Editorial Policy and Notes for Contributors
Journal of Intellectual & Developmental Disability

Purpose. The *Journal of Intellectual & Developmental Disability* (JIDD) is the official journal of the *Australasian Society for the Study of Intellectual Disability* (ASSID). JIDD is an international, multidisciplinary journal in the field of intellectual and developmental disability. The Journal publishes original qualitative and quantitative *Research Articles, Literature Reviews, Conceptual Papers, Policy Analysis Papers, Brief Reports*, *Case Reports*, *Data Briefs*, and *Opinions & Perspectives*. JIDD also publishes *Book Reviews* written at the invitation of the Book Review Editor.

Submission. All submissions should be made online at the *Journal of Intellectual & Developmental Disability* Manuscript Central site: http://mc.manuscriptcentral.com/cjid New users should first create an account. Once a user is logged onto the site submissions should be made via the Author Centre.

Authors should prepare and upload two versions of their manuscript. One should be a complete non-anonymous version of the text, while the second should be an anonymous version which has all information identifying the author(s) (including acknowledgements and any source of funding) removed from the files so it can be sent anonymously to referees. When uploading files authors should designate the non-anonymous version as ''File not for review'' and the anonymous version as ''Main Document''.

Form. Authors should prepare manuscripts according to the *Publication Manual of the American Psychological Association* (5th ed.). Text should be double-spaced. Instructions for preparing tables, figures and references appear in the *Manual*. All manuscripts (except *Data Briefs* and *Opinions & Perspectives*) must include a Structured Abstract of no more than 150 words typed on a separate page with appropriate sub-headings: *Background, Method, Results, Conclusions*. These should outline the questions investigated, the design, essential findings and main conclusions of the study. A cover sheet should be uploaded separately and must include title, running head (not exceeding 40 characters), author(s), affiliation(s), Author Note (see below under Ethical Standards), and address (including an e-mail address) for correspondence. As manuscripts are reviewed anonymously, the running head (rather than the author's name), should appear as a header on each page and other identifying material should be omitted from the anonymous version of the manuscript.

Length. The suggested maximum length (double-spaced pages) for each type of submission is as follows: *Full-length articles* – 20 pages (including references, tables and figures); *Brief Reports* and *Case Reports* – 8 pages; *Data Briefs* and *Opinions & Perspectives* – 5 pages. Manuscripts exceeding these limits may be accepted depending on the importance and complexity of the content.

Terminology. JIDD uses *people first* language. The general form *person with a disability* is used rather than *disabled person*, so descriptions such as *a boy with Down syndrome* and *adults with spina bifida* are acceptable. As *normal* has multiple meanings, more precise terms such as *children without a hearing impairment* should be used. Generic descriptions such as *students*, *participants*, and *adults* are preferred to the term *subjects*. JIDD uses the term *intellectual disability* rather than *mental retardation* or *learning disability*.

Tables and Illustrations. Professional quality tables and figures should be presented on separate pages and their approximate location in the text indicated. A signed release form must accompany any photographs of people. Care should be taken to conceal the identity of persons in photographs.

Ethical Standards. Within the *Method* section, authors should explicitly address issues of ethical approval and informed consent, based on accepted ethical practices and procedures in their own country. Authors should disclose in an Author Note (on the separate cover sheet): (a) the source of all research funding, (b) whether the funding body has imposed any restrictions on free access to or publication of the research data, and (c) authors' financial and non-financial conflicts of interest, such as direct or indirect financial benefit.

Peer Review. All manuscripts are peer reviewed, with the exception of submissions to *Opinions & Perspectives*. The Editor (or the Associate Editor responsible for a manuscript) selects several reviewers from the JIDD Editorial panel to review each paper. If appropriate, a guest reviewer with specific expertise may be consulted. The process is anonymous in that the identity of authors and reviewers is not known to the other party. The Editor (or Associate Editor) then makes the final decision about acceptance for publication. The review process normally takes at least four months – longer when revision is necessary (revisions are often requested).

Data Sharing. Authors of data-based articles in JIDD should have their research data available for at least 5 years after publication. On request, these data should be shared with other competent professionals for reanalysis, solely for the purpose of verifying the published findings, provided that participants' confidentiality is protected and unless legal rights concerning proprietary data prevent their release. Where relevant, the specific computer program used for data analysis should be identified.

