

SUBMISSION GUIDELINES

Our journal *E-mental: Electronic Journal of Mental Health* (ISSN 1339-4614) is an online open access journal, which is published quarterly, all under the auspices of NGO L. O. D. Manuscripts are submitted to double-blind and peer-reviewed procedure and are published only after permission from an editorial team. E-mental accepts manuscripts from the fields of mental health, clinical psychology, counselling psychology, school psychology or other social and behavioural sciences, in a form of:

Research study (reviewed)

Review, Meta-analysis

Theoretical study (Reviewed)

Case study (Reviewed)

Event review, Institution description etc.

Editorial team has all rights to decline any manuscript or eventually propose a revision to its author. Accepting and publishing the manuscript is conditioned by following formal and content rules. Research study must include a proper methodology and its exact description. Moreover, research must have been performed with regard to the ethical principles. In case that author will publish an article, which is already published in E-mental, elsewhere, he is obliged to quote E-mental as a primary source.

It is not allowed to remove any data about authors' rights in electronic copies of articles neither in their printed versions. Articles published in E-mental have scientific and/or expertise orientation. Usage of articles published in E-mental in own manuscript or thesis is permitted only under condition of proper quotation of source.

General formatting guidelines:

1. *Title of the manuscript*
2. *Author(s') name(s) and institutional affiliation*
3. *Abstract in English language (maximum of 150 words) written in author's plural*
4. *Keywords in English language*
5. *Body text*
6. *Conclusion*
7. *References (maximum of 25 sources)*

Guidelines for theoretical study, research study and case studies:

The range of such manuscripts is determined from minimum of 3 to maximum of 9 pages (approx. 1,800 characters per page including spaces), which means 5,400 – 16,200 characters per whole manuscript including references, but excluding abstract. Manuscript must be submitted in MS Word or Open Office format (.doc, .docx).

Font type: Times New Roman

Font size: 12pt

Line-spacing: 1,5

Margins: 2,5cm from each side

Title of manuscript: centre justified, capitals, bold

Name + title of the author(s): centre justified, italic

Institution: centre justified, regular

Headings are justified to the centre of the page, written as capitals and bold (e.g. INTRODUCTION, METHODS, CONCLUSION...). Each paragraph starts with indentation. Subsections' headings are aligned to left margin and are written in bold (e.g. Complex problem solving, Participants, Procedure...)

Notes under a line are labelled as Arabic numbers and are attached to corresponding position in a text. They are consecutively numbered throughout the whole text.

Tables and figures must fulfil APA style conditions. Title of a table and its number must be written above the table itself. Title is supposed to be written in italic. Table is labelled by abbreviation Tab. and appropriate Arabic number (e.g. Tab. 1 Demographic description of the participants at pre-treatment). Content of every table or figure has to be sufficiently explained in text. Table must be appropriately quoted in text (e.g. see Tab. 3), we do not recommend using phrases as „in the table above“ or „in the table on the page 6“, because position of the table in manuscript is not yet fixed.

Images and pictures should be formally labelled in same way as tables and figures (e.g. Img. 3 Left hemisphere of brain). If author is willing to have images of pictures or other products made by patients or clients, embedded in a manuscript, he must possess of written and signed permission from original authors (or their legal representatives), which allows him to use them.

Citation / paraphrase:

References to cited papers are reported by the surname of the author and the year of issue in brackets:

Decision-making is understood as a series of cognitive operations (Orasanu and Connolly, 1993)

or directly in the text:

Orasanu and Connolly (1993) understand decision making as ...

In case of two or more authors, “and” is put before the last author (e. g. Kahneman and Tversky, 1979 or Lee-Bagley, Preece and DeLong, 2005). Author's name and year of publication is separated by a comma. In case of a direct quotations, the page number has to be indicated as well and the quote is given in quotation marks:

According to Jones (1998), “Students often had problems using APA style, especially when it was their first manuscript” (p. 199).

