

Editors' Handbook: Publications Guidelines for CPA Journals

GUIDELINES FOR CPA JOURNALS

Approved by CPA Board of Directors

November 2014

Forward: CPA Publications Manual

The *Publication Guidelines for CPA Journals* apply to the:

1. Editors of the following CPA Publications:
 - a. *Canadian Psychology*
 - b. *Canadian Journal of Experimental Psychology*
 - c. *Canadian Journal of Behavioural Science*
2. CPA Head Office staff
3. CPA Board of Directors
4. CPA's Publications Committee.

These *Guidelines* are written with the advice and approval of the Publications Committee of CPA. Updates to the *Guidelines* will be issued when necessary.

The *Publications Guidelines for CPA Journals* were originally based on the Guidelines for Journal Editors of the APA. All materials adapted from other sources are used with the permission of their originators. No part of these guidelines may be reproduced in any form without written permission from the Canadian Psychological Association. Address inquiries to executiveoffice@cpa.ca or cpajournals@cpa.ca.

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INTRODUCTION

Brief History of CPA Publications

The CPA has a distinguished history of publishing dating back to 1940 when *The Bulletin of C.P.A.*, edited by Donald O. Hebb, first appeared.

In March 1947, *The Canadian Journal of Psychology*, Vol. 1., No. 1, was published. It was described as the “official organ of the Canadian Psychological Association” and John Long was the first Editor. He noted that the Journal “will not be devoted exclusively to any particular branch of psychology”. Karl S. Bernhardt, then President of CPA (1947), said:

“That there was a need for such a Journal is shown by the fact that more than 20 members of the Association have signified their intention of submitting articles for publication during the present year; that the Journal will be national in scope is indicated by the fact that these members represent nearly every section of Canada. It will be noticed that the first issue contains articles from members living in four different provinces, and that these articles represent work in academic, industrial, and national defense areas. It is fitting that the first article in this number has been by Professor E.A. Bott, for he was not only the first President of the Association, but also the first Fellow to be elected to it.”

By 1951, *CJP* had undergone a change so that it was publishing scientific/academic articles related to all branches of psychology. At the same time, a new Journal, edited by J. Garneau and E. Poser, *The Canadian Psychologist*, was becoming the CPA “House organ”.

The Canadian Psychologist evolved from the *The Bulletin*, first as a mimeo-stapled publication (1950-1955), and subsequently bound on more expensive paper. Its early Editors were well aware of the special communication needs of a small Association in a big country, and so the *Canadian Psychologist* prospered, publishing convention programs, news and notes, Association proceedings, impressions, and numerous little articles monitoring the emergence of the new profession. The “little grey journal” emerged during 1955 and sustained that format until 1959 (edited by J. Garneau, E. Poser, C.M. Mooney and W.R.N. Blair). Blair added colour (red, green, and blue) and a maple leaf with shadow. W.H. Coons succeeded him in mid-1953, beginning with a retrenched black and white and retaining the maple leaf. He repented in 1964, producing the now familiar cover and amore schematic national symbol. Most significantly, he gave us the bilingual title (*Canadian Psychologist/Psychologie canadienne*) and considerably expanded Editorial policies. Under his guidance, the *Canadian Psychologist/Psychologie canadienne* carried important debates about the division of labour in psychology, the proper training of psychologists, a growing number of applied research and program articles, and archival accounts of psychology in Canada. This material had a good deal of to do with the shaping of the Canadian Psychological Association organizationally and with the soul searching undertaken at the planning conferences held at Opinicon and Couchiching.

As *CJP* acquired international prestige and wide circulation, it became impossible for its Editors to publish even a reasonable percentage of the ever increasing number of quality articles received. As an emergency measure, the Association decided that if funds could be found, a journal devoted to theory, research, and application in the areas of psychology concerned with social problems would be established and called *The Canadian Journal of Behavioural Science (CJBS)*.

In January 1968, President W.H. Coons reported the gratifying news that the Canada Council had agreed to provide the needed funds for *CJBS* and Arthur M. Sullivan became its first Editor.

1970s

In 1975, under the Editorship of David Gibson, *The Canadian Psychologist* became the *Canadian Psychological Review*. It was described as “a quarterly journal of general psychology including interpretive, theoretical, discipline bridging and mission scholarship, evaluative reviews, brief comment on psychological affairs and organizational psychology”.

The rebirth of the mimeo *CPA Bulletin* in 1976 under the Editorship of C. Roger Myers was intended to carry in-house reports to the members.

In April 1979, Dan Perlman became the Editor of *Canadian Psychological Review*; nine months later, it was renamed *Canadian Psychology (CP)*. At the same time, *CPA Bulletin* became *CPA Highlights/L'Actualité Psychologique*.

1980s

The decade of the 1980s was a tumultuous period of change for CPA Publications, as computer production technology revolutionized the publishing business in Canada. In 1986, the first study was undertaken to determine the possibilities of contracting out CPA's journals to a commercial publishing company, removing management responsibilities from CPA Head Office. However, it soon became evident that desktop publishing would offer CPA the ability to do all of the production work in-house, while expanding the communications capacity of the office in the process.

The 1980s also saw new Editors: Ken Craig and Prem Fry for *CJBS*, Helen Annis, John Conway, and Pat O'Neill for *CP*, and Gordon Winocur for *CJP*.

The CPA newspaper *CPA Highlights/L'Actualité Psychologique*, was renamed *Psynopsis* in 1989.

1990s

By 1991 it was clear that a shift of resources from typesetting to human resources in Head Office would allow for the development of a Publications Office producing all three journals and *Psynopsis* on site. A main investment in computer equipment and software, and the hiring of typesetting staff greatly enhanced the Publications Office.

At the same time, the three journals were redesigned and reorganized, and in 1993 the *Canadian Journal of Psychology* changed its name to reflect its specified scientific/experimental content, becoming the *Canadian Journal of Experimental Psychology*. Editors in the 1990's were as follows:

<i>Canadian Psychology</i>	<i>Canadian Journal of Behavioural Science</i>	<i>Canadian Journal of Experimental Psychology</i>
Vic Catano (1995 – 1999)	Warren O. Eaton (1999)	Murray Singer (1998 – 1999)
Patrick O'Neill (1991 – 1994)	Richard Clément (1994 – 1998)	Colin M. MacLeod (1993 – 1997)
John Conway (1990)	Prem S. Fry (1990 – 1993)	

2000 - Present

In the 2000s, it became clear that another shift in human resources was required. The CPA maintained oversight for the production of *Psynopsis*, laying it out in-house and sending it out for printing. However, a partnership was established with the American Psychological Association to publish its three quarterly scientific/professional journals – *Canadian Journal of Experimental Psychology* (CJEP), *Canadian Journal of Behavioural Science* (CJBS), *Canadian Psychology* (CP). *Canadian Psychology* and the *Canadian Journal of Behavioural Science* are published quarterly (January, April, July, October) with grant support from the Social Sciences and Humanities Research Council of Canada (SSHRC). CJEP is published quarterly in collaboration with the Canadian Society for Brain, Behaviour and Cognitive Science (CSBBCS) within the printing agreement with the APA.

In 2013, there were about 48 institutional print subscriptions each to *CJBS* and *CP*, and 96 to *CJEP*.

In the 2000s, Editors for the journals were as follows:

<i>Canadian Psychology</i>	<i>Canadian Journal of Behavioural Science</i>	<i>Canadian Journal of Experimental Psychology</i>
Martin Drapeau (2015-2018)	William Roberts (2014 – 2017)	Penny Pexman (2013 – 2016)
Martin Drapeau (2011 – 2014)	Todd Morrison (2010 – 2013)	Doug Mewhort (2010 – 2013)
John Hunsley (2006 – 2011)	Greg Irving (2007-2010)	Simon Grondin (2007-2009)
Thomas Hadjistavropoulos (2003 – 2006)	Lorne Sulsky (2003-2006)	Peter Dixon (2006)
Vic Catano (2000 – 2002)	Warren O. Eaton (2000 – 2002)	Peter Dixon (2002 – 2005)
		Murray Singer (2000-2001)

Description of CPA's Journals and *Psynopsis*

All CPA journals publish articles in both English and French, and a policy adopted in June 1993 introduced expanded second language summaries to all three journals.

Canadian Psychology

CP is the flagship generalist journal of the Canadian Psychological Association. The journal publishes theoretical, integrative and applied articles that are of interest to a broad cross-section of psychologists. Emphasis is given to the development of Psychology within Canadian society.

Readers' comments on professional issues and case material illustrative of theoretical principles or professional problems are welcomed. The journal also contains book reviews.

Original, empirical contributions are not within the mandate of the journal, unless the research is of direct relevance to the discipline as a whole (e.g., a survey of psychologists about the future of the discipline).

Canadian Journal of Experimental Psychology

CJEP publishes original research papers that advance understanding of the field of experimental psychology, broadly considered. This includes, but is not restricted to, cognition, perception, motor performance, attention, memory, learning, language, decision making, development, comparative psychology, and neuroscience.

CJEP will publish: a) papers reporting empirical results that advance knowledge in a particular research area; b) papers describing theoretical, methodological, or conceptual advances that are relevant to the interpretation of empirical evidence in the field; c) brief reports (less than 2,500 words for the main text) that describe new results or analyses with clear theoretical or methodological import.

