be submitted in original with the signatures of all the contributors within two weeks of submission via courier, fax or email as a scanned image. Print ready hard copies of the images (one set) or digital images should be sent to the journal office at the time of submitting revised manuscript. High resolution images (up to 5 MB each) can be sent by email.

Contributors' form / copyright transfer form can be submitted online from the authors' area on <http://www.journalonweb.com/intv>.

Before submitting a manuscript, contributors are requested to check for the latest instructions available. Instructions are also available from the website of the journal (<http://www.interventionjournal.org>) and from the manuscript submission site <http://www.journalonweb.com/intv>).

Intervention accepts manuscripts written in British English and following the APA reference style.

Types of Manuscripts

Original articles:

Articles that are published by Intervention are based on empirical research, practical experience, or reviews of relevant literature. The journal welcomes descriptions and evaluations of current projects in the fields of community mental health, counselling or psychosocial work, including training approaches for local professionals. Articles could:

- provide new research findings;
- report the relevant evaluations of practitioners in mental health and psychosocial support, so that the experience can become an example for fieldworkers in other regions;
- describe interventions strategies and projects;
- demonstrate how theory can be used in practice, and how practical experience can challenge theoretical views, thus building a bridge between theory and practice in the field;
- introduce new theoretical concepts that may influence work in the field;
- literature reviews;
- stimulate discussion between fieldworkers, academics and policy makers.

The manuscript could be of up to 5000 words (excluding references and abstract). The manuscript should have an unstructured Abstract (200 words) representing an accurate summary of the article.

Field reports:

Field reports should be descriptions and evaluations of current projects in the field of community mental health and psychosocial work, including training approaches for local professionals and community members. But also descriptions of case studies that are illustrative of a more general problem. The information should be relevant for practitioners in mental health and psychosocial support in a way that the experience can become an example for fieldworkers in other regions, or it explains that the approach has not given the expected results.

These manuscripts could be of up to 4000 words (excluding references and abstract).

Personal reflections:

Personal reflections could be anything the author wants to share and that is relevant for other people in the field. It can address the content of the work, the dynamics of working and living in humanitarian settings, ethical or political issues that influence the wellbeing of people or the work of the professionals, etc.

The manuscript could be of up to 3000 words (excluding references and abstract).

Letter to the Editor:

These should be short and decisive observations. They should preferably be related to articles previously published in the Journal or views expressed in the journal. They should not be preliminary observations that need a later paper for validation. The letter could have up to 500 words and 5 references. It could be generally authored by not more than four authors.

Other:

Editorial, Guest Editorial, Commentary and Opinion are solicited by the editorial board.

Intervention style guide

Standard papers:

1. Title

The title is written in sentence style, with only proper nouns, proper adjectives (e.g. French, Rwandan, Hispanic), etc., starting with an upper-case letter. There is no final full point at the end

of a title. If there is a subtitle, it is preceded by a colon and the initial letter of the first word is lower case (unless an upper-case letter is required). For example:

Building meaningful participation in reintegration among war affected young mothers in Liberia, Sierra Leone and Uganda: a local report

In the manuscript, the title should be in **Times New Roman, 14 pt bold**.

2. Short running title

If the manuscript has a title longer than 90 characters, please provide a short running title, marking it as such. For example:

Short title: **Emergency psychiatric care in North Kivu in the Democratic Republic of the Congo**

In the manuscript, the short running title should be in **Times New Roman, 12 pt bold**.

3. Authors

3.1 The full names (with both first name(s) and surname/family name) of all authors are listed, with an ampersand (&) before the final author's name. Do not include titles and/or academic degrees. There is no final full point at the end of the author list.

Correct:

Patrick Onyango Mangan, Florence Baingana & Guus van der Veer

Incorrect:

Mr Onyango Mangan, P., Mrs Baingana, F. (MD,PhD), Mr Van der Veer, G. (PhD).

3.2 Where an author has several given names (e.g. James William Jones), the name by which he/she is best known is written in full and the other given name(s) are given in abbreviated form. For example:

James W. Jones

or

J. William Jones

3.3 Non-English surnames often contain one or more prefixes, for example, van, van der (Dutch), von (German), de, le (French), del, della (Italian), these are lower case.

3.4 Authors' titles and affiliations is written in the second line under the names. First author has no number and the second author's number starts with 1'

It is the author's responsibility to ensure all names are given correctly.

Make sure that the author's information is not in the manuscript but only on the Title Page/First Page File/covering letter.

