

International Journal of Positive Behavioural Support

Author guidelines for research/theoretical papers

1. Aim and content of the publication

Positive behavioural support (PBS) combines the technology of applied behaviour analysis with the values base of contemporary services for people with intellectual disability and delivers this within a framework of person-centred approaches.

The *International Journal of Positive Behavioural Support* is a peer-reviewed publication, published twice a year that aims to:

- promote good practice in relation to the use of PBS
- add to the evidence base regarding such interventions
- demonstrate how PBS interventions can support people to improve their quality of life reduce their challenging behaviours, and result in reduction in the use of restrictive procedures (such as physical intervention, seclusion and as required medication)
- bridge the gap between academic research and service practice

The Journal therefore welcomes contributions in the form of:

- single-case studies
- group studies
- accounts of wider organisational change
- systematic reviews

The Journal publishes research/theoretical papers, practice papers and brief reports.

All submissions should include data that evidence the impact of described interventions. In addition to papers describing more traditional experimental methodologies, manuscripts that report routine data collected by services or as part of dedicated audits are welcome. The Journal will feature both quantitative and qualitative studies.

Theoretical papers will also be considered providing these demonstrate a clear link to evidence in the existing literature or propose extensions to current practice. The Editors will also commission research reviews from time to time.

While the primary focus of the Journal is the use of PBS approaches in supporting children and adults with intellectual disability, manuscripts demonstrating their use with other populations will be welcomed.

The journal particularly welcomes submissions authored by or with people who have intellectual disabilities or autistic people.

Please read the instructions below for details of the Journal's requirements for manuscripts. Further details on the various types of articles accepted can also be read at www.bild.org.uk/ijpbs Manuscripts in an incorrect format may be returned to the author.

2. Manuscript submission

To submit a paper to the *International Journal of Positive Behavioural Support*, please send your manuscript by email attachment to ijpbs@bild.org.uk

Manuscripts should be sent as a Word document, or in Rich Text Format (.rtf) file; it should not be write-protected.

Articles are accepted for publication only at the discretion of the Editor.

Articles should be no more than 3-5,000 words including references.

3. Manuscript format and structure

All manuscripts submitted to the *International Journal of Positive Behavioural Support* should include:

Cover page: this should have only the title and any sub-title, this is so submissions can be reviewed anonymously. The author/s details should be supplied on a separate sheet and should include: names and institutional affiliations, including country / region, of **all** contributing authors. The author for correspondence must be clearly identified and should include their contact details, including address, email and telephone number.

Summary: A summary of the contents of the manuscript of around 150 words, under four headings: Background; Method and materials; Results; Conclusions.

Keywords: up to six, that are relevant to the content of the manuscript to aid indexing, citing and online searches.

Main text: The main text, which should have appropriate sub-headings. Tables and figures, illustrations and photographs should be placed at the end of the manuscript text. The position of all tables, figures, etc should be indicated within the text by use of Table 1, Figure 1, etc.

References.

4. Style

4.1 Language and terminology

Jargon, or unnecessary technical language, should be avoided. Wherever possible, use non-discriminatory languages and language that is not sexist, (eg, does not assume that all children are boys, all teachers or support staff women) nor racist.

The Journal uses the term Intellectual Disability, not Learning Disability.

The journal uses UK English spelling.

4.2 Abbreviations and symbols

As far as possible avoid initials, except for terms in common use. All symbols and abbreviations should be clearly explained. Abbreviations should not be used when they refer

to people, eg intellectual disabilities, not ID. Abbreviations that are common enough to be in the dictionary (eg, USA or IQ) are acceptable.

4.3 References

The Journal follows the Harvard reference style. This system uses the author's name and date of publication in the body of the text, and the bibliography is given alphabetically by author. Examples:

'The author has highlighted the implications of this research in another paper (Davies, 1996). Other writers have commented on related issues, notably Bartholomew (1991, 1999) and McClean (1991, p29). '

Names and dates are enclosed in parentheses unless the author's name is part of the sentence. If two papers are cited by the same author, and both are published in the same year, the first should be referenced as (Bartholomew 1991a), then (Bartholomew 1991b), and so on.