Occasionally, *CJEP* will publish book reviews judged to be of broad interest to the experimental psychology research community.

Canadian Journal of Behavioural Science

CJBS publishes original, empirical contributions in the following areas of psychology: abnormal, behavioural, community, counselling, educational, environmental, developmental, health, industrial-organizational, clinical, neuropsychological, personality, psychometrics, and social.

A limited amount of space is also available in the journal for brief reports with theoretical and practical implications. The Brief Reports section can also be used for psychometric reports and to disseminate Canadian norms or forms for standardized tests.

Psynopsis

Psynopsis is Canada's Psychology Magazine. It is published quarterly, each issue focused on an area of psychological research and practice that has relevance to the discipline and profession but also to the range of stakeholders who may rely or benefit from our work. It is a vehicle through which CPA, CPA members, psychologists and those outside of psychology can share and access information about the discipline and profession.

In the past, *Psynopsis* used to include reports from the Committees of the CPA, summaries of the Activities by CPA's Board of Directors, and information about CPA Sections and the Provincial/Territorial Associations. In 2011, *Psynopsis* moved away from including these summaries and moved toward a thematic approach for each issue, which has had a positive impact on CPA's advocacy efforts. Regular features of the now newspaper include news of developments in Psychology within the country, reports and commentaries on advances in the discipline or on specific issues related to mental health, upcoming events, career opportunities, and a Head Office Update. As required, information on the annual general meeting, electoral information, and audited financial statements is also presented.

Psynopsis is available in two formats for viewing/reading convenience: HTML/Flash and PDF.

1. Journal Editors

The Publications Committee and the Board of Directors of CPA are responsible for the policies and practices of journal publication by the Canadian Psychological Association. The Board of Directors of the Association is ultimately responsible for all matters related to its publications. The Board of Directors must see to it that the Journals contribute to the objectives of the Association. The Board of Directors assigns its authority to determine the scientific merit of submitted manuscripts to journal Editors (whom it appoints), but reserves the authority to make policies pertaining to the journals and to maintaining publishing standards.

Editors of CPA journals are selected on the basis of the distinction of their work in the science and profession of Psychology. Assumption of Editorial responsibility brings with it an onerous and time-consuming obligation that is recognized as a major contribution to the Discipline. The Board of Directors of CPA assigns its Editors authority regarding all actions relative to the publication or rejection of manuscripts whose content falls within the mandate of the journal in question – Editors are considered the final arbiter.

Within this context, Editors are responsible for the content of their journals; matters of style and format of the articles, as well as content and dates of publications, shall be subject to general agreements reached by the Publications Committee of CPA with the approval of the Board of Directors of CPA, and between CPA and its publishers, the American Psychological Association and – as pertains to *CJEP* – the Canadian Society for Brain, Behaviour and Cognitive Science (CSBBCS).

1.1 Appointment of Editors

All Editors and Associate Editors must be members of the Canadian Psychological Association. Editors are appointed by the Board of Directors, normally for a 4-year term. Generally 18-24 months in advance of a new term, the Chair of the Publications Committee begins the search for a new Editor. In some cases, the Chair may appoint an ad hoc search committee. The Chair invites nominations from the outgoing Editor, CPA Committee Chairs, and Sections of CPA. CPA Head Office circulates notice inviting nominations via its various communication mechanisms, including *Psynopsis*, CPA News, CPA's website, CPA's Section Management System,¹ and social media (i.e. Twitter, Facebook).¹

All applications are directed to the Chair of the Publications Committee who does an initial review of each application to ensure it is complete and meets all eligibility requirements. In the case of multiple applications, the Publications Chair forwards all supporting materials for each applicant to the Publications Committee for their consideration/decision.

¹ As pertains to *CJEP*, in an agreement between the CPA and the Canadian Society for Brain, Behaviour and Cognitive Science (CSBBCS) (effective January 1, 2011-December 31, 2014), the CSBBCS encourages its members to stand for nomination as Editor of *CJEP*, and serve as Associate Editors and members of the *CJEP* Editorial Board. BCS circulates important announcements regarding *CJEP*, such as calls for nominations to the position of Editor, to its members electronically. Editors or Associate Editors of *CJEP* are members of both CSBBCS and CPA.

The Chair of the Publications Committee strives to have a year overlap between the Editor-elect and the Outgoing Editor. Given this, he/she seeks to make his/her recommendations to the CPA Board of Directors within 12-months, for voting either at its summer/fall Board meeting or via electronic voting.

Appointment of a new Editor is official when letters of appointment and acceptance have been exchanged between the Editor-elect and the President of CPA. The Chair of the Publications Committee notifies the outgoing Editor of the appointment and asks him or her to be responsible for setting a date for re-direction of manuscripts. Normally, this will be January 1st of the last year of the outgoing Editor's term.

CPA Head Office arranges for the Editor's appointment to be announced in the appropriate CPA publications and communication media.

Should the situation arise that a new Editor cannot be found, the current Editor may be asked to extend his/her term – such a request is done following approval of a motion by the CPA Board.

1.2 Editorial Term

Editors begin their 4-year term at the beginning of a calendar year. The 4-year term of an Editor is comprised of 1-year in which he/she serves as Editor-elect, and 3 years in which he/she serves as Editor.

As Editor-elect, he/she shadows the outgoing Editor and begins receiving and reviewing submissions for publication. Editor-elects are listed as "incoming Editor" on the journal's masthead and on CPA's website.

As Editor, he/she is responsible for all articles published in the journal, and is listed as Editor on the masthead of 4 volumes published over 3 consecutive years, as well as on CPA's website. An Editor stops accepting manuscripts before the last issue of their 4th year.

Any leave of absence taken during the Editorship, or designation of Special Issue Editors for certain issues, does not extend the term beyond the original 4 calendar years.

Terms are renewable for up to a maximum of one additional term (i.e., 4 years), at the discretion of the CPA Board and Publications Committee. Editors wishing to renew their term are asked to inform the Chair of the Publications Committee, with a written letter in which they outline their request for renewal, their reason for the requested renewal, and the length of term for which they wish to be renewed. This request must be received by the Publications Committee Chair by the end of December of the second year of the 4-year term; requests for extension received after this date will be considered along with any other nominees. The Publications Chair will bring the request to the Publications Committee, and then put a motion forward to the CPA Board.

Editorial Transition

CPA holds firmly to the principle that the Editor listed on the masthead of a journal is the individual responsible for the articles contained in that issue. However, it is entirely possible that a new Editor's first few issues may include some articles accepted by the retiring – or outgoing – Editor. Likewise, the

last issue of a retiring Editor may include articles accepted by the Editor-elect. Such articles are footnoted in the table of contents to indicate acceptance by the Editor whose name is not on the masthead of the issue. Reviewers, Associate Editors, and other names appearing on the masthead of such issues should remain those appointed by the Editor identified on the masthead.

During the transition to the new Editorship, the journal will show the retiring Editor's name on the masthead as long as issues of the journal contain a majority of manuscripts he or she accepted. The journal will also carry appropriate notices for the redirection of manuscripts.

Interrupted Editorship

In the case of interruption of Editorship, the following guidelines apply:

Under 3 months: The Editor should arrange for an Associate Editor to assume the duties of Editor under mutually satisfactory conditions. If an Associate Editor is unable to do so, the Editor should, after obtaining approval from the Board of Directors, arrange with someone, to take responsibility. The Editor may acknowledge this assistance in a note in the journal, but the substitution will not alter the formal Editorship of the journal, and any expenses or honorarium will be covered by the Editor's normal expense budget and honorarium.

Three months to a year: The CPA's Board of Directors, Chair of Publications and Deputy Chief Executive Officer should be notified. Depending on the circumstances of the journal (particularly the backlog), the Board may appoint an acting Editor who will have all the duties and responsibilities of the Editor for the period of time involved, will receive a pro rata share of the Editor's stipend and expense budget, and will be indicated as Acting Editor on the journal.

Long-term, unspecified: The Editor should resign with due notice to the Board of Directors, Chair of Publications and Deputy CEO so that a new Editor can be chosen. In the case of long-term disability, the Editor should communicate this as soon as possible so that the Editorial needs of the journal can be attended to in a timely fashion.

1.3 Honoraria

The Association freely acknowledges its great indebtedness to the Editors of its journal and their assistants. The payment of an honorarium to Editors is not to be regarded as compensation for their services but rather as a means that may permit them greater freedom in their professional activities. Actual expenses of Editors are subject to direct reimbursement based on invoices received for approved budgeted expenses.

Effective January 1, 2014, the honorarium for an Editor is paid quarterly (January, April, July and October) during each year of the 4-year term². The honorarium for Editors is reviewed annually by the CPA's Board of Directors.

² Payment schedules for Editors in place before January 1, 2014 will be maintained.

Associate Editors receive an honorarium at the discretion of the Editor. If one is given, the annual honorarium for the Associate Editor is also paid quarterly during each year of the designated term. There are no additional funds for the Associate Editor and their honorarium is dispersed to them by the CPA, from the Editor's honorarium. Editors are responsible for stipulating the period during which the Associate Editor's "product" appeared, and notifying the Managing Editor of the amount of the honorarium which he or she should receive before his/her honorarium is sent.