4. Box with 'Key implications for practice'

4.1 An article will start with a small box with 3 bullet points with why this article is relevant for the field in Low and Middle Income Counties.(note: this is not for field reports and personal reflections)

See example:

Key
implications
for practice

In the manuscript, the Box should be in Times New Roman, 12 pt and listed with bullet points

5. Summary/abstract

•

•

•

A summary/abstract should be provided that is an overview of the paper, including main arguments, results, discussion points and conclusion. The abstract should not be have subsections and must work as a stand alone section as can be used in library systems to highlight the content of the article.

An abstract should not exceed 200 words.

It should be written using an active voice and only include information that appears in the body of the paper. Excessive statistical details should be avoided, as well as abbreviations or acronyms. Even those considered well known should be spelt out in full. Also, avoid using reference citations, if they must be included, add full bibliographic details.

In the manuscript, the abstract should be in *Times New Roman, 12 pt italic*

6. Keywords

Keywords are listed after the abstract, with the bold heading '**Keywords:**'. The keywords run on directly after the heading and are separated by a comma and in ascending order. Only proper nouns have an initial upper-case letter. There is no final full point at the end of the list. For example:

Keywords: Liberia, meaningful participation, northern Uganda, Sierra Leone, war affected mothers

In the manuscript, the keywords should be in Times New Roman, 12 pt

7. Body text

In typeset form, the body text appears in Times New Roman, 12 pt.

7.1 *Use of language*

Avoid the use of jargon, highly technical or culturally specific terms. If it is essential to use them, please ensure they are defined the first time they are used in the text. Please include only data/material that is relevant to your topic. When possible, write in an active vs. passive voice. (e.g. '*UNHCR established a project in the town.*' **NOT** '*A project was established in the town by UNHCR.*'). Write in a direct, coherent style. Use simple sentences without long sub clauses.

When introducing a project for the first time, please provide sufficient precise details on the location, timing, scope, and aims of the project. Please keep the background concise and relevant.

Also, use terms such as '*victims*' or '*survivors*' with awareness, not only because of their literal meanings, but also their implications within the field. The same applies to terms such as patient or client, therapist, counsellor, facilitator, teacher, or trainer. Whichever term(s) you use, please use them consistently.

7.2 *Abbreviations and acronyms*

- Use only standard abbreviations and acronyms.
- Avoid abbreviations and acronyms in the title and abstract.
- Abbreviations/acronyms that are not standardised may not be familiar to readers, and therefore should be spelled out in full the first time they are used in the text (followed by the abbreviation/acronym in parentheses); thereafter the abbreviation/acronym must be used.
- For organisations with a non-English title, provide a translation on first appearance, after the acronym
- Do not use abbreviations for words such as kilogram, litre, etc.

7.3 *Spelling and grammar*

- *Intervention* uses UK spelling, grammar and syntax.
- If possible, please use a standard UK spell checker before you finalise your manuscript. However, be aware that a spell checker might not pick up all errors (e.g. 'hit' and 'hint' are both correctly spelled but one of these might be incorrect in context), and some 'errors' might not be incorrect, e.g. Médecins Sans Frontières.
- In case of doubt, consult the Oxford English Dictionary.
- Use 's' spellings rather than 'z' spellings. For example:

Correct: organisation, centre, kilometre

Incorrect: organization, center, kilometer

Exceptions: If an organisation or company uses US spelling or 'z' spelling in its official name, that style must be followed. For example:

Correct: World Health Organization, National Center for PTSD

Incorrect: World Health Organisation, National Centre for PTSD

7.4 *Punctuation*

7.4.1 *Apostrophes*

- Apostrophes should be typographic (also known as curly) (') rather than straight (').

7.4.2 *Colons and semicolons*

- Follow colons and semicolons with a single space.
- Follow colons and semicolons with a lower case letter in running text and titles, except when the first word is a proper noun or a proper adjective (e.g. French, Rwandan, Hispanic).
Exception: in the Reference list where original titles must be respected.
- Use a semicolon to separate items in a list that follows a colon, e.g. 'Diagnoses included: anxiety disorders; behavioural problems; stuttering; and depression'. Note the semicolon is included before the final 'and'. Note: In short lists (as the example given here), it might be better not to use the colon; in this case, the semicolons would be replaced by commas.

7.4.3 Commas

- In lists in the body text we **do not** use an Oxford comma, or a comma before the word "and", such as: Italians, Danes, and Germans. Correct: Italians, Danes and Germans.
- **The exception to the use of an Oxford comma is in References, both in the body text and in the Reference list. This is because *Intervention* uses the APA reference style.**
- The abbreviations 'etc.', 'e.g.', and 'i.e.' are to be preceded (but not followed) by a comma.
- The following are preceded and followed by a comma when surrounded by words in running text: but rather; etc.; for example; for instance; in general; in particular; however; moreover; namely; nonetheless; respectively. When these appear at the start of a sentence, they are followed by a comma.

