

Dulwich Centre Publications instructions to authors

This is a list of our main instructions for authors. Please also read our '**publishing principles**', found at <http://www.dulwichcentre.com.au/submission-information.html>.

Please also refer to the 'Dulwich Centre Publications **style sheet for authors**' for style-related issues, and a guide for referencing, which is attached to these instructions.

We look forward to reading your submission!

Dulwich Centre Publications

Preparing your article for submission

We do not have a **word limit**, but most articles are less than 5000 words.

We like to provide authors with an opportunity to provide a short **author statement** about their work and interests. This should be kept to one to three sentences, but can include your workplace, title, kind of work you do, practice interests, and so on. Although they need to be appropriate to a professional journal, these do not need to be overly formal – and we like to give readers some context for which authors are working and/or writing from.

For us to meet some requirements of journal indexing services, please provide some form of **address for correspondence**. Ideally, this would be both a postal address and email address. However, if you would prefer to not publish either of these for privacy reasons, you can elect to have correspondence sent to you care of Dulwich Centre Publications.

Please draft a descriptive **abstract** of less than 200 words. This should be a summary of your paper, but should not just be a copy of your introduction.

Please also provide a draft list of up to six **keywords** which cover your paper's main topics, including key narrative terms and practices.

Referencing guidelines are included in our 'Dulwich Centre Publications style sheet for authors', below.

In referencing and general article **style**, we use 'APA style' – the *Publication Manual of the American Psychological Association*. For spelling, we use Australian spelling as per the *Macquarie dictionary*; for punctuation, grammar, and other usage style, we use the Australian Government's *Style manual for authors, editors and printers*. For more information, please refer to our '**style sheet for authors**' below.

Headings make it easy for readers to follow your text. As a guide, each A4 page of your draft should include a heading somewhere. Headings should be brief, descriptive, and relevant to the material which follows.

Identifying material: As our peer-reviewing system is transparent, there is no need to include your name on a separate cover page. For ease of editing, please do *not* include a header or footer, or page numbering.

Extra material

Endnotes should be kept to a minimum – ideally, try to include all key information in your body text, and all reference information in in-text references. Endnotes should be used for explanatory material that would not fit or flow well in the main text. If possible, use your word processing program's automatic endnote (not footnote) function. Otherwise, just put numbers in two square brackets in your text– like this [[1]] – and then place your numbered endnotes at the end of your paper.

Acknowledgements, if appropriate, can appear in endnotes. To maintain our peer-reviewed status, all writing affiliated with funded projects should acknowledge the funding source/s.

Tables, illustrations, diagrams, and photos, if relevant, can be included. Tables should be created in the text document using the word processing software's table function. Other graphic elements can either be provided as separate files, or can be inserted into your document, but from a *small original file size* (large original files make most word-processed documents too large). If your article is accepted for publication, however, we will need all graphic material to be supplied as a separate image file (either in TIFF, EPS, or JPEG format). Images should be of a file size large enough to reprint at high resolution if the image is run across the width of an A4 page (minimum file size for a photo would be approximately 600kb). If you are taking photos especially to accompany your article, this will mean choosing the highest quality / resolution setting on most digital cameras. In either case, please clearly state the name of which graphic file should appear where, in double square brackets, like this: [[insert file 'table 1' here]]. If graphic images require captions for clarity, or to link them to the bodytext, please indicate this and include draft caption text.

Submitting your article

All manuscripts should be **original work**, previously unpublished. Manuscripts are received with the understanding that they are not being submitted simultaneously to another publication.

Manuscripts should be supplied as a **word-processed** file (not pdf), double-spaced, in 12 point font throughout, including the abstract and references.

Review process

We have a formal review process for all papers for the *International Journal of Narrative Therapy and Community Work*. Once we are seriously considering a paper for publication, we send it out for peer review by at least two members of the International Advisory Group.

Copyediting

After an article has been accepted for publication, it is copyedited for style, grammar, spelling, punctuation, coherence, structure, and so on. While we copyedit every article, we appreciate it when authors take the time themselves to thoroughly check for errors before submission.

