

**JOURNAL OF COMPARATIVE FAMILY STUDIES 2015**  
**SUBMISSION GUIDELINES AND MANUSCRIPT STYLE GUIDE**

Initial manuscript submissions to JCFS **require** the following:

1) The following **DOCUMENTS** which **must** be formatted as a MS WORD doc. file. **NO PDF** or other file formats. Please use a **LEFT** margin. **SUBMIT EACH AS A SEPARATE FILE.**

A) **TITLE** page with article title, author name/s, and affiliation with **complete** postal mailing address, telephone number, and email address for **EACH** author.

B) **ABSTRACT** (English) of approximately 250 words (with title at top).

C) **MANUSCRIPT**, properly formatted as per guidelines listed below (with title at top).

**ONLY DOCUMENTS PREPARED IN MS WORD WILL BE ACCEPTED. Alternate software that converts to MS Word is not compatible with our publication process.**

**Your initial submission may not follow these specific guidelines. Do not resubmit your documents unless asked to do so.** Time constraints mean that we cannot process multiple versions of manuscripts.

2) Manuscripts should be about 5000 words (30 pages maximum double-spaced, excluding tables and figures.), line spacing 1-1/2", one-sided, Times New Roman font, Size 12. Style: **MAIN** headings in **UPPER-CASE**, bold lettering and centered. **Sub-Headings** are in bold and lower-case, at left margin. Subset headings in *Italics*, not bold, left margin.

3) **Footnotes**<sup>1</sup> must be placed at bottom of each corresponding page, (*see below*). **Appendices** should be at the **end** of the article, and on a SEPARATE page. Do not use endnotes. **URLs** must appear in References only. **No embedded hyperlinks.**

4) EACH Table and Figure must be camera ready, laser printer quality, and EACH on a SEPARATE page placed AFTER the References. PLEASE STATE the exact location **within** the text where the table belongs (i.e., Table 2 about here, Figure 1 about here).

**Note:** The Journal is published in **black and white ONLY**. **Do not use colour.**

5) Authors are responsible to check special symbols or codes used in Tables/Figures as these might change if saved in another edition or format of MS Word 2003.

6) **REFERENCES:** Each reference must be cited **within the text**, and vice versa, **single-spaced**. **NO** indentations, left aligned margin only, with one blank line between each reference. Follow the American Psychological Association (APA) reference style guide (**except please follow #4 above for ALL Footnotes and URLs**). For information on APA Editorial Style, please go to **http://www.apastyle.org**

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<sup>1</sup> As noted above in (4). (Times Roman font, Size 10, Justified.)

### **Format of CITATIONS within the TEXT:**

► ALL citations are to be identified at an appropriate point within the text by using the last name of author and year of publication. The following **examples** illustrate the style:

"...of children (Yin and Casey, 1983)," **or** "Lewin (2006) and Stake et al., (2005)...."

► Multiple citations should be cited in alphabetical order.

"Earlier studies (Abbott, 2006; Forge, 2004; Hunt and Wolcott, 2002; Yong, 2000)...."

### **Format of REFERENCE LIST**

List ALL references in alphabetical order. Use the following **example style**:

Drobnič, S. (2003). Ties between lives: Dynamics of employment patterns of spouses. In W.R. Heinz and V.W. Marshall, (Eds.), *Social Dynamics of the Life Course* (pp. 259-278). New York: Aldine de Gruyter.

Heinz, W.R. (ed.). (1991). *The Life Course and Social Change: Comparative Perspectives*. Weinheim: Deutscher Studien Verlag.

#### **JCFS Mailing Address**

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### **THE SUBMISSION AND REVIEW PROCESS AT JCFS**

**AFTER ALL REQUIRED DOCUMENTS ARE RECEIVED, the Journal pre-publication process usually follows the following guidelines:**

**Stage 1** is pre-screening to determine:

- a) if the manuscript is consistent with the mandate of the Journal
- b) if the manuscript merits entry into the peer review process

**PLEASE NOTE THAT THIS STAGE MAY TAKE SEVERAL MONTHS DUE TO A LARGE INCREASE IN SUBMISSIONS.** Despite this, we typically reach a publication decision within a year of submission. However, due to circumstances beyond our control, this occasionally takes longer.

**Stage 2: Once approved to enter peer review, a signed contract is required from the authors:**

1) To attest that the article is not under consideration elsewhere.

2) *Agreement that the author/s assign copyright of the article to the Journal of Comparative Family Studies* (please read full copyright notice below). Authors are not permitted to post book reviews, abstracts or articles anywhere online. Please see copyright notice:

All articles are copyright of the Journal of Comparative Family Studies (JCFS). JCFS hold the global copyright for all forms of media (e.g., print and electronic). Any use of this material in any media requires a copyright permission from the JCFS. For commercial use there is a fee. Please recognize that posting any published material on the web or in other forms of media is a violation of copyright.

**SIGN/DATE & RETURN the CONTRACT. Only ONE COPY is required, with ONE Signature.** The signed contract may be submitted as a PDF or a scan via email.

The Journal requires two anonymous peer-scholars to review each manuscript. This journal uses blind peer review, so finding available reviewers does take time. PLEASE BE PATIENT.

Scholars have six weeks to complete a review of the manuscript.

**Stage 3:** Reviews are received and sent to the editor for a decision. The Editor will assess the reviews and either recommend that the authors undertake revisions, or that the article is rejected.

If approved for revisions, the reviews and editor instructions are sent to the authors.

**IMPORTANT: REVISIONS**

\*\*\* If you choose to revise your manuscript please **include a separate sheet detailing how you have addressed the reviewer comments as stipulated by the editor.** In addition, you may discuss why you feel a reviewer's comment is not justified in the context of your paper.

\*\*\* We allow **four weeks for minor revisions** and **six weeks for major revisions** unless we are contacted by the authors with a request for more time at the time the revision decision is made.

Typically if we do not receive required revisions **within two months** of the due date we will consider the paper to be **withdrawn** from submission.

**Stage 4:** REVISED MANUSCRIPTS and AUTHOR RESPONSES should be sent by email to JCFS. The Editor will then do a final evaluation and recommendations.

Typically this falls into one of the following three categories:

a) The manuscript is ready for publication.

- b) Further revisions are still required prior to publication.
- c) The manuscript is rejected for publication.

**Stage 5:** The authors prepare the final manuscript and abstracts according to a separate instruction sheet.

PLEASE NOTE THAT IF ACCEPTED FOR PUBLICATION, AUTHORS ARE RESPONSIBLE FOR ANY COST TO PREPARE ABSTRACTS IN FRENCH AND SPANISH.

**Please keep this on file.** Make your submission via email to: [jcfs@ucalgary.ca](mailto:jcfs@ucalgary.ca)

Please note: The Journal of Comparative Family Studies is not Open Access.