



Psychologists: Trained, Professional, Caring.

# Writing Guidelines for the *BC Psychologist*

The *BC Psychologist* is a quarterly publication of the BC Psychological Association. The publication is distributed to members of the Association who live throughout BC, and every July it is also mailed to prospective affiliates, and new registrants of the College of Psychologists of BC.

## UPCOMING THEMES

- Future of Psychology (Fall 2014)
- Depression (Winter 2015)
- Law & Psychology (Spring 2015)

## SUBMISSION DEADLINES

- Fall: September 1<sup>st</sup>
- Winter: December 1<sup>st</sup>
- Spring: March 1<sup>st</sup>
- Summer: June 1<sup>st</sup>

## PUBLICATION DATES

- Fall: October 15<sup>th</sup>
- Winter: January 15<sup>th</sup>
- Spring: April 15<sup>th</sup>
- Summer: July 15<sup>th</sup>

## SUMMARY OF KEY POINTS

- Anyone can contribute, but we particularly encourage psychologists to contribute original articles
- An article must be no longer than 1,500 words (3 pages)
- Submissions should be original
- Submissions should be sent to [communications@psychologists.bc.ca](mailto:communications@psychologists.bc.ca) as a Microsoft Word or text document
- You must acknowledge all sources and use APA style, including for your references
- Follow APA style guidelines for your articles: you can find out more about APA style at [owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)

## WHO CAN CONTRIBUTE TO THE BC PSYCHOLOGIST?

Anyone can contribute to the *BC Psychologist*. We accept submissions by Registered Psychologists and psychology researchers. We also accept submissions from other service providers.

## WHO WILL YOU WORK WITH?

- The President of the BC Psychological Association is the *BC Psychologist* Editor-in-Chief. This person is responsible for final approval and editing of all articles. All final editorial decisions belong to the Editor-in-Chief.
- The Art Director & Assistant Editor will ensure articles are delivered on time and in the correct format, and they are also responsible for the design, layout and production of the publication.
- Executive Editor previews and edits all articles before they are passed on to the Editor-in-Chief for final approval. As a writer, you will be in direct contact with the Executive Editor if you are asked to make modifications to your article.

## COPIES

Each contributor will receive one copy, free of charge, of the issue in which his or her article appears. Guest editors may receive more, at our discretion. The *BC Psychologist* does not give payment for articles.

## SUBMISSIONS

- Please submit original pieces not published before. Reprints are permissible under certain circumstances. You must let us know if you are submitting a reprint.
- *BC Psychologist* does not publish fictional work.
- If you are naming another person without their permission, please use a pseudonym and disguise all identifying information.

- Articles should not be longer than 1,500 words (3 pages), with some latitude allowed. This word limit does not include the article title, the author's bio, or references. If our editors need more details, they will be in touch during editing.

## WRITING TIPS

When writing your piece for *BC Psychologist*:

- Use active sentences.
- If you have to use special terms, define them within the text or as a footnote.
- Break up long paragraphs into smaller ones
- Make sure to adhere to word limits. Ideally, an article should be 450 – 1,500 words long.
- Use APA style for your references and for your article. Find out more about APA style guidelines at [owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)

## SETTING UP YOUR FILE

When you set up your document:

- Use left alignment.
- Use a readable, commonly-used font like Arial or Times New Roman.
- Include an interesting, appropriate headline for your article, and a subtitle. If your headline is too long, break it into a headline and a subtitle.
- Type your full name as you would like it to appear printed in the publication. Please include your credentials (e.g., PhD., RPsych).
- Come up with a short “bio” (one to two sentences) describing who you are: that is, your title and place of work, plus any other details that would be important for our readers to know. This bio should be included in the same file.
- Leave one line between each paragraph.
- Edit, proofread, and spell-check your article.
- Please proofread your references.

- Send your article to **communications@psychologists.bc.ca** as an email attachment in Word or text; include your full mailing address if you are not a BCPA Member or Affiliate. In cases where your submission was not solicited, we will advise you of the status of your submission and any details of publication issues and dates, when applicable.
- DO NOT use text boxes.
- DO NOT use double spacing.

## COPYRIGHT AND REPRINTS

Contributors retain intellectual property rights over their final submissions; however, once published, the articles cannot be submitted to another publication. Articles that have originally appeared in *BC Psychologist* are allowed to be published, without reprint fee, in another non-profit publication or newsletter. Please contact us at **communications@psychologists.bc.ca** if you intend to reprint one of our articles.