aNZJAT

Peer Review Manual

Articles, Case Studies, Reviews, Interviews, Creative Contributions

Contents

1. About ANZJAT

The Australian and New Zealand Journal of Arts Therapy (ANZJAT) is the annual peer-reviewed arts therapy academic journal containing latest culturally and geographically relevant research. The journal provides a lively forum for academic research and practice-based papers with a focus on reflexivity and innovation in the field. It sets out to offer a useful resource for professionals and trainees, and to contribute to a broader knowledge and understanding of the arts therapies. ANZJAT creates opportunities and encouragement for new and established authors within Australia, New Zealand, Singapore and internationally to publish their work. The journal promotes a diversity of modalities, philosophical orientations, voices and genres.

Members are sent a hard copy edition each year after its launch at the ANZATA conference/symposium and can access the complete articles of the current and back issues of ANZJAT through the ANZATA website, free of charge.
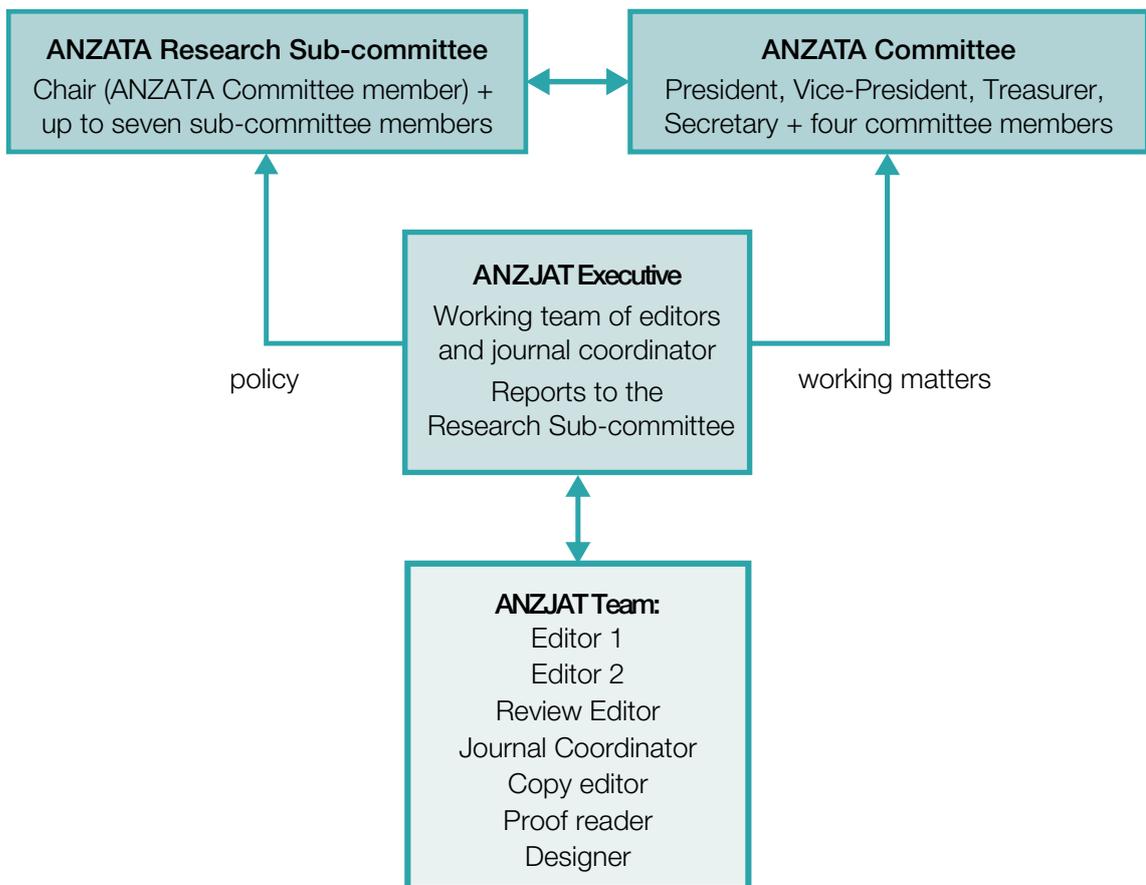
If you are interested in submitting an article, this manual contains a wealth of resources to help you with the process including the ANZJAT Style Guide, a style template and referencing guides.These can also be found on the ANZATA website – www.anzata.org/ANZJAT-Resources
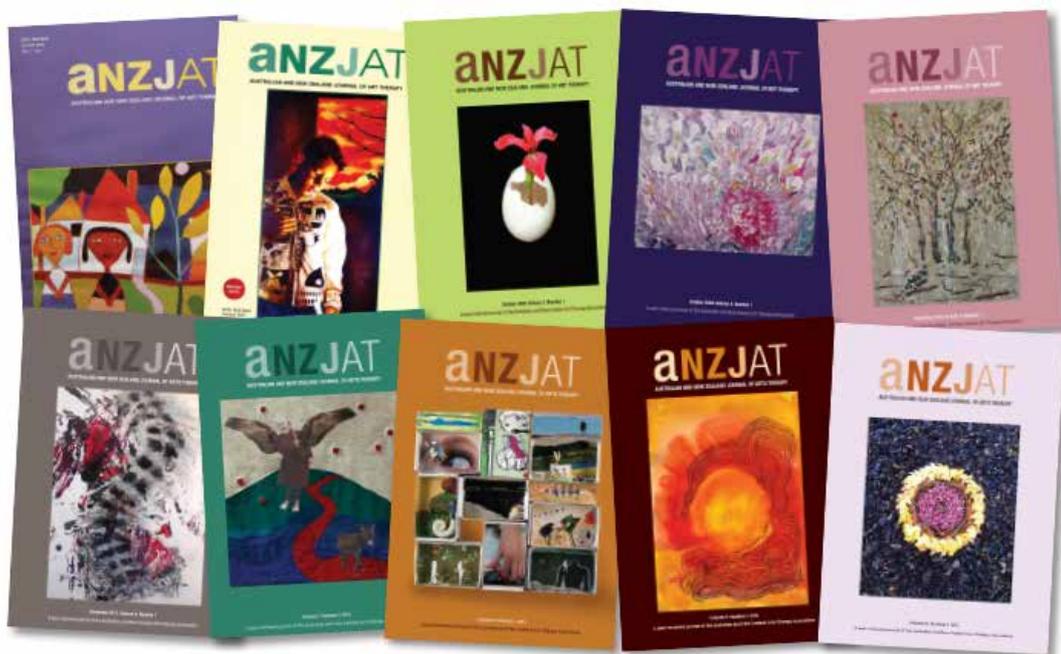
2. The structure of ANZJAT

The ANZJAT Team consists of a number of voluntary and paid positions. The diagram below sets out how it all works:

aNZJAT

| **ANZATA Research Sub-committee** Chair (ANZATA Committee member) + up to seven sub-committee members | ←→ | **ANZATA Committee** President, Vice-President, Treasurer, Secretary + four committee members |

ANZJAT Executive
Working team of editors and journal coordinator

Reports to the Research Sub-committee

policy

working matters

ANZJAT Team:
Editor 1
Editor 2
Review Editor
Journal Coordinator
Copy editor
Proof reader
Designer

3. The ANZJAT team

Editors

Dr Sheridan Linnell
BA(Hons), MA ATh, PhD, AThR

Dr Sheridan Linnell is Senior Lecturer at the University of Western Sydney, where she leads the Master of Art Therapy and graduate program in counselling. She trained as part of the first UWS art therapy cohort in 1993-94. Sheridan worked for many years in community agencies and independent practice with individuals and families, particularly those dealing with the effects of abuse. She is interested in feminist, narrative and postcolonial approaches to therapy. Sheridan is a published poet whose doctoral and post-doctoral work explores the relationships of discourse, subjectivity, ethics and aesthetics in art therapy, narrative therapy and approaches to social research.

Dr Catherine Camden-Pratt
DipTeach, AdvDipTranspersonalAThR, GradCertAThR, MAppSc (Social Ecology), PhD, AThR

Catherine is a nationally awarded arts-based experiential educator, and now an arts therapist in private practice. She has thirty-five years professional experience in creative education and for fifteen of these was Senior Lecturer in Social Ecology in the School of Education at Western Sydney University. Her interests there were in arts based research and pedagogy with a focus on voice/silence and education as social justice. Catherine's sole authored popular press book from her PhD shared the stories of women growing up in families with a mother with a mental illness. She co-edited the first social ecology book in Australia, is published in scholarly books and journals, as well as in poetry and narrative anthologies and has exhibited her mixed media artworks in solo and community exhibitions. Catherine teaches into the Master of Art Therapy at Western Sydney University.

Review Editor

Vacant

Editorial Assistant/Journal Coordinator/Designer

Jill Segedin

BA, MA, MFA

Jill Segedin has over twenty years experience working as a graphic designer and runs a design company called Dragonfly Design. She has managed ANZATA's communications since 2008, including coordinating and designing ANZJAT. She also guest tutors students in design aspects for research projects and is well-versed in academic writing and referencing. Jill is also an artist and has completed an MFA at Whitecliffe College of Arts and Design.

