

Instructions to the Authors

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The Editorial Process



A manuscript will be reviewed for possible publication with the understanding that it is being submitted to Journal of Applied Consciousness Studies alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere. The journal expects that authors would authorize one of them to correspond with the Journal for all matters related to the manuscript. All manuscripts received are duly acknowledged. On submission, editors review all submitted manuscripts initially for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review. Manuscripts that are unlikely to be of interest to the Journal of Applied Consciousness Studies readers are also liable to be rejected at this stage itself.

Manuscripts received from Editorial Board members will be screened by the Editor in Chief and sent to external peer reviewers. The editorial board members who are authors will be excluded from publication decisions.

Manuscripts that are found suitable for publication in Journal of Applied Consciousness Studies are sent to two or more expert reviewers. During submission, the contributor is requested to provide names of two or three qualified reviewers who have had experience in the subject of the submitted manuscript, but this is not mandatory. The reviewers should not be affiliated with the same institutes as the contributor/s. However, the selection of these reviewers is at the sole discretion of the editor. The journal follows a double-blind review process, wherein the reviewers and authors are unaware of each other's identity. Every manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the corresponding author. If required, the author is requested to provide a point by point response to reviewers' comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript. Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within three days. It may not be possible to incorporate corrections received after that period. The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as 'Ahead of Print' immediately on acceptance.

Processes for appeals

The authors do have the right to appeal if they have a genuine cause to believe that the editorial board has wrongly rejected the paper. If the authors wish to appeal the decision, they should email the editorial office (email: [\[email protected\]](#)) explaining in detail the reason for the appeal. The appeals will be acknowledged by the editorial office and will be investigated in an unbiased manner. The processing of appeals will be done within 6-8 weeks. While under appeal, the said manuscript should not be submitted to other journals. The final decision rests with the Editor in Chief of the journal. Second appeals are not considered.

Anti-plagiarism policy



Plagiarism includes duplicate publication of the author's own work, in whole or in part without proper citation or misrepresenting other's ideas, words, and other creative expression as one's own. The Journal follows strict anti-plagiarism policy. All manuscripts submitted to Journal of Applied Consciousness Studies undergoes plagiarism check with commercially available software. Based on the extent of plagiarism, authors may be asked to address any minor duplication, or similarity with the previous published work. If plagiarism is detected after publication, the Journal will investigate. If plagiarism is established, the journal will notify the authors' institution and funding bodies and will retract the plagiarised article. To report plagiarism, contact the journal office (email: [\[email protected\]](#))

Clinical trial registry



Journal of Applied Consciousness Studies favours registration of clinical trials and is a signatory to the Statement on publishing clinical trials in Indian biomedical journals. Journal of Applied

Consciousness Studies would publish clinical trials that have been registered with a clinical trial registry that allows free online access to public. Registration in the following trial registers is acceptable: <http://www.ctri.nic.in/>; <https://www.anzctr.org.au/>; <http://www.clinicaltrials.gov/>; <http://isrctn.org/>; <http://www.trialregister.nl/trialreg/index.asp>; <http://www.umin.ac.jp/ctr>. This is applicable to clinical trials that have begun enrolment of subjects in or after June 2008. Clinical trials that have commenced enrolment of subjects prior to June 2008 would be considered for publication in Journal of Applied Consciousness Studies only if they have been registered retrospectively with clinical trial registry that allows unhindered online access to public without charging any fees.

Authorship Criteria



Authorship credit should be based only on substantial contributions to each of the three components mentioned below:

1. Concept and design of study or acquisition of data or analysis and interpretation of data;
2. Drafting the article or revising it critically for important intellectual content; and
3. Final approval of the version to be published.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript. The order of naming the contributors should be based on the relative contribution of the contributor towards the study and writing the manuscript. Once submitted the order cannot be changed without written consent of all the contributors. The journal prescribes a maximum number of authors for manuscripts depending upon the type of manuscript, its scope and number of institutions involved (vide infra). The authors should provide a justification, if the number of authors exceeds these limits.

Contribution Details



Contributors should provide a description of contributions made by each of them towards the manuscript. Description should be divided in following categories, as applicable: concept, design, definition of intellectual content, literature search, clinical studies, experimental studies, data acquisition, data analysis, statistical analysis, manuscript preparation, manuscript editing and manuscript review. Authors' contributions will be printed along with the article. One or more author should take responsibility for the integrity of the work as a whole from inception to published article and should be designated as 'guarantor'

Conflicts of Interest/ Competing Interests



All authors of articles must disclose any and all conflicts of interest they may have with publication of the manuscript or an institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript.

