Journal of Feminist Family Therapy

Manuscript Guidebook

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I. About Journal of Feminist Family Therapy

Mission

The *Journal of Feminist Family Therapy* provides an international forum to further explore the relationship between feminist theory and family therapy theory and practice. The journal presents thought-provoking and insightful theoretical papers and empirical research related to feminism and/or gender, sexual identity, race, culture, power, privilege, and oppression and their intersection. Our mission is to highlight feminist tenets through a social justice lens with the goal of socially responsible practice as family therapists.

An important resource for scholars and practitioners, the journal views family therapy concepts from a feminist perspective while paying careful attention to cultural and contextual differences across social identities such as race, class, religion, spirituality, age, ethnicity, nationality, disability, health status, gender identity, sexual orientation, and/or political beliefs, language, immigration status, or other relevant social categories. It also applies a feminist-sensitive perspective to treatment issues such as depression, anxiety, stress, trauma, sexual violence, intimate partner violence, divorce, and relational problems.

The *Journal of Feminist Family Therapy* (JFFT) encourages both national and international scholars to share their knowledge, experiences, and research findings through online manuscript submissions. JFFT recognizes that manuscript structure and style can vary across training, institutions, and academic cultures around the globe. Therefore, brief guidelines for how to submit a manuscript using the Publication Manual of the American Psychological Association, 7th Edition (APA 7th) format are included in this guidebook. Authors are expected to further refer directly to the APA 7th text for detailed instructions. For a description of the JFFT submission review process and required manuscript format starting on page 5 this Guidebook.

Topics Covered in JFFT

The wide variety of topics covered by the *Journal of Feminist Family Therapy* includes but is not limited to the following. This list is different from the journal’s list of keywords.

- Addiction
- Adoption/foster families
- Aging
- Children and Adolescents
- Couple Relationships
- Emerging Adults
- Ethics and Legal Considerations
- Family Relationships
- Family Therapy Theory
- Feminist Theory
- Gender
- Health/Medical Issues
- International Families
- Interpersonal Violence
- LGBTQIA+
- Men/Masculinity
- Mental and Behavioral Health
- Meta-Analysis
- M/CFT Training/Supervision
- Multicultural Issues
- Multi/Intergenerational Families
Types of Publications and Frequency of Publication

JFFT publishes 4 issues per year and accepts submissions that are **empirical, non-empirical, clinical application, and theoretical**. Most important is fit with the aims and scope of the journal. Additionally, a new section of the journal is being launched in 2021 called, “Feminist Voices.” Submissions for this section can include, for example, first person narratives or creative writing. Additional information is provided on page 8 in this Guidebook.

All submissions will undergo anonymous double-blind reviews.

**JFFT Website**
https://www.tandfonline.com/toc/wfft20/current

**JFFT Submission Website**
http://www.editorialmanager.com/wfft/ or
https://rp.tandfonline.com/submission/create?journalCode=WFFT

If you are unsure if your manuscript meets the mission or criteria of JFFT or the new section of the journal, “Feminist Voices,” please contact the Editor, Dr. Kristina Brown, at: kbrown@adler.edu. However, do NOT submit your manuscript via email. Submissions will only be accepted through the website.

### II. Rights & Permissions

If your manuscript contains any content that has been published previously (i.e., figures, graphs, images, text)—even if by yourself—, you may need to obtain permission to use the material in your publication. To request permission to use material published by JFFT or other journals by Taylor & Francis, please also refer to the Taylor & Francis website:

https://taylorandfrancis.com/contact/rights-and-permissions/

**NOTE:** Your accepted manuscript will not be submitted to the publisher until all necessary written permissions are obtained from the copyright holder, who is usually the publisher, not the author or journal.
III. **Exclusive License to Publish (Contributor Form)**

Taylor & Francis requires a completed and signed Exclusive License to Publish (Contributor Form) from the **corresponding author**, who may not necessarily be the first author, on behalf of all other authors for a manuscript to be published in JFFT. After your submission has been accepted, you will receive an email containing information about the Exclusive License to Publish and instructions on how to complete the Contributor Form.

IV. **Manuscript Submission Process**

**Submission Process Outline**

The following is a graphic depiction of the submission, review, and publication processes. Decisions about manuscript submissions, including the right to reject or return to the author for revisions, is reserved by the editorial staff.