Copy Editor

Constance Ellwood

BA, DipEd, Grad Cert TESOL, MEd, PhD

Dr Constance Ellwood had a long career teaching ESL and Academic Literacy before starting a small business, Publishing in English (www.publishinginenglish.net), focused on supporting academics to publish. As well as mentoring academic writers, she provides copy editing and indexing, and leads workshops in Writing for Publication.

Proofreader

Rigel Sorzano

Rigel Sorzano is in the second year of a PhD in Art History, at the University of Auckland. Her research focuses on the interaction between art, craft and design, and she has been involved in all those areas as a writer, a proofreader and as a maker.

4. ANZJAT submissions guidelines

Journal scope and orientation

The Australian and New Zealand Journal of Arts Therapy (ANZJAT) is the peer-reviewed annual publication of the Australian and New Zealand Arts Therapy Association.

The journal provides a lively forum for academic research and practice-based papers with a focus on reflexivity and innovation in the field. It sets out to offer a useful resource for professionals and trainees, and to contribute to a broader knowledge and understanding of the arts therapies. ANZJAT creates opportunities and encourages new and established authors within Australia, New Zealand, Singapore and internationally to publish their work. The journal promotes a diversity of modalities, philosophical orientations, voices and genres.

Journal content

ANZJAT only accepts original high-quality submissions in clear and well-written English that conform to the following guidelines below, ANZJAT Style Guide and have been formatted using the ANZJAT Style Template. The journal publishes the following:

- **Full-length papers:** Papers on selected themes and original research. By invitation or submission.
  Word limit: 5,000 words, plus a 100 word abstract, references, tables and figures.

- **Shorter papers:** Brief practice-based papers, case studies and discussion papers.
  Word limit: 2,500 words, plus a 100 word abstract, references, tables and figures.

- **Interviews:** Conversations with and between contributors to the field of the arts therapy. By invitation and negotiation.
  Word limit: 2,500 words, plus a 100 word abstract, references, tables and figures.

- **Reviews:** Well-informed balanced responses to and critiques of books, videos, performances and exhibitions. By invitation or submission.
  Word limit: 1,200 words.

- **Creative contributions:** Creative writing, poetry, artworks, photo essays, illustrated stories, cartoons and documentation of performance works.
  Size limit: To be negotiated prior to submission.

Submission process

1. The author sends submission (see below for details).
2. Receipt of submission will be acknowledged by email.
3. Editorial committee considers the suitability of the submission for peer review.
   At this stage, submissions not adhering to the guidelines may be rejected outright and returned to the author.

4. Editorial committee assigns two referees to review the paper. An anonymous peer review process will follow.
5. The submission is returned to the editorial committee with the referees' comments and recommendations.
6. The outcome and feedback from the peer review process will then be sent to author(s). Possible outcomes are that the submission is: accepted, accepted subject to the successful completion of minor or major revisions, rejected with the option to re-submit, or rejected outright.
7. The editorial committee reserves the right to make revisions or suggest changes to the submission to improve expression, grammar, presentation and format.
8. Based on step 6, authors are to return revised submissions within the specified time-frame.
9. Submissions are copy-edited by an ANZATA appointed copy-editor.
10. Publication of submissions is contingent on the provision of high resolution (300dpi jpegs) versions of any images.
11. Following the above process, the editorial committee's decision on whether to publish the submission is final.

Note: For submissions that cannot be fully anonymised, an open peer review process may be negotiated.

Submission

1. Cover page
This must include:
- Author name/s, title (eg. Dr), given name/s and family name.
- Qualification/s
- Author affiliation if relevant
- Contact details for corresponding author – email address, postal address, phone number.
- Title of the submission
- A summary/abstract, (100 words). No References.

2. The full submission
Please do not include your name anywhere on the submission including on headers, footers or citations for purposes of anonymous peer review.
This must include:
- Title of the submission (as per cover page)
- A summary/Abstract, (100 words). No References. (as per cover page)
- Keywords – four to six selected for indexing purposes.
- The submission in full. Refer to above word length under Journal content

3. Format and style
- Submissions are to written and formatted in accordance with the ANZJAT Style Guide.
- All referencing is to follow APA 6th Edition (see http://www.apastyle.org/).
- Written submissions, other than poetry, should employ the ANZJAT Template.
- The author is responsible for the accuracy of all references and quotations.

4. Copyright and consent

- The author(s) will retain the copyright of their submission to the journal and are responsible for guaranteeing the originality and accuracy of the content.
- Authors must adhere to standard copyright requirements for the inclusion of images.
- Client and research participant confidentiality must be maintained except in instances where the client or research participant is a named author or actively requests acknowledgement. Evidence of the latter needs to be provided to ANZJAT.
- Authors must indicate that they have obtained informed consent from participants and clients, including for visual documentation or personal information. It is suggested that this be included as an endnote unless the process of approval forms part of the discussion.
- Authors of research submissions must indicate that they have obtained ethics approval from the relevant body. It is again suggested that this be included as an endnote unless the process of approval forms part of the discussion.

Where to send the submission

1. Please include "ANZJAT Submission: Author name" in the subject line of your email. Eg. "ANZJAT Submission: J Hancock"
2. The cover email should include your full name, a contact phone number and the title of your submission.
3. Your submission should be attached as a Microsoft Word document.
4. Low resolution versions of any images should be included in the body of the text. If your submission is successful you will be required to provide high resolution versions.
5. If your submission exceeds 7MB and cannot be compressed, you may send it via post on a CD/DVD or a USB stick.
6. Please send your submission to:
   Email: journal@anzata.org

5. The ANZJAT style guide

Style

Please write your text in good, grammatically correct, clear English. Authors who feel their submission may require editing to eliminate possible grammatical or spelling errors may wish to use one of the ANZJAT suggested copy-editors. Names and contacts can be found at www.anzata.org/anzjat/

ANZJAT encourages authors to use active verb forms. For example:
'The therapist helps the client' as opposed to 'The client is helped by the therapist' (passive form).

Please run a global search for any words that may be overly repeated throughout your submission. It pays to read it out aloud before submitting as repetition and flow is easier to see this way. Please also ensure that you run a thorough spell check before submitting.

Writing your abstract:

A concise abstract that gives an overview of the paper is required. If this is a research paper, the abstract should be written in full sentences, rather than in point form. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references should be avoided. If it is essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Formatting your document

The ANZJAT style template (ANZJAT_Template.docx) sets out formatting styles that all submissions must adhere to. This format enhances readability for editors, peer reviewers and copy editors, and the ANZJAT designer can easily translate the hierarchy of headings into the software used for publication.

If you have any difficulties using this template, please refer to the tutorial on 'How to use the ANZJAT template' found on www.anzata.org/anzjat/

Capitilisation

All professional designators are cited as lower case, eg. arts therapist, doctor, psychologist, not Arts Therapist, Drama Therapy.

Headings and sub-headings should follow APAv6 and be cited in sentence case (ie the first letter capitalised and subsequent words in lower case), eg.
'Introduction', 'Overview of the findings'

Titles of books and articles should also follow APAv6 and be cited in sentence case, eg.
'Hybrid creatures: Mapping the emerging shape of art therapy education in Australia, including reflections on New Zealand and Singapore'.

Hyphenation

Some examples of common expressions that need hyphenating:

art-making	mixed-method	self-directed	up-to-date
art-based	multi-modal	self-esteem	well-being
craft-making	self-care	self-harm	
evidence-based	self-confidence		

Some examples of common words not hyphenated:

artwork

dramatherapy

dramatherapist

postmodern

Numbers and numerals

1. Within copy:

Numbers used within your submission should be written out as a word up to 'twelve'.
Numerals can be used for numbers greater than twelve.

one, two, three, four, five, six, seven, eight, nine, ten, eleven, twelve, 13, 14, 15 etc

2. Exceptions:

When referring to age, use numerals, eg. The client was 5 years old.

When referring to a decade it should be written in full, eg. The client was in her twenties.

When starting a sentence numbers should be written in full, eg. Thirty artworks were
selected.

3. Dates:

Day, month, year, eg. 20 January 2013

No apostrophes when referring to a decade, eg. 1990s, 2000s, not 1990's, 2000's

Omit the second '20' when indicating a period of time in years, eg. 2001-08, not 2001-
2008

When referring to the century, it should be written in full, eg. Twentieth-century movement
not 20th-century movement

4. Percentages

Percentages should be written in full, eg. two percent, 25 percent.

Spelling

Standard Australian spelling (see Macquarie Dictionary – http://www.
macquariedictionary.com.au), eg. specialise, not specialize etc.
Exception – when citing quotes that use American spelling etc.

Some examples:

colour

counsellor

enquiry

focused

kilometre

labour

personalise

symbolise

programme vs program

For New Zealand articles it can be 'programme', for Australian articles it can be 'program', eg.

"The Arts Therapy Programme at Whitecliffe College" and "The Art Therapy Program at UWS".

Countries and States

Generally countries and states should be written in full, eg.

New Zealand, not NZ

Queensland, not QLD

However, USA and UK are acceptable

Exception – when the official name of an organisation uses the acronym.

Syntax

1. No double spaces after full stops.

2. Dashes should be an en dash (and not a hyphen) with a space on either side, eg.
Vicki articulates here what a number of the other women also alluded to – the creation of family heirlooms.