Submission of Manuscripts



All manuscripts must be submitted on-line through the website <https://review.jow.medknow.com/jacs>. First time users will have to register at this site. Registration is free but mandatory. Registered authors can keep track of their articles after logging into the site using their username and password. Authors do not have to pay for submission, processing or publication of articles. If you experience any problems, please contact the editorial office by e-mail at editor [AT] jacsonline . in

The submitted manuscripts that are not as per the 'Instructions to Authors' would be returned to the authors for technical correction, before they undergo editorial/ peer-review. Generally, the manuscript should be submitted in the form of two separate files:

[1] Title Page/First Page File/covering letter:

This file should provide

1. The type of manuscript (original article, case report, review article, Letter to editor, Images, etc.) title of the manuscript, running title, names of all authors/ contributors (with their highest academic degrees, designation and affiliations) and name(s) of department(s) and/ or institution(s) to which the work should be credited. All information which can reveal your institute affiliation should be here. Use text/rtf/doc files. Do not zip the files;
2. The total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding the references, tables and abstract), word counts for introduction + discussion in case of an original article;

3. If the manuscript was presented as part at a meeting, the organization, place, and exact date on which it was read. A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically and referenced in the new paper. Copies of such material should be included with the submitted paper, to help the editor decide how to handle the matter.
4. Registration number in case of a clinical trial and where it is registered (name of the registry and its URL)
5. A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work, if that information is not provided in another form (see below)
6. The name, address, e-mail, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs, if that information is not included on the manuscript itself.

[2] **Blinded Article file:** The main text of the article, beginning from Abstract till References (including tables) should be in this file. The file must not contain any mention of the authors' names or initials or the institution at which the study was done or acknowledgements. Page headers/running title can include the title but not the authors' names. Manuscripts not in compliance with the Journal's blinding policy will be returned to the corresponding author. Use rtf/doc files. Do not zip the files. Limit the file size to 1 MB. Do not incorporate images in the file. If file size is large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file. The pages should be numbered consecutively, beginning with the first page of the blinded article file.

[3] **Images:** Submit good quality colour images. Each image should be less than 2 MB in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1600 x 1200 pixels or 5-6 inches). Images can be submitted as jpeg files. Do not zip the files. Legends for the figures/images should be included at the end of the article file.

[4] **The contributors' / copyright transfer form** (template provided below) has to be submitted in original with the signatures of all the contributors within two weeks of submission via courier, fax or email as a scanned image.

Contributors' form / copyright transfer form can be submitted online from the authors' area on <http://www.journalonweb.com/>

Preparation of Manuscripts



Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (October 2008). The uniform requirements and specific requirement of Journal of Applied Consciousness Studies are summarized below. Before submitting a manuscript, contributors are requested to check for the latest instructions available. Instructions are also available from the website of the journal (<http://www.jacsonline.in>) and from the manuscript submission site <https://review.jow.medknow.com/jacs>).

Journal of Applied Consciousness Studies accepts manuscripts written in British English.

Referencing: APA style

Journal of Applied Consciousness Studies follows the American Psychological Association (APA) style of referencing for in-text citations as well as the Reference list. According to this style, the Reference list should be in **alphabetical order with hanging indent**. Information from manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source. Avoid citing a "personal communication" unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text. The types of references commonly cited are illustrated below and are to be **followed exactly** as per the relevant citation format.

Following are the descriptions of the words used:

Hanging Indent: The first line of the paragraph or reference appears as if hanging. Please see references below for illustrations.

In-Text Citation (Paraphrase): An entry that appears in the body of your research paper when you refer to and express the ideas of another researcher or author using your own words.

In-Text Citation (Quotation): An entry that appears in the body of your research paper after a direct quote of another researcher or author.

Reference: An entry that appears at the end of your paper giving all possible details of the source referred to.

Journal article with one author

General Format

In-Text Citation (Paraphrase): (Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. *Journal Title*, *Volume*(issue), page range.doi:xx.xxxxxxxx
OR Retrieved from URL of journal home page [if available].