1. **Corresponding author submits manuscript online via Editorial Manager.**

2. **Editor checks the manuscript for overall fit and format acceptability (i.e., followed guidelines).**

3. **If the manuscript is acceptable*, the Editor assigns it to (a minimum of) two reviewers for anonymous reviews via the Editorial Manager.**

4. **The reviewers are requested to review and submit evaluations within 30 days. Completed evaluations are sent back to the Editor via Editorial Manager.**

5. **The Editor, based on the reviewers' evaluations and the Editor's own evaluation, makes a decision on the manuscript. For possible decisions, see below (1).**

6. **The Editor sends the decision and evaluations back to the corresponding author via Editorial Manager.**

7. **If the manuscript was invited for revision, either for publication or reconsideration, the corresponding author makes a decision with all co-authors whether to pursue. If authors accept, revise the manuscript and resubmit via Editorial Manager within 30 days.**

8. **The Editor reviews the revised submission and either redistributes to previous or new reviewers or makes a decision. For possible decisions, see below (2).**

9. **The Editor sends the decision and evaluations back to the corresponding author via Editorial Manager. Accepted manuscripts are published online and included in the next suitable** issue.

* *Acceptable: the manuscript has no major grammatical, stylistic, or content issues.
Possible decisions after first review (1):

(a) Acceptance of the manuscript for publication.
(b) Provisional acceptance of the manuscript, pending the revisions recommended by the Editor and reviewers. This may be indicated by a “conditional accept” or “minor revisions.”
(c) Invitation to revise and resubmit the manuscript for a second review after attending to the comments and recommendations made by the Editor and reviewers. This is indicated by a “major revision.”
(d) Rejection of the manuscript with recommendations of how to improve manuscript for submission to other journals.

Possible decisions after second review (2):

(a) Acceptance of the manuscript for publication.
(b) Invitation to make further revisions, either for provisional acceptance or further review. Depending on the depth of the revisions and availability of the original reviewers, submissions may be returned for review or new reviewers may be selected.
(c) Rejection of the manuscript.

Common Reasons for "Revise & Resubmit" or "Reject"

1. Absence of a feminist perspective/lens
2. Nature of the reviews and magnitude of changes needed
3. Lack of theoretical grounding
4. Lack of a sound research methodology
5. Research does not make a significant contribution to the body of knowledge pertaining to the particular topic
6. Lack of implication for family therapists
What NOT to Submit

JFFT does not accept literature reviews.

Before You Submit

Your ORIGINAL Manuscript

Before submitting your manuscript, please make sure that your submission meets the “Manuscript Preparations” available in section V. Specifically, it must be formatter and styled per the guidelines as well as submitted as a Word document (.doc or .docx) that follows APA 7th formatting.

Submissions should be no more than 30 pages, including references, tables, and figures, or approximately 7,500 words. If your manuscript is significantly longer than this, please reach out to the Editor for options.

If you should need to BLIND your submission (i.e., identifiers are either included in the text or the reference list), replace identifiers with the word “blinded” in brackets -> [BLINDED].

Please also make sure that you have two copies of your manuscript prepared to submit including one that does not contain author information so that JFFT may ensure a blind review. Both copies of your manuscript should include your full references:

1. One copy should be the full manuscript with author details (i.e., title page, acknowledgements).

2. One copy should be the full manuscript WITHOUT author details (this is also the document for which you need an accurate word count for submission).

If you are also including tables or figures, please submit those separately indicating within the manuscript either [INSERT TABLE (X) HERE] or [INSERT FIGURE (X) HERE]. Please note that production will place these as near to the indicated spot within the manuscript as possible.

Each manuscript must also be confirmed that it has not been published elsewhere and that it has not been submitted simultaneously for publication elsewhere. Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. As an author, you are required to secure permission if you want to reproduce any figure, table, or extract from the text of another source. This applies to direct reproduction as well as derivative representation, or when you have created a new table or figure which derives substantially from a copyrighted source.
All accepted manuscripts, artwork, and photographs become the property of the publisher. See pages 5 and 11 for additional information. Your manuscript must also include an acknowledgement of any funders to your research.

Additional information needed prior to submission:

1. ORCID ID for all authors – this is a FREE identifier that is created at orcid.org. It is a “persistent digital identifier” for scholarly work.

2. You will also need to provide the following for each co-author: their full name, email, organization, department, country, and funding information. Any co-authors will receive notification of submission and the opportunity to provide additional information into the system.

