

Transactional Analysis Journal

Submission and Review Requirements

[Authors] should regard the reputable publication of an article as an honor.... [Their] obligations are the same as those of all writers. The first is integrity, whether it be scientific or artistic, and the second is craftsmanship. Craftsmanship here is almost synonymous with literacy. ...By maintaining ruthlessly high literary standards... [authors] are forced to express themselves gracefully.

Berne, E. (1966). *Principles of Group Treatment*
New York: Oxford University Press, p. 194

The *Transactional Analysis Journal (TAJ)* welcomes submissions from all theoretical perspectives and fields of application, including quantitative and qualitative research, case studies, literature surveys, book reviews, and reflective essays.

Only original material—not previously published in English and not under review by another English-language publication—is eligible for consideration and inclusion in the *TAJ*. As an exception, any paper previously published in a language other than English will be considered if professionally translated into English prior to submission.

Since the *TAJ* is a refereed journal, all suitable submissions undergo anonymous peer review. Authors are expected to familiarize themselves with the criteria used by the peer reviewers, summarized below, and to adhere to the technical requirements for submission. Authors whose writing is translated into English are responsible for submitting a professional English translation. Manuscripts that do not meet these requirements will be returned for correction and resubmission.

Toward Integrity, Craftsmanship, and Grace

At least one of the *TAJ*'s coeditors and two anonymous peer reviewers evaluate each submission in terms of its ideas and their contributions to the evolution of transactional analysis theory, principles, and practice:

- How is the paper relevant to organizational, educational, counseling, or psychotherapy applications?
- Is there an adequate review of the relevant transactional analysis literature as well as the literature of other related fields, such as cognitive research, neuroscience studies, organizational behavior and consultation, mother/infant research, systems theory, educational theory and practice, psychoanalytic perspectives, ethics, anthropology, social/political literature, etc.?



The editors and reviewers also consider whether the author's writing is professional and clear:

- Is the title both engaging and reflective of the paper's content?
- Does the abstract conform to the standards and functions outlined in the *Publication Manual of the American Psychological Association*, 6th Edition (parts of which are available online at <http://www.apastyle.org/manual/index.aspx>)? Is it "accurate, concise, quickly comprehensible, and informative"?
- Does the overall structure of the paper help to represent the author's ideas and facilitate the reader's understanding?
- Does the text include subheadings that help organize the material for readers?
- Is the author's writing style easy to read and lively? Is it professional, for example, taking care to avoid use of the male pronoun when referring to people in general?
- If the paper includes figures, tables, or other graphic images, are they necessary, easily understood, and integrated well into the main text and with the ideas of the paper?
- Does the author end the article with a conclusion (rather than a summary), one that engages the reader in thinking about further questions the article might raise, how others might build on or further develop the ideas presented, creative uses of the material, etc.?

The editors and reviewers also check to see that the paper has been prepared with care, especially in regard to proper grammar, correct (American English) spelling, and an absence of typographical errors:

- Are quotations and publications referenced correctly in the main text of the paper, giving author name, year of publication, and page number(s)?
- Is the reference list at the end of the paper formatted according to the guidelines offered in the *APA Publication Manual*? (Additional guidelines for formatting references can be found at the end of this document.)
- Does the author preserve anonymity by referring to her or his previous publications in the third person, for example, "Smith (2001) has argued..." instead of "In an earlier paper, I (Smith, 2001) argued..."?

Submission Requirements for Authors

If you are an author considering a submission to the *TAJ*, the first step is to determine that your paper is well written in terms of content, structure, and style. The second step is to prepare your manuscript according to the following technical requirements and then to submit it as a Word document via e-mail to the *TAJ* managing editor, Robin Fryer, at robinfryer@aol.com. Please make sure that:

- a) Your manuscript is not longer than 7,000 words, which should include text, abstract, references, keywords, and author biography.
- b) All text—including references, quotes, and tables—is single-spaced.
- c) Any material in footnotes has been integrated into the main text of your paper (since the *TAJ* does not use footnoting).



