

peer review manual

A guide to peer reviewing:

Articles • Practice Papers • Case Studies

Discussion Papers • Essays • Reflections

Creative Contributions

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1. about JoCAT

FORMERLY *THE AUSTRALIAN AND NEW ZEALAND JOURNAL OF ARTS THERAPY (ANZJAT)*

The Journal of Creative Arts Therapies (JoCAT) is an open access peer-reviewed biannual publication of the Australian, New Zealand and Asian Creative Arts Therapies Association in association with the School of Social Sciences, Western Sydney University.

JoCAT provides a lively forum for academic research and practice-based papers with a focus on reflexivity and innovation in the field. It sets out to offer a useful resource for members, and to contribute to broader knowledge and understanding of the arts therapies. *JoCAT* creates opportunities and encouragement for new and established authors within Aotearoa New Zealand, Asia/Pacific, Australia, and internationally to publish their work. The journal promotes a diversity of modalities, philosophical orientations, voices and genres.

JoCAT publishes full-length papers on selected themes and original research; shorter papers – brief practice-based papers, case studies and discussion papers; interviews with contributors to the field of creative arts therapies; reviews of books, videos, performances and exhibitions; reflections; and creative contributions, such as creative writing, poetry, artworks, photo essays, illustrated stories, cartoons and video recordings and documentation of performance works.

While *JoCAT* is published in English, a paper written in an author's preferred language can be considered alongside an English version. Both will be published online.

JoCAT acknowledges the First Peoples of the countries of our authors and readers.

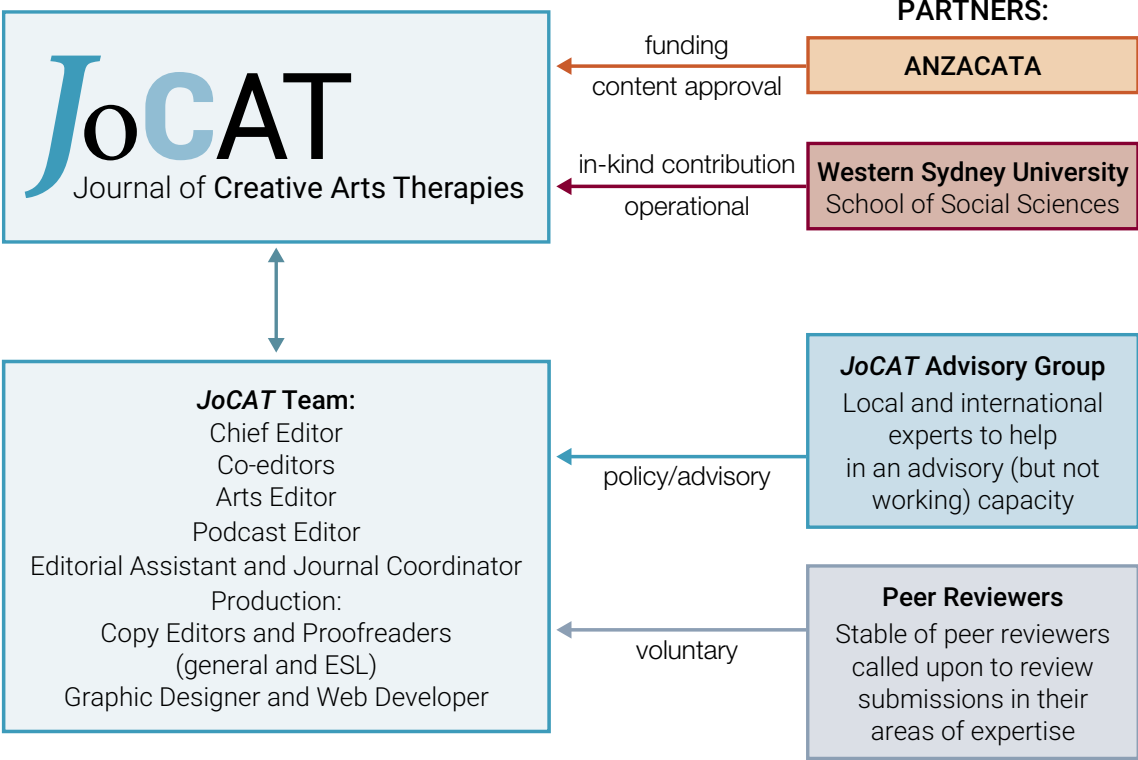
If you are interested in becoming a peer reviewer, this manual contains a wealth of resources to help you with the task.