3. Double quotes for an actual quotation (indented without quotation marks if more than 40 words). Single quotes to define a term, eg.
Johnson (1992) defines the arena in which this transformation occurs as the 'playspace'. He states that "The playspace is an interpersonal field in an imaginative realm, consciously set off from the real world by the participants… The playspace is an enhanced space where the imagination infuses the ordinary".

4. When referring to a page number there should be a full stop after the p and no space between the full stop and the number, eg.
(p.150), not (p. 150).

5. When directing the reader to a page number within the journal, 'page' should be written in full, eg. (see page 40), not (see p. 40).

6. When directing the reader to a figure within the journal, 'Figure' should be written in full, eg. (see Figure 40), not (see fig. 40).

Acronyms

There will be some acronyms that are common use within arts therapy circles, eg. ANZATA, BAAT, AATA. These will nevertheless need to be spelt out the first time they are used and then subsequently be cited as acronyms. They do not need to be punctuated.

Referencing

All references need to follow APA 6th Edition. A detailed style guide with a quick reference function can be found at: http://www.apastyle.org/
A basic guide is also provided – APAv6_StyleManual.pdf

Images

All images should be provided as low resolution in appropriate positions embedded in the Word document when the submission is first submitted. If accepted for publication, the author will be requested to provide high resolution versions of the images. These must be 300dpi jpegs. They must be at least 1000px (wide or high, depending on orientation of the image) sent as individual files and not embedded in the submission. The high resolution images should follow the following naming convention:

The author's initials and the number of the image as it occurs in the submission.
Eg. DW_Image1.jpg

If you have any difficulties identifying the resolution of your images, or any difficulties saving them as high resolution images, please refer to the tutorial on basic Photoshop skills found on www.anzata.org/

Captioning and image titles

Image titles should be included below the image and adhere to the following style:

Figure number: Artist's name, *Title of work* (in italics), media, dimensions (height x width x depth) in millimetres.

Figure 3: Jo Blog, *Paint*, photographic print, 297 x 210mm.

Longer descriptions in captions should also appear centred under the images. Photographers who need to be acknowledged, eg. (Photographer: Jo Blog).

Author bio, post-nominals and photo

If you are to be published, you will be requested to provide:

1. A 100 word bio of yourself. This should be written in the third person. As you post-nominals appear under your name, you do not need to include information about what degrees you have etc in the bio.

2. Your post-nominals. Please include all tertiary level diplomas and degrees and any professional memberships. Examples can be found below as to how to cite them. You need to cite degrees according to the regulations of the University you attended. For example, Whitecliffe College's Arts Therapy degree is 'MAAT', while UWS uses 'MA ATh'. Note ANZJAT does not punctuate post-nominals.

   Example 1 –
   BA(Hons), MAAT, AThR
   (Bachelor of Arts Honours Degree, Master of Arts in Art Therapy, ANZATA Professional Membership)

   Example 2 –
   BEd, DipCounselling, MA ATh, PhD, AThR, BAAT
   (Bachelor of Education Degree, Diploma of Counselling, Master of Arts in Art Therapy, Doctor of Philosophy, ANZATA Professional Membership, BAAT Professional Membership)

3. A photo of yourself. This should be high resolution – see 'Images' on the previous page.

6. The ANZJAT style template

The ANZJAT Style Template has been designed so that authors can easily format their articles. The style sheet has been especially designed for ease of use for the ANZJAT editors, peer reviewers, copy editor and designer. We require that all authors use the ANZJAT Style Template. This template can be downloaded from **www.anzata.org/ ANZJAT-Resources**

The following tutorial provides simple steps to show you how to use the Style Sheet that is provided in the template.
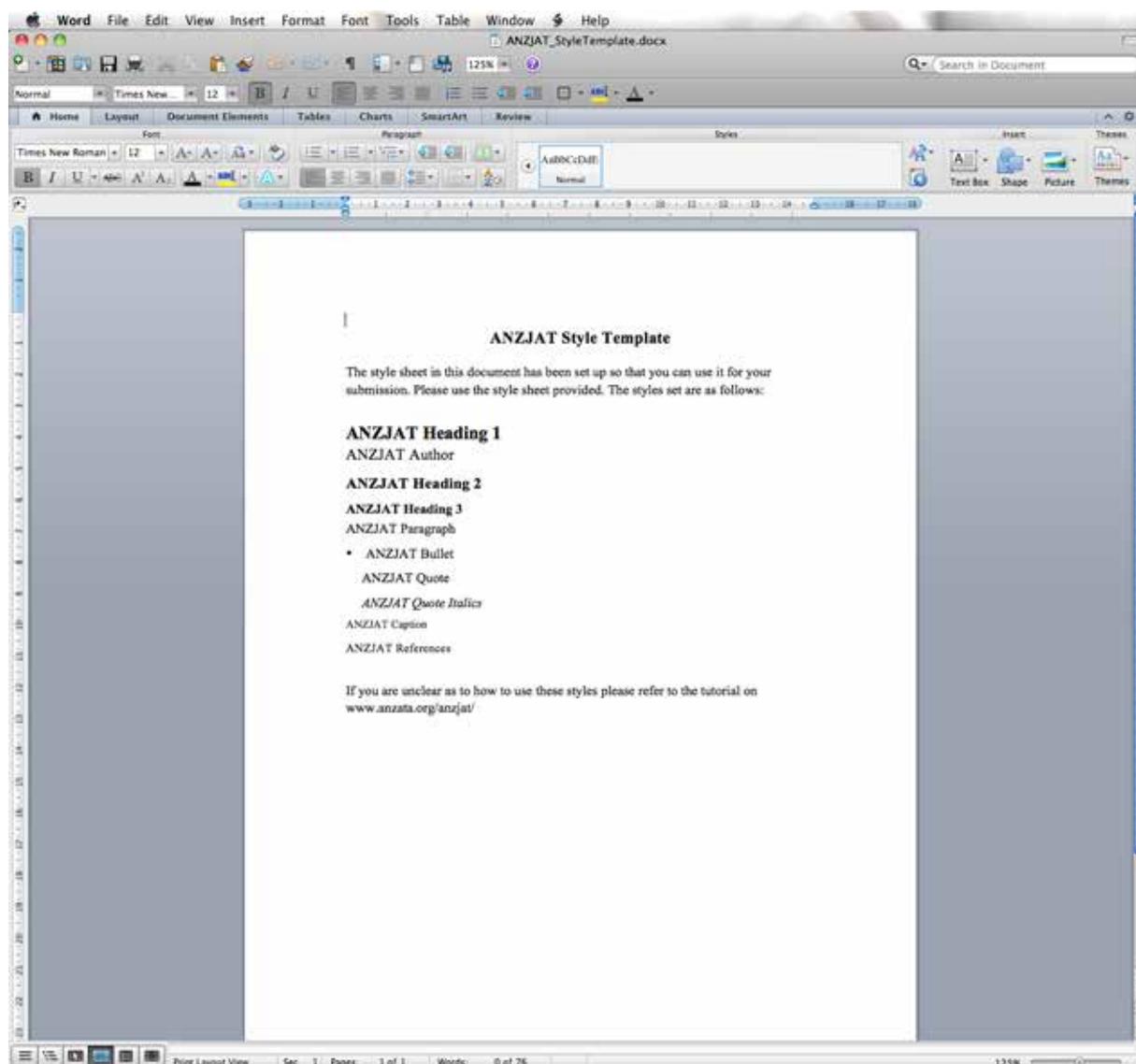
**Step 1:** Open the Word Document called ANZJAT_StyleTemplate.docx
You will notice that all the styles in the template are listed in the body of the document. Familiarise yourself with these as they will be what we encourage you use in your ANZJAT submission.

The following pages show you how to use the style sheet provided in the template.
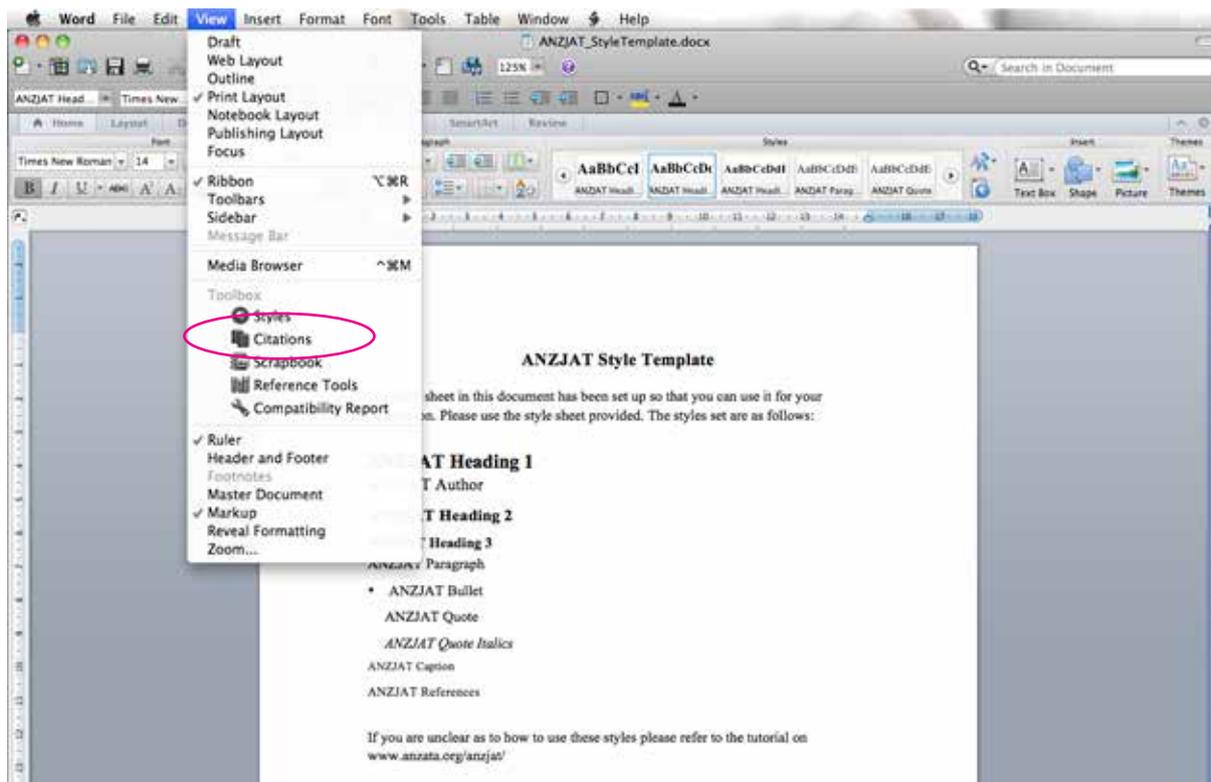
To see the style template you can either use the 'Styles' in the horizontal toolbar or you can open the style sheet window. The following tutorial shows you how to use the style sheet window.