Your FEMINIST VOICES Submission

From a very early publication from the great Dr. Rachel T. Hare-Mustin (1978) states:

Central to feminist therapy is the recognition that (a) the traditional intrapsychic model of human behavior fails to recognize the importance of the social context as a determiner of behavior, and (b) the sex roles and statuses prescribed by society for females and males disadvantage women. (p. 181)

In the decades since, the following core concepts for feminist therapy have evolved:

- The personal is political,
- Commitment to social change,
- Women’s and girl’s voices and ways of knowing are valued and their experiences are honored.
- The therapeutic relationship is egalitarian,
- A focus on strength rather than distress is reframed, and
- All types of oppression are recognized (Anderson, Year Unknown).

And for research, feminist tenets include:

- All researchers have bias,
- Participant and researcher are co-creators of knowledge,
- Amplifying marginalized voices,
- Focus on privilege and oppression, intersectionality, and
- Identifying absent voices,
- And an awareness of power (Harvey et al., 2016).

“Feminist Voices” is a new section of JFFT. We invite short (3-5 pages) first-person submissions that respond or react to already published manuscripts or to current cultural and political events through a feminist perspective. The goal is to create a discourse giving voice to those without, which is consistent with feminist tenets described above. Submissions for this section could include first-person narratives, creative writing, or other imaginative or artistic endeavors. As this is a new section, please feel free to query the Editor, Dr. Kristina Brown, by email at kbrown@adler.edu.


**Your REVISED Manuscript**

If you have been invited to revise and resubmit or revise for publication, please reload your revised manuscript on Editorial Manager. **DO NOT re-submit your revised manuscript as a new submission.**

**How to Submit**


Editorial Manager allows for rapid submission of original and revised manuscripts and facilitates the review process and internal communication between authors, editors, and reviewers via a web-based platform.

*Editorial Manager technical support can be accessed at [http://www.editorialmanager.com/robohelp/10.1/index.htm](http://www.editorialmanager.com/robohelp/10.1/index.htm).*

**NOTE:** You will not be able to move through the process if there is any missing information. The “next” button is only available once all required information for that page has been inputted.

1. Create an account agreeing to the Terms & Conditions
2. Login and manage your basic account settings
3. Submission Creation
   a. Select the Journal of Feminist Family Therapy
   b. Confirm that you have reviewed these guidelines (which are also available on the website under “Instructions for Authors”)
   c. Confirm it is original material
   d. Select type of manuscript/submission
4. Manuscript Details
   a. Title (concise and informative, up to 20 words)
   b. Abstract (up to 150 words)
NOTE: If your article is accepted for publication, you can create a short (up to 2 minutes 20 seconds) video abstract that is either scholarly or as an opportunity to provide wider access to your article (i.e., lay persons).

c. Is it for a Special Issue?

5. Do you want to submit your data?

6. File Upload
   a. Please upload at minimum two versions of your manuscript (one with full details and the second anonymized) and any tables and figures (or photographs or artwork).
   b. Once the files have been uploaded, please select the appropriate description for each file from the dropdown menu.

7. Ethics Declarations
   NOTE: Please include any acknowledgements on your title page.

8. Manuscript Word Count (from your deidentified version, including abstract and references)

9. Keywords – these are the keywords you have indicated on your manuscript (listed below the abstract). Keywords can also be phrases.

10. Classifications – Please select as many classifications as necessary to accurately represent your submission. If your article is empirical, please make sure to indicate “methodology” as a classification. These are also used in matching reviewers with the requisite experience and expertise.

11. Authors
   a. Please confirm that you have connected your submission to your ORCID ID
   b. Make sure that you indicate if your published name is different (e.g., you would like to include a middle initial)
   c. Information about your co-authors including their full name, email, organization, department, country, and funding information.

12. Preview Submission – read through to confirm all the details for your submission are correct.

13. Click “Submit” and then “I Accept”

14. You will then be provided with a submission ID and a confirmation email will be sent to the corresponding author.
V. Manuscript Preparations

NOTE: If there are any differences between the “Information for Authors” section on the journal website and this Guidebook, please defer to the Guidebook.

Basics

Submissions should be no more than 30 pages, including references, tables, and figures, or approximately 7,500 words. Manuscripts exceeding this length will be returned for revision and resubmission. If your manuscript is significantly longer than this, please reach out to the Editor for options, e.g., creating two separate manuscripts.

