



## **Author Guidelines for Submissions to *NCFR Report***

### **The mission of *NCFR Report***

*NCFR Report* is a quarterly magazine for members designed to encourage member-to-member dialogue. Through *Report*, National Council on Family Relations (NCFR) builds our community by reporting on people, events, and organizational news.

Each *Report* issue includes a *Family Focus on...* section addressing a “theme” that informs colleagues about research and its applications for practitioners and policy professionals. Recent themes have addressed Conflict, Violence, and War; Cultural Sea Changes; Effective Communication; and Dating and Mate Selection.

### **Writing style**

Unlike NCFR’s journals — composed of peer-reviewed, scholarly research articles — the articles in *Report* are written in a more informal style. The purpose is to feature an overview of family-related research along with its implications for practice and policy, not report original research.

### *Elements in a Report article*

In writing your article, try to accomplish the following objectives:

- Describe scholarly research in a translational, easy-to-read format.
- Present implications for practice and/or family policy based on the scholarly research discussed.
- Use an authoritative writing style with a clear foundation in empirical research and theory, not only opinions or speculation.
- Be engaging — small, relevant stories can be used occasionally.
- Write concisely — articles are approximately 1600 words, including title, author information, and references.
- Provide 3-4 short summary In Brief statements (total length is approximately 40-45 words) that provide a “hook” for the reader or brief information for scanners of the publication.

Rarely is there room for graphs or charts in print. When supporting graphs or charts are helpful in explaining the research — including videos of authors discussing the research — these valuable resources can be included online. Discuss ideas with the editor.

### *References*

1. Include 3-5 of the most important references, in APA 6, in the Selected References section of the article. Additional references can be incorporated into the text. Alternatively, you can provide a list of Recommended Resources

2. In-text references may be provided as a combination of a journalist style and APA. The reference may be written journalistically as “According to Morris Fishbein and Ernest W. Burgess’ 1947 book, *Successful Marriage*,” ... when referring directly to the author’s name. Include the traditional APA reference at the end of sentence (Fishbein & Burgess, 1947) when including a reference without specific attention to the author’s name.
3. It can be acceptable to allude to well-known and replicated research without specific attribution (e.g., “multiple researchers have found that...”). Be cautious about assumptions regarding what is well-known, however.
4. Obtain written permission to use any quotations or excerpts from another work not in the public domain or covered by “fair use” provisions of the U.S. Copyright Law. Proper acknowledgement should be given for such use of the materials in this new work.

### *Formatting*

1. Follow APA 6 guidelines when writing, unless directed otherwise.
2. Submit articles in 12-point Times New Roman font using Microsoft Word. Insert page numbers.
3. The title of the article should be no longer than 125 characters and spaces.
4. Sub-headers should be concise, convey critical messages yet catch the reader’s attention.
5. The article should be single-spaced, left justified, and have one space between paragraphs. Do not indent the first line of the paragraph. Use one space after periods.
6. The author byline should appear at the top of the file and should include the author’s name, credentials (e.g., Ph.D., CFLE, MFT, etc), position title, employer, and the first author’s email. Capitalize position title and employer; use a lowercase for ‘doctoral candidate’ or ‘student.’ Italicize the email. Use a comma to separate pieces of author information (e.g., name, credentials, position title, etc.). Use a semicolon to separate authors from different employers. Use ‘and’ to separate authors from the same employer.
7. Eliminate any word-processor formatting, (i.e. no page breaks, no “tracking changes,” columns, etc).
8. Use bullets with lists rather than em dashes. Bulleted lists should contain 5 – 7 completed thoughts (avoid 1- or 2-word items).
9. Use letters [a, b, c)] rather than numbers [1), 2), 3)] when providing a list.
10. Use ‘et al.’ to list three or more authors each time the reference is cited.
11. Spell out acronyms the first time they are used.
12. Avoid redundancy.
13. Watch for correct use of singular and plural verbs in sentences and subject/verb agreement.
14. Capitalize the first word and proper nouns in headers and sub-headers.
15. Use hyphens rather than en dashes. Use em dashes when additional comments — such as this — are added into a sentence. The em dash can take the place of a parenthesis and be used for a hard break or dramatic pause. Use a space on each side of the em dash.
16. Use the word ‘to’ when connecting numerical ranges such as 3 to 5.
17. Write out numbers one through nine, unless referring to age.
18. Use the percent sign (%) when providing a specific percent (33%).
19. Use the United States (U.S.) the first time when referring to the United States. Use U.S. in subsequent references. Note that America and American refer to continents, not a single country.

20. No marketing of author's products is allowed.

### **Submission and acceptance**

Send submissions to *Family Focus* Editor at [reporteditor@ncfr.org](mailto:reporteditor@ncfr.org) by the following **deadlines**.

**Spring issue – November 15**

**Summer issue – February 15**

**Fall issue – May 15**

**Winter issue – August 15**

Articles accepted for publication will be edited using standard editorial practice, and given priority based on a) relevance to the *Report* theme, b) how articles form a complementary collection, and c) brevity due to space limitations. Note that when articles cover very similar content and are of equal quality priority will be given by date of receipt. Authors are notified as to whether the article is accepted.

The contents of *Report* articles represent the views of their author(s) which may not represent the views of the entire organization.

### **Photos**

Send a high resolution jpeg photo (preferably 1MB or larger) of yourself to be printed with your article. Please send the photo as a separate attachment (not pasted into a Word document or email). Do not copy and paste or submit a photo lifted from a web page; these generally are not suitable for print reproduction.

### **Article editing**

The editor may edit and a copy editor will perform copy-editing to prepare the article for publication-including possible changes in the title, style, and format to conform to editorial usage, format of the magazine, and NCFR style. Changes may include last-minute deletions as necessary to meet the requirements of space and format. If there are large or substantive changes needed, the Editor will contact you.

### **Copyright information**

Authors are asked to sign a copyright agreement if their article is accepted. That form specifically transfers full and complete copyright ownership of the article to NCFR. Authors agree to refer to NCFR all requests to republish or reprint the whole or any part of the work. NCFR will respect the wishes of the author as to the use of his/her writings to the extent it is consistent with NCFR's purposes and goals. If any of the writings are republished or reprinted for the author's use, no fee will be assessed. Authors may reprint articles for their own use.

Questions? Contact the NCFR *Family Focus* Editor at [reporteditor@ncfr.org](mailto:reporteditor@ncfr.org) for information.