

UBCUJP Submission Guidelines 2018

CONTACT

If you have any questions about submissions, please send us an email at ubcujp@psych.ubc.ca with “SUBMISSION” as the subject heading.

ELIGIBILITY

The following requirements must be met for submissions to be eligible for publication in UBCUJP:

1. The manuscript must have been written while the author was pursuing an undergraduate degree at UBC
2. The manuscript must not be more than two years old (from the time it was finished being written) at the time of submission
3. The submission has not been previously published, and is not currently being considered for publication by another journal
 - 3.1. If the manuscript is pending approval from another journal, please provide an explanation of where and when you submitted the manuscript and other relevant details in the Cover letter
4. For research papers, your supervisor must agree to your submission

SUBMISSION

1. All submissions are handled online through our [submission website](#). Please register on that site as an author and follow the simple 5-step submission process to submit your manuscript. **DO NOT email us your submissions.** Any submissions emailed to us directly will be immediately returned to the sender.
2. Along with every submitted paper, we now require that you submit the **consent form** in-person or through email.

FORMATTING

All submissions must follow these general formatting guidelines, in line with APA guidelines:

1. All submissions file must be in .doc or .docx format.
2. Manuscripts must be written in English, using 12-point Calibri font and double-spaced.
3. Please number your pages (with the title page as 1). Page numbers should appear on the top right hand corner of every page.
4. Please remove any identifying information from your manuscript.
5. Unless otherwise specified, please follow APA manuscript guidelines.

Cover Letter

All manuscripts should be accompanied by a brief cover letter. The cover letter should be submitted as **Supplemental Files** on our submissions site, and needs to include:

1. The title of the paper being considered for publication;
2. The section in which you submitting to (i.e., Clinical);
3. Whether it's a research article or literature review;
4. The name of all authors and their affiliations;
5. The contact information of the primary correspondence;
6. Confirmation that you have read and met the Eligibility requirements.
7. If the manuscript is pending approval from another journal, an explanation of details including where and when you have previously submitted your manuscript.

Title Page

The title page should only include the title of the paper, page number, and running head. **DO NOT** include the names of authors.

Abstract

Both research articles and literature reviews need to include abstracts. Abstracts should be presented after the title page and before the body of the paper and provide a concise summary of the paper. All abstracts must be within a **150-250 word limit**.

Keywords

Please provide a **maximum of 6 keywords** immediately after the abstract. These keywords should also be entered in Step 2 of the online submission process.

Headings

Headings and subheading formats do not need to follow APA guidelines, as long as they are consistent throughout the manuscript.

Footnotes

We discourage the use of footnotes and they should be used as sparingly as possible. If they must be used, please number consecutively using Arabic numbers. Footnotes for tables should use lower case letters.

Acknowledgements

Please provide acknowledgements **AFTER** the initial review is completed. This will ensure a blind review process. Upon approval, you will receive further instructions on how to send us your acknowledgements.

Figures and Figure Captions

Figures must be in **MS EXCEL Format** and numbered according to their sequence in the text. To ensure consistency within our publication, please use only the **Calibri** font in figures.

All figures must occupy their own page after the text. **DO NOT** embed them within the text. We highly encourage figures to be presented in black and white if possible. Any figures that must use colour will not be embedded in the text in the published version, but instead will be presented at the back of the article to limit printing costs.

We will provide one free page for coloured figures for each submission. Authors will have to pay for the printing costs for additional pages of colour.

Figure captions should not be part of the figure but should instead be presented below their respective figure.

Tables

Tables must be numbered according to their sequence in the text. Each table should occupy its own page after the figures. Information presented in tables should not be presented elsewhere in the manuscript.

References

References should be from scientifically credited sources (i.e., academic journals or books). Both in-text citations and the reference list should follow APA guidelines. Providing Digital Object Identifier's (DOI's) is encouraged but not required.

FORMATTING FOR RESEARCH ARTICLES

These formatting guidelines are specific for research article submissions. For more information about what we're looking for, please review our [previous volumes of the UBC UJP](#).

1. All research articles must not exceed **20 pages** excluding Title Page, Abstract, Figures and Tables, and References.
2. Research articles must contain the following sections: Abstract, Introduction, Methods, Results, Discussion, and References. Subheadings within sections are highly encouraged for organization.

FORMATTING FOR LITERATURE REVIEWS

These formatting guidelines are specific for literature review submissions. For more information about what we're looking for, please review our [previous volumes of the UBC UJP](#).

All literature reviews must not exceed **15 pages** excluding Title Page, Abstract, Figures and Tables, and References.