7.4.4 Contractions and abbreviations

- Contractions and abbreviations are to be followed by a full point (Dr., St., Vol., Ch., Ed., etc.). The full point is also used in the plural, e.g. Drs., Sts., Vols., Chs., Eds., etc.
- Abbreviations of country names are without points, e.g. UK, US.
- University degrees are without points, e.g. PhD, MSc, MA, BSc, BA.

7.4.5 Dashes

- Use en-dashes (–) with no spaces on either side to indicate ranges. For example, September–October, 3–12. Exception: In the Reference section, hyphens are used for ranges, e.g. 2001-2009, 22-27.
- Use em-dashes (—) with spaces on both sides to indicate parenthetical thoughts. For example 'It was considered — as was standard in such situations — that ...'.

7.4.6 Hyphens

- Avoid hyphens in words like psychosocial, etc. (NOT '*psycho-social*' BUT '*psychosocial*').
- Do not use a hyphen between a modifier ending in -ly and a past participle in a compound adjective phrase, e.g. 'highly skilled workers'.
- In general, do not use a hyphen with prefixes (e.g. non, multi, anti, pre, post). These should be joined to the word to which they refer (e.g. nongovernmental, multidisciplinary, antirevolutionary, predetermined, posttraumatic). Exceptions:
 - When the prefix ends in an 'a' or 'i' and when the root word begins with the same letter as the last letter of the prefix, e.g. ultra-ambitious (not ultraambitious), anti-inflationary (not antiinflationary).
 - Prefixes and root words that result in double e's and double o's are usually combined to form one word. For example, preexisting, coordinate. Exceptions: de-emphasize, co-owner.
 - Hyphenate all words beginning with 'self' except for 'selfish' and 'selfless', e.g. self-estimated, self-respect.
 - Hyphenate all words beginning with 'ex', e.g. ex-Minister.
 - Use a hyphen when the prefix comes before a proper noun or proper adjective, e.g. un-American, non-French.
 - Use a hyphen with 're' only when it means 'again' and omitting the hyphen would cause confusion with another word, e.g. 'recover' (= return to health or strength) vs. 're-cover' (= put on a new cover). 'Reassure' and 'reissue', on the other hand, will not be mistaken for other words, and so do not need hyphenating.

7.4.7 Parentheses and brackets

- Use parentheses ('(...)') for insertions in running text. If an insertion is needed within that insertion, use square brackets, e.g. (... [...] ...).
- **Exception:** A reference citation that occurs in text within parentheses remains in parentheses, for example: '... (it has been argued (Gilbert & de Roche, 2009) that ...) ...'.
- In some languages, the use of parentheses enclosing a prefix, the first part of a compound, a word or a phrase can be used to indicate 'and/or'. In English this is not possible. For example:
 - '(semi) automatic weapons' → 'automatic or semiautomatic weapons'

7.4.8 Quote marks

- As with apostrophes, quote marks should be typographic (also known as curly: ' ') rather than straight (').

- Use single quote marks (He said: *'to be or not to be, that is the question'*), leaving double quote marks (“...”) for quotations within quoted text.
- Single quote marks should be used to indicate an indirect quotation and likewise for an element of terminology for which the definition is not assumed, particularly in the title of a manuscript. For example, correct titles would be
 - A ‘psychospiritual’ approach: beyond the mental health and psychosocial support humanitarian mandate?
 - Defining ‘mental health’ and ‘psychosocial’ in the Inter-Agency Standing Committee Guidelines: constructive criticisms from psychiatry and anthropology
- When quote marks are used to indicate a direct quotation, the text within quote marks is italic (see the second bullet point above).
- Block quotes should be indented, with a line of space above and below the quote.

7.5 Dates

- Use the day month year format.
- Do not abbreviate the month.
- Do not use ‘th’ or ‘st’ in relation to the day.

Correct: 20 March 2010. **Incorrect:** March 20th, 2010

7.6 Headings

- First-level headings (section headings) are typeset in **Times New Roman, 14 pt bold**.
- Second-level headings (subsection headings) are typeset in **Times New Roman, 12 pt bold**.
- No section numbers are used.
- There is no full point at the end of a heading.

For example:

Results

Results of the field-based assessment

7.7 Numbers

Spell out numbers one to nine; for numbers 10 and over, use figures. At the beginning of a sentence, either spell out the number or rewrite the sentence. For percentages and measures, use figures. Use a comma in thousands, e.g. 1,120, 11,200. Use a point for decimals, e.g. 1.4 cm.

