Journal of Feminist Family Therapy

Manuscript Guidebook

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I. About Journal of Feminist Family Therapy

New Editor's Introduction

I am honored and excited to begin my tenure as Editor-in-Chief of the Journal of Feminist Family Therapy. I would like to thank the Founding Editor, Lois Braverman for spearheading this journal and all previous editors and consulting editors for setting and maintaining the high standards of the journal. Needless to say, their passion and efforts have provided a much needed outlet for feminist scholars.

As the new editor, I plan to maintain the high standards and to increase the journal's standing. To assist in my efforts, I have convened an Advisory Board of well-respected feminist scholars. I will retain the journal's international dimension and encourage well-established and emerging scholars from around the world to publish their feminist-related work in JFFT. By feminist-related work, I mean original papers that develop and expand feminist theories relevant to systemic therapy, and feminist-informed research -- quantitative, qualitative and multi-method -- that inform clinical practice.

In the works are plans for special topical issues. In the meantime, I look forward to receiving papers that address resilience in the face of natural disasters and human initiated trauma. I welcome full manuscripts of 30 pages and brief research reports of 15 pages. Brief reports are intended for innovative research papers that break new ground through notable findings or new methods and that offer important empirical or theoretical contributions.

Research papers should include clinical implications for systemic treatment. Papers from non-clinical fields that do not include clinical implications are welcomed. For these papers, I will solicit clinical commentaries from well-established family therapists.

In an effort to expand feminist research, clinical papers that do not contribute to developing theory will be phased out as will movie reviews. I thank Kristen Holm, Movie/Play Review Editor for her contributions over the years. JFFT will continue to publish the occasional book review (by invitation only) and politics/humor pieces.

Scholars from a variety of fields have published in JFFT -- family sciences, mental health/ psychology, sociology and women's studies to name a few. I welcome scholars from all fields and encourage interdisciplinary works that highlight the intersections of gender with race, class, sexual orientation, age, migration status, religion, political affiliation and other contexts.

I am excited to work with the Board of Consulting Editors that has expanded to include many more feminist scholars and practitioners. I welcome your suggestions, insights and opinions, and look forward to working with you in the days ahead.

I look forward to serving our field by continuing JFFT’s mission as the outlet for feminist family therapy scholarship.

Sincerely,
Joyce Baptist, Ph.D., LCMFT
Mission

The Journal of Feminist Family Therapy provides an international forum to further explore the relationship between feminist theory and family therapy theory and practice. The journal presents thought-provoking and insightful theoretical papers and empirical research related to feminism and/or gender, culture, power, oppression and their intersection.

An important resource for scholars and practitioners, the journal critiques family therapy concepts from a feminist perspective while paying careful attention to cultural and contextual differences such as race, class, religion, age, and sexual orientation. It also applies a feminist-sensitive perspective to treatment issues such as depression, anxiety, stress, trauma, intimate partner violence and relational problems.

The Journal of Feminist Family Therapy encourages both national and international scholars to share their knowledge, experiences, and research findings through online manuscript submissions. JFFT recognizes that manuscript structure and style can vary across training, institutions, and academic cultures around the globe. Therefore, brief guidelines for how to submit a manuscript using the APA 6th Edition format are included in this guidebook. Authors are expected to refer to the APA 6th Edition text for detailed instructions. For more details on the JFFT submission review process and required manuscript format, see pages 6 and 7 respectively.

Topics Covered in JFFT

The wide variety of topics covered by the Journal of Feminist Family Therapy includes, but is not limited to the following. This list is different from the journal’s list of keywords.

- Addictions
- Adoption/foster families
- Aging
- Children and Adolescents
- Couple Relationships
- Emerging Adults
- Ethics and Legal Considerations
- Family Relationships
- Family Therapy Theory
- Feminist Theory
- Gender
- Health/Medical Issues
- International Families
- Interpersonal Violence
- LGBTQI
- Men/Masculinity
- Mental Health
- Meta Analysis
- MFT Training/Supervision
- Multicultural Issues
- Multi/Intergenerational Families
- Non-Traditional Family Structures
- Refugee and Immigrant
- Relationship Issues
- Sexual Trauma or Violence
- Sexuality and Sex Therapy
- Social Justice
- Spirituality/Religion
- Trauma and Resilience
- War and Political Violence
Types of Publications and Frequency of Publication

JFFT publishes 4 issues per year and accepts two types of submissions: empirical and theoretical manuscripts. All submissions will undergo anonymous double-blind reviews.

JFFT Website
http://www.tandfonline.com/toc/wfft20/current#.UrH8yOIswt0

JFFT Submission Website
http://www.editorialmanager.com/wfft/

If you are unsure if your manuscript meets the mission or criteria of JFFT, please contact the Editor at: jbaptist@ksu.edu. However, do NOT submit your manuscript via email.

II. Copyright Permission

If your manuscript contains any content that has been published previously (i.e., figures, graphs, images, text)—even if by yourself —, you may need to obtain permission to use the material in your publication. To request permission to use material published by JFFT or other journals by Taylor & Francis, please also refer to the Taylor & Francis website: http://www.taylorandfrancis.com/info/permissions/

NOTE: Your accepted manuscript will not be submitted to the publisher until all necessary written permissions are obtained from the copyright holder, who is usually the publisher, not the author or journal.