Step 2: Go to the 'View' menu and click on 'Styles' under 'Toolbox' (as in image above). This will bring up the Style Sheet window that you can see below:
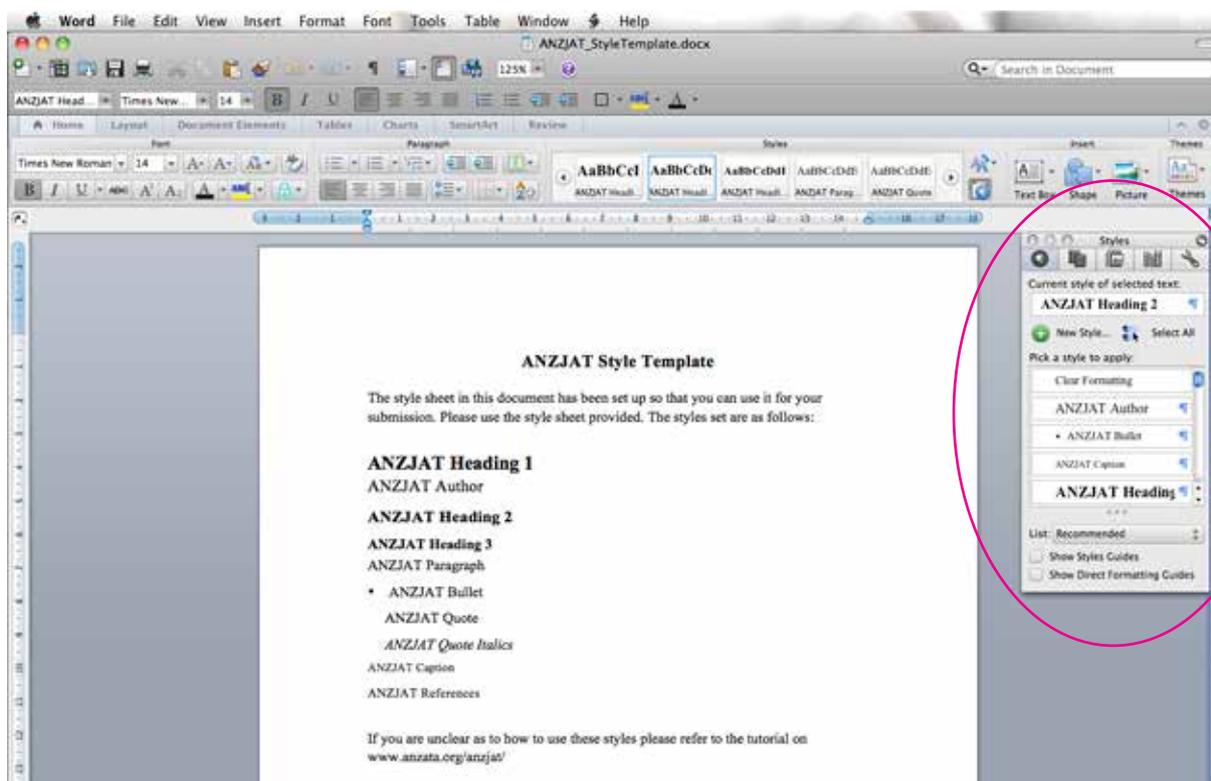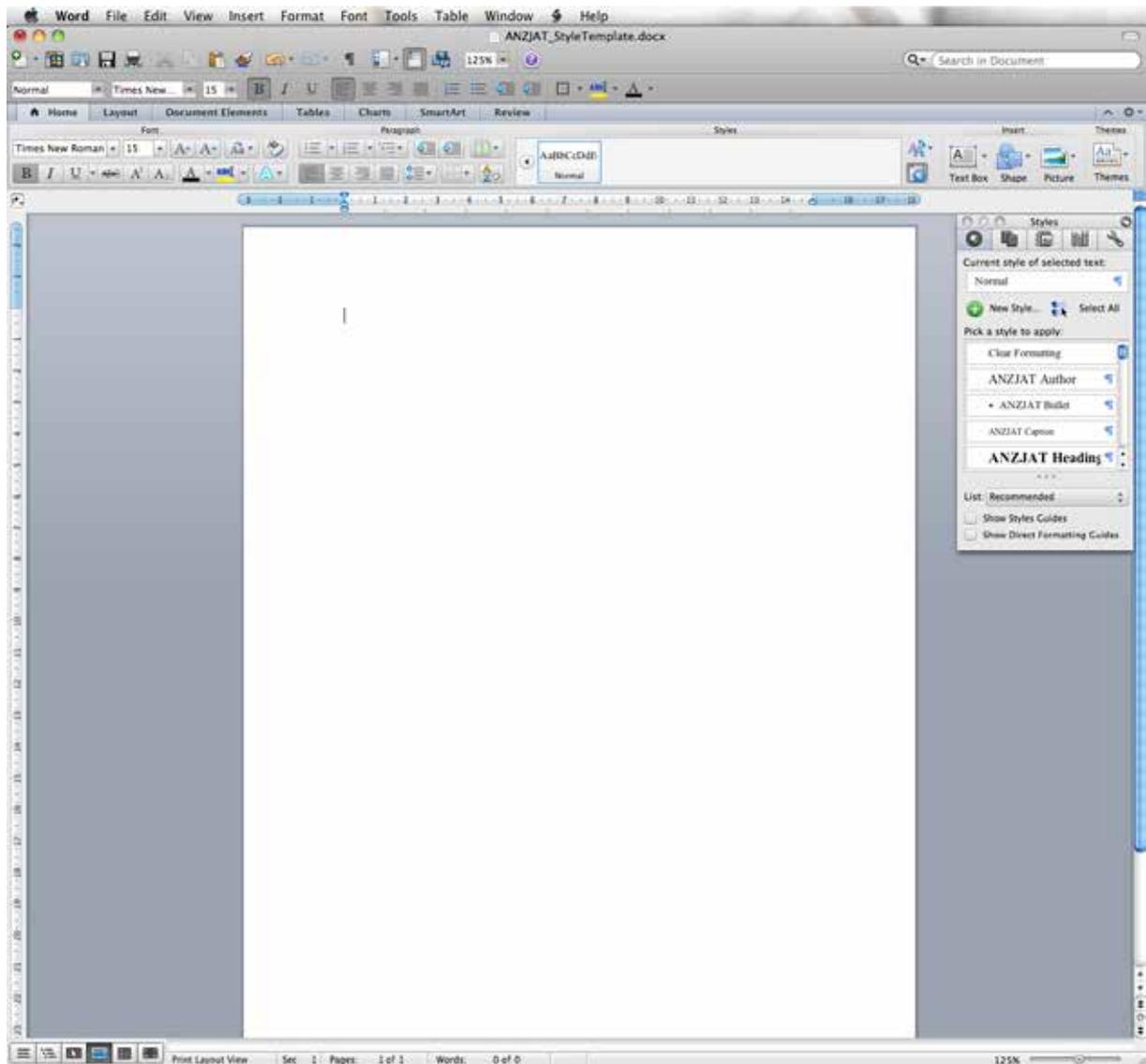
Step 3: Now delete everything that is in the document so that you can use it to format your ANZJAT submission. You will need a clean document like the one above.
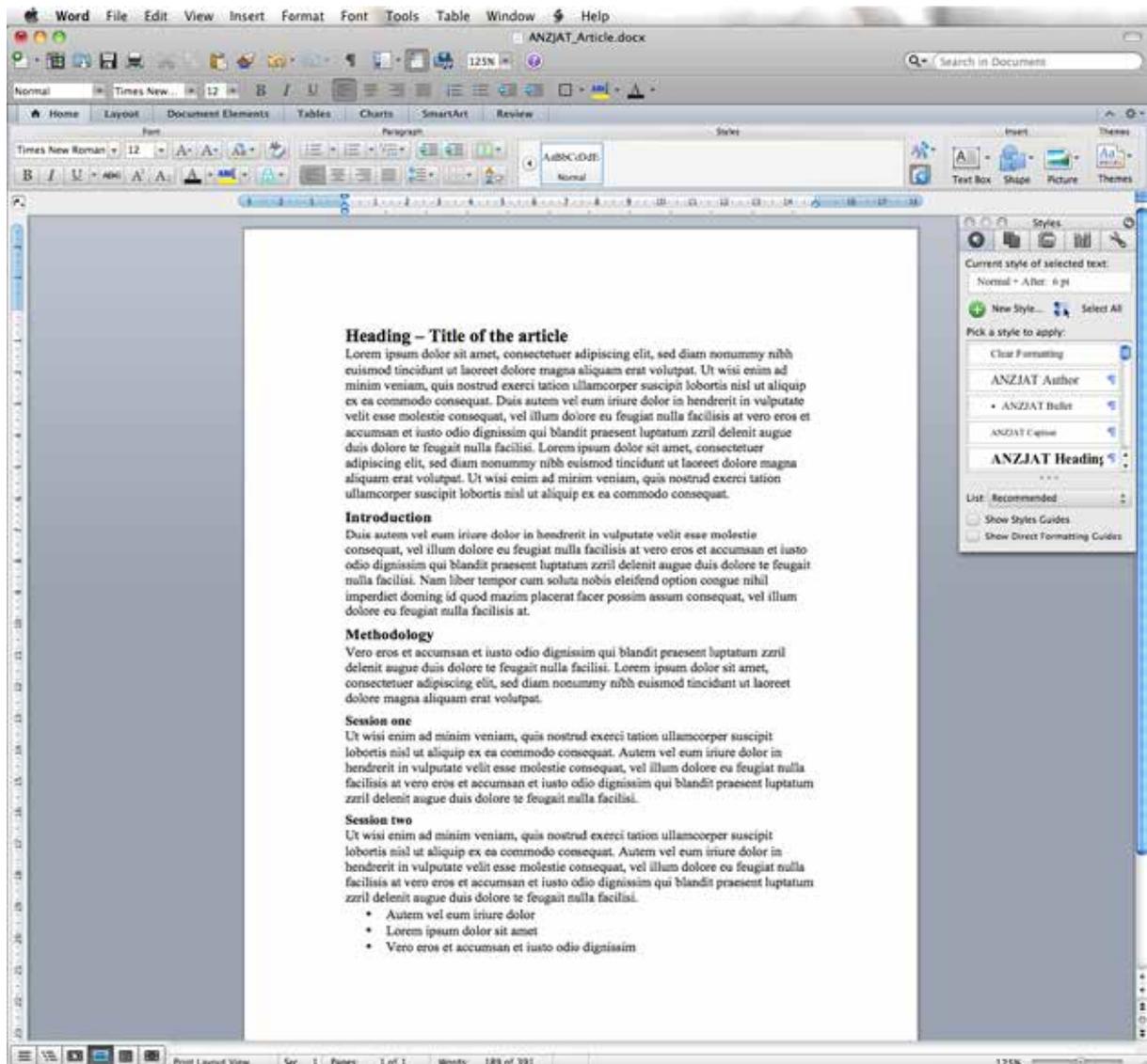
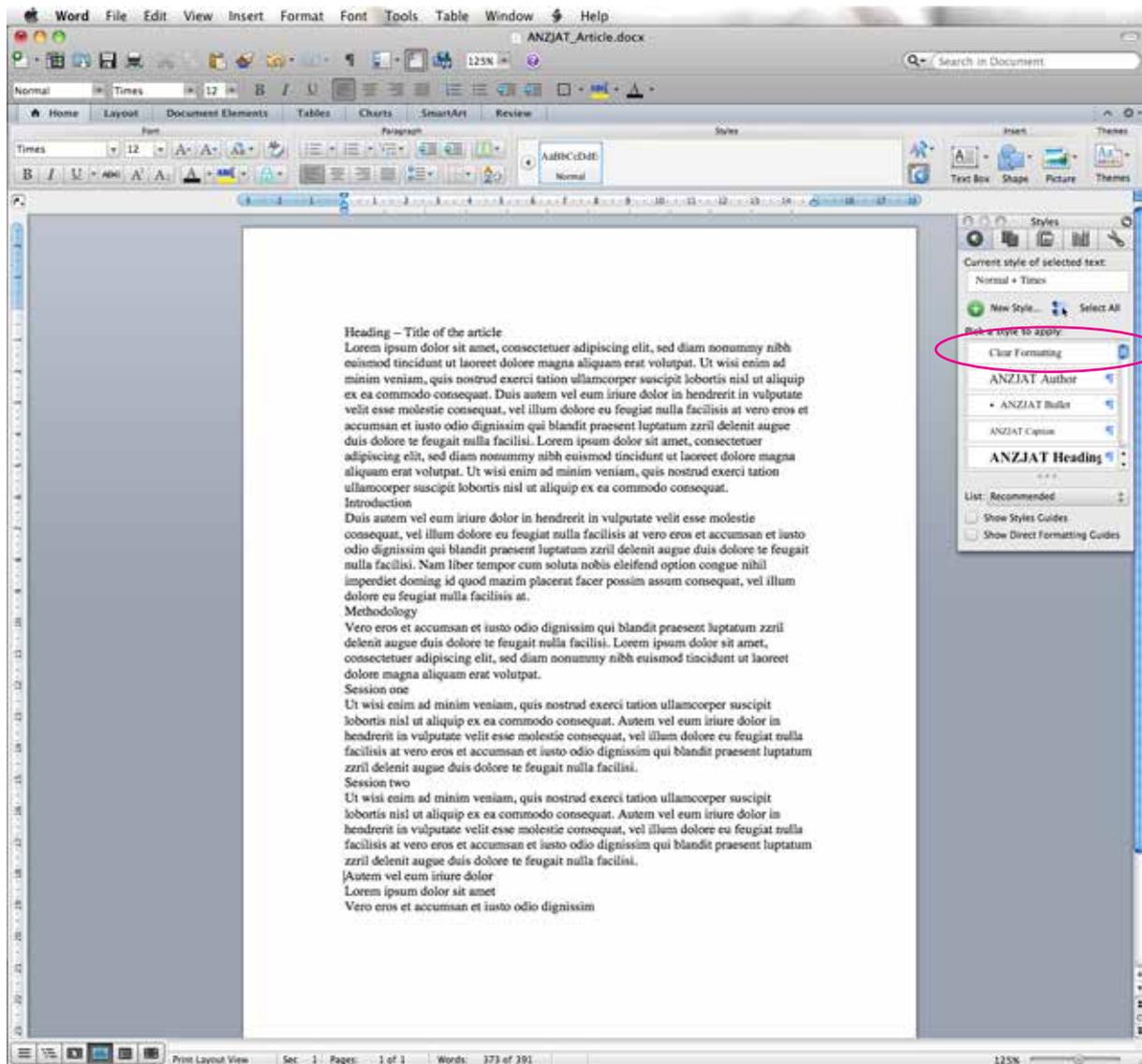**Step 4:** If you have already written you paper you can copy and paste the whole thing into this document.

