Instructions to Authors

Submission of papers

Manuscripts should be submitted to Paul Wehman, Editor, *Journal of Vocational Rehabilitation*, VCU-Rehabilitation Research and Training Center, 1314 W. Main Street-VCU Box 842011, Richmond, VA 23284–2011, USA.

Aims and scope

The *Journal of Vocational Rehabilitation* will provide a forum for discussion and dissemination of information about the major areas that constitute vocational rehabilitation. In each issue, there will be topics that are directed either to specific themes such as long term care or different groups such as those with psychiatric impairment. Often a guest editor who is an expert in the given area will provide leadership on a specific topic issue. The emphasis will be on publishing rehabilitation articles that have immediate application for helping rehabilitation counselors, psychologists and other professionals in providing direct services to people with disabilities. Original research articles, review articles, program descriptions, and case studies will be considered for publication. Ideas for special topical issues are also welcomed.

Editorial policies

All articles must be submitted to the journal exclusively. Manuscripts should be sent in triplicate to the Editor. A covering letter should accompany the manuscript and identify the author responsible for correspondence concerning the manuscript. The letter should state that the material contained in the manuscript has not been pubished and has not been submitted for publication elsewhere. Articles should be written in English. Authors whose native language is not English are requested to have their manuscripts checked for linguistic correctness before submission. Authors are advised to keep a copy of their manuscript. The preferred medium of submission is on disk with accompanying manuscript (see 'Electronic manuscripts' section). Upon accep-

tance of an article by the journal, the author(s) will be asked to transfer copyright of the article to the publisher.

General requirements for preparation of manuscripts

The original and two good-quality photocopies of the manuscript and three sets of black-and-white glossy prints of illustrations are required. Manuscripts must be submitted in English. Manuscripts must be typed double-spaced on one side only of 22×28 cm ($8\frac{1}{2} \times 11$ inch) white bond paper with 1-inch margins at top, bottom, and sides. Number pages consecutively in the upper right-hand corner in the following order: title page, abstract, body of text, acknowledgements, references, figure legends and tables.

Electronic manuscripts

Electronic manuscripts have the advantage that there is no need for the rekeying of text, thereby avoiding the possibility of introducing errors and resulting in reliable and fast delivery of proofs.

The preferred storage medium is $5\frac{1}{4}$ or $3\frac{1}{4}$ inch disk in MS-DOS format, although other systems are welcome, e.g., NEC and Macintosh (in this case, save your file in the usual manner, do not use the option 'save in MS-DOS format'). Please **do not split the** article into separate files (title page as one file, text as another, etc.). Ensure that the letter 'l' and digit '1' (also letter 'O' and digit '0') have been used properly, and structure your article (tabs, indents, etc.) consistently. Characters not available on your wordprocessor (Greek letters, mathematical symbols, etc.) should not be left open but indicated by a unique code (e.g., gralpha, @, #, etc., for the Greek letter α). Such codes should be used consistently throughout the entire text. Please make a list of such codes and provide a key. Do not allow your wordprocessor to introduce word splits and do not use a 'justified' layout. Please adhere strictly to the general instructions on style/arrangement and, in partic-

ular, the reference style of the journal. It is very important that you save your file in the word-processor format. If your wordprocessor features the option to save files 'in flat ASCII', please do **not** use it. Format your disk correctly and ensure that only the relevant file (one complete article only) is on the disk. Also, specify the type of computer and wordprocessing package used and label the disk with your name and the name of the file on the disk. After **final acceptance**, your disk plus one, final, printed and exactly matching version (as a printout) should be submitted together to the accepting editor. **It is important that the file on disk and the printout are identical.** Both will then be forwarded by the editor to Elsevier. Further information may be obtained from the Publisher.

Title page

The title page (page 1) should contain in sequence the title (concise and suitable for indexing purposes); author line with first name, middle initials, and last name of each author; city(ies), state(s) and countries in which the study was conducted; divisional, or departmental, and institutional affiliations at the time the study was performed; name, address, telephone numbers, and fax number of author to whom requests for reprints should be addressed; and name, address, and telephone numbers, and fax number of author responsible for correspondence concerning the manuscript if different from author to whom reprint requests are addressed.

Abstract page including key word / phrases

On manuscript page 3, type the abstract, double-spaced, with the required margins and headed by the title of the article and name(s) of author(s). Below the abstract list 3 to 5 key words or short phrases for indexing purposes.

A structured abstract (see description) is required for original research articles. A standard abstract is required for review and case report articles (see descriptions).

Structured abstract

A structured abstract, limited to 150 words, should be used for regular articles. The structured abstract should contain the following major headings: Objective(s), Study Design, Results, and Conclusion(s). The Objective(s) reflects the purpose of the study, that is, the hypothesis that is being tested. The Study Design should include the setting for this study, the subjects (number and type), the treatment or intervention, and the type of statistical analysis. The Results include the outcome of the study and statistical significance if appropriate. The Conclusion(s) state(s) the significance of the results. Standard abstract. The standard abstract is required for review articles. There are no subheadings in the standard abstract. The length is limited to 200 words for reviews and 50 words for case reports and brief communications.

Text

Only standard abbreviations are to be used. Consult the most recent edition of the Publication Manual of the American Psychological Association (4th edition), Washington, DC, 1994, for manuscript preparation. Here are some examples of references.

A. Title of work: part of a nonperiodical (book chapters)

Baker F.M. and Lightfoot, O.B. (1993) Psychiatric care of ethnic elders. In A.C. Gaw (Ed.), Culture, Ethnicity, and Mental Illness (pp. 517–552). Washington, DC: American Psychiatric Press.

B. Title of article or chapter

Periodical:
Deutsch, F.M., Lussier, J.B. and Servis, L.J. (1993) Husbands at home: Predictors of paternal participation in childcare and housework. J. Personality Social Psychol. 65, 1154–1166.

Nonperiodical:
O'Neill, J.M. and Egan, J. (1992) Men's and women's gender role journey: Metaphor for healing, transition, and transformation. In B.R. Wainrid (Ed.), Gender Issues across the Life Cycle (pp. 107–123). New York: Springer.

C. Title of work and publication information: periodicals

Journal:
Buss, D.M. and Schmitt, D.P. (1993) Sexual strategies theory: An evolutionary perspective on human mating. Psychol. Rev. 100, 204–232.

Magazine:
Henry, W.A. III (1990, April, 9) Beyond the melting pot. Time 135, 28–31.