

## **About This Issue's Authors**

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## **Information for Authors**

### **Scope**

The Editorial Staff of the Journal of Conflict Management welcomes submissions of manuscripts for review and possible publication in JOCM. The journal is interdisciplinary in nature, looking at the broad fields of conflict management, dispute resolution, mediation and related areas. Manuscripts may emphasize research (quantitative, qualitative or mixed-method), theory, education or practical application/best practices from various disciplines, settings and locales.

### **Editorial Correspondence**

Correspondence regarding JOCM, including submission of manuscripts for consideration, should be addressed to Dr. LaVena Wilkin, Editor, via e-mail at [editor@jocm.net](mailto:editor@jocm.net).

### **Peer Review**

JOCM incorporates a double-blind peer reviewing procedure. Authors are therefore requested to submit a manuscript without author names or affiliations in the text or references. A separate title page file, containing each author's name, affiliation, address, phone number and e-mail address, should accompany the manuscript.

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### **Guidelines for Manuscript Preparation**

Since the JOCM editors receive a large quantity of submissions, only those manuscripts that follow the guidelines below will be considered for review. Please take the time to become acquainted with the guidelines.

### **Style and Format**

Manuscripts will be word processed using Microsoft Word or a compatible program and saved as .doc, docx or rtf files. Manuscripts must follow the 6th Edition of the Publication Manual of the American Psychological Association (APA), with the additional specifications listed below. Authors are responsible for checking the accuracy of their manuscripts and ensuring that all in-text references appear in the reference list at the end of the contribution.

## **Text**

- Margins are set to 1" top, bottom, left and right.
- Body text is double-spaced and left-justified (i.e. ragged right edge) with the first line of paragraphs indented 1/4" (rather than 1/2").
- All regular body text is in Times New Roman (TNR) font, 12 point.
- Manuscript titles should be 15 words or less, in Arial 14 point size, bolded and centered. Do not type titles or heading in all caps (see *Example Title Page* below).
- Main (level 1) headings are in Arial font, 12 point, bolded and centered.
- Section headings (level 2) are in Arial 12 point, bolded and left-justified.
- Sub headings (level 3) should be Arial 12 point, not bolded and left-justified.

## **Abstract**

At the beginning of the manuscript (after the title page but before the body of the article, please provide an abstract of no more than 250 words.

## **Language and Length**

JOCM is an English-language journal. Articles will typically be between 3,000 and 7,000 words in length, but longer articles may be approved by contacting the Editor. The article should begin with a clear and concise abstract of 150 or less.

## **Embedded Commands**

Do not insert page numbers, headers, footers or any embedded commands. Footnotes should be avoided. If they cannot be avoided, footnotes should be placed together in the manuscript after the Reference section, rather than at the bottom of individual pages.

## **Self-Identifying Citations and References**

Self-identifying citations and references in the manuscript text should either be avoided or left blank. If necessary, the in-text reference may be rendered as (AUTHOR, YEAR) in capital letters and not included in the reference section. The references to authors' work (both in-text citations and in the reference section) will be made by the author on the final draft of an accepted manuscript.

## **Figures and Tables**

All figures and tables should be numbered separately and placed together, with titles or captions at the end of the manuscript. Clearly visible notes within the text (such as "Place Table 1 about here") should be used to indicate their approximate placement in the article. Figures and tables must be able to fit onto a single page. Figures and tables that run onto multiple pages may be modified by the editors.

## **Images**

Digital images should also be numbered as "Image1," "Image2," etc. and, as with figures and tables, clearly visible notes should be used to indicate their approximate place in the article. A separate file for each image, either in .JPG, .GIF or .PNG format, must accompany the manuscript files. Images should be 300 dpi or as high quality as possible.

## **Submission**

Submissions are to be made via e-mail as attached files to Dr. LaVena Wilkin, JOCM Editor at editor@jocm.net. Submissions should include the following:

- Manuscript Title Page (.doc, .docx or .rtf file) – Title, authors, affiliations and author info
- Manuscript (.doc, .docx or .rtf file) – Title, body, no identifying information
- Image files (.jpg, .gif or .png file) – If used

Example Title Page:

### **Conflict Management Skills Exhibited by E. R. Nurses**

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*St. Heart University*

Robert Plant  
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