If you are just starting to write your paper please start by following this tutorial so that you know how to use the Style Sheet.
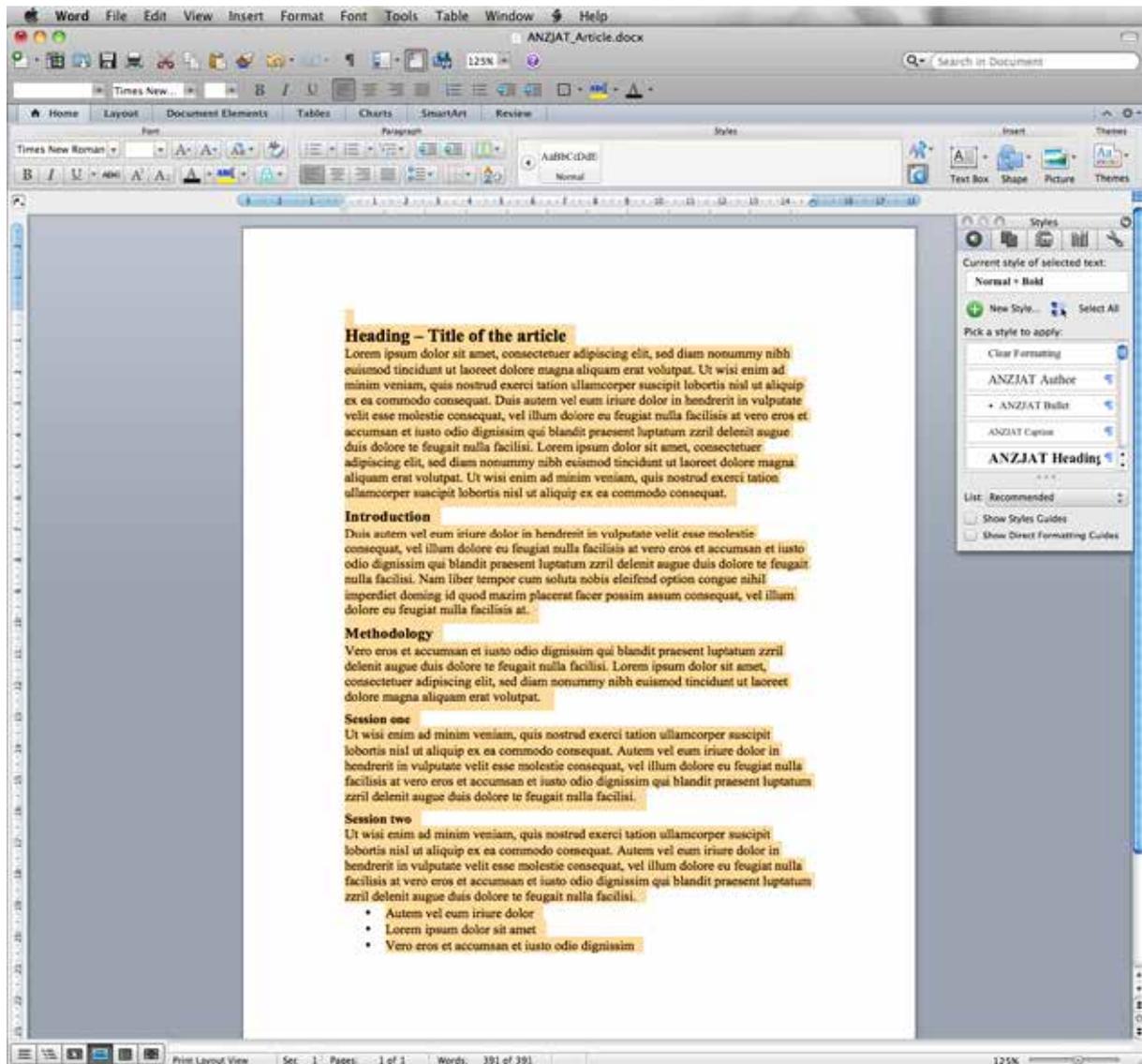
Step 5: Select everything in your document