If you should need to BLIND your submission (i.e., identifiers are either included in the text or the reference list), replace identifiers with the word “blinded” in brackets -> [BLINDED].

Format and Document Setup

All submissions should satisfy the following requirements:

1. Type-written into a Word document (.doc or .docx)
2. Use Times New Roman 12-point font
3. Single space after punctuation and between sentences
4. Double-spaced lines
5. Margins of 1 inch on all borders
6. Page numbers on upper righthand corner
7. Include an abstract of no more than 150 words (and video, if applicable)
8. Italics can be used for emphasis
9. Abbreviations should be spelled out the first time stated
10. Save your documents in .doc or .docx format

(11. Running Head is optional. If utilized, do not include any identifying information.)

Specifics

Recommendations from the Editor

- Review published articles in JFFT to better understand what is expected.
- Read your paper out loud before submitting.
- Beware of excessive typos.
- Use the oxford comma (Hint: Editor’s preference)
- Do not overuse abbreviations.
- Do you have too few or too many commas?
- Have you considered the mission of the journal?
- If available, use websites such as the writersdiet.com, or programs such as Turnitin before submitting your manuscript for consideration.

**APA Publication Manual 7th Edition Format**

All submissions to JFFT should follow the format set by the American Psychological Association (APA). The following are two resources for more information and guidance on using the APA 7th format:


Purdue Online Writing Lab: [https://owl.english.purdue.edu/owl/resource/560/01/](https://owl.english.purdue.edu/owl/resource/560/01/)

**Confidentiality and Protection of Participant Identity**

JFFT is committed to the protection of research participant identity and confidentiality. No manuscript and subsequent publication, except for studies involving participatory action research, should contain *any* information that could identify a participant or a study site. If participant name is necessary for the understanding of a manuscript, participants should select or be assigned pseudonyms.

Use of any photos/images in which participants could be identified must first receive *written* permission from participants before submission. Study sites should also not be named but described instead. For example, "participants were recruited from two sites—one a self-help organization and the other a women's shelter" or "participants were recruited from three universities in Midwest America."

**Word Choice**

JFFT is an inclusive journal that understands how word choices can differ across nations. We do not expect international authors to "Americanize" language; rather, we expect and respect linguistic authenticity. However, JFFT does expect American scholars to modify their word choice in a manner that allows papers to be read easily and clearly by scholars for whom English
is not their first language. We recommend that you have your manuscript *professionally* edited for language, especially if English is not your first language.

Additionally, we recommend that you review the section on “Bias-Free Language Guidelines” in the APA 7th for recommendations on word choice across age, disability, gender, participation in research, racial and ethnic identity, sexual orientation, socioeconomic status, and intersectionality.

Order of Manuscript Elements

Elements of your manuscript should be ordered in the following way:

1. **Title page** (required) - to be submitted as a separate page to ensure anonymity.
2. **Abstract and keywords** (required)
3. **Main manuscript text:**
   a. For empirical manuscripts: Introduction, Theoretical Framework, Review of the Literature, Methods, Results/Findings, Discussion, Implications – Research and Clinical, Limitations, Future Directions, and Conclusion.
   b. Utilize APA 7th headings to organize the manuscript (try to stay within three levels of headings)
   c. Citations must follow APA 7th style, including page numbers only when direct quotes are used.
4. **References** (required) – for all cited material within the main manuscript and the reference list follow APA 7th style.
5. **Notes** (if any)
6. **Appendices** (if any)
7. **Tables and Figures** (if any) – one per page submitted separately from the document.
8. **Artwork or Photographs** (if any) – one per page submitted separately from the document.

VI. Manuscript Preparation in Detail

**Title Page**

The title page should be a single page that presents the following elements:

   1. **Title** of manuscript
(2) Author name(s) without author credentials (e.g., Ph.D., M.S)

(3) 16-digit ORCID ID (available for free at orcid.org)

(4) Author institutional affiliation and location
   - Spell out institution or organization name.
     UT Austin → University of Texas – Austin; WHO → World Health Organization
     Example:
     Adler University, Couple and Family Therapy Department, Chicago, Illinois

(5) Acknowledgements including people, grants, contributors, appreciations, etc. The names of funding organizations should be written out.