CPA takes no position on the taxability or non-taxability of Editors' stipends. Recipients of the stipend are advised to consult the federal and provincial authorities.

1.4 Office Expenses and Equipment

Proposed publishing expenses and overhead allocations are reviewed at the June Publications Committee meeting so that they journals' budget can be submitted to the Board for approval at its Fall board meeting. As part of the budgeting process, CPA has allotted limited funds to cover expenses incurred by Editors, Associate Editors, and Editors-elect in the operation of an office to carry on journal work.

Editors are notified of their budget allowances for the year (or Editorial term, depending on item) in January by the CPA's Deputy CEO.

We have allotted limited funds to cover such costs as office expenses, postage and telephone. We have also allotted limited funds for the purchase of a computer, printer and/or monitor during one's Editorial term. The Association retains a title on any capital equipment (i.e. computer, printer and/or monitor) purchased by an Editor during his or her tenure for the accomplishment of journal work. Editors are asked to contact CPA's Deputy CEO in advance of buying any equipment; invoices for all purchases must be submitted to the CPA for reimbursement. At the end of an Editor's term, the CPA reserves the right to request that the outgoing Editor transfer any equipment that was bought with journal funds to the incoming Editor or offer the outgoing Editor the option to purchase the equipment for their personal use at its depreciated value.

As of January 2014, allotted office expenses are \$1,500.00 per Editor per term - \$1,000 for office equipment and \$500.00 for office expenses.³ Editors are expected to stay within their budgets and to notify CPA's Deputy CEO promptly if any cost overruns are anticipated, for any reason. Any requests for additional funds in excess of the year's budget require the Board's authorization.

Editors are expected to submit a record of expenses in June/July (immediately following their attendance at the Publications Committee meeting during CPA's annual convention) and send notice of any outstanding expenses by October 1st.

Receipt of records of expenses is mandatory for maintenance of orderly financial records for the Association.

³ Editors will be promptly notified of any changes to the amounts for office expenses and equipment that are stipulated in these guidelines.

1.5 Editors' Travel

Travel funds are not part of an Editor's office expenses paid out in quarterly advances, but are a line item in Editorial Office budgets. Expenses are reimbursed after submitting a travel expense claim form. This expense claim form serves as a record of expenses for any travel including transportation, hotel, meals, miscellaneous, and are sent to CPA's Deputy CEO who will arrange for reimbursement.

A travel allowance is budgeted to assist the Editor to attend the CPA Annual Convention (including the Publications Committee meeting – *see below*).

As of January 2014, each Editor is assigned a \$2000 annual travel allowance to cover his/her expenses (inclusive of registration, accommodation, transportation, meals) to attend the CPA Convention/Publications Committee Meeting in June.⁴ Any money left over from this amount can be used toward any other journal-related conferences or meetings upon approval of CPA's Deputy CEO.

Editors will be notified of their annual travel budget by CPA's Deputy CEO in January. All travel-related expenses must comply with CPA's travel policy. Editors are asked to contact the CPA in advance of booking travel/accommodations for information on our travel policy.

In the overlapping year of the outgoing Editor's term and the Editor-elect's term, the CPA will cover the travel expenses of both the Editor and the Editor-elect to attend the Publications Committee meeting.

Other non-CPA travel for promotion, etc. must be authorized in advance by CPA's Deputy CEO. In these cases, the Editor must provide a written request for travel funds 1 month in advance, including detailed estimates of expenses, to CPA through its Deputy CEO.

In the event that an Editor is unable to attend a specific meeting, the Associate Editor may attend in his/her place. In this case, the Editor's travel budget may be used to cover the Associate Editor's travel expenses. Whenever possible and appropriate, arrangements will be made to otherwise provide travel assistance so the Editor's travel budget will not be overtaxed.

As of January 2014, CPA provides a per diem of \$85.00 + GST per day to cover meals (breakfast \$15, lunch \$20, supper \$35) and miscellaneous expenses (\$15).

1.6 Meetings of the Publication Committee

The Publications Committee meets annually at the CPA convention in June. Journal Editors are required to attend this meeting during each year of their Editorial term. Editors-elect are also required to attend this meeting. Associate Editors are not required to attend this meeting. In addition to the Editors, this meeting is attended by the Chair of the Publications Committee, CPA's Deputy CEO⁵, and representatives from APA. During this meeting, APA presents its Annual Publisher Report of the journals, which includes details on the journals' financial performance, distribution and use, Editorial and production statistics, and sales and marketing efforts.

⁴ Editors will be promptly notified of any changes to the travel amounts stipulated in these guidelines.

⁵ CPA's CEO may attend the Publications Committee pending availability but attendance is optional; the CEO will attend if the Deputy CEO is unable to attend.

Funds are made available to cover an Editor's travel to each convention. Meeting details are circulated once the Convention schedule is finalized.

1.7 Correspondence

In addition to manuscripts, the Editor receives a wide variety of correspondence related to the journal, most of which must be answered by the appropriate person, as follows:

1. **The Editor:** Receives and answers correspondence relating to his or her Editorial decisions and the journal's Editorial policy.
2. **APA Staff/Managing Director:** Receives and answers more routine correspondence concerning manuscripts, submissions, etc. The Publications Manual should answer most procedural and stylistic questions. The Managing Director will be the main customer service contact and will report on the journal's performance and operations. You may hear from the Managing Director about outreach and promotions for specific articles and issues. Other APA staff members include the journal's Account Manager, who will address copyediting, typesetting, printing, and online distribution. You may hear from the Account Manager about production scheduling and page allocation. APA's Peer Review Manager handles training and programming on the peer review system, and the Editorial Manuscript Coordinator helps manage the submission and peer-review process.

1.8 Complaints

The Journal's Editor is the arbiter. Authors who have a complaint about an Editor, a reviewer, or another author should first bring the matter to the attention of the Editor. If the matter is a question of publication policy or procedure, or concerns CPA's Head Office, the Editor should consult the Chair of the Publications Committee, who will bring the matter to the Board. Editors are required to maintain an active file of all such correspondence during their terms. Information to be documented includes: name of complainant; date of complaint; summary of issue; steps taken to resolve issue; and responses to steps taken.

In the event that an Editor has a complaint about an author, reviewer, other Editor or the Head Office, every attempt should be made to settle the matter with the person involved; if that cannot be done, the Editor should bring the matter to the attention of the Chair of the Publications Committee, who may in turn notify the Deputy CEO of CPA and/or refer it to the Board of Directors of CPA.

Matters of ethical concern/complaint should be brought to the attention of CPA's Committee on Ethics by the CPA's Deputy CEO and/or Chair of the Publications Committee.

1.9 Liability Coverage

CPA's Directors and Officers insurance policy covers Editors for the activities they undertake solely on behalf of CPA in their role as appointed Editor and member of the CPA's Publications Committee.

CPA's current policy is as follows: "The Insurer shall pay on behalf of the "Insured" all "Loss" the "Insured" becomes legally obligated to pay for any "Claims" arising from a "Wrongful Act" performed by an "Insured Individual" solely on behalf of the "Organization".

The "Insured Individual" as defined in the policy includes: "any person who was/is/or becomes an elected or appointed member of the BOD, officer, member of the Trustees, member of the Board of Managers, Executive Officer, employee, volunteer, or member of a constituted committee, of the Insured Organization."".

Directors and Officers coverage provides publishing liability, which includes the "infringement of copyright or trademark, unauthorized use of title, plagiarism or misappropriation of ideas".

Journal Editors may contact CPA's broker, BMS, at any time should they have any questions about their coverage.

2. Editorial Team

A journal's Editorial team is composed of the Editor, Editor-Elect (depending on point of term), Associate Editor, and Editorial Board.

2.1 Associate Editor

The Editor-elect should make appointments before the re-direction date. An Editor may choose to have one or more Associate Editors. The Associate Editor is appointed by the Editor, usually for the same 4-year term as the Editor. An Associate Editor's term may be shorter, but for simplicity should be planned in calendar years. An Associate Editor may be retained if the next Editor-elect chooses him/her to act as his/her Associate Editor under a new mandate.

The Editor-elect writes the Associate Editor an official letter of appointment, stating the exact dates the Associate Editor's term will begin and end and what honorarium, if any, the Associate Editor will receive. A copy of the letter should go to the Managing Editor to ensure correct masthead listing, honorarium, and office expense payments.

As noted in Section 1, the Associate Editor may receive an honorarium that is dispersed to them, by the CPA, from the Editor's honorarium. No additional funds are available for the Associate Editor. While serving, the Associate Editor also receives a complimentary subscription to the journal edited.

The CPA Board of Directors has stipulated that one of the Associate Editor or the Editor must be fluently bilingual in English and French.

The Editor-elect and newly appointed Associate Editor establish the basis on which the Editor-elect divides the incoming manuscripts among them. On some journals the division may be determined by volume (e.g., the Editor may handle 50% of the submissions and two Associate Editors each 25%). Manuscripts may be divided also by areas of specialty or language proficiency.