- d) Your manuscript is free of *any* information that would identify you as its author.
- e) Make sure your paragraphs do not start with indents but instead are separated with a line space. Formatting paragraphs in any way complicates the editing and publishing processes.
- f) Make sure that *all* quoted text is indicated with quote marks and that indented block quotes are also set off as separate paragraphs. Check all quotes for accuracy of wording, spelling, punctuation, etc. Indicate anything left out with ellipses. Indicate anything changed or added with brackets. If the quote contains any bold or italic emphasis, indicate if that emphasis was the original author's or yours. Indicate author, year, and page number(s) for each quote. If quoting from an online source and the material is not paginated online, indicate the paragraph(s) where the quote can be found.
- g) When describing ego states, write out each one at least the first time it is used with its abbreviation in parentheses following if you wish. For example, "Parent ego state (P₁)."
If using subscripts for P₁, P₂, A₁, A₂, etc., please format with the numbers sitting to the right and below the P, A, or C (as shown here).
- h) If using figures, tables, or other graphic images, please indicate in the text where they go. However, be aware that if your article is published, they will be located based on where they fit best in terms of page breaks, columns, etc.
- i) Provide each table as a separate editable Word document. Tables will be reformatted by SAGE Publications using their standard font and formatting, so make sure what you send is clear and easy to read.
- j) Each figure or other graphic image (including photos) must be submitted as a separate JPG, TIFF, or PDF image of 300 dpi resolution or higher. Although the online version of images can be in color, in the hard copy all images and photos will be in black and white, so please take that into consideration. Images with clear, dark, simple lines work best. Use Arial font for all wording in figures or images, with American English spelling and punctuation. Proof everything carefully for accuracy. *As the author, you will be charged for any additional work required to prepare figures or other graphic images for printing.*
- k) It is imperative that you do not include the figure number and title in the image itself. Those should only be listed in the text at the point where you indicate they should be placed during final typesetting. If figure numbers and/or titles are included in the JPG, TIFF, or PDF images, they will be returned to you so that those can be removed. This adds time and potentially extra cost for you, so please attend to this requirement when you prepare your final figures/images.

Along with your manuscript, please send a separate cover letter, signed by you, giving the title of your submitted manuscript. In addition:

- a) State whether or not your manuscript is under consideration or has been previously published elsewhere.
- b) Please retype or copy and paste the following paragraph into your letter:

In signing this letter, I assert that I have obtained permission from any client(s) whose confidential information has been disclosed in the above-titled submission, and/or have protected confidentiality by sufficiently disguising the identity of any client(s) described therein, and therefore agree to hold the *Transactional Analysis Journal* and the ITAA blameless in the event of any lawsuit or legal action resulting from the publication of such information.



- c) Submit a short biographical statement that can eventually be used at the end of your article. It should include your name as you would like it to appear in the publication, your professional degree(s), your TA certification (if any, including applicable fields of specialization), a brief description of your current professional work, and your postal and e-mail addresses where readers can contact you if they wish.
- d) Please also include in your letter the best number(s) to reach you by phone if necessary. (These numbers will not be published.)

***NOTE:** You can send your signed letter as an e-mail attachment with your manuscript, either by inserting a digital signature into a Word document or by printing the letter, hand signing, and then scanning it. You can also mail a physical copy of the signed letter to: Robin Fryer, 1700 Ganges Avenue, El Cerrito, CA 94530-1938, USA.*

Next Steps

Once you have met the above submission requirements, your manuscript will be sent to one of our coeditors, who will review for basic readability (i.e., professionally written English, clarity of the ideas presented, and relevance for the transactional analysis community). After that, your paper will be sent to the anonymous peer reviewers. If your paper is accepted for publication, further edits may be required.





Guidelines for Formatting References

in the *Transactional Analysis Journal*

The *Transactional Analysis Journal (TAJ)* follows the APA (American Psychological Association) format for references and citations. Authors unfamiliar with this format are encouraged to consult the *Publication Manual of the American Psychological Association*, 6th Edition (parts of which are available online at <http://www.apastyle.org/manual/index.aspx>). These formatting requirements must be followed carefully when preparing a manuscript for submission to the *TAJ*. Following are some general guidelines:

In-Text Quotations and References

- All in-text references must be in author/date format (e.g., Smith, 2001) with specific page numbers shown for any quotes (e.g., Smith, 2001, p. 23; or Smith & Jones, 2001, pp. 4-5). If quoting from an online source and the material is not paginated online, indicate the section and/or paragraph(s) where the quote can be found.
- When quoting from references, do so accurately and indicate anything left out with ellipses. Indicate anything changed or added with brackets. If the quote contains any bold or italic emphasis, indicate if that emphasis was the original author's or yours.
- Every reference cited in the text must be in the end reference list (see below) and all references in the end list must be cited in the text. Please make sure the name spellings and publication dates are consistent for both locations.

Ending Reference List

- In the reference list, give last names and initials for *all* authors; do not use *et al.*
- When referencing journal articles, write out the full name of the journal; do not abbreviate any words; use either "and" or "&" as used in the actual journal title.
- When referencing books, include city/state/country and name of publisher, in that order.
- For articles and chapters from edited books, please include: Name/initials of article/chapter author(s); book publication date; title of article/chapter (along with English translation, in brackets, if in another language); the word "In" followed by name/initials of editor(s) or author(s) of book; title of book in original language; article/chapter page numbers; city/state/country of publisher; name of publisher; and original publication date of article/chapter if different from the book's publication date.
- If a reference is not in English, give the title of the book or journal article in the original language followed by an English translation in brackets. Give all journal names in their original language. If a translation is used as a reference, give the name and initials of the translator. If the reference is either a translation or a later edition, be sure to include the original date of publication of the book or journal article.
- For online references, include the name/initials of the author(s), title of the specific article (not the Web site name), any name/initials of translator if applicable, date retrieved online, and complete URL.
- If a DOI (digital object identifier) is available for a publication (as is the case with all *TAJ* articles published since 2013), make sure to include that in the end reference according to APA style.