If you are interested in submitting an article, the Submission Manual contains a wealth of resources to help you with the process including the *JoCAT* Style Guide, a style template and referencing guides. These can also be found on the *JoCAT* website – <https://www.jocat-online.org/submissions-resources>

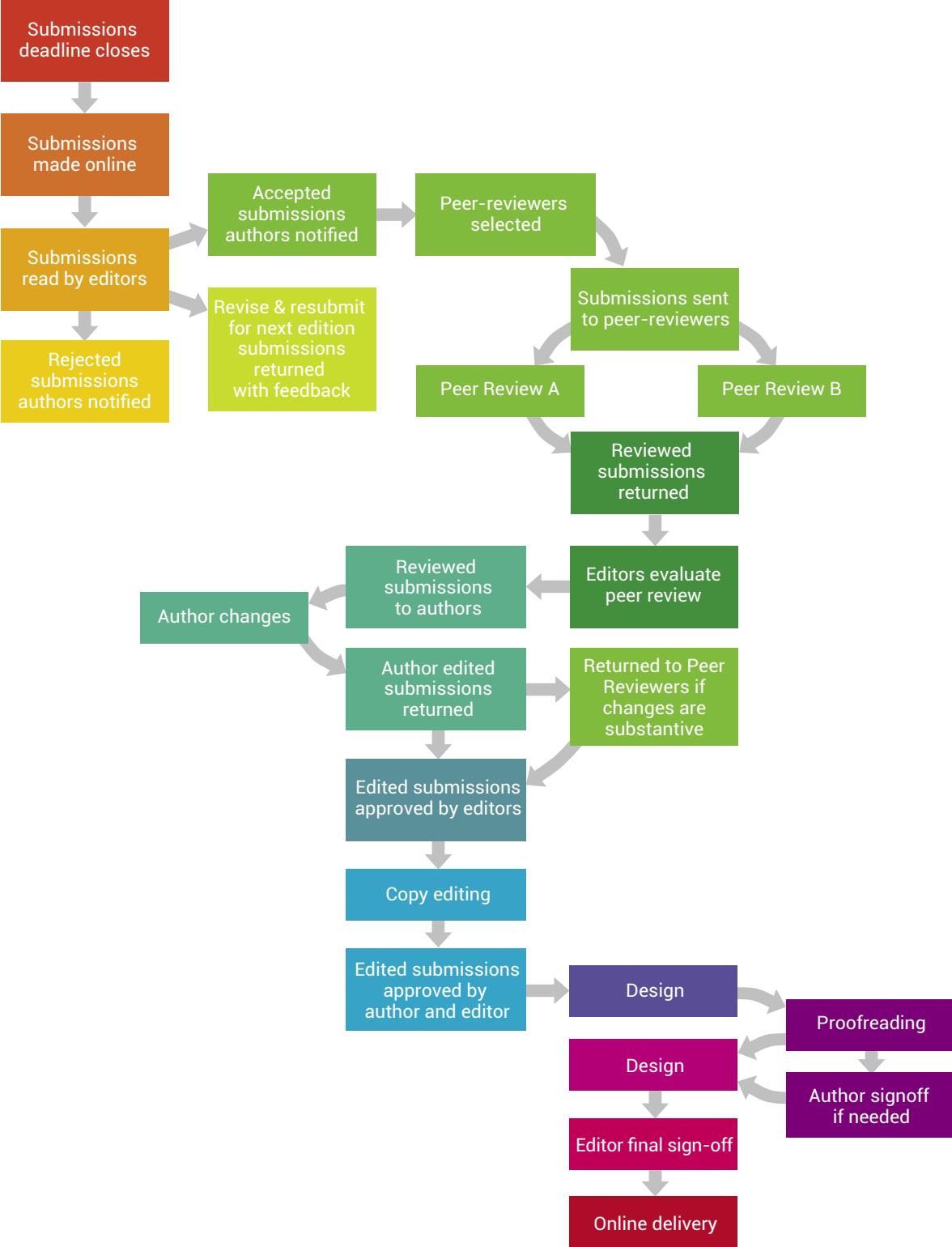
2. the structure of JoCAT

The JoCAT Team consists of a number of voluntary and paid positions.