2.2 Editorial Boards

Each journal has an Editorial Board appointed by the Editor. The members serve on a continuing basis for a specified period of time within the normal term of the Editor. This period is at the discretion of the Editor and varies from 1 to 4 years. It may be renewed, at the discretion of the incoming Editor. At the time of appointment, the period should be specified to avoid misunderstanding.

Their terms should be planned in calendar years so that their names can appear on the masthead starting with the year's first issue. The Managing Editor should be notified of the appointments by September of the preceding year in order to arrange journal listings.

Members of the Journal's Editorial Board are available to the Editor to comment and advise on journal problems, policies and issues which concern the Editor. Members of the Editorial Board are expected to assist the Editor by reviewing manuscripts, advising the Editor regarding the adequacy of these

submissions and recommending modifications which will enhance the manuscripts. As reviewers making a continuing contribution to the journal, they are listed on the masthead.

Members of the Journal's Editorial Board serve gratis. If Editorial Board members are not members of CPA, the Editor may arrange for a free copy of each issue to be sent to them during their mandate.

Editorial Board Meetings

An Editor may convene a meeting of one's Editorial board during CPA's annual convention in June. Space would be provided for this meeting. The scheduling of these meetings is arranged by the Convention Manager in consultation with the Editors. Editors are asked to let CPA's Convention Manager know at their earliest convenience if and when they would like the meeting to be scheduled (convention@cpa.ca). Convention staff endeavor to send out meeting request reminders to the journal Editors but the responsibility to confirm meeting space rests with each Editor.

As previously noted, the CPA has a limited amount of funds available to cover the Editor's travel to attend the convention. Funds are not available to cover the travel of the Editorial board members. The Chair of the Publications Committee also attends these meetings if arranged.

2.3 Publications Committee Chair

The Chair of CPA's Publications Committee is a member of the Editorial Team in an ex-officio capacity only. The Chair of the Publications Committee plays a key role in finding a new Editor as Editorial terms end and is the liaison to CPA's Board.

The Board of Directors of CPA, at its regular meetings, receives a report from the Chair of the Publications Committee regarding the activities of the journals. The Chair of the Publications Committee makes recommendations to the Board of Directors regarding the journal operation. The Chair of the Publications Committee also conveys to the Editors the decisions and suggestions of the Board of Directors regarding journal operations.

2.3 Managing Editor

CPA's Deputy CEO is a member of the Editorial Team in an ex-officio capacity only. CPA's Deputy CEO is the primary liaison to the APA regarding any matters that arise and in this capacity serves as the Managing Editor of the journals. As necessary, CPA's Managing Editor liaises with APA on matters related to printing and advertising, consults with Editors regarding journal format and related technical matters, and compiles these suggestions for a report to the annual Publication Committee meeting. APA arranges for copyediting and type-setting of the journals.

The Managing Editor manages day to day matters related to the journal operation, including monitoring and accounting for the expenditures of the Editors and the journals. This involves several components:

1. Regularly advises the CEO, CFO, Chair of the Publications Committee and the appropriate Editors of the ongoing record of expenses so this may be considered in relation to the journal's budget allocation.

2. Consults as necessary on matters related to advertisements, printing and correspondence with member and non-member subscribers.
3. In consultation with APA and CPA's Manager of Membership, oversees the storage of information regarding member and non-member subscribers.

Liaison with Editors

The Managing Editor communicates regularly with the Editors and the Associate Editors. Problems associated with the publication of a specific issue, budget, grant applications, ongoing office expenses, annual reports, as well as matters related to Editorial policy may be discussed.

Liaison with Publications Committee

In serving the Publications Committee, the Managing Editor consults with the Chair of the Publications Committee, assists in the preparation of the meeting agendas and reports of the Publications Committee for the Board of Directors, manages correspondence related to journal operations, reports on interactions with journal Editors (e.g., page over-runs, special requests), and summarizes the financial affairs of the journals (e.g., Editorial office expenses, printing, postage).

Preparation of Budget

In the fall of each year, the Managing Editor (in the capacity of Deputy CEO) prepares the budget proposal for the next year for the Journals. Journal revenue is based on CPA member subscriptions, non-member subscriptions, institutional subscriptions, electronic licensing and other revenue (e.g. purchased advertisement space in a journal). Expenses taken into account in the budget include human resources, postage, handling, production (i.e. backlog, page allocation), copy editing, and advertising of journals. The proposed budget, which also considers grants and e-royalties, is put to CPA's CFO and CEO, who upon approval, put to the CPA Board of Directors at the November meeting.

Preparation of Grants

As previously noted, *Canadian Psychology* and the *Canadian Journal of Behavioural Science* are published quarterly with grant support from the Social Sciences and Humanities Research Council of Canada (SSHRC). Every three years, a request for funds must be submitted – deadline for application is June 1st. CPA's Deputy CEO (Managing Editor) is responsible for the completion and submission of the grant application. The Deputy CEO will complete all necessary documents, obtaining information from APA, the journal's Editors, and CPA's Finance Coordinator as required. Editors are required to complete an online CV as part of the application and commit to providing it to CPA by May 15th. Editors commit to reviewing documents and providing information as requested, adhering to the May 15th deadline in order to allow for sufficient time to deal with any last minute issues regarding the application.

3. Governing Bodies

3.1 CPA Board of Directors

The CPA Board of Directors is the policy-making body for the journals. The Board approves Editors' appointments and honoraria, establishment of new journals, page allocations, reprint policies, and funds for publication research and development.

3.2 CPA Publications Committee

The Publications Committee is a standing committee of the CPA Board of Directors. It is chaired by a member of the Board of Directors. The Publications Committee consists of the Chair, the 3 Editors of CPA journals, and two members-at-large appointed by the Chair. The CPA's Deputy CEO also sits on the Committee in an observer capacity; the Deputy CEO oversees CPA's Publications portfolio, manages the Publications budget, and is the primary liaison to the APA.

The Committee considers matters related to the publication of the journals such as Editorial policy, page allocations, publishing strategies, subscription campaigns, and budget issues. The Committee may refer matters to CPA's Administration and Finance Committee for review, and may make recommendations to the Board of Directors of the Association regarding journal policies.

The Publications Committee meets formally at the time of the CPA Annual Convention. Conference telephone calls or e-mail consultation may be used to handle matters of importance during the rest of the year.

The Publications Committee shall establish publication policies and make recommendations regarding the appointment of Editors to CPA journals.

The Board of Directors may discuss Editorial problems and make recommendations to the Publications Committee, particularly with regard to Editorial policy, range of coverage, limits of Editorial responsibility, and matters related to budget.

Annual Report

A major function of the Publications Committee is discussion of annual reports. In addition to the Publication Chair's annual committee report, each Editor is required to prepare a journal annual report and send it to the Head Office by May 1st so that the data can be summarized and included in the agenda for the Spring meeting of the Publications Committee and the Association's Annual General Meeting. Reminders are sent to the Publications Committee Chair and the journal Editors in April by CPA's Governance Assistant.

Editors should distribute their annual reports to their Associate Editors, Editorial boards, their Editor-elect, and any others who might benefit from the data. The report should contain the following material:

- a. A report of Editorial activities
- b. Recommendations for future operations of the journal
- c. Indication of number of manuscripts accepted and rejected during the year
- d. An estimate of the average lag time from acceptance to publication and the number of manuscripts currently awaiting publication
- e. Discipline information (e.g. origin, language, content use of articles)

As noted previously, the APA also prepares an Annual Publishers Report which is presented by an APA representative at the Publications Committee meeting during CPA's Annual convention.

4. Publications Policies

An Editor is responsible for the quality and content of a journal. While the Editor must ensure that the journal follows CPA policies regarding APA journals, he/she otherwise shapes the character and content of the journal.

Ordinarily, the Editor receives all manuscripts, screens manuscripts not worthy of consideration, allocates the remaining manuscripts to Associate Editors and ad hoc reviewers, and ensures that all manuscripts are promptly acted upon.

5.1 General Editorial Policy

The broad substantive area of a journal's coverage is established by the Publications Committee. Policies on specific journal content are established by journal Editors with the approval of the Publications Committee. In the case of planning special sections and issues, Editors are asked to inform the Chair of the Publications Committee and Deputy CEO of their plans for a special issue before they are finalized and ideally prior to the publication year planned. This is primarily to ensure that information is known for reporting to SSHRC (which funds *CP* and *CJBS*) and for inclusion in reports to the CPA Board.

The journals are published once every 3 months, within the guidelines of the publishing agreement between the APA and the CPA.

Editors and Editors-elect can bring any issues regarding current policy to the Publications Committee Chair, who will in turn bring the issue, if appropriate first to the Publications Committee and then to the CPA Board of Directors for review, discussion and decision.

If the issue brought forward differs appreciably from the journal's existing Editorial policy, the new policy will be publicized as appropriate. If the issue was brought forward by an Editor-elect, he/she may request journal space from the outgoing Editor and submit copy on the new policy 3 months before publication of the issue in which it is to appear.

If the Editor-elect wishes to publish an inaugural Editorial based on a new Editorial policy, this Editorial will appear in the first issue for which the new Editor is responsible.