Example

In-Text Citation (Paraphrase): (Pettigrew, 2009)

In-Text Citation (Quotation): (Pettigrew, 2009, p. 61)

Reference:

Pettigrew, T. F. (2009). Secondary transfer effect of contact: Do intergroup contact effects spread to noncontacted outgroups?
Social Psychology, *40*(2), 55-65. doi:10.1027/1864-9335.40.2.55

Note: The commas, full-stops, italics wherever indicated, etc., are to be followed exactly for the reference.

Helpful Tips:

If a journal article has a **Digital Object Identifier (DOI)** listed, you will always include this identifier in your reference. You will not have to include the URL of the journal's home page or of the database from which you retrieved the article if a DOI is available.

The DOI is often found on the first page of an article. A DOI is a unique alphanumeric string that is used to identify a certain source (typically journal articles). Example:
doi:10.1080/14622200410001676305

If you need more information about how to find a DOI, please refer to the APA tutorial on DOI at <https://apastyle.apa.org/learn/faqs/what-is-doi?>

If you viewed a journal article in an **online database** and it does not have a DOI, you will need to do a quick search outside of the database to locate the URL for the journal's home page. This information must be included in the reference. If the journal is no longer being published and it does not have a home page, then include the URL for the home page of the database from which you retrieved the article.

If you viewed a journal article in its **print format**, be sure to check if it has a DOI listed. If it does not, your reference to the article would end after you provide the page range of the article.

Journal article with two authors

General Format

In-Text Citation (Paraphrase): (First Author Surname & Second Author Surname, Year)

In-Text Citation (Quotation): (First Author Surname & Second Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle.*Journal Title*, *Volume*(issue), page range. doi:xx.xxxxxxxx OR Retrieved from URL of journal home page [if available].

Example 1

In-Text Citation (Paraphrase): (Paterson & Thorne, 2003)

In-Text Citation (Quotation): (Paterson & Thorne, 2003, p. 30)

Reference:

Paterson, B. L., & Thorne, S. (2003). Enhancing the evaluation of nursing care effectiveness. *Canadian Journal of Nursing Research, 35*(3), 26-38.

Example 2

In-Text Citation (Paraphrase): (Sillick & Schutte, 2006)

In-Text Citation (Quotation): (Sillick & Schutte, 2006, p. 43)

Reference:

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology, 2*(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

Journal article with three-five authors

General Format

In-Text Citation (Paraphrase): (Author Surname, Author Surname, & Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Author Surname, & Author Surname, Year, page number)

Note: Only the first in-text citation for a work with three to five authors/editors includes all of the names of the authors/editors. Subsequent in-text citations include only the first author's/editor's surname, followed by et al. and the year.

Reference:

Author Surname, First Initial. Second Initial., Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. *Journal Title, Volume*(issue), page range. doi:xx.xxxxxxxx OR Retrieved from URL of journal home page [if available].

Example 1

In-Text Citation (Paraphrase): (Westhues, Lafrance, & Schmidt, 2001)

Note: A subsequent in-text citation would appear as (Westhues et al., 2001)

In-Text Citation (Quotation): (Westhues, Lafrance, & Schmidt, 2001, p. 40)

Note: If quoting from the same page, a subsequent in-text citation would appear as (Westhues et al., 2001, p. 40)

Reference:

Westhues, A., Lafrance, J., & Schmidt, G. (2001). A SWOT analysis of social work education in Canada. *Social Work Education, 20*(1), 35- 56. doi:10.1080/02615470020028364

Example 2

In-Text Citation (Paraphrase): (Brinkworth, Noakes, Buckley, Keogh, & Clifton, 2009)

Note: A subsequent in-text citation would appear as (Brinkworth et al., 2009)

In-Text Citation (Quotation): (Brinkworth, Noakes, Buckley, Keogh, & Clifton, 2009, p. 27)

Note: If quoting from the same page, a subsequent in-text citation would appear as (Brinkworth et al., 2009, p. 27)

Reference:

Brinkworth, G. D., Noakes, M., Buckley, J. D., Keogh, J. B., & Clifton, P. M. (2009). Long-term effects of a very-low-carbohydrate weight loss diet compared with an isocaloric low-fat diet after 12 mo. *American Journal of Clinical Nutrition* 90(1),23-32. doi:10.3945/ajcn.2008.27326

Journal article with six or more authors

General Format

In-Text Citation (Paraphrase): (Author Surname et al., Year)

In-Text Citation (Quotation): (Author Surname et al., Year, page number)

Reference:

Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. *Journal Title, Volume(issue)*, page range. doi:xx.xxxxxxxx [if available] OR Retrieved from URL of journal home page[if available].

