APSAC Advisor  
Guidelines for Authors

The APSAC Advisor is a quarterly publication of the American Professional Society on the Abuse of Children that serves as a forum for succinct, practice-oriented articles and features that keep multidisciplinary professionals informed of current developments in the field of child maltreatment. Advisor readers include more than 2,500 social workers, physicians, attorneys, psychologists, law enforcement officers, researchers, judges, educators, administrators, psychiatrists, nurses, counselors, and other professionals who are members and supporters of APSAC.

**Style:** All details of style must conform to the Publication Manual of the American Psychological Association (APA 6th Ed., 2010) (This includes references, photographs, and tables). Please use active voice whenever possible.

**Title Page:** The title page should include the manuscript title, authors' names, credentials, mailing addresses, telephone numbers, and e-mail addresses of all authors.

**Abstract:** The next page should present a substantive abstract of approximately 120 words. Abstracts for empirical studies, review or theoretical articles, methodological papers, and case studies should be descriptive, accurate, self-contained, concise, and non-evaluative.

**Biographical Sketch:** The final page should include brief biographies (50 words) of each author.

**Key Words:** Please add appropriate key words for on-line search purposes.
Length:

1. Articles – Manuscripts reporting original research, review articles, and program evaluations should be no more than 6,000 words. Controversial topics can be addressed by an “At Issue” article.
2. Brief program descriptions for the “What’s New and Who’s Doing It” section will also be accepted, limited to no more than 2,000 words.
3. Word counts include title page, abstract, tables, figures, and references.

References: Following APA guidelines, in-text references should include author and date, for example: (Doe & Brown, 2004), with page numbers cited for direct quotations. All in-text citations should be fully referenced in the reference list at the end of the manuscript. The reference list should include only those references cited in the text and be arranged alphabetically by author. See APSAC’s Style Guide for more detailed information.


Submitting a Manuscript

Manuscripts should be submitted to info@apsac.org.

Word is preferred. Keep codes to a minimum. Please do not use automatic paragraph style codes, and type in numbers, letters, or bullets manually. Avoid complex font attributes and use only one font size (12 point).

For tables, arrange the information using (minimal) tabs. A graphic artist will format tables for author approval at the final proof stage.

Copyright permission may be needed for some figures and forms. These endorsed copyright agreements should accompany the initial manuscript and have contact information regarding the copyright owner in the event that additional questions arise. (See Publication Agreement and Manuscript Submission & Limited Copyright Transfer Form.)
Review Process

After the manuscript is received, the primary author is sent an email of acknowledgment (within two weeks). The Editors will determine if the content is suitable for the issue of the Advisor. If not suitable, the article will be promptly returned to the author. After the Editors approve the content, the article is sent out for peer review. After peer reviews are conducted, the Editors will notify the authors of any revisions needed for their article. The authors must return their revised manuscript to the Advisor Editors within a prescribed time frame.

Decisions regarding acceptance for publication are based on relevance to the child welfare field and contributions to practice knowledge of professionals addressing child maltreatment and child welfare issues.

Publication

Accepted Manuscripts: Authors will be notified within approximately 12 weeks of receipt, with publication in an upcoming issue as determined by the Editor(s).

Editing: The Advisor reserves the right to edit manuscripts to meet style and space requirements and to clarify content. Edited copy is returned to author(s) for approval.

Copyright: Copyright on all published articles will be held by the Advisor. Each contributing author of a submitted manuscript must sign a statement expressly transferring copyright if the paper is published. The copyright form(s) will be sent to the author along with the initial acknowledgment letter or can be found on-line at www.apsac.org. All material subject to copyright appearing in the Advisor may not be photocopied, reprinted, or duplicated in any manner without express permission of APSAC.

Questions? Contact Bri Stormer at (419) 575-9307 during work hours or e-mail Bri at bstormer@apsac.org. More information about the Advisor is available at www.apsac.org.