

Guidelines for Contributors

Submission

Articles are accepted at any time of year for publication in the next available issue. If an article is received before 1st August it will be considered for our February issue, if received before 1st February it will be considered for the August issue.

Authors are requested to submit their manuscript in English (using English spelling throughout) by email to the editor, Dr Elaine Cox - ecox@brookes.ac.uk

Manuscript preparation

Manuscripts should be prepared using the house style described below. Manuscripts where the style has been insufficiently adhered to will be returned for amendment prior to review.

1. The manuscript should be prepared with Times New Roman 11 point, non-justified, font using Microsoft Word (or an application compatible with Word), accompanied by a statement that the text has not been published or submitted for publication elsewhere.
2. Articles should be between 4,000 and 8,000 words (max) including references (submissions exceeding this word limit will be returned for précis).
3. Articles should have an abstract not exceeding **100** words and five key words.
4. In addition, authors are invited to submit a short biography, not exceeding 50 words for a single author or 25 words each in the case of multiple authors.
5. An alphabetical list of references in APA6 format should appear at the end of the manuscript. A short guide is available [here](#).
6. All figures and tables should be original and be of a reproducible standard and included at an appropriate point in the text. Contributors are responsible for obtaining permission to reproduce copyright material, whether text or illustrations.
7. Manuscripts should be non-justified, single-spaced (including references) with 2.54 cm (1 inch) margins either side. Pages should be numbered consecutively in the bottom right of the document. Paragraphs should be indented by 5 spaces.
8. The first page of the manuscript should contain: (i) title of article; (ii) name(s) and institutional affiliation(s) of the author(s); and (iii) mailing address, e-mail address and telephone numbers of the author (or primary author, if more than one). At the foot of the page include your short biography.
9. A clear writing style should be used. Authors should avoid jargon and should define technical terms and acronyms when first used. Use non-discriminatory language and plurals rather than he/she.

Formatting Guidelines

The title of the paper should be in title case and **20pt. Times, bold** and centred (Heading 1)

- The names of the authors, their affiliations and addresses should be on a separate front sheet, together with a contact email for the main author.
- **Heading levels** within the text should be clearly indicated using type variation as follows. Numbers may also be used. Do not use more than three levels of heading.

Heading 2 – 11 point Times, bold, one 11pt line space following, sentence case

Heading 2 – 11 point Times, bold, italic, no space following, indented, sentence case

Heading 3 – 11 point Times, italic, no space following, indented, sentence case

- **Standard academic paper format** should be followed, including the following sections:
 - * *the title*, which should concisely and accurately reflect the subject matter;
 - * *an abstract* (maximum 100 words) describing the importance of the research question, the methodology used and the contributions the article makes to theory and/or practice.
 - * *an introduction* covering relevant background information;
 - * *a methodology* section giving details of the way in which you conducted the research or carried out the investigation, in the case of a conceptual paper;
 - * *the main body* of your paper (covering experimental work and results); and
 - * *the discussions and/or conclusions*.
- **Quotations from the literature** should use double quotation marks, except for quotes within quotes, which should be single. Quotes of more than two lines should be displayed without quotation marks and indented by 5 spaces (i.e. to a narrower measure than the main text).
- **Respondent quotations** should be in italics and indented by 5 spaces if they are more than two lines in length. No quotation marks are necessary. But please use double quotation marks “” within the text for shorter quotes.
- **Titles for figures, tables and diagrams** should be included using **Heading 2**, as described above, and positioned underneath.

References

References are arranged alphabetically according to the surname of first author. Please use APA6 style, with the second line of the reference indented, as per examples that follow. Book and article titles should be in sentence case, a full stop/period should follow the date in brackets and a colon used between city of publication and the publisher name.

Books

McDermot, I. & Jago, W. (2001). *The NLP coach*, London: Judy Piatkus.

Journal Articles

Prochaska, J., DiClemente, C. & Norcross, J. (1992). In search of how people change: Applications to addictive behaviours. *American Psychologist*, 47(9), 1102-1114.

Websites

Cox, E. & Ledgerwood, G. (2003) The new profession. *International Journal of Evidence Based Coaching and Mentoring*. Retrieved 24th July 2011 from

<http://www.business.brookes.ac.uk/research/areas/coachingandmentoring/documents/vol01issue1-editorial.pdf>

Single authors

Where more than one reference is given for a single author the publications should be listed chronologically. For text citations, use the name of the author followed by a comma, then the date, e.g. (Brown, 2009).

Two authors

For text citations, use the names of both authors and the year, e.g. (Brown & Bull, 2009). Do not use *et al.* for two-author references.

Three or more authors

For the first text citation please use all author names, then in following citations use the surname of the first author only, followed by *et al.* and the date, e.g. Brown *et al.*, 2009.

If more than one reference by the same author(s) is published in the same year use a, b, etc. after the year in both text and references list, e.g. (Brown, 2009a).

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