7.8 Lists

- Where ‘displayed’ lists are used, and the points mentioned are not cited elsewhere, begin each item with a bullet.
- If the points mentioned in a list are mentioned elsewhere (e.g. ‘As mentioned in point x, ...’), use (1), (2), (3), etc.
- The first word of each item should have an upper-case letter.
- Each item should finish with an appropriate punctuation mark:
 - If the list carries on from the previous text as if it is part of the same sentence, all items except for the last item should end with a comma or semi-colon, and the last item ends with a full point.
 - If the points in the list stand alone, then each point should end with a full point.

See lists in this guide for examples.

8. Figures and figure captions

Each figure must be cited at least once in the core text. The figure will be placed as close as possible to its first citation.

8.1 Figure captions

- Captions are in **Times New Roman, 12 pt bold italic**.
- The figure number is followed by a colon. The caption is written in sentence style, with only proper nouns and proper adjectives (e.g. French, Rwandan, Hispanic) having an initial uppercase letter.
- There is no full point at the end of a caption.
- If necessary, figure captions can contain a ‘footnote’ to explain terms or acronyms used in the main body of the figure. That footnote begins on a separate line, and is in *Times New*

Roman 10 pt Italic.

For example:

Figure 1: Components of a whole system of mental health care for individuals in the occupied Palestinian territories, based on the strategy of the SOP (Steering Committee on Mental Health, 2004).

Figure 1: Levels of care — Uganda.

Gen. Hosp. = general hospitals; HC = health centres; Nat. Ref. Hosp. = national referral hospitals

9. Tables and table captions

Each table must be cited at least once in the core text. The table will be placed as close as possible to the its first citation.

9.1 Table captions

- Captions are typeset in *Times New Roman, 12 pt bold italic*.
- The table number is followed by a full point. The caption is written in sentence style, with only proper nouns and proper adjectives (e.g. French, Rwandan, Hispanic) having an initial upper-case letter.
- There is no full point at the end of a caption.
- If the table is continued to a second (or further) page, there the main body of the caption is replaced by '(continued)'.

For example:

Table 1. Main differences between two psychosocial projects after the Nargis cyclone

Table 1. (continued)

9.2 Column headings in a Table

- Column headings are not bold.
- Headings are ranged left.

9.3 Columns

- Range columns left.
- Columns of associated values are to be aligned on the decimal point.

9.4 Table footnotes

- Use footnotes sparingly, to explain terms used in the main body of the table or to add supplementary information to some parts of the table.
- Use identifiable markers to link the footnote to that part of the table being referred to. For example:.; 1, 2, 3 ...
- Footnotes are in *Times New Roman, 10 pt Italic*.
- If a table uses horizontal rules to delineate the top and bottom of the main body of the table, footnotes are placed under the bottom rule, flushed left.
- In case of short footnotes, these can run-on on the same line; for longer footnotes, each should start a new line.

10. Boxes

- Extra information or explanation can also be supplied in a box.
- Each box must be cited at least once in the core text. The box will be placed as close as possible to its first citation.
- The box caption follows the same rules as for a table caption.
- If individual points within the box are referred to in the core text, they should be numbered (with the number followed by a full point). Otherwise,
- Individual points do not end with a full point.

For example:



Box 1.
Minimum response actions to address needs of people with severe mental disorders in emergencies (from IASC Guidelines on Mental Health and Psychosocial Support in Emergency Settings)

1. Assess situation (including surviving health capacity)
2. Ensure adequate supplies of essential psychiatric drugs
- ...

or

Box 1.
Minimum response actions to address needs of people with severe mental disorders in emergencies (from IASC Guidelines on Mental Health and Psychosocial Support in Emergency Settings)

- Assess situation (including surviving health capacity)
- Ensure adequate supplies of essential psychiatric drugs
- ...

11. Acknowledgements

Heading should be 14 pt bold and body text in 10 pt Times New Roman:

Acknowledgements:

Acknowledgements should be reserved only for those who have made a substantial contribution to the study, and/or manuscript. Authors are responsible for obtaining written permission from people acknowledged by name, in case readers infer their endorsement of data and conclusions.

12. Footnotes/Endnotes

Intervention only uses endnotes, therefore, please convert all footnotes into endnotes.

References

The citation of references in the text (including tables and figure citations) and entries in the References list should follow APA (American Psychological Association) guidelines. A summary of the main points is given below; for more information, please consult the Publication Manual of the American Psychological Association (6th Ed., 2nd printing) or www.apastyle.com.

