

### **Message to Contributors of the *Journal***

Submissions procedures are really quite simple, though not totally in accordance with the publication manual of the American Psychological Association. Basically, contributors should use any of the articles from the Spring 2010 issue of the *Journal* as a template for their own writing endeavors. In addition, they should be sure to comply with the following procedures:

1. Submit documents as MS Word documents.
2. Keep text formatting as basic as possible.
3. Avoid using tabs. Paragraphs are generally indicated by a blank line preceding the text.
4. Please use Verdana 10 point type.
5. Limit use of paginated lists unless absolutely necessary.
6. Limit use of tables/figures unless absolutely necessary.
7. Understand that “word wrapping” will occur for users with different size screens.
8. Use underlining on the web for hyperlinks, and avoid using it otherwise.
9. Use bold in regular text for emphasis.
10. Left-justify unless absolutely necessary to do otherwise.
11. Assume pictures will appear left-justified below your text.
12. Use the default line and paragraph spacing.
13. All capital letters on the internet indicate that you’re shouting. Kindly reserve “all caps” to appear in Titles at the top of each article.
14. Be sure to include a “Brief Bio” at the end of your submission.

### **Evaluation Criteria for the *Journal***

Regarding “Evaluation Criteria,” all submissions to the *International Journal of Choice Theory and Reality Therapy* should . . .

1. Be clearly and concisely written.
2. Provide Choice Theory/Reality Therapy insights.
3. Provide heuristic value.
4. Be broadly applicable.
5. Be recommended for publication by two or more members of the Editorial Board.

Readership and Contributor Guidelines for the  
International Journal of Choice Theory and Reality Therapy

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### **Evaluation Criteria for All Research-Based Submissions to the *Journal***

1. Study should be deemed to be “internally valid” (i.e., possess solid control of important variables).
2. Study should be deemed to be “externally valid” (i.e., be broadly generalizable).
3. Instrumentation within the study should be “reliable,” i.e., consistent.
4. Instrumentation within the study should be “valid,” i.e., test what it says it’s testing.
5. Hypotheses/questions should be directly/completely answered.

Send your manuscript to the following e-mail address: [parishts@gmail.com](mailto:parishts@gmail.com)

Please be sure to indicate the type of manuscript that you deem your submission to be, i.e., “an **IDEA** paper,” “an **INNOVATION** paper,” or “a **RESEARCH-BASED REPORT**.”