III. Exclusive License to Publish (Contributor Form)

Taylor & Francis requires a completed and signed Exclusive License to Publish ("Contributor Form") from the corresponding author on behalf of all other authors for a manuscript to be published in JFFT. After your submission has been accepted, you will receive an email containing information about the Exclusive License to Publish and instructions on how to complete the Contributor Form.
IV. Manuscript Submission Process

Submission Process Outline

The following is a graphic depiction of the submission, review, and publication processes.

1. Author submits manuscript online via Editorial Manager system

2. The Editor checks the manuscript for overall fit and format acceptability

3. If manuscript is acceptable, Editor assigns it to two reviewers for anonymous reviews via the Editorial Manager system

4. The reviewers are requested to review and submit evaluations within 30 days. Completed evaluations are sent back to the Editor via Editorial Manager

5. The Editor, based on the reviewers' evaluations and the Editor's own evaluation, makes a decision on the manuscript. Possible decisions see below (1).

6. The Editor sends the decision and evaluations back to the corresponding author via Editorial Manager.

7. If the manuscript was invited for revision, either for publication or reconsideration, the corresponding author makes a decision with all co-authors whether to pursue. If authors accept, revise the manuscript and resubmit via Editorial Manager within 30 days.

8. The Editor reviews the revised submission and makes a decision. Possible decisions see below (2).

9. The Editor sends the decision and evaluations back to the corresponding author via Editorial Manager. Accepted manuscripts will be published in the next suitable issue.

Possible decisions after first review (1):

(a) Acceptance of the manuscript for publication.
(b) Provisional acceptance of the manuscript, pending the revisions recommended by the Editor and reviewers.
(c) Invitation to revise and resubmit the manuscript for a second review after attending to the comments and recommendations made by the Editor and reviewers.
(d) Rejection of the manuscript, possibly with recommendations of how to improve manuscript for submission to other journals.

Possible decisions after second review (2):

(a) Acceptance of the manuscript for publication.
(b) Invitation to make further revisions, either for provisional acceptance or further review. If the manuscript is resubmitted within 30 days, the revised manuscript will be reviewed by the original two reviewers. If not, it will be assigned to two new reviewers.
(c) Rejection of the manuscript.

Common Reasons for "Revise" and "Reject"

1. Nature of the reviews and magnitude of changes needed
2. Less than suitable fit of manuscript topic to the mission of JFFT
3. Lack of theoretical grounding
4. Lack of a sound research methodology
5. Research does not make a significant contribution to the body of knowledge pertaining to the particular topic
6. Lack of implication for family therapists

What NOT to Submit

JFFT does not accept literature reviews or clinical papers.

How to Submit

Your Manuscript

JFFT receives all manuscript submissions electronically via its Editorial Manager site at http://www.editorialmanager.com/wfft. Editorial Manager allows for rapid submission of original and revised manuscripts, and facilitates the review process and internal communication between authors, editors, and reviewers via a web-base platform. Editorial Manager technical support can be accessed at http://www.editorialmanager.com/robohelp/10.1/index.htm.

Before submitting your manuscript, please make sure that your submission is in a Word document (.doc or .docx) that follows APA 6th Edition formatting. Please also make sure that your manuscript does not contain author information so that JFFT may ensure a blind review. Each manuscript must also 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. As
an author, you are required to secure permission if you want to reproduce any figure, table, or extract from the text of another source. This applies to direct reproduction as well as "derivative representation" (where you have created a new table or figure which derives substantially from a copyrighted source). All accepted manuscripts, artwork, and photographs become the property of the publisher. See page 5 and 11 for additional information. Your manuscript must also include an acknowledgement of any funders to your research.

Your REVISED Manuscript

If you have been invited to revise and resubmit or revise for publication, please reload your revised manuscript on Editorial Manager. **DO NOT re-submit your revised manuscript as a new submission.**

V. General Manuscript Preparation

Basics


All submissions to JFFT should follow the format set by the American Psychological Association (APA). The following are two resources for more information and guidance on using the APA 6th Edition format:

- **Book**
  

- **Website**
  
  Purdue Online Writing Lab: [https://owl.english.purdue.edu/owl/resource/560/01/](https://owl.english.purdue.edu/owl/resource/560/01/)

Confidentiality and Protection of Participant Identity

JFFT is committed to the protection of research participant identity and confidentiality. No manuscript and subsequent publication, except for studies involving participatory action research, should contain *any* information that could identify a participant or a study site. If participant name is necessary for the understanding of a manuscript, participants should be assigned pseudonyms. Use of any photos/images in which participants could be identified must first receive **written** permission from participants before submission. Study sites should also not be named but described instead. For example, "participants were recruited from two sites—one a self-help organization and the other a women's shelter" or "participants were recruited from three universities in Midwest America".
Word Choice

JFFT is an inclusive journal that understands how word choices can differ across nations. We do not expect international authors to "Americanize" language; rather, we expect and respect linguistic authenticity. However, JFFT does expect American scholars to modify their word choice in a manner that allows papers to be read easily and clearly by scholars for whom English is not their first language. We recommend that you have your manuscript professionally edited for language especially if English is not your first language.