- Chief Editor
- Co-Editors
- Arts Editor
- Editorial assistant / Journal Coordinator
- Copy Editors
- Proofreaders
- Graphic Designer
- Web Developer



3. the JoCAT editorial, peer review and production process



4. the *JoCAT* peer review guide

Why peer review (referee)?

When your time is stretched it is tempting to say no to requests to peer review. However, we try to match manuscripts with the peer reviewer's area of knowledge, interest and expertise so that it can be a satisfying and stimulating task and not unduly time consuming. There are a number of very valid reasons why you might apply to become a peer reviewer:

- Contribute meaningfully to the establishment and strengthening of the emergent profession of creative arts therapy
- Help the author to improve the paper – in the light of your own professional expertise.
- Make the author aware of any additional literature that may provide useful comparison, or clarification of an approach.
- Assist in a rigorous process to ensure that only the best arts therapy research is published.
- Maintain your awareness of current research emerging within arts therapy.

Note: *JoCAT* uses an anonymous peer review process and your identity will only be known to the editorial team.

What is expected

Performing a peer review need not be an onerous task. We ask our reviewers for their expert opinion on the piece: whether it is original, well-researched and referenced, its clarity and if it is well-written. We don't expect our peer reviewers to be 'copyeditors' and it is not necessary to return a tracked change document full of copyedit-like corrections (unless you really want to). It is hard to make a definitive call on how many hours a review should take given the many things that come into play; length, complexity of the subject, how well written it is etc, but most full length papers (5,000-6,000 words) should take between two and four hours to review.

Investigate the journal's content

You've agreed to peer review a paper, so what should you do next? Start by familiarising yourself with this manual which includes the *JoCAT* style guide and referencing criteria as well as general information about the journal.

You should also visit the *JoCAT* website where you can view previous editions back to 2020 (and *ANZJAT* back to 2008) to get a sense of the journal's usual content and style. This will help decide whether you believe that the paper being reviewed is of an appropriate standard.

Make an assessment

You will be sent the de-identified manuscript and the *JoCAT* peer review form where you can indicate the relative strengths and/or weaknesses of the submission. Remember that authors will welcome positive feedback as well as constructive critique from you.

Key questions to ask:

- Is the paper original?
- Does the paper make a significant contribution to the existing literature and practice?
- Will the paper be interesting to the readership of the journal?
- Is it well-written?

Make a recommendation

Once you have read the paper and have assessed its quality, you need to make a recommendation to the editors regarding publication. Should it be: accepted without revision; accepted with minor revision; accepted with moderate revision; accepted with major revision; revised and resubmitted for the following year; or rejected? You will be asked to write comments to the editors and also comments that will be relayed to the author(s) to guide any author revisions. If necessary this can include making suggestions as to how the author can improve clarity, succinctness, and the overall quality of presentation. Confirm whether you feel the subject of the paper is sufficiently interesting to justify its length. If you recommend shortening it, it is useful to the author(s) if you can indicate specific areas where you think that shortening is required. If you are suggesting additions to a paper, please offer authors guidance as to how to do this while staying within the word limit.

Unable to peer review?

It will not be possible for you to accept every invitation to peer review. Make the editors aware immediately if you suspect that you know the author or if you believe there are any potential conflicts of interest that may affect the paper under review.

If you are unable to complete your review of a paper then inform the journal coordinator as soon as possible so that the peer review process is not delayed.

After you have peer reviewed

Your feedback will be combined with that of the other peer reviewer and the editors and given to the author. Depending on how significant the necessary changes are, you may be asked, in time, to undertake a second review of the revised paper to ensure that your recommendations have been satisfactorily met.

You will be given the option to have your name included in the general list of peer reviewers published in the journal.

5. the JoCAT style guide

While it is not necessary for a peer reviewer to correct style guide or formatting errors, it can be helpful to know if the author of the manuscript is not following the *JoCAT* style. The Style Guide is provided below. If the author of the submission you are reviewing has not followed it correctly, please include this observation in your peer review feedback.

Style

Please write your text in good, grammatically correct, clear English. Authors who feel their submission may require editing to eliminate possible grammatical or spelling errors may wish to use one of the *JoCAT* suggested copy-editors.