Reference citations in the text, table or figure caption

- For a work by one author, reference citations are given in parentheses in the text, and consist of the author family name and year of publication, separated by a comma. For example: (Harland, 2009).
- Alternatively, the citation can be given in a signal phrase. In this case, the author family name is followed by the year of publication in parentheses. For example: 'In the research carried out by Harland (2009), ...'.
- For a work by two authors, name both authors in parentheses or in the signal phrase each time you cite the work. Use the word 'and' between the authors' names within the text and use the ampersand in the parentheses. For example: (Cairns & Darby, 1998) and 'Cairns and Darby (1998) indicated that ...'.
- For a work by three to six authors, list all the authors in parentheses or the signal phrase the *first time* you cite the source. For example: (Morrow, Smyth, McKeown, Baker, Rodgers, & Stewart, 2001) and 'in the research carried out by Morrow, Smyth, McKeown, Baker, Rodgers, & Stewart (2001), ...'. In *subsequent citations*, use only the first author's family name followed by 'et al.' (not in italic) in parentheses or in the signal phrase. For example: (Morrow et al., 2001) and 'This confirms the conclusions of Morrow et al. (2001) ...'.
- For a work by seven or more authors, use only the first author's family name followed by 'et al.' in parentheses or in the signal phrase. For example: (Robinson et al., 2008) and 'As shown by Robinson et al. (2008), ...'.
- For a work by an organisation or government agency as an author, name the organisation/agency in parentheses or in the signal phrase. For example: (World Health Organization, 2002) and 'According to the World Health Organization (2002), ...'. If the organisation/agency has a well-known abbreviation, for *citations in parentheses*, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in subsequent citations. For example: First citation – (World Health Organization [WHO], 2012); Subsequent citations – (WHO, 2012). For *citations in a signal phrase*, in the first citation, the abbreviation is placed before the year of publication, separated by a semi-colon. For example: 'According to the World Health Organization (WHO; 2012), ...'. In subsequent citations, use only the abbreviation. For example: 'According to the WHO (2012), ...'.
- When more than one paper are cited at once, all citations should be included in the one set of parentheses, and they should be separated by a semicolon. As in the References list, the citations should be placed in alphabetical order (based on the first-author family name). For example: (Baker, 1999; Cairns and Darby, 1998; Commission for Victims and Survivors, 2011; Morrow, Muldoon, Robinson, & Dowds, 2009).
- When two or more works are cited together and are identified by the same first-author family name, to prevent confusion, use the first initials with the family names. For example: (M.Morrissey, 2012; S. Morrissey, 2007).
- For two or more works by the same author or set of authors (or when the first-author family name + 'et al.' is used in the citation) in the

same year, use lower-case letters (a, b, c, etc.) with the year in order to identify the entries in the References list (and use the same letters in the corresponding References-list entries). For example: (McKeown, 2009a; McKeown, 2009b; Morrow, Robinson, & Dowds, 2013a; Morrow, Robinson, & Dowds, 2013b; Nolan, 2012; Robinson et al., 2003a; Robinson et al., 2003b).

- For two or more works by the same author or set of authors (or when the first-author family name + 'et al.' is used in the citation) but NOT the same year, the citations are placed in chronological order. For example: (Morrow, Robinson, & Dowds, 2008; Morrow, Robinson, & Dowds, 2011; Smyth, 2003; Smyth 2009; Templer et al., 1996; Templer et al. 1999).
- When citing a work that was cited in another source, name the original source in the signal phrase, list the secondary source in the References list and place that secondary source in parentheses. For example: 'McKeown (2009) argued that ... (as cited by Muldoon, 2000, p.152).'
- Works published in electronic form should be cited in the same format as described above.
- For personal communications (e.g. interviews, letters, e-mails, and other person-to-person communication), cite the communicator's name (including initial[s]), the fact that it was personal communication, and the date of the communication. For example: (A. T. Q. Stewart, personal communication, 4 January 2007) and 'P. Smyth indicates that ... (P. Smyth, personal communication, 5 June 2010)'. Do not include personal communications in the References list.
- Please check that each reference citation is matched by an entry in the Reference list (and that the author name[s] and year of publication match!), and that each entry in the Reference list is cited at least once in the paper.
- Note: It is not sufficient that a reference is cited only in the abstract: it must also be cited elsewhere in the paper.

Author names for citations in parentheses

- Author names are followed by the year of publication, separated by a comma.
- Only the surname of each author is given, not the initial(s). The exception to this is, as explained above, when two or more works are cited together and are identified by the same first-author family name; in this case, each author's first initial is given.
- In case of two authors, the names are separate by an ampersand (&).
- In case of three to six authors, list all author family names. The final author name is preceded by a comma and an ampersand.
- In case of seven or more authors, give only the first author plus 'et al.' (which is not italicised). There is no comma between the name and 'et al.'.
- In the case of non-English names with a prefix (e.g. van, von, de, le, de la), the initial letter of the prefix is lower case. Exceptions here are (a) Belgian or South African names with 'Van' and (b) the first-named author: these remain upper case.