We also try to attend to the politics of representation, ethics in practice, and other substantive content issues. The editing process is usually quite technically thorough, and intellectually and politically rigorous, and many papers undergo substantive revision. In all cases, we seek to work with authors during this process to ensure that all changes are acceptable and fit with authors' preferences for how their work is written up. Our 'Publishing principles' contains more information about the kinds of content issues we seek to address.

For more information

If you have any questions about the information here, or in our related 'publishing principles' and 'style sheet for authors', please don't hesitate to contact us!

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Dulwich Centre Publications style sheet for authors

Australian spellings and non-Australian cultural expressions

As Dulwich Centre Publications is based in Australia, we use Australian conventions for spelling, punctuation, and grammar. These are presented in the *Macquarie dictionary*, and the Australian government's *Style manual for authors, editors, and printers* (6th edition).

If you're not from Australia, you may notice some of your spellings change during the editing process – such as in the suffixes 'ize' and 'or' to 'ise' and 'our'. This is simply to standardise all papers within our publication to be in Australian style, as would happen with most other publications in other countries.

However, we also wish to respect the specific expressions, words, and turns of phrase of non-Australian cultures, and will honour these if they are included in your submission. For example, the American use of the word 'Mom' (rather than the British or Australian 'Mum') is not just a difference of spelling, but of pronunciation and cultural usage. In recent papers by colleagues from Israel, Hawaii, and Norway, for example, we have retained the use of specific words and turns of phrase which are particular to those places and people. If you have any questions or concerns about this, please let us know.

Spacing after commas and full stops

Spacing after commas and full stops should be single spaces, not double (as was common practice when using typewriters).

Direct speech

Standard practice today is to:

- Use single quotes ('like this') instead of double quotes ("not this")
- Introduce direct speech with a comma, rather than a colon (unless purposefully creating a break in the sentence structure or drawing attention to the quote)
- Include punctuation marks that would be part of the quote within the quotation marks; place punctuation marks for the sentence as a whole outside of the quotation marks. For example: 'I wish I'd thought of that', said Chris. In this case, the comma goes outside the quote mark, not inside as was previous common practice.

For more detail, see the *Style manual*, page 115.

A note on 's' and 'z'

For words ending in '-ise', Australian style in most cases is to use an 's' rather than a 'z'. However, this is not always the case.

Ellipsis

The proper ellipsis symbol should be used (...), rather than full stops. Place a space *before and after* the symbol; do not include a full stop if the ellipsis appears at the end of a sentence.

Referencing style

Referencing is important for acknowledging where ideas come from. Referencing allows readers to follow-up readings they may be interested in finding out more about.

Dulwich Centre Publications follows the referencing system developed by the APA (American Psychological Association). Complete details of this are published in:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

You can find out more about this publication at <http://apastyle.apa.org/>; however, this site does not give many examples.

Like most publishers, Dulwich Centre Publications places the responsibility for referencing with authors. However, we are aware that many authors would not have used this style before. The following pages provide a basic guide to this style, and should cover most referencing questions.

If you need any more information, Curtin University's Library provides more examples: <http://library.curtin.edu.au/referencing/apa.pdf> If you're not sure of how to referencing something, please let us know.

In-text reference

General references which appear in text should give the author's name and year of publication:

For example, as Brown (2006) suggests, these ideas originated in the 1930s.

Or

These ideas originated in the early 1930s (Brown, 2006).

For multiple authors, separate them with a semicolon and list them in alphabetical order, not year order – for example, (Brown, 2006; Cajete, 1999)

Quotations

Quotations should include the author/ editor reference, year of publication, and page number the quote appears on. There are various ways of doing this:

'The time has come for a new approach', suggests Brown (2006, p. 107).

Or

As some in the field have suggested, 'The time has come for a new approach' (Brown, 2006, p. 107).

Or

According to Brown, 'The time has come for a new approach' (2006, p. 107).