Step 6: Click on 'Clear Formatting' in the style sheet window. You will find 'Clear Formatting' at the top of the list of styles.
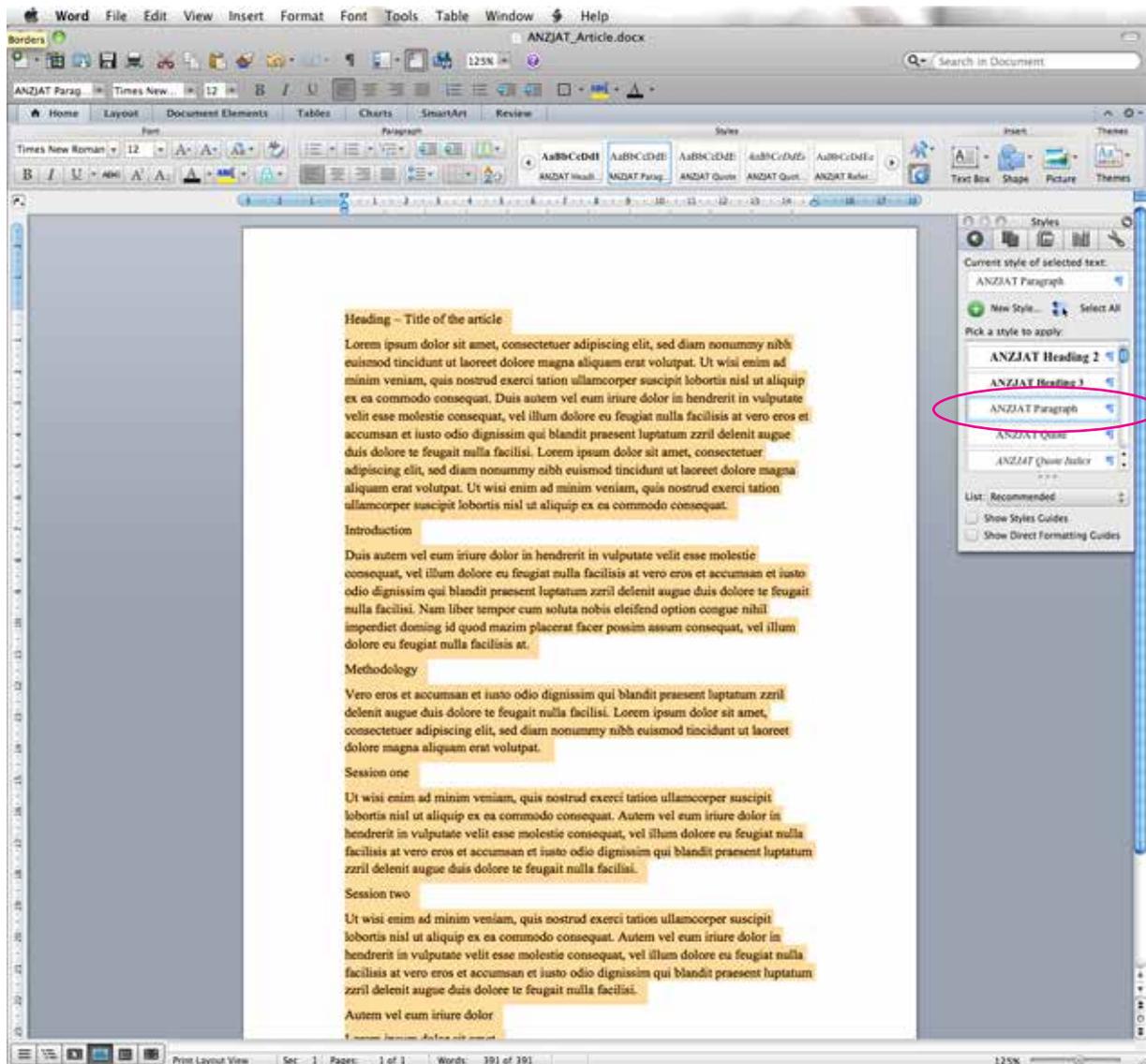
Step 7: Select everything again and now click on the Style named 'ANZJAT Paragraph'. This is done because most of the article will be in this Style. And now it will be easy to put your headings into the correct style heirarchy.
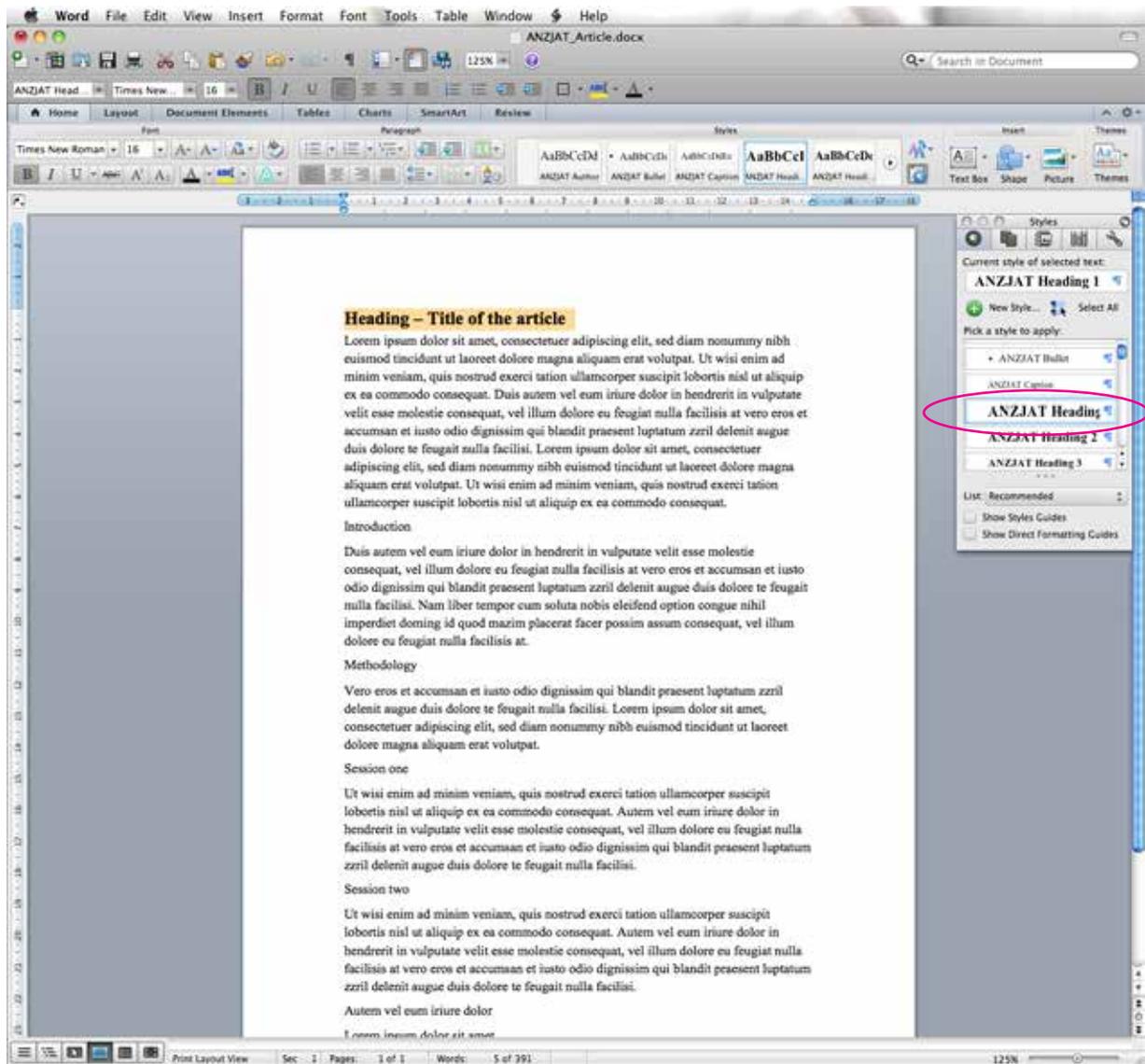
Step 8: Select the heading of your article and click on the Style named 'ANZJAT Heading 1'.
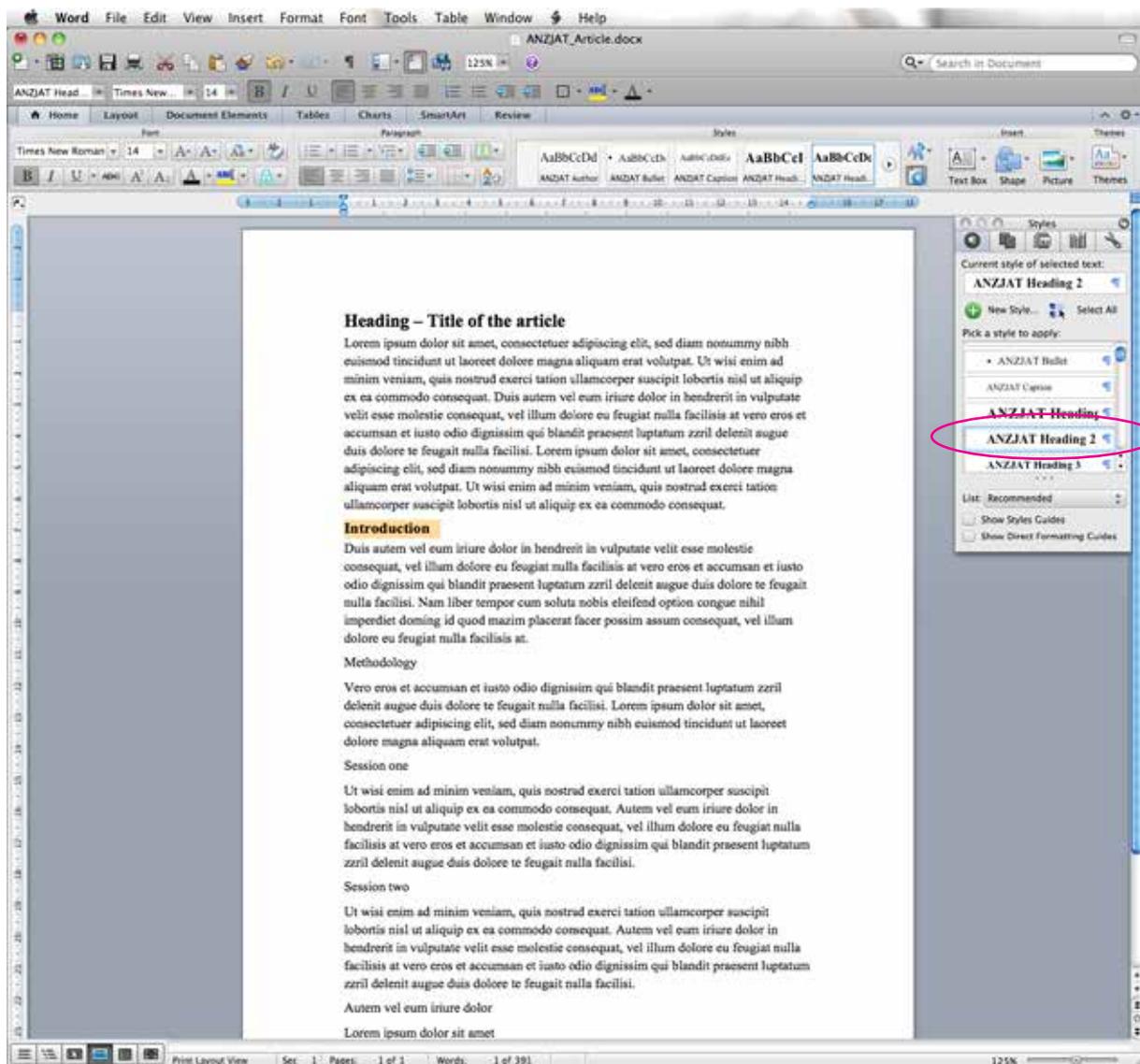
Step 9: Select the next level of headings in your article and click on the Style named 'ANZJAT Heading 2'.