She claims that, “Students often had problems using APA style, especially when it was their first manuscript” (Jones, 1998, p. 199), but she does not offer an explanation of this fact.

In case of two or three authors, all of them are listed in the reference and their names are separated by a comma. If there are more than three authors, only the first author is listed following by “et al.” consistently throughout the paper (e. g. Kernis et al., 2001). When quoting multiple papers in one pair of brackets, separate them by semicolon (e.g. Berndt, 2002; Harlow, 1983; Jones, 1998). Quotes are always in the text and not in footnotes! Footnotes are only used for deeper explanation and such.

LIST OF BIBLIOGRAPHICAL REFERENCES

One author

Berndt, A. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

Two authors

“and” is put between the authors.

Wegener, T. D., and Petty, R.E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology*, 66, 1034-1048.

Three to seven authors

All authors are stated and separated by a comma, “and” is put before the last author.

Kernel, MH, Cornell, DP, Sun, CR, Berry, A., Harlow, T., and Bach, JS (1993). There's more to self-esteem than Whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

More than seven authors

First six authors are stated and separated by a comma. Other authors are not mentioned and are replaced by a period. At the end, the last author is stated. Reference cannot therefore contains more than seven authors.

Miller, FH, Choi, MJ, Angeli, LL, Harland, AA, Stamos, JA, Thomas ST. . . Rubin, H. L. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

When organization is the author

American Psychological Association. (2003).

Two or more works by the same author

In case of multiple references from one author, present these works chronologically (earlier publications go first).

Berndt, A. J. (1981).

Berndt, A. J. (1999).

If the author appears as the sole author and also as the first author of a team of authors, first mention the publication in which he was the sole author.

Berndt, A. J. (1999). Friends 'influence on students' adjustment to school. *Educational Psychologist*, 34, 15-28.

References that have the same first author and different second author are classified alphabetically by surname of the second author.

Wegener, DT, Kerr, NL, Fleming, MA, and Petty, RE (2000). Flexible corrections of juror Judgments: Implications for jury instructions. *Psychology, Public Policy, and Law*, 6, 629-654.

Wegener, DT, Petty, RE, and Klein, DJ (1994). Effects of mood on high elaboration attitude change: The mediating role of Judgments likelihood. *European Journal of Social Psychology*, 24, 25-43.

Two or more works by one author in the same year

In this case, references are sorted alphabetically by first word in the title of the work. Consequently, it is necessary to add an extension the year of issue and use it when citing in the text.

Berndt, A. J. (1981). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

Articles in journals paged by volume

Journals that are paged by volume begin with the page 1 of the first volume and the second number in the numbering continues where it left off number 1, etc.

Harlow, H. J. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Articles in journals paged by number

Journals that are paged by numbers begin with the page 1 in each issue and pagination is not consequent. In this case it is necessary to include number of issue after the volume without the use of italic or underlining.

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15 (3), 5-13.

Books

Author, A. A. (Year of publication). Title: Capital letters in the beginning and in subtitle. Location: Publisher.

Calfee, R. C., and Valencia, A. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

Edited books without author

Duncan, G. M., and Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

Edited the book with the author / authors

Plath, S. (2000). *The Unabridged Journals*. V. Kukil K. (Ed.). New York, NY: Anchor.

Translated books

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott and Emory L. F., Trans.). New York, NY: Dover. (Original work published 1814)

Note: When quoting re-published works it is necessary to indicate both dates: Laplace (1814/1951).

Book edition

Helfer, ME, Kempe, RS, and Krugman, RD (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

Article or chapter in a book

Author, A. A., and Author, B. B. (Year of publication). The title of chapter. In A. A. Editor and B. B. Editor (Eds.), *The title of the book* (op. chapter pages). Location: Publisher.

O'Neil, J. M., and Egan, J. (1992). Men's and women's gender roles Journeys: A metaphor for healing, transition, and transformation. In BR Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

Post Conference

Schnase, J. L., and Cunniss, L. E. (Eds.). (1995). *Proceedings from CSCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

Case study

Case study should contain these features:

Abstract – shortly summarise basic characteristics of client, methods used by professional, results and findings.