Note: If an article has eight or more authors, list the names of the first six authors followed by ellipses (i.e. 3 dots OR . . .) and then the last author's name in the Reference list

Example

In-Text Citation (Paraphrase): (Dietz et al., 2007)

In-Text Citation (Quotation): (Dietz et al., 2007, p. 1517)

Reference:

Dietz, P. M., Williams, S. B., Callaghan, W. M., Bachman, D. J., Whitlock, E. P., & Hornbrook, M. C. (2007).Clinically identified maternal depression before, during, and after pregnancies ending in live births. *American Journal of Psychiatry*, 164(10), 1515-1520. Retrieved from <http://ajp.psychiatryonline.org/>

If the article has eight or more authors:

Dietz, P. M., Williams, S. B., Callaghan, W. M., Bachman, D. J., Whitlock, E. P., & Hornbrook, M. C., ... Stanley, D. (2007). Clinically identified maternal depression before, during, and after pregnancies ending in live births. *American Journal of Psychiatry*, 164(10), 1515-1520. Retrieved from <http://ajp.psychiatryonline.org/>

Book with one author/editor

General Format

In-Text Citation (Paraphrase): (Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle*. Place of Publication: Publisher.

Example

In-Text Citation (Paraphrase): (Franks, 2005)

In-Text Citation (Quotation): (Franks, 2005, p. 148)

Reference:

Franks, A. (2005). *Margaret Sanger's eugenic legacy: The control of female fertility*. Jefferson, NC: McFarland & Company.

Note: If you are dealing with one editor instead of one author, you would simply insert the editor's name in the place where the author's name is now, followed by "(Ed.)" without the quotation marks. The rest of the format would remain the same. For example:

Franks, A. (Ed.) (2005). *Margaret Sanger's eugenic legacy: The control of female fertility*. Jefferson, NC: McFarland & Company.

Book with two authors/editors

General Format

In-Text Citation (Paraphrase): (Author Surname & Author Surname, Year)

In-Text Citation (Direct Quote): (Author Surname & Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle*. Place of Publication: Publisher.

Example

In-Text Citation (Paraphrase): (Burley & Harris, 2002)

In-Text Citation (Direct Quote): (Burley & Harris, 2002, p. 153)

Reference:

Burley, J., & Harris, J. (2002). *A companion to genethics*. Malden, MA: Blackwell.

For an edited book:

Burley, J., & Harris, J. (Eds.). (2002). *A companion to genethics*. Malden, MA: Blackwell.

Book with three to five authors/editors

General Format

In-Text Citation (Paraphrase):(Author Surname, Author Surname, & Author Surname, Year)

In-Text Citation (Direct Quote): (Author Surname, Author Surname, & Author Surname, Year, page number)

Note: Although the first in-text citation for a work with three to five authors/editors includes all of the names of the authors/editors, subsequent citations include only the first author's/editor's surname, followed by et al. and the year.

Reference:

Author Surname, First Initial. Second Initial., Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle*. Place of Publication: Publisher.

Example

In-Text Citation (Paraphrase): (Johnson, Roberts, & Worell, 1999)

Note: A subsequent in-text citation would appear as (Johnson et al., 1999)

In-Text Citation (Direct Quote): (Johnson, Roberts, & Worell, 1999, p. 72)

Note: If quoting from the same page, a subsequent in-text citation would appear as (Johnson et al., 1999, p. 72)

Reference:

Johnson, N. G., Roberts, M. C., & Worell, J. (1999). *Beyond appearance: A new look at adolescent girls*. Washington, DC: American Psychological Association.

For an edited book:

Johnson, N. G., Roberts, M. C., & Worell, J. (Eds.). (1999). *Beyond appearance: A new look at adolescent girls*. Washington, DC: American Psychological Association.

Book edition other than the first

Second edition = 2nd ed.

Third edition = 3rd ed.

Fourth edition = 4th ed.

Revised edition = Rev. ed.

General Format

In-Text Citation (Paraphrase): (Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle* (edition). Place of Publication: Publisher.