The full citation is listed at the end of the article, which is arranged in alphabetical order by author. Journal names are given in full and are italicised, as are book names. References would be cited as follows:

Sigman, MD, Kasari, C, Kwon, J and Yirmiya, N (1995) 'Responses to the negative emotions of others by autistic and normal children', *Child Development*, 33(3), 435-439.

Happe, F (1995) *Autism: An Introduction to Psychological Theory*, Cambridge, MA: Harvard University Press.

4.4 Hyphenation

Turn the hyphenation function off.

4.5 Tables, Figures and Figure Legends

Tables and figures should have short, descriptive titles, and be clearly numbered consecutively, e.g. Table 1, Table 2, etc, in order of their appearance in the text. All tables and figures should be listed at the end of the manuscript. They should be given a short caption. All footnotes to tables and their source(s) should be typed below the table.

Tables must, as far as possible, include only essential data and be self-explanatory. All column headings should clearly define the data presented. Use a tab, not spaces, to separate data points in tables; if using a table editor, ensure each data point is in a unique cell, do not use carriage returns within cells.

4.6 Figures

All graphs, drawings and photographs are considered figures and should be numbered in sequence. Each figure should have a legend and all legends should be typed together on a separate page at the end of the manuscript and numbered correspondingly. All symbols and abbreviations should be clearly explained.

If all or parts of previously published illustrations are used, permission must be obtained from the copyright holder concerned. It is the author's responsibility to obtain these in writing and provide copies to the Publisher.

4.7 Quotations

Lengthy quotations (exceeding 40 words) should be indented in the text. It is the author's responsibility to check all quotations for infringement of copyright and to obtain formal permission to use the quotation.

4.8 Confidentiality:

The names of all individuals, schools, establishments, local authorities, towns and cities should be changed or omitted, so that they are not identifiable.

4.9 Colour Charges

It is the policy of the *International Journal of Positive Behavioural Support* for authors to pay the full cost for the reproduction of their colour artwork. Please contact us, ijpbs@bild.org.uk for method, and costs, of doing so.

5. Copyright

Papers are only accepted on the understanding that they have not been published previously, has not been submitted for publishing elsewhere and has been read and approved by all authors. A completed Copyright Transfer Agreement must be signed and sent when notice of acceptance is given by the editors.

6. Permissions

It is the responsibility of the author(s) to ensure that all those who have contributed to the paper or the work presented are acknowledged and that they have given their written permission for the article to be published. It is the author's responsibility to obtain all necessary permissions for the use of previously published illustrations.

7. Proofs: Proofs will be sent via e-mail as an Acrobat PDF file. The e-mail server must be able to accept attachments up to 4 MB in size. Corrections must be returned to the Production Editor within 5 days of receipt.

8. Offprints: A PDF offprint of the online published article will be provided free of charge to the corresponding author, and may be distributed subject to the Publisher's terms and conditions.

Peer Review Policy

All submissions to the International Journal of Positive Behavioural Support are first reviewed for adherence to the submission criteria and only then sent to be assessed by an Editor who will decide whether they are suitable for peer review.

Where an Editor is on the author list or has any other competing interest regarding a specific manuscript, another member of the Editorial Board will be assigned to oversee peer review.

Editors will consider the peer-reviewed reports when making a decision but are not bound by the opinions or recommendations contained within. A concern raised by a single peer reviewer, or the Editor may result in the manuscript being rejected.

Authors will receive peer review reports together with the editorial decision on their manuscript.

Research and Publishing Ethics

You should only submit your research to us if the following conditions apply:

- The article/chapter/book/case study is original
- The work has not been submitted elsewhere and is not under consideration with any other publication
- The work does not include libellous, defamatory or unlawful statements
- Permission has been cleared for any third-party material included
- Authorship has been agreed prior to submission and no one has been 'gifted' authorship or denied credit as an author (ghost authorship)
- The research has been conducted with the highest standards of rigour and integrity.

