

Couple and Family Psychoanalysis

This international Journal is sponsored by the Tavistock Institute of Medical Psychology.

Instructions to Contributors

Couple and Family Psychoanalysis aims to promote the theory and practice of working with couple and family relationships from a psychoanalytic perspective. It seeks to provide a forum for disseminating current ideas and research and for developing clinical practice.

We therefore welcome contributions, whether full papers, shorter review articles or letters on subjects relevant to the *Journal*. Such subjects may include clinical case studies, theoretical perspectives, literature reviews, historical contributions, qualitative research, clinical training and supervisory practice, policy and service developments.

Procedure for submissions:

Manuscript format: Manuscripts should be type written, using double spacing. Submissions should be made using Microsoft Word 97- 2003, and identified with the title of the file. All contributions should be emailed and addressed to the Editor: CFPEditor@tavistockrelationships.ac.uk

Submissions should comprise **two** files, to assist in the editorial review process:

- File One: the paper, its title, an abstract, a list of keywords, and a list of references.
- File Two: a cover page for the paper with its title, the author's name and contact details, and a brief biographical summary of up to 150 words.

Word length: Submissions of full papers – including the abstract, key words, and list of references – should normally be 6,000 – 8,000 words in length. They should not exceed 8,000 words.

Language: Contributions should be written in English. Authors may choose to use British English or American English, as long as the form chosen is used consistently throughout the text. Translations are acceptable, subject to the following conditions: (a) a professionally qualified and accredited translator is used; (b) the translator's first language (mother tongue) must be British English.

Abstract: All papers must be accompanied by an abstract of up to 200 words in length.

Footnotes and endnotes will only be accepted under exceptional circumstances.

Acknowledgements: any acknowledgements should be included at the end of an article, preceding the list of references.

References: See detailed instructions below.

Artwork Form: Artwork should be provided in digital form, sized approximately as it will appear in the Journal.

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Colour: Where possible, all artwork must be submitted in black and white.

Format: the preferred format is tiff, we will also accept jpeg or eps.

NB: Graphics embedded in the Word file will not be of sufficient resolution for print-quality. Therefore, please ensure that all graphics are supplied separately in tiff, jpeg, or eps format, as specified above, in addition to being embedded in the Word document.

Author's Declaration: Authors are asked to complete and send with their manuscript an Author's Declaration confirming confidentiality, originality, and copyright. A copy of this Declaration can be downloaded from <https://tavistockrelationships.ac.uk/policy-research/couple-family-psychoanalysis> . If there is more than one author, please ensure that each author signs the declaration.

Confidentiality and consent: Contributors are expected to use all possible means of assuring the confidentiality of those about whom they write, such as by disguising significant aspects of the case material. Alternatively authors should acquire their subjects' consent. In general terms, contributors are required to follow the procedure adopted in their own countries which govern the conduct of their work with human or animal subjects. If requiring further advice, authors are invited to discuss these matters either with the Editor or with a member of the Journal's International Advisory Board in their country.

Originality: Papers submitted for publication should not have been published elsewhere or be currently submitted to other publications.

Style:

The *Journal* is edited using the style adopted by Phoenix Publishing House. For full guidance on this please see the publisher's instructions also available on Tavistock Relationships' website: https://tavistockrelationships.ac.uk/images/training6/Practitioner_Guides/Phoenix_Instructions_to_authors_01_10_18.pdf

Peer Review: All papers will be subject to peer review. In order to preserve anonymity in this process, authors should supply the Editor with two separate documents, as detailed above.

When assessing the acceptability of the submission, peer reviewers are asked to consider the following questions:

- Is the paper readable, accessible and interesting?
- Does it make appropriate use of psychoanalytic theory?
- Is there appropriate use of case material?
- Does it make a contribution to learning about couple and/or family relationships and/or couple / family psychotherapy?
- Does the paper advance the integration of couple and family psychotherapy?

Copy Dates: Whilst the Editor welcomes contributions at any time, authors should note that final copy dates for forthcoming issues will normally be on 1st February and 1st August of each year.

CHECKLIST

Please be sure to include:

1. **File containing your paper,**

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- list of keywords,
list of references,
abstract.**
- 2. File containing cover page of paper,
the author's name and contact details,
biographical summary.**
- 3. Completed Author's Declaration.**

Editorial Procedure: Contributors will receive an acknowledgement of the receipt of their submission. Following the process of peer review, authors will receive a report summarising the peer reviewers' assessment and recommendations. The Editor will decide either (i) to accept or reject or (ii) to accept, subject to modifications. The Editor's decision will be final.