4.2 Page Allocation

Ordinarily, a journal publishes the number of pages allocated to it for a given year although filling the pages is not mandatory. As per the current publication agreement between the CPA and the APA⁶, current page allotments for each journal are as follows:

- *Canadian Psychology* = 95 Editorial pages (380 pages per year)
- *Canadian Journal of Experimental Psychology* = 80 Editorial page (320 pages per year)
- *Canadian Journal of Behavioural Science* = 83 Editorial pages (332 pages per year)

Editors are expected to predict page allocation need 1 year in advance based on manuscript journal page calculation formulae. As a general guideline, to estimate the number of 8¼ x 11 in. printed journal pages that a manuscript will fill, count the number of typewritten pages of text (including title page, abstract page, tables, and figures) and divide by 3.5. (A manuscript with 24 pages of text, 3 pages of tables, and 3 figures will probably fill 9 journal pages).

Various variables affect management of page allocation, including: manuscript submissions, rejection rate, Editorial and publication lags, content guidelines, and budget requirements. These variables should be monitored by Editors for fluctuations that might indicate need for an increase or decrease in page allocations. Editors are encouraged to accept only articles which closely fit the journal's content mandate.

Page increases or decreases within a year can be requested should circumstances warrant and budget permit. If Editors find that they need additional journal pages, they should inform the Managing Editor, who will determine the production and budgetary considerations and arrange for consideration of the request by the APA and the Publication Committee Chair. If extra pages are needed in excess of those budgeted, the CPA will be charged for the pages at production cost plus overhead, as well as incremental mailing costs.

Page Allocation and Economical Issue Size

Every page published in a journal comes out of the Editor's annual page allocation. This includes a table of contents, errata, author index, and advertising. The page allocation of a journal is divided among the issues of a volume so that issue sizes are as equal as possible. The journals are printed in page units of 4. The larger the page units, the more economical the printing. For instance, one issue of 67 pages would have 1 blank page and would include 1 large unit of 64 plus 1 small unit of 4. To demonstrate actual costs, consider that an issue of 100 pages costs more to produce than an issue of 128 pages, simply because of the page units and paper wastage. Editors, copy-Editors, typesetters and Head Office staff are to strive to produce issues of 64, 96, 128, or 144 pages.

⁶ This agreement is in effect until December 31, 2017, automatically renewing for a period of two years until such time that either party gives at least one year's prior written notice of intent to terminate the Agreement.

Number of Manuscript Submissions

The number of manuscripts submitted to an Editor determines the Editor's work load. The number of submitted manuscripts accepted by the Editor relates to the quality of the manuscripts and to page allocations. Detailed calculation sheets are available from APA's Managing Director and are made available to the Editors at the beginning of their terms.

Monitoring manuscript submissions helps an Editor to gauge whether he or she is accepting more pages than can be published within a given page allocation and whether he or she might be accepting at a faster rate than can be published within the page allocation.

An Editor who receives more acceptable papers than can be published within a journal's page allocation in a year experiences a growing backlog. It is the responsibility of the Editor to control the backlog by accepting only the most important, major contributions, thus raising rejection rates, or by lengthening publication lag of the journal. However, if journal space is being used efficiently and it becomes clear that the Editor needs to be too selective, that the substantive area of a journal is growing, or that the publication lag is excessive, an Editor may request a larger allocation of pages or propose to the Publications Committee that the journal's area of coverage be redefined. Given the Association's constant financial constraints, permanent significant page allocation increases are unlikely unless special funding becomes available.

In the opposite situation, an Editor who experiences a decrease in manuscript submissions (or in acceptable manuscripts) should examine possible reasons: shifts in the field, competing journals, or authors' perceptions of Editorial coverage. When it appears that it will continue to be difficult to fill the allocated pages, the Editor should meet the manuscript deadlines by making needed adjustments in issue sizes based on the number of pages the Editor actually expects to produce during the rest of the year. Because budgets and printing and subscription rates are based on the original page allocation, the Editor also should consult with the Managing Editor about formal adjustments in page allocation, who will in turn consult with the Publications Committee Chair and APA's Managing Director.

Rejection rate. The rejection rate is the number of rejected manuscripts expressed as a percentage of all new manuscripts received and acted upon within a calendar year. Although there is no stipulated rejection rate, the aim is generally 70-80%.

Receipt date. The official receipt date of an article is the date of receipt of a manuscript that is ready for review. However, the course that a manuscript follows after an Editor receives it may vary, and an Editor should use the following guidelines in determining official receipt date:

- a. If a manuscript is accepted as originally submitted, the receipt date is clear: the date on which the Editor received the manuscript.

- b. If a manuscript is accepted pending revisions and the author revises the manuscript within the period specified by the Editor (which would not ordinarily exceed 60 days)⁷, the official receipt date is still the date on which the Editor first received the manuscript. Note that revised manuscripts should be treated as new manuscripts only when they have been substantively re-written and contain new data; this decision is left to the Editor's discretion.
- c. If a manuscript is rejected with suggestions for revision and then resubmitted by the author, it is treated as a new manuscript. The official receipt date then is the date on which the Editor receives the new manuscript.

The receipt date and the acceptance date of an accepted manuscript appears with the printed article.

Editorial lag. The period between receipt date and the decision date. This period should be as brief as possible.

Publication lag. Calculated from published receipt dates, this is the period between final acceptance and publication. Editors should aim to maintain a publication lag of no more than 12 months, which includes an Editorial lag of approximately 12 weeks. Production time from acceptance to publication is around 30 days, barring problems with permission forms, etc.

Articles may be published online first in as little as two weeks. Every three months, a set of articles is assembled for the next issue of the journal. This typically takes place at least 2 months and not less than 6 weeks prior to the publication month of the material.

4.3 CPA Style

CPA tries to maintain a common Editorial style in its journals, reflecting national and international standards of scientific communication and accepted usage in psychological literature. Authors are expected to abide by and Editors are expected to maintain the established rules of the APA Publication Manual for the preparation of original manuscripts. If an Editor disagrees with the requirements in the manual, he/she may adopt a deviation in the journal he/she edits only after approval by the Publications Committee.

4.4 Bilingual Policy of CPA

Articles are accepted in English or French; however, only the abstracts of accepted articles are translated. CPA Presidential Addresses are an exception to this; if published, these are translated in their entirety.

CPA has an external consultant whose primary function is reviewing the French copy edit post-layout.

⁷ If an author does not revise the manuscript within the specified period, the issue's production schedule will be maintained and the article in question will not be included; the Editor can then choose to include it in the next issue.

4.5 Journal Design and Format

Cover designs may only be changed through an official review process involving the Publications Committee. Current covers fall into two groups: simple covers with little type and covers carrying contents and masthead. Revisions of covers undertaken in 1991 reflect the first official style design.

Journal covers and typographical design should not change frequently and should be maintained in a format consistent with inside design standards. When a change does occur, it is usually concurrent with a change of Editor and is implemented with the first issue of a new volume. Although redesign is undertaken at the initiative of the journal Editor, final authority for a change rests with the CPA Board of Directors and the decision is made within context of precedent. Editors should discuss any ideas for a change in cover design with the Managing Editor early in their Editor-elect period to secure budgeting for new designs and approval before the scheduled press time of the Editor's first issue.

Subsequent management of design proposals, including solicitation of design bids, is the responsibility of CPA's Managing Editor in consultation with the APA Managing Director.

5. Type of Material Appearing in Journals

The usual forms for published research are articles, monographs, and brief reports.

5.1 Regular Articles

Journal articles are usually reports of empirical studies, literature reviews, theoretical articles, methodological articles, or case studies. The American National Standards Institute describes a scientific article as follows:

[An article that] attempts to achieve a significant extension or confirmation of knowledge or understanding, and...is written in such a way that a qualified research worker should, on the basis of the information given, be able: 1) to reproduce the experiment and secure the results described with equal accuracy, or within the limits of experimental error specified by the author; 2) to repeat the author's observations, calculations, reasoning, or theoretical derivations; or 3) to judge the probable validity of the author's conclusions and understand the limitation of the work reported. (ANSI 3.2.Z39.16, 1972)

The sixth edition of the *Publication Manual* of the American Psychological Association (2010) says this about manuscripts published in scientific journals:

“Members of the scientific community generally agree that...articles represent research not previously published” (p. 9).

Empirical Studies

The sixth edition of the *Publication Manual* of the American Psychological Association (2010) defines empirical studies as “reports of original research. These include secondary analyses that test hypotheses by presenting novel analyses of data not considered or addressed in previous reports. They typical consist of distinct sections that reflect the stages in the research process and that appear in the following sequence: introduction, method, results, discussion” (p. 10).

Literature Reviews

According to the sixth edition of the *Publication Manual* of the American Psychological Association (2010), “literature reviews, including research syntheses and meta-analyses, are critical evaluations of material that has already been published” (p. 10).

Theoretical Articles

According to the sixth edition of the *Publication Manual* of the American Psychological Association (2010), in theoretical articles “authors draw on existing research literature to advance theory” (p. 10).