Example

In-Text Citation (Paraphrase):(Harris, 2001)

In-Text Citation (Quotation): (Harris, 2001, p. 50)

Reference:

Harris, L. A. (2001). *Canadian copyright law* (3rd ed.). Toronto, ON: McGraw Hill Ryerson.

Article/chapter in an edited book

General Format

In-Text Citation (Paraphrase): (Author Surname [of Chapter or Article], Year)

In-Text Citation (Quotation): (Author Surname [of Chapter or Article], Year, page number)

Reference:

Author Surname [of Chapter or Article], First Initial. Second Initial. (Year). Article or chapter title. In Editor First Initial. Second Initial. Surname (Ed.), *Book title: Subtitle* (pp. page range of article or chapter). Place of Publication: Publisher.

Example 1: One editor

In-Text Citation (Paraphrase): (Lawrence, 2003)

In-Text Citation (Quotation): (Lawrence, 2003, p. 526)

Reference:

Lawrence, J. A. (2003). Goal-directed activities and life-span development. In J. Valsiner (Ed.), *Handbook of developmental psychology* (pp. 517-533). London, England: Sage Publications.

Example 2: More than one editor

In-Text Citation (Paraphrase): (Lawrence & Dodds, 2003)

In-Text Citation (Quotation): (Lawrence & Dodds, 2003, p. 526)

Reference:

Lawrence, J. A., & Dodds, A. E. (2003). Goal-directed activities and life-span development. In J. Valsiner & K. Connolly (Eds.), *Handbook of developmental psychology* (pp. 517-533). London, England: Sage Publications.

Book with no author

General Format

In-Text Citation (Paraphrase): (*Book title* [usually shortened], Year)

In-Text Citation (Quotation): (*Book title* [usually shortened], Year, page number)

Reference:

Book title: Subtitle. (Year). Place of Publication: Publisher.

Example

In-Text Citation (Paraphrase): (*Merriam-Webster's*, 2005)

In-Text Citation (Quotation): (*Merriam-Webster's*, 2005, p. 3)

Reference:

Merriam-Webster's collegiate dictionary (11th ed.). (2005). Springfield, MA: Merriam-Webster.

E-book

General Format

In-Text Citation (Paraphrase): (Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle* [Version]. doi:xx.xxxxxxxx [OR] Retrieved from URL of the home page of the e-book provider.

Example

In-Text Citation (Paraphrase): (Ochs, 2004)

In-Text Citation (Quotation): (Ochs, 2004, p. 55)

Reference:

Ochs, S. (2004). *A history of nerve functions: From animal spirits to molecular mechanisms* [ebrary Reader version]. Retrieved from <http://www.ebrary.com/corp/>

Translated book

General Format

In-Text Citation (Paraphrase): (Original Author Surname, Year Originally Published/Year of Translation)

In-Text Citation (Quotation): (Original Author Surname, Year Originally Published/Year of Translation, page number)

Reference:

Original Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle* (Translator's First Initial. Second Initial. Surname, Trans.). Place of Publication: Publisher. (Original work published Year).

Example

In-Text Citation (Paraphrase): (Laplace, 1814/1951)

In-Text Citation (Quotation): (Laplace, 1814/1951, p. 148)

Reference:

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814).

Unpublished and/or handwritten manuscripts with no date and/or no author

APA Citation Style does not have a separate category for unpublished and/or handwritten manuscripts. However, some helpful tips and suggestions are given below to provide maximum reference information.

Format for no date

Lastname, First Initial. Second Initial. [if available] (n.d.). *Title of the manuscript* (Unpublished manuscript). Retrieved from Name of Institution, Location. (Accession or Order No. [number])

Example

Kapālakuraṅṭaka. (n.d.). *Āsanayoga* (Unpublished Sanskrit manuscript). Retrieved from Kaivalyadhama Library, Lonavala, MH. (Accession No. 29126)

Format for no date and no author

Title of the manuscript (Unpublished manuscript). (n.d.). Retrieved from Name of Institution, Location. (Accession or Order No.

[number])

Example

Siddhāntamuktāvalī (Unpublished manuscript). (n.d.). Retrieved from Kaivalyadhama Library, Lonavala, MH. (Accession No. 15787)

Government publication

APA Citation Style does not have a separate category for government publications. However, some helpful tips and suggestions are given below.