Common Problems

Some common stylistic problems among manuscripts that should be corrected before submission:

- Avoid abbreviations
  Example: Write "Conflict Tactics Scales 2 (CTS2)" instead of "CTS2"
- For a qualitative study, if a quote is more than 40 words, indent the entire quote without quotation marks into a BLOCK quotation
- Include the Digital Object Identifier (DOI) for information obtained electronically or online when available

Specifics

Document Setup and Formatting

All submissions should satisfy the following requirements:

1. Type-written into a Word document (.doc or .docx)
2. Use Times New Roman 12-point font
3. Double-spaced lines
4. Margins of 1 inch on all boarders
5. Page numbered
6. Include a running head not exceeding 50 character spaces
   - See APA Publication Manual 6th Edition Or Purdue Writing Lab (pg. 8)
7. Include a abstract of not more than 100 words
   - Avoid abbreviations, diagrams, and references in the abstract
Order of Manuscript Elements

Elements of your manuscript should be ordered in the following way:

1. Title page (required). To be submitted as a separate page to ensure anonymity.
2. Abstract and keywords (required)
3. Main manuscript text. For empirical manuscripts: Introduction, Theoretical Framework, Review of the Literature, Methods, Results/Findings, Discussion, Implications – Research and Clinical, Limitations, and Conclusion.
4. Notes (if any)
5. References (required)
6. Appendices (if any)
7. Tables with titles (if any) – one table per page
8. Figures (if any) – one figure per page

VI. Manuscript Preparation in Detail

Title Page

The title page should be a single page that presents the following elements:

(1) Title of manuscript
(2) Author name(s) without author credentials (e.g., Ph.D., M.S)
(3) Author institutional affiliation
   • Spell out institution or organization name
     = Example: UT Austin → University of Texas – Austin; WHO → World Health Organization
(4) Corresponding author information – contact information should readers want to contact the author after the manuscript is published
   • Should appear single spaced at the bottom of the page
     = Example: Jane Doe, Kansas State University, 1234 Campus Creek Complex, Manhattan, KS 66503, USA; E-mail: janedoe@ksu.edu

Abstract & Keywords

The abstract and keywords together appear on one page. The abstract should be a single paragraph containing no more than 100 words and without any citations. The keywords follow the abstract paragraph with the title "Keywords" and all keywords should be listed in alphabetical order. Example: “Keywords: addictions, gender, MFT training”
Main Manuscript

The main manuscript should be double-spaced with 12-point Times New Roman font. Please remove any spaces between paragraphs that are built-in with pressing the Enter key. To do so, highlight your whole manuscript, select the “Line and Paragraph Spacing” button under “Paragraph” and press “Remove Space After Paragraph”. Formatting for text serration and in-text citations should follow APA Publication Manual 6th Edition. Refer to resources on page 8 for more information. Further, use active voice throughout the manuscript. For instance, write "researchers selected participants using a set criteria" instead of "participants were selected by researchers using a set criteria". Additionally, include any acknowledgement and a paragraph about funding received at the end in separate sections. Finally, include a statement about any supplemental data used and acknowledgement of third party content that you have received permission to use. An example of how these statements will appear in the published article.

References

References and citations should be prepared in accordance with the APA Publication Manual, 6th Edition Cite in the text by author and date (Smith, 1983) and include an alphabetical list at the end of the manuscript. Examples:

Journal

Book

Contribution to a Book

Tables and Figures

Tables and figures (illustrations) should not be embedded in the text, but should be included as separate sheets or files. Designate placement of each table and figure within the manuscript by stating “INSERT TABLE 1 ABOUT HERE” (on a separate line between paragraphs, flushed left). A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below.

Color art will be reproduced in color in the online publication at no additional cost to the author. Color illustrations will also be considered for print publication at a cost to the author/s.
VII. Reprints and Issues

Authors will be provided an opportunity to purchase reprints of individual articles, or copies of the complete print issue. These authors will also be given complimentary access to their final article on Taylor & Francis Online.

VIII. Helpful Checklist Before Manuscript Submission

General

- Title page prepared to be submitted as a separate document
- Font is 12-point Times New Roman
- Manuscript is double-spaced
- Page numbered
- Each paragraph is indented
- All copy right permissions obtained for use of previously published work
- All participant and research site names removed or assigned pseudonyms
- No abbreviations used (Example: CTS2)
- Running head on each page; does not exceed 50 characters
- APA format throughout

Specific

Title Page

- Author names and associated affiliations listed after the manuscript title
- Corresponding author contact information included at the end of page, single-spaced

Abstract and Keywords

- Abstract no more than 100 words
- Keywords listed alphabetically

Manuscript

- First-person, active voice in writing
- Acknowledgement of funding as a separate section at the end (if any)

References

- English translation for all non-English titles (but retain original title)

Tables & Figures

- Tables and figures on separate sheets, not imbedded in the body of the manuscript