Methodological Articles

The sixth edition of the Publication Manual of the American Psychological Association (2010) defines methodological articles as those that “present new methodological approaches, modifications of existing methods, or discussions of quantitative and data analytic approaches to the community of researchers. These articles focus on methodological or data analytic approaches and introduce empirical data only as illustrations of the approach” (pp. 10–11).

Case Studies

According to the sixth edition of the Publication Manual of the American Psychological Association (2010), case studies are “reports of case materials obtained while working with an individual, a group, a community, or an organization. Case studies illustrate a problem; indicate a means for solving a problem; and/or shed light on needed research, clinical applications, or theoretical matters” (p. 11).

5.2 Descriptions of Articles Accepted in Each Journal

In addition to the articles noted above, other types of articles include brief reports, comments and replies on previously published articles, book reviews, obituaries, letters to the Editor, and monographs.

CPA’s journals will accept articles based on quantitative, qualitative and mixed-methods approaches. Below is a summary of the types of articles accepted by each of CPA’s journals. The maximum page length that is generally accepted by a given journal is 40 pages; however, Editors may make exceptions as submissions are received. This page limit may vary with each journal given the journal’s page allocation.

Canadian Psychology

Canadian Psychology has a mandate to present generalist articles in areas of theory, research, and practice that are potentially of interest to a broad cross-section of psychologists. Manuscripts with direct relevance to the context of Canadian psychology are also appropriate for submission. Original, empirical contributions are not within the mandate of the journal, unless the research is of direct relevance to the discipline as a whole (e.g., a survey of psychologists about the future of the discipline).

Occasionally, *CP* will publish book reviews judged to be of broad interest to the general psychology community.

Canadian Journal of Experimental Psychology

The *Canadian Journal of Experimental Psychology* publishes original research papers that advances understanding of the field of experimental psychology, broadly considered. This includes, but is not restricted to cognition, perception, motor performance, attention, memory, learning, language, decision making, development, comparative psychology, and neuroscience.

CJEP will publish: a) papers reporting empirical results that advance knowledge in a particular research area; b) papers describing theoretical, methodological, or conceptual advances that are relevant to the

interpretation of empirical evidence in the field; c) brief reports (less than 2,500 words for the main text) that describe new results or analyses with clear theoretical or methodological import.

Occasionally, *CJEP* will publish book reviews judged to be of broad interest to the experimental psychology research community.

Canadian Journal of Behavioural Science

The *Canadian Journal of Behavioural Science* publishes original, empirical contributions in the following areas of psychology: abnormal, behavioural, community, counselling, educational, environmental, developmental, health, industrial-organizational, clinical, neuropsychological, personality, psychometrics, and social.

A limited amount of space is also available in the journal for brief reports with theoretical and practical implications. The Brief Reports section can also be used for psychometric reports and to disseminate Canadian norms or forms for standardized tests.

5.3 Best Article Awards

Beginning in 2014, the CPA is pleased to support awards for best article of the year in each of CPA's journals. The recipient of the best article award receives a \$1000 award, as well as \$70 credit to be put toward any CPA product. Awards are announced via CPA's various communication mechanisms (e.g. website, CPA News, social media). Winners are given their award at the CPA's Annual Convention in June.

Note: The best article award for *CJEP* is co-sponsored by the CSBBCS. Award winners are acknowledged at the annual meeting of both the CPA and the CSBBCS.

6. Manuscript Submission Process

Each Editor is encouraged to follow the guidelines outlined below for vetting manuscripts, although modifications are possible. The following guidelines are intended to assist the Editors in their work and to provide a framework to assure consistency.

6.1 Submission of Manuscripts

All manuscripts should be submitted electronically through the Canadian Psychology manuscript submission portal found on each respective journal page on CPA's website (<http://www.cpa.ca/membership/membershipbenefitsandservices/cpajournals>).

All articles submitted to CPA journals should:

- a. Follow the style and formatting guidelines of the American Psychological Association's *Publication Manual*⁸,
- b. Use tables, graphs, and figures sparingly,
- c. Have an abstract in the corresponding language of the submission (authors may submit both an English and a French-language version of the abstract if they choose),
- d. Use non-sexist language.

Authors are asked to remove their name and other obvious identifying information from the manuscript and only have it noted in the accompanying letter. This is so that as much as possible, personal considerations are eliminated during the review process. The last name and first name entered in the submission should be those of the primary/contact author. The file should be named with the author's first initial(s) and last name (e.g. JDLastname.rtf) and should adhere to the journal's guidelines in all respects, including file type format. Authors submitting multiple documents (such as a revision and a cover letter outlining author revisions following review) should submit the documents in a single compressed file (zip or tar.gz format).

6.2 Ethical Considerations

Authors are responsible for doing their research and preparing their manuscripts in accordance with accepted ethical standards. Authors are also responsible for determining publication credit and specifying order of authors' names.

Questions of possible unethical conduct (e.g. plagiarism and false publication credit) shall be referred by Editors, authors, or other concerned parties to the CPA Committee on Ethics.

6.3 Acknowledgement Footnotes

The author should obtain consent from the persons named before listing their names in an acknowledgment footnote.

⁸ Additional formatting information can be found online at <http://www.apa.org/pubs/authors/instructions.aspx>

6.4 Manuscript Acknowledgements

When a submission from an author is received and logged in by the Editorial office's manuscript coordinator, the author receives a confirmation email; this letter contains the manuscript number assigned to the submission, along with instruction on how the author can access the peer review system to check the status of their manuscript. It is at this stage that the Editors' role in the peer review process begins.

7. Review Process

The American Psychological Association (APA) uses an online peer review system to manage journal submissions; this system also manages the participation of authors, reviewers, and Editors in the peer review process.

The main Editor can choose to handle the manuscript through to decision, or can assign it to another Editor (called an “associate” Editor). The Editor handling the submission searches the system for qualified individuals with expertise in the subject area of the manuscript, and then sends invitations to review the submission. As a matter of course, Editors pre-review articles that have been submitted. Based on this pre-review, an Editor may determine that a manuscript does not warrant review (e.g. due to inappropriate content, excessive style violations, excessive grammatical errors, etc.). In this case, Editors will return the manuscript to the author without review but with an explanation of the decision (i.e. justification for rejection and/or requirements for re-submission).

7.1 Reviewer Selection

Given the importance of reviewers in the Editorial process, reviewer selection is done with considerable care. The Editor-elect and the Associate Editors should compile lists of prospective ad hoc reviewers, adding names of reviewers to the list as needed. Such lists ultimately may contain hundreds of names and addresses. Although Editors have a wide knowledge of the people in their field and often know to whom to send manuscripts, they may try to broaden their list of reviewers by scanning the literature, soliciting input from past Editors, examining authors’ reference lists to find other experienced individuals in a given field, etc.

The journals seek reviewers who will act fairly and promptly, yet provide thorough, constructive assessments. Manuscripts are typically assessed by reviewers from the same sub-area of psychology. For a substantial proportion of manuscripts, a member of the journal’s Editorial Board provides one of the reviews.

7.2 The Review Process

Reviewers agree or decline the invitation based primarily on their availability. Should they accept the invitation (accepting or declining is done via clicking a web link in the invitation letter), the reviewer will read the manuscript (which is considered privileged information) and then come to the peer review website to submit their narrative commentary on the positive and less than positive aspects of the submission. The Editor handling the submission reads these reviews. Both the reviewers’ input and the Editor’s own professional judgment the Editor make a decision regarding the submission’s suitability for publication in the journal. If it is an Associate Editor making the decision, prior to sending the decision to the author, the manuscript then travels back to the main Editor for his/her information/approval. It is important that the main Editor be aware of all decisions being made for the journal.

The paper can be accepted, sent back for to the author for revision, or rejected. Most papers undergo at least one revision prior to acceptance. An offer for revision does not indicate that the paper will be

accepted, but it does mean that the handling Editor believes it has the potential to be published. Most decision letters include detailed feedback for authors, so that they can incorporate suggested changes into their manuscript. When authors resubmit, they will include a “response to reviewers”, which offers a detailed explanation of all changes made, and addresses specific criticisms made by the reviewers (or Editor) in the previous round of peer review. These comments are part of the resubmission, so that they can be made accessible to reviewers of the revision.

Beginning in 2012, the APA Journals Office began its move away from our proprietary electronic peer review system called Journals Back Office (JBO), and into Editorial Manager (EM), a peer review system maintained by an external vendor, Aries Systems. This transfer will be complete in mid-2014. All three CPA journals have been or will be moved into Editorial Manager. EM supports over 5,000 journals worldwide, offering a robust system for the peer review process: allowing for expanded media types in submissions, enhanced automation in messaging, and the ability to customize settings for the journal that suit an individual Editorial team.

7.1 Blind Review

CPA’s objective is to achieve unbiased review of manuscripts, but the CPA Board of Directors recognizes the impracticality of achieving sufficient anonymity with some manuscripts because of an author’s reputation. The Board has stated that where blind review is used, the Editor is privileged to know the identity of the author in order to communicate with him/her.