Contact Vic – coordinator@jocat-online.org

JoCAT encourages authors to use active verb forms. For example – ‘The therapist helps the client’ as opposed to ‘The client is helped by the therapist’ (passive form).

Please run a global search for any words that may be overly repeated throughout your submission. It pays to read it out aloud before submitting as repetition and flow is easier to see this way. Please also ensure that you run a thorough spell check before submitting.

Writing your abstract:

A concise abstract that gives an overview of the paper is required. If this is a research paper, the abstract should be written in full sentences, rather than in point form. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references should be avoided. If it is essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Formatting your document

The *JoCAT* style template (*JoCAT_Template.docx*) sets out formatting styles that all submissions must adhere to. This format enhances readability for editors, peer reviewers and copy editors, and the *JoCAT* designer can easily translate the hierarchy of headings into the software used for publication.

If you have any difficulties using this template, please refer to the tutorial on ‘How to use the *JoCAT* template’ found on <https://www.jocat-online.org/submissions-resources>

Capitilisation

All professional designators are cited as lower case, eg. arts therapist, doctor, psychologist, not Arts Therapist, Drama Therapy.

Headings and sub-headings should follow APAv7 and be cited in sentence case (ie the first letter capitalised and subsequent words in lower case), eg. 'Introduction', 'Overview of the findings'

Titles of books and articles should also follow APAv7 and be cited in sentence case, eg. 'Hybrid creatures: Mapping the emerging shape of art therapy education in Australia, including reflections on New Zealand and Singapore'.

Hyphenation

Some examples of common expressions that need hyphenating:

art-making	mixed-method	self-directed	up-to-date
art-based	multi-modal	self-esteem	well-being
craft-making	self-care	self-harm	
evidence-based	self-confidence		

Some examples of common words not hyphenated:

artwork
dramatherapy
dramatherapist
postmodern

Numbers and numerals

1. Within copy:

Numbers used within your submission should be written out as a word up to 'twelve'. Numerals can be used for numbers greater than twelve.
one, two, three, four, five, six, seven, eight, nine, ten, eleven, twelve, 13, 14, 15 etc

2. Exceptions:

When referring to age, use numerals, eg. The client was 5 years old.
When referring to a decade it should be written in full, eg. The client was in her twenties.
When starting a sentence numbers should be written in full, eg. Thirty artworks were selected.

3. Dates:

Day, month, year, eg. 20 January 2013
No apostrophes when referring to a decade, eg. 1990s, 2000s, not 1990's, 2000's
Omit the second '20' when indicating a period of time in years, eg. 2001-08, not 2001-2008
When referring to the century, it should be written in full, eg. Twentieth-century movement not 20th-century movement

4. Percentages

Percentages should be written in full, eg. two percent, 25 percent.

Spelling

Standard Australian spelling

(see Macquarie Dictionary – <http://www.macquariedictionary.com.au>), eg. specialise, not specialize etc. Exception – when citing quotes that use American spelling etc.

Some examples:

colour

counsellor

enquiry

focused

kilometre

labour

personalise

symbolise

programme vs program

For New Zealand articles it can be 'programme', for Australian articles it can be 'program', eg.

"The Creative Arts Therapy Programme at Whitecliffe College" and "The Art Therapy Program at WSU".

Countries and States

Generally countries and states should be written in full, eg.

New Zealand, not NZ

Queensland, not QLD

However, USA and UK are acceptable

Exception – when the official name of an organisation uses the acronym.

Syntax

1. No double spaces after full stops.

2. Dashes should be an en dash and not a hyphen. (en dash – , hyphen -) with a space on either side, eg.

Vicki articulates here what a number of the other women also alluded to – the creation of family heirlooms.

3. Double quotes for an actual quotation (indented without quotation marks if more than 40 words). Single quotes to define a term, eg.

Johnson (1992) defines the arena in which this transformation occurs as the 'playspace'. He states that "The playspace is an interpersonal field in an imaginative realm, consciously set off from the real world by the participants... The playspace is an enhanced space where the imagination infuses the ordinary".

4. When referring to a page number there should be a full stop after the p and no space between the full stop and the number, eg. (p.150), not (p. 150).
5. When directing the reader to a page number within the journal, 'page' should be written in full, eg. (see page 40), not (see p. 40).
6. When directing the reader to a figure within the journal, 'Figure' should be written in full, eg. (see Figure 40), not (see fig. 40).

