

INTERNATIONAL JOURNAL OF SANDTRAY THERAPY INSTRUCTIONS TO AUTHORS

IJST welcomes articles addressing the practices and research of Sandtray therapy. The article must meet one of the following areas below. If you are uncertain, please contact us.

CLINICAL CRITERIA

- Sandtray process and clinical skills (reflection, tracking, directives)
- Neuroscience
- Supervision (with Sandtray)
- Interweave Sandtray with different theories and models
- Sandtray with special populations (ie, clinical issues, extreme poverty, minority, family therapy, substance use)
- Materials used in Sandtray

Please submit materials for review to the appropriate website. All submissions should be in APA format. Times New Roman 12-point font, double-spaced with 1" margins, including references following the standard style guide of the American Psychological Association (Publication Manual of the American Psychological Association, 7th ed.), www.apastyle.org. Articles should include an abstract of no more than 150 words, on a separate page, which restates the title and provides a summary and purpose of the paper.

SUBMISSION PROCESS

- Confirm all required sections are included in your manuscript.
 - (i.e. Title page, Abstract, Keywords, Introduction, Materials & Methods, Results, Conclusions, and Artwork/Tables with captions). You should also include conflict of interest disclosures and other ethics statements.
 - English Language
- Your references may be submitted in APA format. Please confirm formatting is consistent throughout.
 - Including the DOI is highly encouraged.)
- If you are asked to revise your manuscript for corrections after editorial or peer review process, the journal will request the revised manuscript to be formatted according to guidelines at that time.
- After peer review; your paper will be submitted to CrossRef to screen for plagiarism and Dual Publication.

Submission checklist:

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1. Read your chosen The International Journal of Sandtray submission requirements
2. Read the online submission system guidelines
3. Use the link below to upload
4. Read about what to expect from peer review and the possible outcomes for your manuscript, including what to do if your manuscript isn't accepted right away.

Tables are retained for important data directly related to the content of the paper. A well-constructed table should enable data to be isolated from the text and presented in a way that enables the reader to quickly see patterns and relationships of the data not readily discernible in the text. Use brief but explanatory table titles.

Submit tables in Microsoft Word's Table function. Tables in Excel format are also acceptable. (Tables should not be submitted using tabs, returns, or spaces as formatting tools.) Figures must be submitted in the article as needed and in the appendix section.

Articles are considered that are original work and are not submitted simultaneously to another publication or have not already been published in whole or substantial part elsewhere. Once accepted for publication, an article may not be published elsewhere in any language without the consent of the Editor and the publisher. Authors must give signed Copyright Agreement for publication; however, permission to use material elsewhere will normally be granted on request. All manuscripts are submitted electronically as a Microsoft Word file. Material for publication should comply with non-sectarian, non-racist and nonsexist conventions, except by way of fair illustration for comment.

Your submission should have a title page bearing the name(s) and affiliation(s) of the contributing author(s), the word count, and three to five keywords. These keywords should capture your paper's main topics and highlight your original contribution. An email address is required for contact purposes and should be stated following the corresponding author's address in a footnote on the title page. All endnotes should be number referenced, gathered at the end of the article, and kept to a minimum. When submitting a manuscript to IJSTT, your name, email address, affiliation, and other contact details required will be used for the routine operational practices of the publication, including, when necessary, sharing with

PEER REVIEW

All manuscripts are read by three reviewers, who will advise the Editor on suitability for publication and any recommended changes. A double-blind review process is utilized (see below for double-blind review guidelines). Reviewers do not know the identity of the authors(s) and the identity of the reviewers is not known to the author(s). The Editor's decision is final.

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Communication, including the Editor's decision and request for revisions, will occur through email. Manuscripts must be submitted in American English. IJSTT requires formal usage of language. Contractions, slang, and abbreviations should be omitted, except in cases of direct quotation or when usage is specifically demanded by the context and set forth in quotation marks.

SUBMISSIONS: IJSTT is interested in publishing articles by practitioners and researchers within Sandtray community. IJST publishes clinically relevant, reader friendly research articles. We welcome submissions that describe non-traditional studies or that offer nontraditional narratives of traditional studies. Send manuscripts about your innovative ideas and practices to Amy Flantery at Amyf@truehopecounseling.com and Jennifer Hayes at jennifer.hayes@jhlmt.com

INTERVIEWS: Occasionally IJST publishes interviews with people who have made a unique or exemplary contribution to the field, whether they are a prominent academic or a committed and talented colleague. For further information about submitting a transcribed interview contact Jennifer Hayes Jennifer.hayes@jhlmt.com

DOUBLE-BLIND PEER REVIEW GUIDELINES

For journals that use double-blind peer review, the identities of both reviewers and authors are concealed from each other throughout the review. To facilitate this, authors must ensure that their manuscripts are prepared in such a way that they do not reveal their identities to reviewers, either directly or indirectly.

Please therefore ensure that the following items are present in your submission and are provided as separate files.

1. Title page

The title page will remain separate from the manuscript throughout the peer review process and will not be sent to the reviewers. It should include:

- The manuscript title
- All authors' names and affiliations
- A complete address for the corresponding author, including an e-mail address
- Acknowledgments
- Conflict of interest statement

2. Anonymized manuscript

Please remove any identifying information, such as authors' names or affiliations, from your manuscript before submission.

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As well as removing names and affiliations under the title within the manuscript, other steps need to be taken to ensure the manuscript is correctly prepared for double-blind peer review.

The key points to consider are:

- Use the third person to refer to work the authors have previously published. For example, write, “Smith and Jones (2015) have demonstrated” rather than “we/the authors have previously demonstrated (Smith & Jones, 2015)”.
- Make sure that figures and tables do not contain any reference to author affiliations
- Exclude acknowledgments and any references to funding sources. Use the title page, which is not sent to reviewers, to detail these and to declare any potential conflicts of interest to the editor.
- Choose file names with care, and ensure that the file’s “properties” are also anonymized submission.
- Take care to ensure that you do not inadvertently upload identifying information within any of the files that will be shared with reviewers.