You can follow this step for any other heading that should be in 'Heading 2', and in turn for the next level down and anything else such as bullets, quotes etc.

7. How to write a book review

What is a book review?

An academic book review should describe, analyse, and evaluate a particular source and provide evidence to support this analysis and evaluation. The reviewer needs to identify the key arguments of the book and how the author supports these arguments as well as to evaluate the book's strengths and weaknesses. Further, a review often explains how the book compares to other works on the topic or illuminates the contribution the book makes to our understanding of how it contributes to the field of arts therapy.

Preparing to write a book review

Reading critically

Successful book reviews depend on a careful and critical reading of the book and maintaining a distance between you and the book to avoid simply regurgitating its details in your review and going beyond a summary to evaluate the book. It will also help you to see patterns within the book.

As you read, make sure to consider the following questions:
• What is the central question or issue that the book is addressing?
• What is the book's argument?
• To support this argument, how is the information ordered? Chronologically? Thematically?

Making an evaluation

It is important to distinguish between simply criticising a work and analysing and thinking critically about it. As you read the book you may want to consider the following questions:
• How and what does this work help us to understand the topic?
• What types of evidence does the author draw on to support his or her argument?
• Does the book do what the author claims that it will do?
• Are there other types of evidence that the author fails to acknowledge or ignores?
• What theoretical perspective does the author work from? How does this shape or affect his/her argument?
• How is this book similar to or different from other books on the topic? Why are they similar or different?
• Are you convinced by the book? Why or why not?

Structure of a book review

I. Introduction

An introduction to a book review is generally short and direct and should include:
• Identification of the book and author
• Background
• Your argument

- A succinct, clear evaluation of the book, including:
  - the main argument of the book is.
  - its strengths and contributions or weaknesses and shortcomings.
  - why and/or in what ways you think the work demonstrates these strengths and weaknesses.

II. Summary of key arguments

After the introduction, a brief summary or overview of the book should follow. You may want to include:

- A thorough and fair description of the structure and contents of the book;
- How is it similar to or different from other authors' works on a similar topic?
- How is it organised?
- A statement of the apparent aims of the author/s in writing the book;
- What types of evidence are presented?

III. Evaluation/analysis

This section should constitute the bulk of your review containing your evaluation of the book. You can use examples and quotations to illustrate and prove your assessment of the work. For example, if you argue that the work provides a careful and detailed examination of a topic, you should point to the places in the book where it does so. Similarly, if you argue that the work fails to recognise a particular perspective, give examples of places in the text that you think would have benefited from attention to that perspective. This section should include:

- An evaluation of how well they have achieved these aims;
- An outline of previous publications by the author and the contribution these have made eg. someone might write a classic text and their later books are just more of the same, or they develop their earlier thinking further, or they make another original contribution;
- An assessment of the contribution this book makes to the field of arts therapy;
- An assessment of who the book would be useful for;
- Any other relevant comments on the book.

IV. Conclusion

Your conclusion should provide a succinct summation of your review. Overall, what does this work contribute to its field? What limitations does it possess? Does it suggest interesting avenues for future research? How does your analysis of the book help readers to understand the topic and whether it would be a helpful resource?

8. Referencing

How to use APAv6

ANZJAT requires all referencing to be in APA version 6. This section contains a quick guide to this but is not definitive. There are other more comprehensive guides available online if you need to find how to reference something that is not included below.

Documenting sources

APA requires the use of in-text parenthetical citations, not footnotes. These in-text citations lead readers to complete bibliographic information included in the alphabetical list of references at the end of the paper. In-text citations can be handled in different ways.

If you use the author's name in the sentence, simply include within parentheses the date of publication after the author's name:

Barrow (1974) found...

However, if you do not incorporate the author's name into the sentence, include the author's last name and publication date within parentheses:

...(Barrow, 1974).

Either approach may be used regardless of the number of authors.

If a source has two authors, cite both names every time the reference appears in the text.

...(Dewdney & Ross, 1994).

Dewdney and Ross (1994) found...

For a source with three, four, or five authors, cite all of the authors the first time a reference occurs. For any subsequent occurrences of the same reference, use the first author's name with "et al." signifying the other authors. Follow this with the date of the publication. Omit the year from each subsequent occurrence of the same reference falling within the same paragraph.

(Smith, Rubick, Jones, & Malcolm, 1995)

Smith et al. (1995) argued that...

(Smith et al., 1995)

For a source with six or more authors, include only the first author's name followed by "et al."