Introduction – brief explanation about a leading topic of case study. It involves description of problem/disorder, including its theoretical background with referring to scientific articles and/or books. It also involves exact description of therapeutic/counselling intervention used while working with client.

Description of the client – author tries to present the most complex relevant description of the client as possible – physical characteristics (height, weight, somatotype, age and appearance), verbal and nonverbal expressions. Name of the client, that author uses in text must be fictional, to adhere ethical principles of client's anonymity. Author describes purpose and conditions of meeting with client (hospitalisation, problems in school, client approached psychologist voluntarily...).

Characteristics of work and methods – contract description, client's attitudes, progress, problems and barriers, chronological description of interventions. Author can use authentic parts of his interviews with client in a text.

Results – assessing an effect of used interventions, including their impact on client – how has he changed, how those changes affects client’s life. Author is supposed to describe even ineffective (or almost ineffective) interventions and discuss possibilities of their inefficacy in this case.

Key findings – what has therapist/counsellor learned during the work with client? How did the client differ from assumptions provided by theoretical knowledge? Which specific features of client/interventions are, from author’s perspective, important and can help other psychologists and professionals? What are the main benefits/limits of used interventions (with regard to their theoretical background)?

Conclusion – general summarisation of the case, methods of work and results.

References - List of used resources

Research study

In research study, it is needed to abide format and structure of IMRaD model.

Abstract – in English language (maximum of 150 words) written in author’s plural.

Introduction – short description of aims and goals of the study. It includes relevant theoretical background, which is logically corresponding with research problems, questions and hypothesis.

Methods – research sample description, exact methodology of the research (tools, interventions, methods) and data analysis. This part must be written fair and clear enough, to allow reader to replicate the research identically.

Results – should be presented systematically, with regard to order in which research questions and hypothesis had been stated. It is obligatory to inscribe descriptive statistics, inferences and subject/statistical significance (even though there have been no statistical significance found). In this part, the results are inscribed objectively and they are not interpreted yet. Figures and tables are used only in inevitable cases (when the results are difficult to comprehend).

Discussion – it includes interpretation of results, dis/confirmation of proposed hypothesis, responses on research questions and suggested explanations of the results. Results should be compared with theoretical background of the research and with results obtained by other authors. Author tries to describe and explain founded similarities and differences. Discussion has to contain limits of the research. Moreover, implications for psychological practice and research should be described as well.

List of references

Theoretical study

Each theoretical study must be established on basis of already published sources. Aim of theoretical study is to elaborate existing scientific theories, notify about their weak spots, or to provide a reader with author's newly created concepts and explain its adequacy and usefulness. While writing, author of such study is supposed to use capabilities as analysing, synthetizing and critical assessment of available information. Author often compares several theories and express subjective dis/approval on selected aspects of them. It is good idea to give a comment on internal consistency and external validity of each theory.

Theoretical study has to consist of:

Abstract

Introduction – brief explanation of main topic of the study. Author points out inconsistency of other authors' believes and results of acquired data analysis. He identifies problems and deficits of theories, but also their strong moments.

Body text – detailed analysis and synthesises of theories, critical thinking, evaluation and theories comparison. Search for a new perspectives and/or creating new theories.

Conclusion – short description of the most important findings. Proposals of how to fix or improve cited theories. If author creates new theory, it is essential to point out its limits and possible issues.

List of references

Reviews

Headings of reviews of scientific publications (monographies, volumens, articles...) have to contain name of author of original product, title of original product, its number, place of publishing, publisher, number of pages and ISBN. These information are followed by name and titles of reviewer. Review consists of report of content, structure and diversification of particular chapters/parts of the text (each chapter/part is shortly described). Author comments on positives and potential benefits of publication, as well as on negatives, deficits and limits of it. Author of the review states how does the original product contributes towards the relevant problematic areas (e.g. practical application or possibilities for next research).