



JCFS Submission Instructions for Authors

The *Journal of Comparative Family Studies* is a peer-reviewed journal publishing high quality articles based on research in comparative and cross-cultural family studies. The journal promotes a better understanding of both intra- and inter-ethnic family interaction that is essential for all multicultural societies. It draws articles from social science researchers around the world and contains valuable material for Sociologists, Anthropologists, Family Counselors and Social Psychologists.

JCFS publishes peer-reviewed articles, research notes, and book reviews four times per year. The journal employs a double-blind peer review process and two reviewers will review all manuscripts. The editors of *JCFS* ask that authors allow four weeks for the peer review process.

Once a manuscript is received and under consideration by the *Journal of Comparative Family Studies*, authors are not permitted to submit their manuscript elsewhere.

How to Submit

To submit, send the following 3 FILES via email to jcfseditor@twu.ca.

1. **TITLE PAGE** with article title, author name/s, educational level and affiliation with complete address and email address for EACH author.
2. **ABSTRACT only** of approximately 250 words (with title at top of page).
3. **MANUSCRIPT**, properly formatted as per guidelines listed below, ABSTRACT included and situated below title (with title at top of page).

Notes and Instructions

1. Documents must be formatted as **MS WORD docx**. files. **NO PDF** or other file formats. Use a left margin.
2. Manuscripts: **29 pages maximum**, 1.5" line spacing, excluding tables and figures, Times New Roman font, Size 12. We require a blank line space between each paragraph, heading/subheading, and reference. Single-space references only.
3. Heading Styles:

Main headings in bold lettering, centred.

Sub-Headings in bold, left-aligned.

Subset headings in italics, left-aligned.



4. **Footnotes** must be placed at bottom of each corresponding page. Use sparingly. **URLs** in References only. No embedded **hyperlinks**.
5. **Tables, figures and appendices** must be placed at the end of the manuscript file, after the references, each on a SEPARATE page. Insert a placeholder for each ("Figure 1 about here") within the manuscript. Must fit within an 8.5 X 11 page with one-inch margins, text no smaller than 11 pt.
6. **TABLES:** Should be single-spaced where possible.
7. **FIGURES:** JCFS will require 300 dpi colour figures (or at least 24 inches wide) at the time of publication. Note that colour images will appear online, but images will be black and white in print. For this reason, avoid using colours to differentiate elements of charts and graphs if possible; use of textured or patterned fills instead is recommended, or high-contrast colours. High-resolution figure files should be saved as .jpeg, .tif, .pdf, or .eps. Authors will also be required to obtain written permission from the rightsholder to reproduce any figures that have been previously published elsewhere and/or are under copyright, and will be requested to provide documentation of permissions.
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8. Authors are responsible to check special symbols or codes used in Tables/Figures as these might change if saved in another edition or format of MS Word .docx.
9. **REFERENCES:** Each reference must be cited within the text, and vice versa. Leave one blank line space between each **single-spaced reference**, left aligned margin only. Follow the American Psychological Association (APA) reference style guide (except ***please follow #4 above for ALL Footnotes and URLs***).
10. Authors should be aware that we may request their data. If this occurs, data must be provided in English.
11. **JCFS uses iThenticate software to check for plagiarism**—from others—and from the author's previous work. JCFS publishes only original work. Any copied material must be in quotation marks (including citation descriptions).

Format of CITATIONS within the Manuscript

ALL citations are to be identified at an appropriate point within the text by using the last name of author and year of publication. The following examples illustrate the style:

"...of children (Yin and Casey, 1983)," or "Lewin (2006) and Stake et al., (2005)...."

Multiple citations should be cited in alphabetical order.

"Earlier studies (Abbott, 2006; Forge, 2004; Hunt and Wolcott, 2002; Yong, 2000)...."



Format of REFERENCE LIST

List references in alphabetical order. Use the following example style:

Drobnić, S. (2003). Ties between lives: Dynamics of employment patterns of spouses. In W.R. Heinz and V.W. Marshall, (Eds.), *Social Dynamics of the Life Course* (pp. 259-278). New York: Aldine de Gruyter.

Heinz, W.R. (ed.). (1991). *The Life Course and Social Change: Comparative Perspectives*. Weinheim: Deutscher Studien Verlag.

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