7.2 Protection of Unpublished Manuscripts

An author is protected by common law against unauthorized use of his or her unpublished work; therefore, an unpublished manuscript is considered a privileged (confidential) document. The Editor and reviewers therefore may not circulate, quote, cite, or refer to the unpublished work, nor may they use information in the work to advance their own work or instruction, except as they obtain specific permission for such use from the author. A manuscript is the author’s private property until it is in press. Authors will be notified if their manuscript has been rejected; if it has, the Editor will retain a copy of the manuscript for the journal’s files and any copies held by Associate Editors, consulting Editors, or reviewers are destroyed. See “CPA Internet Posting Policy” for further information.

7.3 Editorial Decision

If there is a consensus to accept (or reject) a manuscript among the reviewers and the Editor, this recommendation is communicated to the author. If there is not a consensus among the initial reviewers, the Editor may cast a deciding vote, he/she may seek additional reviews, or he/she may consult with a member of the journal’s Editorial Board. The ultimate decision to accept (or reject) a manuscript belongs to the Editor, even if a Guest Editor has vetted the manuscripts related to a specific issues. Indeed, it is conceivable that an Editor will reject a paper despite support by all reviewers, or accept a paper despite negative recommendations from the reviewers.

7.4 Opportunity to Reply

When an Editor receives comments, unsolicited or solicited, on a recently published article, he/she is under no obligation to publish them. If an Editor decides that such a comment merits publication, the Editor customarily informs the author of the article under discussion that a comment is being published. However, the Editor is not obligated to do so. In addition, the Editor may invite the author to prepare a reply. Both the comment and the reply are subject to the same Editorial review and decision as any other article. Once an Editor decides to publish a comment or a comment and reply, the Editor should assign a number of journal pages to the discussion, with pages shared by critic and author. The reply may appear in the same issue as the comment or in a later issue. The exchange should normally end there.

7.5 Authors' Complaints

As noted earlier in Section 1, the journal's Editor is the arbiter. Authors who have a complaint about an Editor, a reviewer, or another author should first bring the matter to the attention of the Editor. If the matter is a question of publication policy or procedure, or concerns CPA's Head Office, the Editor should consult the Chair of the Publications Committee, who will bring the matter to the Board. Matters of ethical concern/complaint should be brought to the attention of CPA's Committee on Ethics. Editors are required to maintain an active file of all such correspondence during their terms.

7.6 Correcting Page Proofs

Authors are sent instructions on correcting their page proofs with a PDF of each typeset article.

7.7 Copyright and Permissions

Authors give permission for CPA to publish each manuscript by completing and signing the following documents:

- Full disclosure of interests
- CPA Publication Rights Form
- Permissions Alert for CPA Authors
- Certification of Compliance with the CPA *Canadian Code of Ethics for Psychologists*
- CPA's Internet Posting Policy

These documents are sent to the primary author by the APA upon acceptance of a manuscript. Manuscripts are only published upon receipt of all the completed documents.

A representative from the APA's Publication Office Editor ensures that an author has secured permission for the use of any previously published material (tables, figures, or lengthy quotations); signed permissions documents are requested by the APA and sent to the APA upon completion. Although an author is responsible for the reliability of his or her work, Editors should be aware of the possibilities of plagiarism, libel, invasion of privacy, misrepresentation, and discriminatory practices for which CPA may be held liable.

The CPA journals are copyrighted by the Association. As the copyright holder, CPA is in a position to protect authors from unauthorized use of their material and to press charges in case of infringement.

Authors are further protected by the CPA policy requiring any person wishing to use previously published text, tests or portions of tests, tables, or figures one-half page of CPA journal material to seek the permission of CPA. CPA currently charges a fee of \$50.00 for permissions. Authors who wish to re-publish their own material from a CPA journal must, as a matter of form, request and receive permission from CPA, but they are not charged any fee.

Requests for permission to use any material, including the table of contents or single abstracts from a journal or questions by Editors regarding copyright, permissions, or reprinting can be sent to the CPA Head Office at permissions@cpa.ca.

CPA Internet Posting Policy

If a paper is unpublished (and has not been submitted), an author may distribute it on the Internet or post it on the website but should label the paper with the date and with a statement that the paper has not yet been published (e.g. Draft version 1.3, 1/4/08. This paper has not been peer reviewed. Please do not copy or cite without author's permission).

Authors of articles published in CPA journals may post a copy of the final manuscript, as accepted for publication, as a word processing, PDF, or other type of file, on their website or their employer's server after it is accepted for publication.

The following conditions would prevail:

- The posted article must carry a CPA copyright notice and include a link to the CPA journal home page or to the final published version using the article's DOI, or digital object identifier that may be found on the first page of the published article, in the upper right hand corner.
- Further, the posted article must include the following statement: "This article may not exactly replicate the final version published in the CPA journal. It is not the copy of record."
- Neither CPA nor APA provides electronic copies of the published version for this purpose, and authors are not permitted to scan in the CPA typeset version of the published article.
- Authors are not permitted to download and subsequently post the CPA typeset version of the published article.

8. Publication Process

Each fall, the schedule for the coming year is sent to *each* Editor. The “last manuscript received at APA” date is the date by which the APA Journals Office must have received enough manuscripts to fill the planned number of pages in the designated issue. It is recommended that the Editor forward to the APA Journals Office enough articles so that up to two times the number of pages needed for a given issue are on hand by the last manuscript received at APA date.

Manuscripts are to be sent to the APA Journals Office as they are accepted. That said, transmittal of the manuscript to the peer review system should occur only after all forms are received and complete. On the same day files are transmitted to APA, the following documents are to be sent to the APA Journals Office:

- completed APA Publication Rights form, checking that the corresponding author has signed the copyright transfer section and that each author has signed the authorship certification section. If any signatures are missing, do not forward the manuscript to the APA Journals Office
- completed Full Disclosure of Interests form for each author. If an author has indicated a potential conflict of interest, the Editor should review the author note to ensure that it is worded appropriately
- completed Ethical Principles compliance form, signed by the corresponding author, if applicable

When the manuscripts arrive at the APA Journals Office, they enter a production process lasting approximately 4–5 weeks. The APA Journals Office sends manuscripts to the typesetter for file cleanup and pre-editing, then copyedits manuscripts, e-mails queries that arise during copyediting to the author for response prior to typesetting, and incorporates resulting changes into the edited manuscript. The manuscript is then sent to the printer for typesetting and page makeup.

APA publishes journal articles online in the PsycARTICLES database in advance of print issues. New articles are released into the PsycINFO and PsycARTICLES databases on a weekly basis. Articles appearing Online First are considered published and are citable, so any textual changes that may need to be made to an article once it has appeared online will require a formal correction notice/errata. The only difference between the Online First version of an article and the one that appears in the print/online issue will be the addition of volume, issue, and page numbers.

By the “Final TOC completed by Editor” date, Editors should work with the Manuscript Coordinator to finalize the TOC. There may be papers that were sent to the APA Journals Office before the last manuscript in date but that will not be ready in time for the issue, for example, because the author is late in reviewing the proof, because necessary permission to reproduce copyrighted material has not been obtained, or because the version of the paper that the APA Journals Office received was not the final version.

Once the manuscripts are typeset, the printer sends to the Editor electronic proofs of all articles or of just the front matter, as requested. The Editor need not proofread the issue because proofreading is the author's responsibility; nevertheless, the Editor may wish to note receipt of the proofs as a way of keeping up with an article's progress. The Editor may want to check the accuracy of the spelling of the authors' names and the dates of submission on the proofs. Occasionally, authors do not respond to queries or review the proof in a timely manner. If that happens, the Account Manager may contact the Editor to indicate that the article will not be available for inclusion in the lineup for the next issue.

9. Accessing the Journals

9.1 Corporate Subscriptions

CPA's journals are available via corporate subscriptions through institutions such as regulatory bodies and academic institutions.

9.2 Online Access

CPA's journals are available online via CPA's Members Only Area on its website (<http://www.cpa.ca/membership/membersonlyarea/>).

9.3 PsychNet Gold

In May 2011, CPA signed an agreement with APA which allows CPA to sell the APA's PsycNET GOLD® package of databases to the Canadian psychological community for individual use. Subscription rates were negotiated for CPA members and non-members. In July 2011, the CPA trialed a one-month free access membership. Following the one-month trial, users were invited to subscribe. CPA and APA renewed their agreement for PsychNet Gold in 2014.

Although some psychologists in Canada may have access to a small subset of APA's databases through their regulatory bodies, the CPA agreement affords individual access to PsycNET GOLD® which includes all five of APA's databases:

- PsycINFO® – Abstracts-only, comprehensive coverage of peer-reviewed literature in the behavioral sciences and mental health
- PsycARTICLES® – World's largest full-text database in psychology
- PsycBOOKS® – Full-text chapters from APA books
- PsycEXTRA® – Gray literature abstracts and full-text
- PsycCRITIQUES® – Incisive book and film reviews

As noted previously, the APA manages our journals electronically through PsycARTICLES, to which over 3,000 institutions with site licenses subscribe. In addition, there are over 4,500 individuals worldwide that have electronic access to CPA journals through PsycARTICLES, as well as over 6,000 member subscribers of CPA. PsycARTICLES is a full text database that is powered by PsycINFO, the worlds' largest database of psychological literature abstracts, managed by APA.