Acronyms

There will be some acronyms that are common use within arts therapy circles, eg. ANZACATA, BAAT, AATA. These will nevertheless need to be spelt out the first time they are used and then subsequently be cited as acronyms. They do not need to be punctuated.

Referencing

All references need to follow APA 7th Edition. A comprehensive style guide with a quick reference function can be found at <https://www.jocat-online.org/submissions-resources> A basic guide is also provided – APAv7_StyleManual.pdf

Captioning and image titles

Image titles should be included below the image and adhere to the following style:

Figure number: Artist's name, *Title of work* (in italics), media, dimensions as height × width × depth in millimetres.



Figure 3: Jo Blog, *Acrylic paint and brush*, photographic print, 210 × 297mm.

Longer descriptions in captions should also appear centred under the images. Photographers if they need to be acknowledged, eg. (Photographer: Jo Blog).

6. referencing

JoCAT requires all referencing to be in APA version 7.

This section contains a quick guide to this but is not definitive. A comprehensive guide is available online at <http://www.apastyle.org/> if you need to find how to reference something that is not included in the following quick guide.

Please note that there are a few things *JoCAT* does slightly differently from APAv7, for example, English spelling rather than American, no space after p for page in the references – make sure you read the Style Guide thoroughly.

Journal Article

Invert names so that the family name comes first, followed by a comma and the initials. No space between initials. Retain the order of authors' names.

Capitalise only the first letter of the first word. For a two-part title, capitalise the first word of the second part of the title. Also capitalise proper nouns. Do not italicise. End with a full stop.

Place the year in parentheses. End with a full stop.

Author, A.A., & Author, B.B. (Copyright Year). Title of the article.

Name of the Periodical, volume (issue), #–#. <https://doi.org/xxxx>

Italicise the volume number. Do not put a space between the volume number and the parentheses around the issue number.

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a full stop.

Capitalise all major words in the periodical name. Follow with a comma. Italicise the periodical name (but not the comma after).

Do not italicise the issue number or parentheses. Follow the parentheses with a comma. No issue number? That's okay. Follow the volume number with a comma.

Does the article have a DOI? Include a DOI for all works that have one. Do not put a full stop after the DOI.

Book

Invert names so that the family name comes first, followed by a comma and the initials. No space between initials. Retain the order of authors' names.

Capitalise only the first letter of the first word. For a two-part title, capitalise the first word of the second part of the title. Also capitalise proper nouns. Italicise. End with a full stop.

Place the year in parentheses. End with a full stop.

Author, A.A., & Author, B.B. (Copyright Year). *Title of the book.*

Publisher. DOI or URL

Include the name of the publisher, followed by a period. Do not include the publisher location. Are there multiple publishers? If so, separate them with a semicolon.

Does the book have a DOI? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a full stop after the DOI or URL.

Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the full stop. If both, show edition first and volume second, separated by a comma. Do not put a full stop between the title and the parenthetical information. Do not italicise edition or volume number.

Chapter in an Edited Book

Invert names so that the family name comes first, followed by a comma and the initials. No space between initials. Retain the order of authors' names.

Capitalise only the first letter of the first word. For a two-part title, capitalise the first word of the second part of the title. Also capitalise proper nouns. Do not italicise. End with a full stop.

Place the year in parentheses. End with a full stop.

Author, A.A., & Author, B.B. (Copyright Year). Title of the book chapter.

In A.A. Editor & B.B. Editor (Eds.), *Title of the book* (2nd ed., pp.# – #).

Publisher. DOI or URL

Write the word "In" and the initials and last name (not inverted) of each editor. Use "(Ed.)" for one editor or "(Eds.)" for multiple editors. End with a comma.

Provide the title of the book in which the chapter appears. Capitalise only the first letter of the first word. For a two-part title, capitalise the first word of the second part of the title. Also capitalise proper nouns. Italicise the book title.

Include the name of the publisher followed by a full stop. Do not include the publisher location. If there are multiple publishers, separate them with a semicolon.