For example: (De Roche et al., 2010; Gilbert & de Roche, 2009; Van der Knaap, 2008; WHO, 2011).

Author names for citations in a signal phrase

- In case of two authors, the names are separate by 'and'.
- In case of three to six authors, list all author family names. The final author name is preceded by '&'.
- In case of seven or more authors, give only the first author plus 'et al.' (which is not italicised). There is no comma between the name and 'et al.'.
- In the case of non-English names with a prefix (e.g. van, von, de, le, de la), the initial letter of the prefix is lower case. Exceptions here are (a) Belgian or South African names with 'Van' and (b) the first-named author: these remain upper case.

For example:

In the research carried out by Harland (2009), ...

Cairns and Darby (1998) indicated that ...

In the research carried out by Morrow, Smyth, McKeown, Baker, Rodgers, & Stewart (2001), ... (first citation; subsequent citations – As shown by Morrow et al., ...).

As shown by Robinson et al. (2008), ...

References list

All publications cited in the text should be presented in a list of references after the main text. Please check that each entry in the References list is cited at least once in the paper. Note: it is not sufficient that a reference is cited only in the Abstract; it must also be cited elsewhere in the paper. In principle, the bibliographic details should be presented as they appear in the source material. This is especially important with regard to the order and spelling of author names and the spelling of the titles of books and journal articles. This does not necessarily apply to whether specific words have an initial upper-case or lower-case letter: here, APA style is paramount.

References appear in typeset form in Times New Roman, 10 pt.

General rules

- All lines after the first line of each entry in the References list should be indented one-half inch from the left margin. This is called hanging indentation.
- In principle, each entry begins with author and year-of-publication information.
- Reference list entries should be in alphabetical order, based on the family name of the first author of each work. If several entries have the same first-author family name, the order of those papers is then based on the second-author family name.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- Present the journal title in full. Capitalise all major words in journal titles.
- When referring to books, chapters, articles, or Web pages, capitalise only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns and proper adjectives. Do not capitalise the first letter of the second word in a hyphenated compound word.
- Italicise titles of longer works such as books and journals.
- Do not italicise, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
- In principle, personal communications and unpublished works should not appear in the References list. However, they are able to be cited in the text (see section 10.1 above).

Author names and year of publication

- Authors' names are inverted (family name first); give the family name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use an ellipsis (i.e. ...) after the sixth author's name. After the ellipsis, list the last author's name.
- When an author has more than one initial, each initial is separate by a letter space.
- When there are one to six authors, each set of author name/initial(s) is separated by a comma, except for the second-to-last author name: this is followed by a comma and an ampersand (&). When there are seven or more authors, the sixth author is followed by ', ...' and the final author name and initial(s).
- In the case of non-English names with a prefix (e.g. van, von, de, le, de la), the initial letter of the prefix is lower case. Exceptions here are (a) Belgian or South African names with 'Van' and (b) the first-named author: these remain upper case.
- The year of publication (in parentheses) follows the final author name, with no comma in between. This is followed by a full point.
- If the list of authors of authors will result in two or more entries having the same text/table/figure-caption citation, a lower-case letter (a, b, c, etc.) is placed after the year of publication.

For example:

McAlister, S., Leonard, M., Cairns, E., Hamber, B., Scraton, P., Reilly, J., ... Leavey, G. (2012). ...

Staub, E., Bolton P., Strang, A. B., & Ager, A. (2007). ...

Staub, E., & Strang, A. B. (2008). ...

Staub, E., & van Westeren, A. B. (2010). ...

Van Westeren, A. B. (2009a). ...

Van Westeren, A. B. (2009b). ...

Reference formats

In the References list, please use the following formats:

Book

- The author and publication-year information is followed by the book title.
- If an edited book is being cited, '(Ed.)' (or '(Eds.)' in the case of more than one editor) is placed between the editor name(s) and the year of publication.
- In the main title of the book, the initial letter of each word is lower case, except for the first word and proper nouns and proper adjectives (e.g. French, Rwandan, Hispanic).
- If the book has a subtitle, add a colon to the main title and only the initial letter of the first word of the subtitle, proper nouns, and proper adjectives are upper case.
- The title (main and subtitle) is italic.
- The spelling used in the original title must be followed.
- If the cited book is not the first edition, the edition number should be placed after the book title, in parentheses but not in italic. An abbreviated ordinal number (2nd, 3rd, 4th, etc.) is used to indicate which edition ('ed.') is intended.
- The title (plus edition number if appropriate) is followed by a full point.
- This is followed by the location of the publisher and the publisher (separated by a colon) and followed by a full-stop/period.
- For a US location, the city and the state using the two-letter postal abbreviation without points/periods (e.g. New York, NY) should be listed.