For manuscripts reporting studies that involve human participants, a statement identifying the ethics committee that approved the study and confirmation that the study conforms to recognised standards is required, for example: [Declaration of Helsinki](#); [US Federal Policy for the Protection of Human Subjects](#); or [European Medicines Agency Guidelines for Good Clinical Practice](#).

It should also state clearly in the text that all persons gave their informed consent prior to their inclusion in the study or in the case where there is a lack of capacity that the appropriate 'best interest' considerations have been made according to the legal jurisdiction of the participant. Participant anonymity should be preserved. Photographs need to be cropped sufficiently to prevent human participants being recognised (or an eye bar should be used). Images and information from individual participants will only be published where the authors have obtained the individual's free prior informed consent. Authors do not need to provide a copy of the consent form to the publisher; however, in signing the author license to publish, authors are required to confirm that consent has been obtained.

Declaration of Conflicting Interests Policy

A Declaration of Conflicting Interests policy refers to a formal policy a journal may have to require a conflict-of-interest statement or conflict of interest disclosure from a submitting or publishing author

The Committee on Publication Ethics (COPE) states in its Guidelines on Good Publication Practice (2003) that:

'Conflicts of interest arise when authors, reviewers, or editors have interests that are not fully apparent and that may influence their judgments on what is published. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived.'

Many scholars, researchers and professionals may have potential conflicts of interest, that could have an effect on – or could be seen to – have an effect on their research. As a result, some journals require a formal declaration of conflicting interests enabling a statement to be carried within the paginated published article.

A potential conflicting interest might arise from relationships, allegiances or hostilities to particular groups, organisations or interests, which may influence excessively one's judgments or actions. The issue is particularly sensitive when such interests are private and/or may result in personal gain.

Articles will be evaluated fairly and will not necessarily be rejected when any competing interests are declared.

Examples of conflicts of interest might include the following, although it is not an exhaustive list:

- Having received fees for consulting
- Having received research funding
- Having been employed by a related company
- Holding stocks or shares in a company which might be affected by the publication of your paper
- Having received funds reimbursing you for attending a related symposia, or talk

If there are other interests which the reasonable reader might feel has affected your research you may also wish to declare them.

*Please note that it is not expected that details of financial arrangements be disclosed when a competing interest is declared.

How do I make a declaration?

Please include such a declaration at the beginning of your manuscript the heading 'Declaration of Conflicting Interest'. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'.

Author obligations regarding conflicting interests

- All forms of financial support, including pharmaceutical company support, are acknowledged in your Contribution
- Any commercial or financial involvements that might present an appearance of a conflict of interest related to the Contribution are disclosed in a covering letter accompanying the Contribution and all such potential conflicts of interest will be discussed with the Editor as to whether disclosure of this information with the published Contribution is to be made in the journal
- That you have not signed an agreement with any sponsor of the research reported in the Contribution that prevents you from publishing both positive and negative results or that forbids you from publishing this research without the prior approval of the sponsor
- That you have checked the manuscript submission guidelines to see whether the journal requires a Declaration of Conflicting Interests and have complied with the requirements specified where such a policy exists

Editor obligations regarding conflicting interests

The same obligations equally apply to editors or guest editors writing an editorial that will be published in the journal.

Additional Information

You may find the following useful resources to refer to for more information on Conflict-of-Interest policies, existing codes of practices and more general good practice in relation to journal publication ethics:

View the [Guidelines published on good publication and the Code of Conduct by the Committee of Publication Ethics \(COPE\)](#).

View the [guidelines published by the International Committee of Medical Journal Editors \(ICMJE\)](#).

View a [Common Standard for Conflict of Interest Disclosure](#) published by Center for Science in the Public Interest.

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