

Journal of Community Practice
Instructions for Authors
January 2011

1. **Submission of Manuscripts.** Manuscripts should be submitted online via <http://mc.manuscriptcentral.com/wcom>. Manuscripts may be approximately 25 typed pages double-spaced (including the abstract, references, tables and figures).

Each manuscript must be accompanied by a statement that it has not been published elsewhere and that it has not been submitted simultaneously for publication elsewhere. Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. All accepted manuscripts, artwork, and photographs become the property of the publisher.

All parts of the manuscript should be typewritten, double-spaced, with a one inch margin on all sides. Number manuscript pages consecutively throughout the paper. Authors should also supply a shortened version of the title suitable for the running head, not exceeding 50 character spaces. Each article should be summarized in an abstract of not more than 100 words. Avoid abbreviations, diagrams, and reference to the text in the abstract.

Manuscript Style. General style of manuscripts should conform to that found within these pages and outlined in the *Publication Manual of the American Psychological Association*, Latest Edition. The use of footnotes within the text and the use of italics or quotation marks is discouraged. Words should be underlined only when it is intended that they be typeset in italics. Long articles, or articles containing complex material, should be broken up by short, meaningful subheadings.

Spelling, Grammar, Punctuation, and Inconsistencies. You are responsible for preparing manuscript copy which is clearly written in acceptable, scholarly English, and which contains no errors of spelling, grammar, or punctuation. The manuscript, after acceptance by the Editors, must be immediately ready for typesetting as it is finally submitted by the author(s).

Check your paper for the following common errors:

- dangling modifiers
- misplaced modifiers
- inappropriate passive voice construction
- unclear antecedents
- incorrect or inconsistent abbreviations

Also, check the accuracy of all arithmetic calculations, statistics, numerical data, text citations, and references. INCONSISTENCIES MUST BE AVOIDED. Be sure you are *consistent* in your use of abbreviations, terminology, and in citing references, from one part of your paper to another.

Alterations Required by Referees and Reviewers. A paper may be accepted by the Editors contingent upon changes that are mandated by anonymous specialist referees and members of the Editorial Board. If the Editors return your manuscript for revisions, you are responsible for retyping any sections of the paper to incorporate these revisions.

2. **References.** References, citations, and general style of manuscripts should be prepared in accordance with the *APA Publication Manual, 6th ed.* Cite in the text by author and date (Smith, 2009) and include an alphabetical list at the end of the article.
3. **Illustrations.** Illustrations submitted (line drawings, halftones, photos, photomicrographs, etc.) should be clean originals or digital files. Digital files are recommended for highest quality reproduction and should follow these guidelines:
 - 300 dpi or higher
 - Sized to fit on journal page
 - EPS, TIFF, or PSD format only
 - Submitted as separate files, not embedded in text files
4. **Tables and Figures.** Tables and figures (illustrations) should not be embedded in the text, but should be included as separate sheets or files. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included. Figures should be completely labeled, taking into account necessary size reduction. Captions should be typed, double-spaced, on a separate sheet.
5. **Proofs.** Page proofs are sent to the designated author using Taylor & Francis' Central Article Tracking System (CATS). They must be carefully checked and returned within 48 hours of receipt.
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