(6) Corresponding author information – contact information is required should readers want to correspond with the author(s) after the manuscript is published.
   - Should appear flush left single spaced at the bottom of the page.
     Example:
     Corresponding Author: Kristina S. Brown, PhD, LMFT, Adler University, Couple and Family Therapy Department, 17 North Dearborn Street, Chicago, Illinois 60602, USA; Email: kbrown@adler.edu

Abstract & Keywords

The abstract and keywords together appear on one page. The abstract should be a single paragraph without indentation, containing no more than 150 words and without any citations.

The keywords (four to six recommended) follow the abstract paragraph with the title "Keywords" in italics. All keywords/key phrases should be listed in alphabetical order.

Example:
Keywords: addictions, gender, MFT training

Main Manuscript

The main manuscript should be double-spaced with 12-point Times New Roman font. Please remove any spaces between paragraphs that are built-in with pressing the Enter key. To do so, highlight your whole manuscript, select the “Line and Paragraph Spacing” button under “Paragraph” and press “Remove Space After Paragraph” on Microsoft Word. Single spaces between sentences.
Abbreviations should be spelled out the first time and used consistently throughout. For example, Journal of Feminist Family Therapy (JFFT). Formatting for text serration and in-text citations should follow APA Publication Manual 7th.

Further, use active voice throughout the manuscript. For instance, write "researchers selected participants using a set criteria" instead of "participants were selected by researchers using a set criteria."

Additionally, and if necessary, include a paragraph about funding received at the end in separate sections as well as a statement about any supplemental data used and acknowledgement of third-party content that you have received permission to use.

For a qualitative study, if a quote is more than 40 words, indent the entire quote without quotation marks into a BLOCK quotation.

**References**

References and citations should be prepared in accordance with the APA Publication Manual, 7th. Citations in the text include the author’s last name and date (Brown, 2019) and include an alphabetical list at the end of the manuscript.

Examples:

**Journal**

**Book**

**Contribution to a Book**

**Tables and Figures (Artwork or Photographs)**

Use the Table function in Microsoft Word to create your table, not spreadsheets.

Tables and figures (illustrations) should not be embedded in the text but should be included as separate sheets or files (one per page). Designate placement of each table and figure within the manuscript by stating “[INSERT TABLE 1 HERE]” (on a separate line between paragraphs, flushed left).
Information provided in tables and figures should be additive. When appropriate, make sure that your percentages equal 100%.

Following APA 7th guidelines, tables and figures should be labeled and numbered (if more than one) with a short descriptive title. Any notes should be included below the table or figure. See the APA 7th Manual for examples.

Color art will be reproduced in color in the online publication at no additional cost to the author. Color illustrations will also be considered for print publication at a cost to the author(s).

VII. Reprints and Issues

Authors will be provided an opportunity to purchase reprints of individual articles, or copies of the complete print issue. These authors will also be given complimentary access to their final article on Taylor & Francis Online.

VIII. Helpful Checklist Before Manuscript Submission

General

☐ Submission does not exceed 30 pages / 7500 words
☐ Two copies of the manuscript have been prepared – one with the full title page and one without the title page and blinded (if necessary)
☐ Font is 12-point Times New Roman
☐ Manuscript is double-spaced
☐ Page numbers are in upper right-hand corner
☐ Each paragraph is indented
☐ All copyright permissions obtained for use of previously published work
☐ All participant and research site names removed or assigned pseudonyms
☐ (Optional) Running head on each page; does not exceed 50 characters
☐ APA 7th format throughout

Specific

Title Page

☐ Author names and associated affiliations listed after the manuscript title
☐ Acknowledgements (if any) included
☐ Corresponding author’s contact information included at the bottom of the page, single-spaced

Abstract and Keywords

☐ Abstract is no more than 150 words
Keywords listed alphabetically

**Manuscript**
- First-person, active voice in writing
- APA 7th headings and subheadings
- Acknowledgement of funding as a separate section at the end (if any)

**References**
- Include hyperlinks for DOIs
- English translation for all non-English titles (but retain original title)

**Tables & Figures**
- Tables and figures (or artwork and photographs) on separate sheets, not imbedded in the body of the manuscript

If you have any questions, please feel free to reach out to the Editor, Dr. Kristina Brown, at kbrown@adler.edu.

Thank you to Adler University MCFT student, Allison Colaianni, for her review of this Guidebook.