Peffer et al. (1997) contended...

(Peffer et al., 1997)

If a source has a group (corporation, government agency, association, etc.) as an author, the name is usually spelled out in every text citation. However, if the name is long and the abbreviation is easily recognisable or understandable, spell it out for the first text citation and abbreviate for subsequent citations.

First text citation:

(Association of College and Research Libraries [ACRL], 1996)

Second or subsequent citations:

(ACRL, 1996)

ACRL (1996) found that...

In citing a specific part of a source, indicate the page, chapter, figure, table, etc. after the publication year. Abbreviate page or chapter. In addition, please refer to section 6.03 (Direct Quotation of Sources) in the APA's Publication Manual.

Example 1:

He stated, "The impact of technology on student learning is best observed when conducting focus groups" (Gallati, 1988, p.38), but he did not go into much more detail.

Example 2:

Gallati (1998) contended that "the impact of technology on student learning is best observed when conducting focus groups" (p.38).

Example 3:

Gallati (1998) discovered the following:

The impact of technology on student learning is best observed when conducting focus groups. Small, independent studies allow the researcher or instructor to witness hands-on experiences students have with technology and ways they employ various forms of technology to enhance projects, research papers, and group presentations. In addition, students willingly discuss their experiences – positive and negative - with the researcher, thus documenting the ways in which technological advances have helped or hindered their experience as a student. (p.38)

When citing information from a Web page that doesn't provide page numbers, use the paragraph abbreviation (para.) to indicate the paragraph being cited. If the Web page doesn't have visible page or paragraph numbers, cite the heading and the number of the paragraph following it.

(Myers, 2000, para. 5)

(Lehman, 2001, Recommendation section, para. 2)

Reference list

General Guidelines for Organising APA-style References Lists

In APA style, the alphabetical list of works cited is called "References." As you prepare your list of references, follow these guidelines:

1. Double space each entry and use hanging indentation (the first line of an entry isn't indented, but every subsequent line in the entry is indented five spaces).

2. Alphabetise the list of sources by the author's (or editor's) last name; if there is no author or editor, alphabetise by the first word of the title other than a, an, or the. Use initials for an author's first and middle names. For two or more works by an author, arrange the works by date, oldest work first.

3. Use one space after periods, colons, semi-colons, and commas.

4. With two or more authors, use all authors' names rather than "et al" unless there are eight or more authors. Again, start with the last name and use initials for the first and middle names for all authors. Instead of the word "and," use an ampersand (&) and separate the names with commas.

5. The publication date should appear in parentheses directly after the last author's name; put a period after the final parenthesis. For books, list year only. For magazines, newsletters, and newspapers give the year followed by the exact date on the publication (2000, November 10). If you list two works by the same author published in the same year, alphabetise by title, unless they are part of a series.

6. Put the title of a book after the year of publication. Book titles and subtitles should be italicised. Capitalise only the first word and proper nouns in a title or subtitle.

7. Don't put titles of articles in quotation marks or italics, and, as with a book, only the first word of the article title and subtitle and any proper nouns are capitalised. Periodical titles are capitalised just as you would normally, and italicise the name of the periodical and the volume number.

8. Include the city and official state abbreviation as well as the publisher in book citations. If the city is well known, omit the state abbreviation. The publisher's name may be shortened, as long as it is easy to recognise, as in this example: New York: Harper.

9. Use p. (pp. for plurals) only before page numbers of newspaper articles and chapters in edited books, not in references to articles from magazines and journals. In contrast, parenthetical references in the text of a paper leading to specific pages always include p. or pp. – no matter what type of source.

10. Retrieval information must be given for electronic sources. The statement should provide the URL, or website address, of the source.

11. Cite personal communications only as in text citations – do not include them in the reference list.

Books, Reference Books, Government Publications

Books

   Rovin, J. (1979). *The fantasy almanac*. New York: Dutton.

   Wilson, C., & Grant, J. (Eds.). (1981). *The directory of possibilities*. New York: Rutledge Press.

Chapter in an Edited Book

   Berry, V. (1994). Redeeming the rap music experience. In J. S. Epstein (Ed.), *Adolescents and their music: If it's too loud, you're too old* (pp.165-188). New York: Garland.

Reference Books

If there is no byline (author), begin with entry title and publication date.

   Dober, R. P. (1988). Campus planning. In *Encyclopedia of architecture: Design, engineering, & construction* (Vol. 1, pp.527-539). New York: John Wiley & Sons.

Government Publications

U.S. Food and Drug Administration. (1987). *Can herbs really heal?* (HHS Publication No. FDA 87-1140). Rockville, MD: Author.

Articles in Scholarly Journals Paginated by Volume

Buckley, C. E. (2006). Golden rule reference: Face-to-face and virtual. *Reference Librarian, 45*(93), 129-136. doi:10.1300/J120v45n93 10

Magazines

Date must be the date shown on publication (day and month for weeklies and month for monthlies). Add the volume number after the title.

Armstrong, L., Yang, D. J., & Cuneo, A. (1994, February 28). The learning revolution: Technology is reshaping education – at home and at school. *Business Week, 3360*, 80-88.

Newspapers

Page numbers must be preceded with p. or pp.

Adande, J. A. (1995, December 10). By George, Buckeye wins Heisman Trophy. *Washington Post*, p.D1.

Electronic Resources

The general rule to follow for citing all Internet sources is to direct readers as closely as possible to the information being cited – whenever possible, reference specific documents rather than home or menu pages. In general, include the same elements, in the same order, as you would for a print source, and add as much electronic retrieval information as needed for others to locate the cited sources. It is only necessary to include the date the information was retrieved if it is likely the source material will change over time (for example, when citing a wiki).

Full-Text Articles from Databases

(Ex: Lexis-Nexis Academic, Academic Search Complete, OhioLINK EJC, etc.)

When citing articles (or other material) retrieved from a database, cite the article as appropriate to the format of the item (i.e. journal or newspaper). Provide the Digital Object Identifier (DOI) in the reference if one is assigned.

Paris, C. (2008, March). The changing housing system in Northern Ireland 1998-2007. *Ethnopolitics, 7*(1), 119-136. doi:10.1080/17449050701847269

Internet Articles Based on a Print Source

(Ex: Business Week Online, New York Times on the Web, etc.)

If you have accessed an article on an Internet website (not via a database), cite the article as appropriate to the format of the item (i.e. journal or newspaper), and then add the Web site URL at the end of the citation.

Sadeh, A., Raviv, A., & Gruber, R. (2001). Sleep patterns and sleep disruptions in school-age children. *Developmental Psychology, 36*, 291-301. Retrieved from http://www.apa.org/ journals/releases/dev363291.pdf

Articles from an Internet-only Journal

(Article does not appear in print journal or magazine)

> Matthews, J. & Wiggins, R. (2001, December 3). Libraries, the Internet and September 11. *First Monday, 6*(12). Retrieved from http://www.firstmonday.dk/issues/issue6_12/matthews/index.html

Nonperiodical Documents on the Internet

At a minimum, a reference to an Internet source should provide a document title, date (publication date or date of retrieval), and a Web address. Use n.d. (no date) when a publication date is not known. Use chapter or paragraph identifiers in place of page numbers if available. For reports retrieved online, identify the publisher as part of the retrieval statement unless the publisher has been identified as the author.

> Schwartz, B. (n.d.). *Lyme Disease*. Retrieved from the Johns Hopkins Arthritis Website: http://www.hopkins-arthritis.com/other/lyme.html

> Association of College and Research Libraries. (2001, April 17). *Information literacy competency standards for higher education*. Retrieved from http://www.ala.org/ala/mgrps/divs/acrl/standards/ informationliteracycompetency.cfm

> Benton Foundation. (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (chap. 2). Retrieved from http://www.benton.org/Library/Low-Income/two.html

The Great APA Quiz

You might like to take ANZJAT's Great APA Quiz, a fun way to refresh or commit to memory some of the more common examples of APAv6 referencing. This can be found on the ANZATA website at **www.anzata.org/ANZJAT-Resources**

9. The editorial, peer review and production process

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┌─────────────────┐
│  Submissions    │
│     close       │
└────────┬────────┘
         ↓
┌─────────────────┐     ┌─────────────────┐
│ Submissions read│ →   │  Peer-reviewers │
│   by editors    │     │    selected     │
└────────┬────────┘     └─────────────────┘
         ↓
┌─────────────────┐
│    Rejected     │
│  submissions    │
│    returned     │
└─────────────────┘
```

Submissions close

Submissions read by editors → Peer-reviewers selected

Rejected submissions returned

Submissions sent to peer-reviewers

Peer Review A   Peer Review B

Reviewed submissions returned

Editors evaluate peer review

Reviewed submissions to authors

Author changes

Author edited submissions returned

Copy editor

Edited submissions approved by author → Designer → Proofreader

Designer

Printer

Distribution

10. ANZJAT online

The ANZJAT section on the ANZATA website contains everything to do with ANZJAT. It can be accessed through the Research and Publications tab or by clicking the teal ANZJAT tab on the side menu. Here you will find information about ANZJAT and the resources referred to in this guide. You will also find abstracts and full digital versions (for members and ANZJAT subscribers only) of the current edition and back issues dating back to 2008. If you are not an ANZATA member you can also sign up as a subscriber.