Submission of Manuscripts

General Requirements

Best Practices reviews material for publication on condition that it has not been previously published, including electronic publication, and is not being reviewed for publication elsewhere. For peer review, all submissions must:

1. Be sent electronically to gmenon@luc.edu as one file folder containing multiple documents. For example, the folder must have separate e-files for the following:
   - cover letter;
   - title page with author names, affiliations, and contact information;
   - article manuscript without author names on the title page, but including an abstract, keywords, full article text, references, and acknowledgments;
   - tables and figures (if any), submitted as separate files, with a corresponding callout in the text.

   Files should be prepared using Microsoft Word and saved as .docx files. All tables and figures must fit on the page with portrait (not landscape) orientation; PowerPoint figures are not accepted. The entire article manuscript must be without author identification. E-mail or phone inquiries may be made directly to the editor: Goutham Menon, gmenon@luc.edu.
2. Conform to *The Chicago Manual of Style*, 17th edition for text style; citations and references should follow the *Publication Manual of the American Psychological Association*, 7th edition (APA). Please use person-first (e.g., person with schizophrenia, not schizophrenic; research participants, not subjects) and nonsexist language.
3. Be double-spaced (including tables), using 12 point font (Times New Roman preferred) with 1-inch margins. Do not use **bold** or <u>underline</u>. Number pages in the upper right-hand corner.
4. Conform to word and page limits. Regular articles should not exceed 5,000 words (about twenty pages). Brief reports should not exceed 800 words (about four pages). Book reviews should be about 600 words (about three pages).
5. Identify in the cover letter all authors and their contact information, include a statement claiming that the manuscript is not under review elsewhere, and note which category the manuscript should be reviewed under (best practices, emerging practices, practice-based evidence, or evidence-based practice).

Arranging the Manuscript

Best Practices uses a blind review system, thus all manuscripts must have a separate title page that can be removed when the manuscript is sent for review. As described above, please provide TWO title pages, one with title of manuscript and all authors' names, affiliations, and contact information; and a second title page in the article manuscript with NO author identification.

Authors. Only principal writers should be listed as authors. Persons listed as authors must have made substantial contributions to the article and must be able to take public responsibility for it. Other contributors may be named in the acknowledgments. For each author, list no more than two academic degrees or certifications and the primary current affiliation (including specific title and department, agency, or university affiliation).

Acknowledgments. Acknowledgment of individuals or groups is limited to those who contributed to the article's intellectual or technical content. List all financial support, including grants and support

from foundations and/or the pharmaceutical industry. For grants, include the grant number and full name of granting agency.

Abstract and keywords. The abstract is meant to be a brief, succinct summary of the manuscript, no longer than about 150 words. It is recommended that authors follow the format sections described for conceptual or research papers (given above). Following the abstract, list keywords that characterize your manuscript (e.g., geriatric depression; home care; screening); please provide two or three terms.

Manuscript. Whether your manuscript is a regular article (about twenty pages or 5,000 words) or a brief report (about four pages or 800 words), please structure the sections using the guidelines listed under conceptual or research.

Tables and figures. Include tables only when they present relevant numerical data more clearly than can be done in text; all tables should be referenced in text. Please limit tables to one or two per article. Figures can be used to illustrate a variety of relationships (e.g., logic models, flow charts, or program diagrams). These should be formatted in Microsoft Word (using SmartArt, drawing tools, or a text box), portrait orientation, no use of color, uncluttered, and clearly presented. Each table or figure should have its own electronic file, clearly labeled. Be sure to indicate in the text approximately where each table or figure should appear.

References. Please use care when preparing your article references. References cause the greatest loss of time and productivity when your article is being reviewed, copy edited, and typeset. Limit references to relevant published material cited in the text. Prior to submission of your article for review, please check to see that spelling of names, titles, years of publication, up-to-date URLs, and page numbers are correct and consistent. Please refer to previous issues of this journal for publishing style, and consult the APA *Publication Manual* for any questions on how to prepare your references.

Review Process and Editorial Decision

Manuscripts submitted for publication are sent for blind peer review to two or three editorial board members. Final decision for publication rests with the editor.

Timeline. The journal is published twice yearly (Spring and Fall). The peer review process takes approximately one month, after which time the editor will communicate the editorial decision to the author(s) along with a summary of information about the decision and, if appropriate, recommendations for revision of the manuscript for publication or resubmission for a second review. Once final manuscripts are accepted and revisions (if needed) are completed, a future publication and issue date will be provided to the author(s).

Revised manuscripts. Authors may be asked whether they wish to make suggested revisions, and if so, a time frame will be given for turnaround.