PsycARTICLES is distributed through multiple channels or database platforms; however, the APA only has data for their proprietary platform, PsycNET. In addition to PsycNET, PsycINFO and PsycARTICLES are distributed by a number of third-party platforms including EBSCO, ScienceDirect, Hogrefe, OCLC, Ovid and ProQuest CSA. CPA's journals are listed in a number of indexes in Canada, the U.S. and abroad; APA is responsible for indexing the journals.

9.4 PsychAlerts

CPA Members are notified via an email alert about the release of each issue of any of CPA's journals. The alert details the journal issue and includes a table of contents. Up until November 2013, CPA members had to sign up with APA to receive these alerts. In November 2013, PsychAlerts were built into CPA's Membership Renewal process so that members will automatically be signed up to receive these alerts unless they opt out; in July 2014, in accordance with Canada's new anti-spam legislation, each year during CPA membership renewal, members will have to explicitly indicate their preference to either receive or not receive PsychAlerts. In addition, when a new issue of a CPA journal is received/released, notification will be sent to all CPA members via CPANews (CPA's online newsletter) and CPA's social media outlets, and a posting will be noted on the homepage of CPA's website (*Now in CPA's Journals*).

10. Closing the Editor's Office

10.1 Final Manuscripts

The outgoing Editor should calculate the redirection date carefully: If it is set too early, a manuscript famine can occur late in the year; if set too late, a surplus of manuscripts can occur. Ideally, as the Editor enters his or her last year, there should be sufficient publishable manuscripts already in the review process (no more, no less) to fill the issues remaining in the Editor's term. Should a backlog be incurred, the ideal level is one-issue's worth.

The outgoing Editor may be asked by the Editor-elect for space to print an Editorial on new journal policies. The decision to provide space is the outgoing Editor's. Occasionally, outgoing Editors will write a farewell Editorial. In either case, space for these functions comes from existing page allocations, and is not in addition to them.

10.2 Last Annual Report

The Editor closes the office operation by December 31st and the final annual report for the CPA Annual General Meeting that he/she writes should be sent to Head Office in December at the end of his/her term. If, however, activity of the last volume overlaps into the new year, then in addition to the regular annual report, the Editor should write a (brief) final report bringing the Editorship to a close. This report, together with appropriate statistics and expense accounting for the new year period, should be sent to CPA's CEO and the Editor-elect, to be incorporated into the Editor-elect's first annual report the following year.

10.3 Transfer of Files

The Editor and Editor-elect should discuss the transfer of files. Appropriate materials for transfer are annual reports, statistics, minutes of meetings, CPA correspondence, and archival documents. Manuscript files and correspondence of published articles should be held by the outgoing Editor for at least a year after final action; the Editor may hold them or have these documents held within the offices of the CPA. Then they can be disposed of as the outgoing Editor sees fit. Manuscript files and correspondence of articles still in the queue for publication should be forwarded directly to the Editor-elect.

The CPA Head Office itself does not maintain Editor's archives. Editor's files are welcome additions, however, to the CPA Archives deposited in the Canadian Archives. Depositions are made every few years, and Editors may send their material to the Head Office.

10.4 Notice of Office Closing

Associate Editors, Editorial boards and the Editor's institution should be informed of the outgoing Editor's tentative schedule for closing the office.

10.5 Last Honorarium

The last honorarium is forthcoming in October of the Editor's 4th year of their term unless this has been contracted otherwise. The outgoing Editor is entitled to continue receiving a complimentary subscription to the journal for life. The Editor should so indicate on the annual dues notice in the last year of the term.

11. Head Office Journal Operation

The CEO, the Deputy CEO/Managing Editor, and other CPA staff assume a variety of roles in working on journal matters. As noted elsewhere in these guidelines, Head Office concerns with respect to journal operations include ongoing liaisons with the Editors, the Publications Committee, the Board of Directors, and the APA; the preparation of budgets, audits, and grant applications; managing member and non-member subscriptions lists and routine correspondence with member and non-member subscribers; responding to permission requests; and any necessary businesses associated with the journal operation.

In this capacity, Head Office regularly receives correspondence on the following matters:

- Queries about to which journal an author should submit a given manuscript
- Copyright questions
- Reprint problems
- Requests for permission to use material from the journal
- Correspondence from compilers of periodical literature
- Requests or complaints from librarians
- Requests from abstracting services for blanket permission to reproduce abstracts
- Subscriber correspondence and complaints
- Requests for exchange of journals

11.1 Preparation of Audit

In January, Head Office prepares for the audit of the Association. It is necessary for CPA's CFO and Finance Coordinator to have all of the records of expenses on hand at that time. Ideally, all of the issues of the previous year's journal schedule will have been published by that time and the invoices will have been received from the printer and duly paid. When this is not the case, the Managing Editor submits detailed estimates of expenditures to the CEO and CFO. CPA budgets for and audits for journals actually sent during a calendar year. Consequently, it is important from an audit point of view for journals to remain on schedule.

11.2 Invoicing

First member renewal notice is sent to CPA members in October of each year. Each member is entitled to receive *Canadian Psychology* and one of the other CPA journals. The member may receive the third CPA journal by payment of an additional fee. The member so indicates on his/her renewal; during renewal, members also indicate if they prefer to receive the journal(s) in print or electronically.

Invoices for non-member subscribers include journal(s), as well as any arrears if applicable. Invoices are sent to the non-member subscribers and/or their agents. Many non-member subscribers pay through subscription agencies. The CPA Head Office will have previously (in July) advised the subscription agencies regarding the subscription rates for the following year.

Upon receipt of payment, the member and non-member subscribers are noted. If a member wishes a third journal, this information is added to their file. In December/January, Head Office prepares and sends a second notice to those members and non-members who have not yet renewed; a third notice is sent in February/March.

11.3 Handling Claims

Member and non-member subscribers who have not received a journal which they expected at a given time often write to CPA enquiring with respect to the whereabouts of the journal. If, in fact, the journal has been mailed and not received by the subscriber, Head Office staff will check the status of the person making the request (address, active or non-active membership, paid or outstanding), and then sends the missing document to the subscriber if the member/subscriber is in good standing. If the issue referred to in the claim has not been sent yet because of a publication delay, an explanatory letter is sent to the subscriber indicating the anticipated arrival date. The CPA staff person responsible for subscribers coordinates contact with external subscription agencies to ensure they are well-informed about journal publication/production delays, when they occur.

11.4 Handling Advertisements

Both CPA and APA may receive requests for advertisement space in the journals. Space is made available for a fee. Once the advertisements appear in an issue of the journal, the advertiser is billed and a tear sheet is sent with the invoice. Advertisement rates are periodically reviewed by the Deputy CEO. Collection, processing and billing of advertisements is handled by the APA. The acceptability of an advertisement for publication in CPA journals is based on legal, social, professional, and ethical considerations. In addition, an advertisement must be in keeping with the general scholarly nature of the journals. The general policy is stated as follows:

The publications of the CPA are published for, and on behalf of, the membership to advance psychology as a science, as a profession, and as a means of promoting human welfare. The Association, therefore, reserves the right to unilaterally REJECT, OMIT, or CANCEL advertising which it deems to be not in the best interest of these objectives, or which its tone, content or appearance is not in keeping with the essentially scientific, scholarly, or professional nature of its publications. Conditions, printed or otherwise, which conflict with this policy will not be binding on the publisher.

Elaboration of this general policy is contained in the following specific statements about the kind and content of advertisements that are or are not acceptable for publication in CPA journals. The statements are intended to establish guidelines for CPA personnel responsible for administering the policy, as well as for those submitting advertising for publication.

- a. CPA endeavours not to discriminate on the basis of age, race, colour, religion, sex, sexual orientation, or national origin in its own employment practices and will not knowingly permit its publications, as advertising media, to be used by others in support of discriminatory employment practices.

- b. The Association reserves the right to refuse advertisements submitted for printing in any Association publication which in the Association's judgment manifest any overtones of discrimination because of age, race, colour, religion, sex, sexual orientation, or national origin. These advertisements may be accepted after being edited to eliminate objectionable material.
- c. Advertisers will be encouraged to use gender-neutral terms in advertising text, since the use of certain pronouns (e.g., him or her) could under certain circumstances, be understood to imply discrimination (not necessarily job description) on the basis of sex.
- d. The Association does not assume responsibility for claims made in advertisements.

11.5 Promotion

The development of promotional strategies aimed at raising the profile of the journals among potential subscribers is regularly discussed by CPA's CEO and Deputy CEO, CPA's Manager of Membership and Association Development, the APA, CPA's Publications Committee Chair and the respective journal Editors. The Publications Committee may also make recommendations for formal or one-time promotions of Special Issues and collections of theme articles.

CPA Journals are advertised in other journals and promoted at meetings of learned societies and other psychologically-relevant associations. Other potential subscribers, particularly University libraries, are advised about the journals through subscription catalogues and mailing to subscription agencies.

11.6 Back Issues

When an issue of a CPA journal is mailed, as previously arranged with the printer, extra copies are sent to the CPA Head Office. These will be used to handle claims for new members joining the Association later in the calendar year and for persons or agencies purchasing back issues in future years. As a general rule, CPA orders 7% of the total mailing quantity as back issues. This total is added to the quantity ordered from the printer.