For example:

Whyte, E. (1990). *Interpreting Northern Ireland* (2nd ed.). New York, NY: Oxford University Press.

Chapter in a book

- The author and publication-year information is followed by the chapter title.
- The chapter title is written in sentence case (with only the first word and proper nouns or proper adjectives [e.g. French, Rwandan, Hispanic] having an upper-case initial letter).
- If there is a chapter subtitle, add a colon to the main title and only the first word of the subtitle and proper nouns or proper adjectives are upper case.
- The chapter title is not italic.
- The spelling used in the original title must be followed.
- The chapter title is followed by a full point.
- List all editors preceded by 'In' and followed by '(Eds.)', the title of the book (in italic), edition/pagination (in parentheses, with the range indicated by a hyphen and preceded by 'pp'), and publisher information, followed by a full-stop/period.
- Editor names: initial(s) followed by the family name and a comma. List all editors. The final editor name is preceded by '&'.

For example:

Kostelny, K. (2006). A culture-based, integrative approach: Helping war-affected children. In N. Boothby, A. Strang, & M. Wessells (Eds.), *A world turned upside down: Social ecological approaches to children in war zones* (2nd ed.) (pp 19-37). Bloomerg, CT: Kumarian Press.

Journal article

- The author and publication-year information is followed by the journal article title.
- The article title is written in sentence case (with only the first word, proper nouns, and proper adjectives [e.g. French, Rwandan, Hispanic] having an upper-case initial letter).
- If there is a subtitle, add a colon to the main title and only the first word of the subtitle and proper nouns or proper adjectives are upper case.
- The article title is not italic.
- The spelling used in the original title must be followed.
- The article title is followed by a full point and then the full journal title
- The journal title is in italic, is not abbreviated, and is followed by volume number (in italic), the issue number if available (in roman and in parentheses, with no space between it and the volume number) and pagination (with the range indicated by a hyphen), followed by a fullstop/ period. There is a comma between the journal-title and volume issue and between the volume/issue and pagination information.
- DOI: If the DOI (digital object identifier) is known, this should be added to the end of the entry, but is not followed by a full-stop/period. This consists of 'doi:' followed by the number.

For example:

Bolton, P. (2001). Local perceptions of the mental health effects of the Rwandan genocide. *Journal of Nervous and Mental Disease*, 189, 243-248.

Strang, A. B. & Ager, A. (2003). Psychological interventions: some key issues facing practitioners. *Intervention*, 1(1), 2-12.

Roche, E., Madigan, K., Lyne, J. P., Feeney, L., & O'Donoghue, B. (2004). *Journal of Nervous and Mental Disease*, 202(3), 186-192. doi: 10.1097/NMD.000000000000102

Commentary on a published paper

[The original paper: Boote, D.N., & Beile P. (2005). Scholars before researchers: On the centrality of the dissertation literature review in research preparation. *Educational Researcher*, 34(6), 3-16.]

For example:

Maxwell, J.A. (2006). Literature reviews of, and for, educational research: A commentary on Boote and Beile's 'Scholars before researchers' [Peer commentary by J. A. Maxwell]. *Educational Researcher*, 35(9), 28-31.

Response to a commentary on a paper

For example:

Boote, D. N., & Beile, P. (2006). On 'Literature reviews of, and or, educational research': A response to the critique by Joseph Maxwell [Peer commentary by D. Boote and P. Beile]. *Educational Researcher*, 35(9), 32-35.

Commentary on a topic

For example:

McClellan, J., & King, M.-C. (2010). Genomic analysis of mental illness: A changing landscape [Commentary]. *Journal of the American Medical Association*, 2010(24), 2524. Retrieved from <http://jama.ama-assn.org/>

Conference proceedings

For example:

Schnase, J. L., & Cunniss, E. L. (Eds.) (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

Newspaper article (in print)

Pagination for newspaper articles should be preceded by 'p.' or 'pp.'. If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g. 'pp. B1, B3, B5-B7').

For example:

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Jauhar, S. (2014, March 20). The diminishing returns of modern medicine. *The New York Times*. Retrieved from <http://well.blogs.nytimes.com/author/sandeep-jauhar-m-d/>

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

Entry in an encyclopaedia or dictionary

For example:

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica*. (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.mw.com/dictionary/heuristic>

Dissertations, published and unpublished

Lastname, F. N. (Year). *Title of dissertation*. (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

For example:

McAuley, P (1988). *On the fringes of society: Adults and children in a disadvantaged Belfast community*. (Unpublished doctoral dissertation). Queen's University, Belfast, Northern Ireland.