Helpful Tips:

- Treat a government document as a book, report, or brochure.
- If a person is named on the title page, use her or him as author.
- If no person is named, use the government agency, department, or branch as a group author.
- Give the name of the group author exactly as it appears on the title page. If the branch or agency is not well known, include its higher department first.
- If the group author is also the publisher, just use the word “Author” after the location.
- If there is a series or report number, include it after the title.

General Format

In-Text Citation (Paraphrase): (Author Surname OR Name of Government Organization, Year)

In-Text Citation (Quotation): (Author Surname OR Name of Government Organization, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. [OR] Government Name. [OR] Name of Government Agency. (Year). *Title: Subtitle* (Report No. xxx [if available]). Place of Publication: Publisher.

Example 1

In-Text Citation (Paraphrase): (Gilmore et al., 1999)

In-Text Citation (Quotation): (Gilmore et al., 1999, p. 5)

Reference:

Gilmore, J., Woollam, P., Campbell, T., McLean, B., Roch, J., & Stephens, T. (1999). *Statistical report on the health of Canadians: Prepared by the Federal, Provincial and Territorial Advisory Committee on Population Health*. Charlottetown, PEI: Health Canada, Statistics Canada, Canadian Institute for Health Information.

Example 2

In-Text Citation (Paraphrase): (Edwards, Sims-Jones, Hotz, & Cushman, 1997)

In-Text Citation (Quotation): (Edwards, Sims-Jones, Hotz, & Cushman, 1997, p. 2)

Reference:

Edwards, N., Sims-Jones, N., Hotz, S., & Cushman, R. (1997). *Development and testing components of a multifaceted intervention program to reduce the incidence of smoking relapse during pregnancy and post-partum of both women and their partners*. Report prepared for Health Canada at the Community Health Research Unit, University of Ottawa, Canada.

Example 3

In-Text Citation (Paraphrase): (Ontario Ministry of Health, 1994)

In-Text Citation (Quotation): (Ontario Ministry of Health, 1994, p. 7)

Reference:

Ontario Ministry of Health. (1994). *Selected findings from the mental health supplement of the Ontario Health Survey*. Ottawa, ON: Queen's Printer for Ontario.

Example 4

In-Text Citation (Paraphrase): (U. S. Food and Drug Administration, 2004)

In-Text Citation (Quotation): (U. S. Food and Drug Administration, 2004, p. 8)

Reference:

U. S. Food and Drug Administration/Center for Drug Evaluation and Research. (2004). *Worsening depression and suicidality in patients being treated with antidepressant medications: FDA public health advisory*. Washington, DC: Author.

An Entry in an Encyclopedia

General Format

In-Text Citation (Paraphrase): (Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. (Year). Article title. In *Book title*. (Vol. no., pp. page range of article). Place of Publication: Publisher.

Example

In-Text Citation (Paraphrase): (Bergmann, 1993)

In-Text Citation (Quotation): (Bergmann, 1993, p. 148)

Reference:

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica*. (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

Basic web page

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Reference:

Neurology. (n.d.). In *Wikipedia*. Retrieved August 8, 2014, from <http://en.wikipedia.org/wiki/Neurology>

Example 2

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New France. (2013). In *Canada History*. Retrieved April 8, 2014, from <http://www.canadahistory.com>

Conference proceedings

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Reference:

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings from *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

Dissertations/theses

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Lastname, F. N. (Year). *Title of doctoral dissertation/master's thesis* (Doctoral dissertation/Master's thesis). Retrieved from Name of database/URL. (Accession or Order No. [number]) [if available]

Examples

Mitchell, J. D. (2010). *National debt facts and their impact on the Indiana state budget* (Master's thesis). Retrieved from ProQuest Dissertations and Theses database. (UMI No. 1434728)

Andrews, B. R. (2011). *National debt facts and their impact on the Indiana state budget* (Doctoral dissertation). Retrieved from <http://www.ohiolink.edu/etd/>

Dissertation, Unpublished:

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Lastname, F. N. (Year). *Title of doctoral dissertation/master's thesis* (Unpublished doctoral dissertation/master's thesis). Name of Institution, Location.

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Bucket, F. M. (2011). *Effects of the national debt on the budget for the state of Indiana* (Unpublished master's thesis). Ball State University, Muncie, IN.

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CARE	Case Reports	https://www.care-statement.org/checklist
AGREE	Clinical Practice Guidelines	https://www.agreetrust.org/wp-content/uploads/2016/02/AGREE-Reporting-Checklist-2016.pdf

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