Indented / block quotations

Quotations of longer than 40 words should be included as a separate paragraph, indented, and *not* italicised. Referencing can occur before or after the quotation (or both), as for in-line quotations. If placing the reference at the end of the quote, the final punctuation mark should come before the reference, like this: final text. (Brown, 1998, p. 123)

Punctuating quotations

Include punctuation marks that would be part of the quote within the quotation marks; place punctuation marks for the sentence as a whole outside of the quotation marks. For example:

'The time has come for a new approach', suggests Brown (2006a, p. 107).

In this case, the comma goes outside the quote mark, not inside.

Or

As Lindgren might say, "That's proposterous!", said Pippi' (1967, p. 31).

References list examples

DOIs, or Digital Object Identifiers, are now a requirement of APA referencing. If a DOI is available for a reference, it must be included. For more information about DOIs and the APA style, visit <http://blog.apastyle.org/apastyle/2009/09/a-doi-primer.html> To find if a reference has DOI, visit <http://www.crossref.org/questquery/>

Journal article with DOI

Weber, M., Davis, K., & McPhie, L. (2006). Narrative therapy, eating disorders and groups: Enhancing outcomes in rural NSW. *Australian Social Work*, 59(4), 391–405.
doi:10.1080/03124070600985970

[doi is in lowercase, followed by a colon, and then no space]

Journal article retrieved online, no DOI

Aman, J. (2006). Therapist as host: Making my guests feel welcome. *The International Journal of Narrative Therapy and Community Work*, (3), 3–10. Retrieved from <http://www.dulwichcentre.com.au/therapist-as-host-jodi-aman.pdf>

Journal article, volume and issue number known

Gergen, K. (1986). The social constructionist movement in modern psychology. *American Psychologist*, 40(3), 266–275.

[The volume number, 40, is in italics. The issue number, 3, is in brackets and is not italicised.]

Journal article, no volume but issue number known

Visschedijk, M. (2001). Two stories from a shared counselling context. *Gecko: A Journal of Deconstruction and Narrative Ideas in Therapeutic Practice*, (3), 15–25.

Single-author text

Morgan, A. (2000). *What is narrative therapy?: An easy-to-read introduction*. Adelaide, Australia: Dulwich Centre Publications.

Multiple-author text

Russel, S., & Carey, M. (2004). *Narrative therapy: Responding to your questions*. Adelaide, Australia: Dulwich Centre Publications

[ensure first author is followed by a comma]

Chapter within book by same author

White, M. (2004). Folk psychology and narrative practice. In M. White, *Narrative practice and exotic lives: Resurrecting diversity in everyday life* (pp. 59–118). Adelaide, Australia: Dulwich Centre Publications.

Chapter within edited collection

Lester, J. (2001). Family equals people, land and language. In B. Wingard & J. Lester (Eds.), *Telling our stories in ways that make us stronger* (pp. 57–62). Adelaide, Australia: Dulwich Centre Publications.

Article republished from another source

Denborough, D. (2006). A framework for receiving and documenting testimonies of trauma. In D. Denborough (Ed.), *Trauma: Narrative responses to traumatic experience* (pp. 115–131). Adelaide, Australia: Dulwich Centre Publications. (Reprinted from *The International Journal of Narrative Therapy and Community Work*, 2005, (3&4), 34–42)

Translated book

Derrida, J. (1976). *Of grammatology* (G. Spivak, Trans.). Baltimore, MD: John Hopkins University Press. (Original work published 1967)

Edited collections of one author's work

Foucault, M. 1980. *Power/knowledge: Selected interviews and other writings 1972—1977*. (C. Gordon, Ed.; C. Gordon, L. Marshall, J. Mepham, K. Soper, Trans.). Harlow, England: Pearson Education.

[Give the author as the primary reference, rather than the editor]

Other online publication; example of piece with more than seven authors

Raheim, S., White, C., Denborough, D., Waldegrave, C., Tamasese, K., Tuhaka, F., ... Carey, M. (n.d.). *An invitation to narrative practitioners to address privilege and dominance*. Retrieved from <http://www.dulwichcentre.com.au/privilege.html>

[give first 6 authors, ellipsis, final author]

Revised: 30 July 2010