Book review

For example:

Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book *The social life of information*, by J. S. Brown & P. Duguid]. *Science*, 290, 1304. doi:10.1126/science.290.5495.1304

Government document

For example:

National Institute of Mental Health (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Report from a private organisation

For example:

American Psychiatric Association (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: American Psychiatric Association.

Web references

- Article from an online publication

These articles follow the same guidelines as for printed articles. Include all information that the online host provides, including an issue number in parentheses. Do not add a full-stop/period after the URL.

For example:

Bacon, N., Brophy, M., Mguni, N., Mulgan, G., & Shandro, A. (2010). State of happiness: Can public policy shape people's well being and resilience? London: Young Foundation. Retrieved from <http://www.youngfoundation.org/files/images/wellbeing.happiness.Final.pdf>

- Electronic books

Electronic books may include books found on personal websites, databases, or even in audio form. Use the following format if the book you are using is *only* provided in a digital format or is difficult to find in print. If the work is not directly available online or must be purchased, use 'Available from', rather than 'Retrieved from', and point readers to where they can find it. For books available in print form and electronic form, include the publish date in parentheses after the author's name. For references to e-book editions, be sure to include the type and version of e-book you are referencing (e.g., '[Kindle DX version]'). If DOIs are available, provide them at the end of the reference (but do not follow with a full-stop/period).

For example:

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

Davis, J. (n.d.). *Familiar birdsongs of the Northwest*. Available from: <http://www.powells.com/cgi-bin/biblio?%20inkey=1-9780931686108-0>

- Chapter/section of a web document or online book chapter

For example:

Engelshcall, R. S. (1997). Module mod_rewrite: URL Rewriting Engine. In *Apache HTTP Server version 1.3 documentation* (Apache modules). Retrieved from http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html

Peckinpugh, J. (2003). Change in the Nineties. In J. S. Bough and G. B. DuBois (Eds.), *A century of growth in America*. Retrieved from GoldStar database.

- Video and audio podcasts For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include producer, director, etc.

For example:

Scott, D. (producer) (2007, January 5). The community college classroom [Episode 7]. *Adventures in Education*. Podcast retrieved from <http://www.adveeducation.com>

Bell, T., & Phillips, T. (2008, May 6). A solar flare. *Science @ NASA Podcast*. Podcast retrieved from <http://science.nasa.gov/podcast.htm>

- Blog (Weblog) and Video Blog Post. Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name.

For example:

Dean, J. (2008, May 7). When the self emerges: Is that me in the mirror? [Web log comment].

Retrieved from <http://www.spring.org.uk/the1sttransport>

Psychology Video Blog #3 [Video file]. Retrieved from <http://www.youtube.com/watch?v=lqM90eQi5-M>

Protection of Patient's Rights to Privacy



Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

1. Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.
2. If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

Sending a revised manuscript



The revised version of the manuscript should be submitted online in a manner similar to that used for submission of the manuscript for the first time. However, there is no need to submit the 'First Page' or 'Covering Letter' file while submitting a revised version. When submitting a revised manuscript, contributors are requested to include, the 'referees' remarks along with point to point clarification at the beginning in the revised file itself. In addition, they are expected to mark the changes as underlined or coloured text in the article.

Publication schedule

The journal publishes articles on its website immediately on acceptance and follows a 'continuous publication' schedule. Articles are compiled in three online issues per year.

Copyrights



The entire contents of the Intervention are protected under Indian and international copyrights. The Journal, however, grants to all users a free, irrevocable, worldwide, perpetual right of access to, and a license to copy, use, distribute, perform and display the work publicly and to make and distribute derivative works in any digital medium for any reasonable non-commercial purpose, subject to proper attribution of authorship and ownership of the rights. The journal also grants the right to make small numbers of printed copies for their personal non-commercial use under Creative Commons Attribution-Noncommercial-Share Alike 4.0 Unported License.

Checklist



Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- First and last name and given name provided along with Middle name initials (where applicable)
- Author for correspondence, with e-mail address provided
- Number of contributors
- Identity not revealed in paper except in cover letter (Title, profession, name of the institute/affiliation of each contributor)

Copyright form

- Signed by all contributors

Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Page numbers included at bottom
- Title page contains all the desired information
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Amount of 200 words for all other manuscripts excluding letters to the Editor
- Key words provided (three or more)
- Introduction
- Headings according the journal's instructions
- The references cited in the text should be after punctuation marks, in superscript with square bracket.
- References according to the journal's instructions, punctuation marks checked
- Send the article file without 'Track Changes'

[Click here to download copyright form](#)