Data Briefs. This section contains succinct summaries of significant current data (usually national data) on trends in demographics, service provision, expenditure, and other issues. Submissions are subject to peer review. No abstract is required.

Opinions & Perspectives. This section provides a forum for discussion and debate about important current issues, innovations and policy perspectives in the form of short, well-reasoned, clearly written commentaries. No abstract is required. Submissions undergo editorial review (rather than peer review). Detailed editorial comments will not be provided on submissions that are not accepted.

Final Copy and Proofs. A copy of the accepted version of the manuscript should be retained by the author for proof-reading purposes. A pdf proof of the copy-edited article will be available to the corresponding author for correction prior to publication.

Submitting a paper to Journal of Intellectual & Developmental Disability

Before preparing your submission, please consult the information below and in JIDD's *Editorial Policy and Notes for Contributors*. This information may also be found via JIDD's website: www.informaworld.com/JIDD

All submissions should be made online at the *Journal of Intellectual & Developmental Disability* Manuscript Central site: http://mc.manuscriptcentral.com/cjid New users should first create an account. Once a user is logged onto the site submissions should be made via the Author Centre.

Authors should prepare and upload two versions of their manuscript. One should be a complete (non-anonymous) version of the text, while the second should be an anonymous version which has all information identifying the author(s) removed from the files so it can be sent anonymously to referees. When uploading files authors should designate the non-anonymous version as "File not for review" and the anonymous version as "Main Document".

Papers are accepted for consideration on condition that you will accept and warrant the following conditions. In order to ensure both the widest dissemination and protection of material published in our Journal, we ask authors to assign the rights of copyright in the articles they contribute. This enables Informa UK Ltd to ensure protection against infringement.

1. It is a condition of publication that authors vest or license copyright in their articles, including abstracts, in Australasian Society for the Study of Intellectual Disability Inc. (ASSID). This enables us to ensure full copyright protection and to disseminate the article, and the journal, to the widest possible readership in print and electronic formats as appropriate. Authors may, of course, use the material elsewhere *after* publication providing that prior permission is obtained from Informa UK Ltd. Authors are themselves responsible for obtaining permission to reproduce copyright material from other sources. To view the 'Copyright Transfer Frequently Asked Questions' please visit http://www.informaworld.com/authors_journals_copyright_transfer
2. We shall prepare and publish your Article in the Journal. We reserve the right to make such editorial changes as may be necessary to make the Article suitable for publication; and we reserve the right not to proceed with publication for whatever reason. In such an instance, copyright in the Article will revert to you.
3. You hereby assert your moral rights to be identified as the author of the Article according to the UK Copyright Designs & Patents Act 1988.
4. You warrant that you have secured the necessary written permission from the appropriate copyright owner or authorities for the reproduction in the Article and the Journal of any text, illustration, or other material. You warrant that, apart from any such third party copyright material included in the Article, the Article is your original work, and cannot be construed as plagiarising any other published work, and has not been and will not be published elsewhere.
5. In addition, you warrant that the Article contains no statement that is abusive, defamatory, libellous, obscene, fraudulent, nor in any way infringes the rights of others, nor is in any other way unlawful or in violation of applicable laws.
6. You warrant that, wherever possible and appropriate, any patient, client or participant mentioned in the text has given informed consent to the inclusion of material pertaining to themselves, and that they acknowledge that they cannot be identified via the text.
7. If the Article was prepared jointly with other authors, you warrant that you have been authorised by all co-authors to sign this Agreement on their behalf, and to agree on their behalf the order of names in the publication of the Article.

There are no page charges in *Journal of Intellectual & Developmental Disability*.

Offprints: Corresponding authors can receive 50 free reprints, free online access to their article through our website (www.informaworld.com) and a complimentary copy of the issue containing their article. Complimentary reprints are available through Rightslink® and additional reprints can be ordered through Rightslink® when proofs are received. If you have any queries, please contact our reprints department at reprints@tandf.co.uk

Book Reviews: Books for, or offers to, review should be sent to the Book Review Editor: Dr Tim Griffin, PO Box 7326, Leura, NSW 2780, Australia. E-mail: t.griffin@uws.edu.au

Editorial Office:
Journal of Intellectual & Developmental Disability, Centre for Developmental Disability Studies, PO Box 6, Ryde, NSW 1680, Australia.
Editor: Roger J Stancliffe, e-mail: rogerst@med.usyd.edu.au
Editorial Assistant: Penny Crino, e-mail: pcrino@med.usyd.edu.au