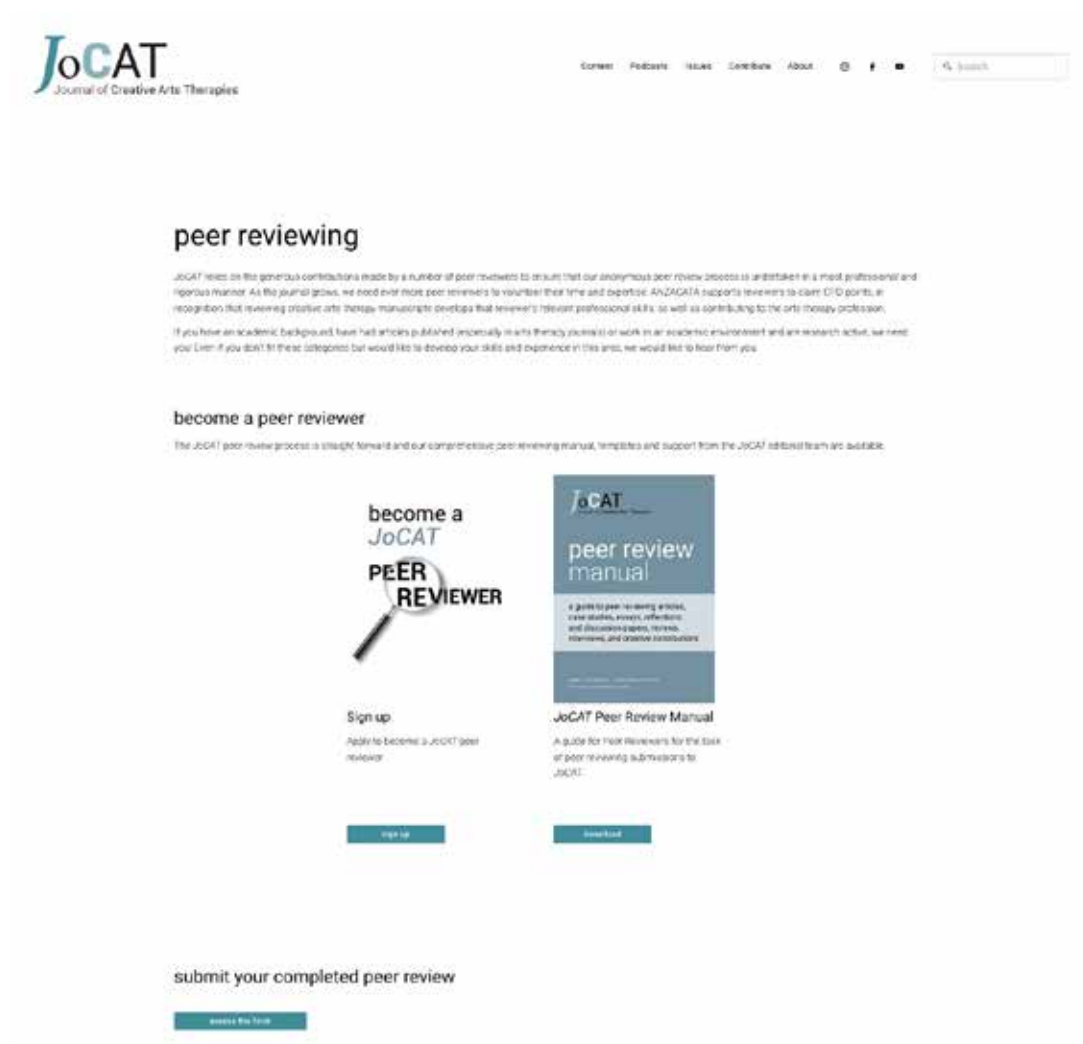
Does the book have a DOI or URL? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a full stop after the DOI or URL.

Include the chapter page range. End with a full stop. Does the book have an edition or volume number? If so, include the number in parentheses before the page range. If both, show edition first and volume second, separated by a comma before the page range. Do not put a full stop between the title and the parenthetical information. Do not italicise edition or volume number, or page range.

7. JoCAT online

JoCAT is a biannual online open access creative arts therapies journal. It can be accessed at <https://www.jocat-online.org/>. Here you will find information about JoCAT and the resources referred to in this manual. You will find full digital versions of the current edition and back issues dating back to 2009.

Our peer reviewers are required to submit their reviews or submissions via the forms that can be found on the JoCAT website at <https://www.jocat-online.org/pr-resources>



Thank you for supporting *JoCAT*

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